



**Ardip Sandhu**  
**Executive Director - Law and People**  
South Derbyshire District Council,  
Civic Offices, Civic Way,  
Swadlincote, Derbyshire DE11 0AH.

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Date: 21 May 2024

Dear Councillor,

### **Environmental and Development Services Committee**

A Meeting of the **Environmental and Development Services Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 30 May 2024** at **18:00**. You are requested to attend.

Yours faithfully,

### **Executive Director – Law and People**

To: **Labour Group**

Councillor S Taylor (Chair), Councillor K Storey (Vice-Chair)  
Councillors A Archer, J Jackson, V Redfern, B Stuart A Tilley and N Tilley

**Conservative Group**

Councillors M Gotheridge, K Haines and P Watson

**Non-Grouped**

Councillor A Wheelton

**Liberal Democrats**

Councillor G Andrew



## **AGENDA**

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

- 1** Apologies and to note any substitutes appointed for the Meeting.
- 2** To note any declarations of interest arising from any items on the Agenda
- 3** To receive any questions by members of the public pursuant to Council Procedure Rule No. 10.
- 4** To receive any questions by Members of the Council pursuant to Council Procedure Rule No. 11.
- 5** CORPORATE PLAN 2020-24 PERFORMANCE REPORT (2023-2024 QUARTER 4 –1 APRIL TO 31 MARCH) **3 - 62**
- 6** FIXED PENALTY NOTICES FOR ANIMAL WELFARE OFFENCES **63 - 66**
- 7** COMMITTEE WORK PROGRAMME **67 - 72**

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

- 8** 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.
- 9** To receive any exempt questions by Members of the Council pursuant to Council Procedure Rule No. 11.  
Details
- 10** PLANNING SERVICES REVIEW

|                                |  |                              |
|--------------------------------|--|------------------------------|
| <b>REPORT TO:</b>              | <b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>  | <b>AGENDA ITEM:5</b>         |
| <b>DATE OF MEETING:</b>        | <b>30 MAY 2024</b>   | <b>CATEGORY: DELEGATED</b>   |
| <b>REPORT FROM:</b>            | <b>LEADERSHIP TEAM</b>   | <b>OPEN DOC:</b>             |
| <b>MEMBERS' CONTACT POINT:</b> | <b>DR JUSTIN IVES (EXT. 5700)<br/>HEIDI MCDUGALL (EXT. 5775)</b>                                 |                              |
| <b>SUBJECT:</b>                | <b>CORPORATE PLAN 2020-24:<br/>PERFORMANCE REPORT (2023-2024 QUARTER 4 –1 APRIL TO 31 MARCH)</b> |                              |
| <b>WARD (S) AFFECTED:</b>      | <b>ALL</b>   | <b>TERMS OF REFERENCE: G</b> |

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## **1.0 Recommendations**

- 1.1 That the Committee approves progress against performance targets set out in the Corporate Plan 2020 - 2024.
- 1.2 That the Risk Register for the Committee's services are reviewed.
- 1.3 That elected members note the proposed changes to the approach to reporting Council Plan performance and risks to the Council in sections 4.8 and 6.5.

## **2.0 Purpose of the Report**

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

## **3.0 Executive summary**

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

### **Our Environment**

- *Improve the environment of the District.*



- *Tackle climate change.*
- *Enhance the attractiveness of South Derbyshire.*

**Our People**

- *Supporting and safeguarding the most vulnerable.*

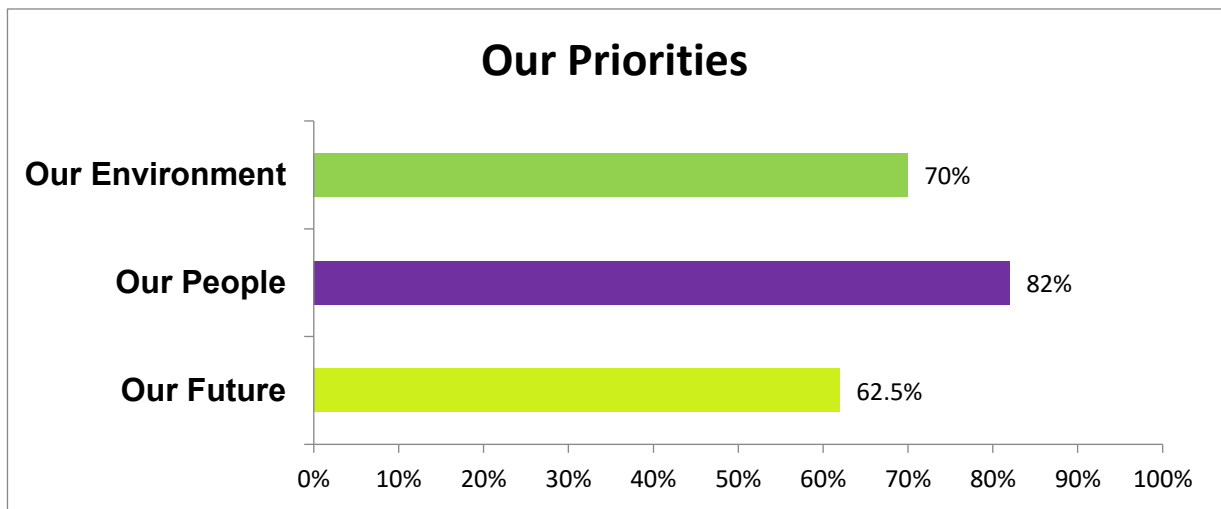
**Our Future**

- *Develop skills and career.*
- *Support economic growth and infrastructure.*

**4.0 Performance Detail**

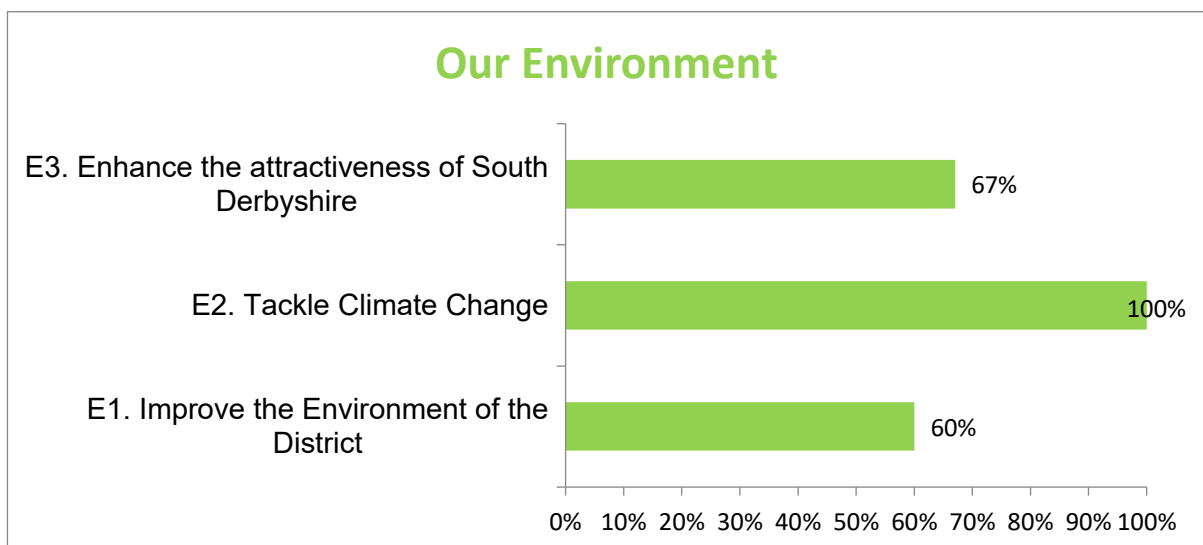
**4.1 Overall Council performance against the priorities – Quarter four 2023-2024.**

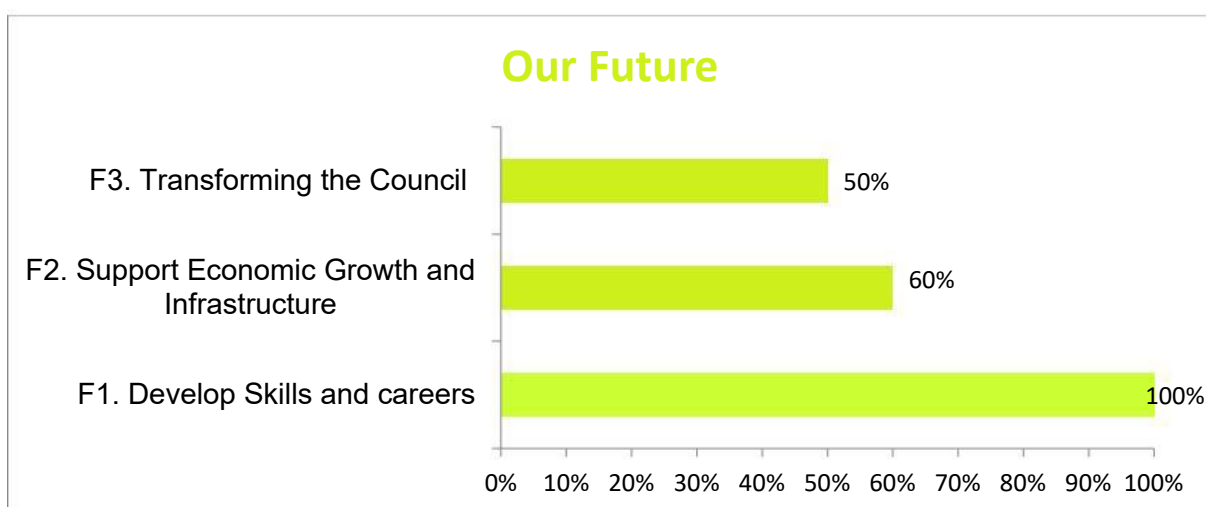
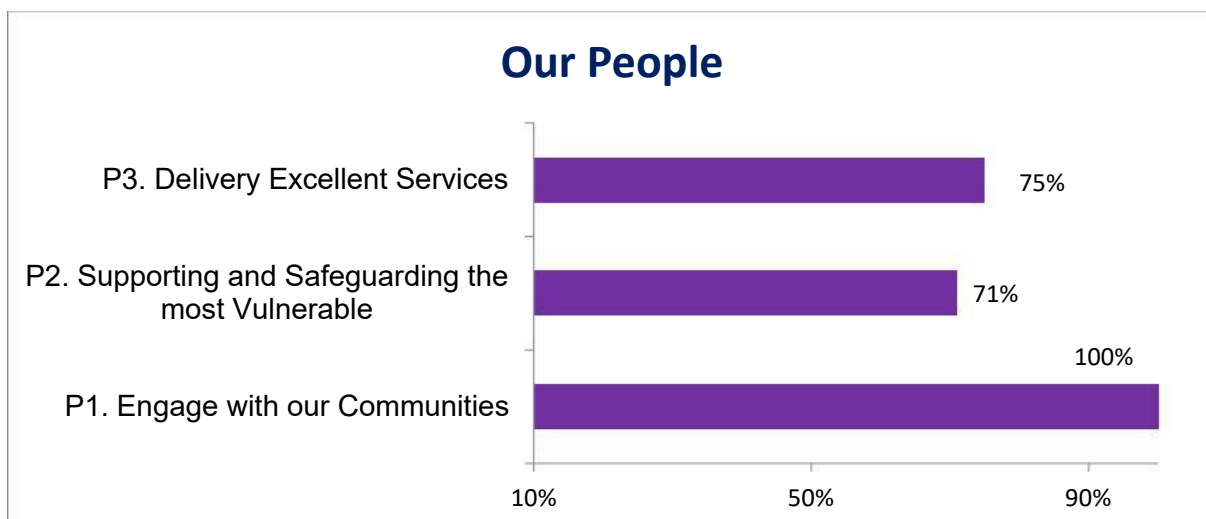
The below chart provides an overview for the percentage of measures that achieved the annual target.



**4.2 Overall Council performance against key aims – Quarter four 2023-2024.**

The below charts provide an overview for the percentage of measures that achieved the annual target within each key aim of the Corporate Plan.





4.3 Of the 35 measures which support the progress of the Corporate Plan 20-24, 25 are green, 0 are amber, 9 are red and 1 is grey.

Overall, 74% of the key aims within the Corporate Plan achieved the four-year target. As at quarter four, 70% of indicators achieved the target for Our Environment, 82% achieved the target for Our People and 62.5% achieved the target for Our Future.

4.4 This Committee is responsible for overseeing the delivery of 17 Corporate measures.

Below outlines the twelve (71%) measures for this Committee that achieved the target for the quarter:

- % of collected waste recycled and composted
- Number of fly tipping incidents.
- Improve the quality of the District through the Local Environmental Quality Survey.
- Reduce South Derbyshire District Council carbon emissions.



- % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day.
- Continue to undertake interventions per year to keep families out of fuel poverty.
- Deliver the objectives identified in the Supporting Aspirations Plan.
- Increase the number of employee jobs in South Derbyshire.
- Annual net growth in new commercial floorspace (sqm)
- Total Rateable Value of businesses in the District.
- Secure new facilities and contributions through Section106 to mitigate impacts of development.
- Proportion of good quality housing development schemes.

The performance measure for proportion of good quality housing development schemes, has improved in quarter 4 from previous quarters and has moved from 'not on target' to 'on target' with an out turn of 100% of development schemes meeting the Council's quality criteria, based on the latest Building for Life standards and the National Design Guide.

4.5 Below outlines the five (29%) measures for this Committee that are not on track (red) for the quarter:

- Household waste collected per head of population.
- % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the site's predevelopment baseline.
- Increase Swadlincote Town Centre visitor satisfaction.
- Speed of decision on discharging conditions on housing applications.
- % of planning applications determined within the statutory period.

For more detailed information please refer to **Appendix B**, Performance Measure Report Index.

There have been many successes over the past year, and these should be recognised. Below outlines the key successes linked to the key aims and outcomes this Committee is responsible for overseeing:

**Priority: Our Environment - Keeping a clean, green District for future generations.**

**Outcome - E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate.**

- The number of reported fly tipping incidents in 2023/24 was 562. This was the lowest number of reported incidents since 2014/15 and the second lowest since records began in 2006.
- Council Community Safety Enforcement officers have been involved in several investigations which involved disrupting the activities of individuals



who are suspected of participating in extensive fly tipping as part of organised crime activity. Fly tipping believed to be attributable to these people has stopped and legal cases are being developed.

- Changes in national law enabled the Council to introduce higher fixed penalty notices for fly tipping offences in late 2023. The previous maximum penalty of £400 was increased to £1000.
- Council officers made nearly 200 visits to local businesses to help them comply with their 'duty of care' to correctly dispose of commercial waste.
- Council officers persuaded National Highways to pay for work to restrict access to a long-term fly tipping hot spot, on Burton Road, Findern, which has been successful in significantly reducing incidents at this location.
- Officers have been working with local farmers, landowners and communities to help protect land against fly tippers, particularly in Shardlow and Barrow on Trent.
- There has been investment in new surveillance cameras to improve identification of vehicle registration plates linked with offences.
- 30 people were interviewed under caution in relation to waste offences, 2 vehicles associated with fly tipping were seized and two successful prosecutions completed.
- Council officers are seeking to improve partnership working with the Derbyshire Police Rural Crime team.

### **Outcome - E2.1 Strive to make South Derbyshire District Council carbon neutral by 2030.**

- The Council published a revised Climate and Environmental Action Plan containing 60 actions which will reduce carbon emissions both from our own activities and from the activities of others in our district.
- This Action Plan was independently assessed by Climate Emergency UK as the best across Derbyshire and Nottinghamshire, the 4<sup>th</sup> best in the East Midlands and 18<sup>th</sup> out of 158 District Councils across England. We are currently on target on the delivery of 90% of these actions.
- In order for the Council to achieve net zero by 2030 we have identified six transformational actions relating to emissions from our buildings and transport fleet. The new Council Plan has prioritised delivering most of these transformational actions over the next 4 years.
- Operational Services have led a pilot project to test the viability of fitting hydrogen / diesel hybrid engines onto two refuse collection vehicles. The project has been funded by the D2N2 Innovation Fund and has attracted national interest. The project finding will help Councils across the country to make decisions about how to decarbonise waste collection vehicle fleets.
- Six of the Councils public car parks now have publicly accessible EV charge points, and we are actively bidding for more.

### **Priority: Our People - Working with communities and meeting the future needs of the District.**





**Outcome: P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.**

- The most recently available reports on fuel poverty suggest that 11.5% of the population of South Derbyshire are in fuel poverty, compared to the regional average of 14.3% and the national average of 13.1%. Action by Council officers directly aimed at reducing fuel poverty led to improvements in 203 properties across South Derbyshire in 2023/24.
- All of the estimated 5,800 private rented properties in South Derbyshire meet minimum legal standards for energy efficiency as a result of the District Councils Environmental Health team making innovative use of legal powers normally only given to County Council.

**Priority: Our Future - Growing our District and our skills base**

**Outcome - F2.1 Encourage and support business development and new investment in the District.**

- A number of activities were undertaken during the year to mark the twenty-fifth anniversary of the international relationship with Toyota City in Japan. These included the Toyota City Junior Marching Band travelling to Derbyshire and appearing at Music in the Park and the staging of Japan Fest at Festival of Leisure. The events raised awareness of the relationship which was established following the opening of the Toyota car plant at Burnaston and promoted Japanese culture to the local community.
- 'Introduction to Marketing' workshops were introduced alongside the established 'Thinking of Starting a Business' workshops by the South Derbyshire Business Advice Service at Swadlincote Innovation Centre. Both formats have proved to be popular amongst residents considering self-employment. The new marketing workshops help entrepreneurs to identify their target audience, define their marketing goals and select the appropriate approaches, including social media platforms.
- A new free of charge public car park with electric vehicle charging points has been opened on the former Bank House/Sabine's Yard site in Swadlincote town centre between Midland Road and Belmont Street. The formerly derelict site also features a new 'pocket park' seating area in a landscaped environment. The scheme aims to encourage usage of the town centre and so support the High Street businesses. This project was part-funded by the UK Government through the UK Shared Prosperity Fund.

**Outcome - F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets.**

- There has been an improvement in the time taken to process planning applications, without relying on extensions. The % of planning applications





determined without the need for an extension has risen from 19% in December 2022 to 62% in March 2024.

- 4.6 An overview of performance can be found in the Performance Dashboard in **Appendix A**. A detailed update on the quarterly outturn of each performance measure including actions to sustain or improve performance is included in the detailed Performance Measure Report Index in **Appendix B**.
- 4.7 Questions regarding performance are welcomed from the Committee in relation to the Corporate performance measures that fall under its responsibility and are referenced in the detailed Performance Measure Report Index in **Appendix B**.
- 4.8 The reporting format for the Council Plan 2024-2028, will be focused on reporting performance measures and projects by exception. Projects and key performance measures reported as 'at risk of failing the target' or 'target not met', will be detailed in the *Council Performance Report: Reporting by Exception* in the appendices to the Committee report.

## 5.0 **Financial and Implications**

None directly.

## 6.0 **Corporate Implications**

### 6.1 **Employment Implications**

None directly.

### 6.2 **Legal Implications**

None directly.

### 6.3 **Corporate Plan Implications**

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

### 6.4 **Risk Impact**

The Risk Registers for the Committee's services are detailed in **Appendix C - Service Delivery Risk Register** and **Appendix D - Chief Executive Risk Register**. In relation to the Chief Executive Risk Register, this Committee is responsible for overseeing the risks relating to licensing, land charges and economic development. This includes the registers, risk mitigation plans and any further actions required for the relevant departmental risks. Each risk has



been identified and assessed against the Corporate Plan aims which are considered to be the most significant risks to the Council in achieving its main objectives. The Risk Registers detail a risk matrix to summarise how each identified risk has been rated.

The following risks have been updated for quarter four in the Service Delivery Risk Register:

- SD19 – Animal welfare costs. The Mitigating actions have been updated to confirm a small amount of government funding has been provided and one welfare case was successfully prosecuted.

There have been no changes for quarter four to the Chief Executive Risk Register:

- 6.5 The Council's risk management and risk registers were reviewed by the external auditor earlier this year, the findings from the review were submitted to the Audit Sub Committee on the 6<sup>th</sup> March 2024. The Strategic Director, Corporate Resources, is currently undertaking a review of the Council's Risk Management process and the approach to reporting the Council's strategic risks to elected members in the future.

## **7.0 Community Impact**

### **7.1 Consultation**

None required.

### **7.2 Equality and Diversity Impact**

Not applicable in the context of the report.

### **7.3 Social Value Impact**

Not applicable in the context of the report.

### **7.4 Environmental Sustainability**

Not applicable in the context of the report.

## **8.0 Appendices**

Appendix A – Performance Dashboard 2020-2024

Appendix B – Performance Measure Report

Appendix C – Service Delivery Risk Register

Appendix D – Chief Executive Risk Register



| Priority        | Key Aim  | Outcome   | Ref   | How success will be measured   | 2019-2020 (baseline) Outturn  | Q4 2020-2021: Apr - Mar   | Q4 2021-2022: Apr - Mar  | Q4 2022-2023: Apr - Mar                                       | Q4 2023-2024: Apr-Dec  | Plan Target 2020-2024  | Head of Service   | Strategic Lead   | Committee   |   |      |
|-----------------|--|---|---|--|---|---|--|---|--|--|---|--|---|---|------|
| OUR ENVIRONMENT | Keeping a clean, green District for future generations                             | E1. Improve the environment of the District                           | E1.1A   | Household waste collected per head of population   | Cumulative (Apr-Mar) 404 kgs Q4 (Dec-Mar) 90kgs   | 460kgs  | 416kgs   | 395kgs  | 410kgs   | Sustain during Y1 and Y2. See a downward trend in Yrs. 3 and 4                       | Gary Charlton, Head of Operational Services   | Heidi McDougall, Executive Director Environment and Communities  | E&DS  |   |      |
|                 |  |   | E1.1B   | % of collected waste recycled and composted  | Cumulative (Apr-Mar) 45% Q4 (Jan-Mar)39%  | 47%   | 46%  | 43%   | 45%  | Sustain during Y1 and Y2. See an upward trend in Y3 and Y4                           | Gary Charlton, Head of Operational Services   | Heidi McDougall, Executive Director Environment and Communities  | E&DS  |   |      |
|                 |  |   | E1.2A   | Number of fly tipping incidents  | 714 (total figure for 2019/20)  | 1003  | 604  | 590   | 562  | Downward trend over four years   | Matt Holford, Head of Environmental Services  | Heidi McDougall, Executive Director Environment and Communities  | E&DS  |   |      |
|                 |  |   | E1.2B   | Improve the quality of the District through the Local Environmental Quality Survey   | The first survey was completed in January 2020 the result was 89.67% above grade C+. Committee report being prepared. Some service PIs developed to assist overall performance. | Report in Q1 21/22  | 93.79% of streets meet grade B or higher                             | 96.65% Grade B or above                                       | 97.9% (Grade B or above)   | >95% (Grade B or above)  | Gary Charlton, Head of Operational Services   | Heidi McDougall, Executive Director Environment and Communities  | E&DS  |   |      |
|                 |  | E1.3A   | % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline. | Not possible to provide as outputs not held in software until April 2020. Monitoring underway and baseline data to be provided Q1 and Q2.          | 66.7%   | 66.7%   | 0  | 0   | 85%  | Steffan Saunders, Head of Planning and Strategic Housing                             | Heidi McDougall, Executive Director Environment and Communities   | E&DS   |   |   |      |
|                 |  | E2. Tackle climate change   | E2.1A   | Reduce South Derbyshire District Council carbon emissions  | No update required for Q4. First update to be provided Q1 2020-21.  | Achieved  | Achieved   | Achieved  | Achieved   | >90% of actions in the C&EAP to be RAG rated 'Green' - Achieved                      | Reduce CO2 emissions (from baseline) through the achievement of actions in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP) | Matt Holford, Head of Environmental Services   | Heidi McDougall, Executive Director Environment and Communities | E&DS  |      |
|                 |  |   | E2.2A   | % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day | Baseline figure of 50% based on 18 qualifying decisions in Q4.  | 100%  | 75.6%  | 86%   | 92%  | 85%  | Steffan Saunders, Head of Planning and Strategic Housing  | Heidi McDougall, Executive Director Environment and Communities  | E&DS  |   |      |
|                 |  | E3. Enhance the attractiveness of South Derbyshire                    | E3.1A   | Increase Swadlincote Town Centre visitor satisfaction  | 49% of respondents would recommend Swadlincote Town Centre - May 2019. No update required for Q4. First update to be provided Q2 2020-21  | 55%   | 60%  | 66%   | 50%  | National small towns average 72%. Target to be above the National average by 2023/24 | Mike Roylance, Head of Economic Development and Growth  | Dr Justin Ives, Chief Executive  | E&DS  |   |      |
|                 |  |   | E3.2A   | The number of Green Flag Awards for South Derbyshire parks   | 2   | Achieved  | 3  | 3   | 4  | Increase from two green flag park awards to four by 2024                             | Sean McBurney, Head of Cultural and Community Services  | Heidi McDougall, Executive Director Environment and Communities  | H&CS  |   |      |
|                 |  |   | E3.2B   | Proportion of good quality housing development schemes   | 92%   | Out turn unavailable  | Out turn unavailable   | Out turn unavailable  | 100%   | 90% of schemes which score high  | Steffan Saunders, Head of Planning and Strategic Housing  | Heidi McDougall, Executive Director Environment and Communities  | E&DS  |   |      |
|                 |  | OUR PEOPLE  | the future needs of the District  | P1. Engage with our communities  | P1.1A   | Number of new and existing Community Groups supported                             | 36   | 153 groups  | 160 groups   | 216  | 232   | Year 1-2(Proxy)- collate baseline data. Year 3-4 we will show an increase on the average over two years (>157) | Sean McBurney, Head of Cultural and Community Services          | Heidi McDougall, Executive Director Environment and Communities | H&CS |
|                 |  |   |   |  | P1.2A   | Number of ASB interventions by type   | 2,893 ASB reports  | Minimal   | Moderate   | Moderate   | Moderate  | Performance to be rated as 'High' or 'Moderate'  | Matt Holford, Head of Environmental Services                    | Heidi McDougall, Executive Director Environment and Communities | H&CS |
|                 |  |   |   | P2. Supporting and safeguarding the most vulnerable  | P2.1A   | Number of households prevented from Homelessness                                  | 103 cases  | 265 cases   | 261 cases  | 182 cases  | 254 cases   | Proxy Measure to show service activity   | John Comber, Interim Head of Housing                            | Heidi McDougall, Executive Director Environment and Communities | H&CS |
|                 |  |   |   |  | P2.1B   | Continue to undertake interventions per year to keep families out of fuel poverty | Numbers of interventions in 2019/20 were not recorded                | 276   | 210  | 198  | 203   | >160 interventions during 2023-2024 640 interventions over the four-year Plan                                  | Matt Holford, Head of Environmental Services                    | Heidi McDougall, Executive Director Environment and Communities | E&DS |
| P2.2A           | Deliver the objectives identified in the South Derbyshire Health & Wellbeing Group |   |   |  | Not applicable for Q4   | Ongoing delivery of plan  | Delivery of the Health and Wellbeing Action Plan over 2021-22        | Delivery of the Health and Wellbeing Action Plan over 2022-23 | Delivery of the Health and Wellbeing Action Plan over 2023-24        | 100% of actions identified delivered   | Sean McBurney, Head of Cultural and Community Services  | Heidi McDougall, Executive Director Environment and Communities  | H&CS  |   |      |
| P2.3A           | Deliver the Planned Maintenance Housing programme over four years                  |   |   |  | £2,717,193.80   | 114.10% (E 2,377,625)   | 89.1% (E2,116,365.65)  | 89.29% (E1,721,162.30)  | 87.63% (E1,825,418)  | 100% spend against the planned maintenance budget                                    | John Comber, Interim Head of Housing  | Heidi McDougall, Executive Director Environment and Communities  | H&CS  |   |      |
| P2.3B           | Develop and deliver the Public Buildings programme over four years                 |   |   |  | Project Plan for 2020-21 developed  | 29 surveys  | 44 surveys   | 38 surveys  | 38 surveys - 100% surveyed undertake on public buildings portfolio.n | 100% of surveys undertaken   | Steve Baker, Head of Corporate Property   | Tracy Bingham, Executive Director Resources and Transformation   | F&M   |   |      |
| P2.3C           | Average time taken to re-let Council homes   |   |   |  | Q4 157 days YTD 122 days  | 200 days  | 156 days   | 169 days  | 157 days   | Median Quartile Performance (Benchmark via Housemark)                                | John Comber, Interim Head of Housing  | Heidi McDougall, Executive Director Environment and Communities  | H&CS  |   |      |
| P2.4A           | Deliver the objectives identified in the Supporting Aspirations Plan               | Ranked >311 in the Social Mobility Commission's Social Mobility Index | Research and data analysis  | Supporting Aspirations Action Plan adopted.  | Achieved  | Achieved  | Deliver the objectives identified in the Supporting Aspirations Plan | Mike Roylance, Head of Economic Development and Growth        | Dr Justin Ives, Chief Executive                                      | E&DS   |   |  |   |   |      |

| Priority                                       | Key Aim  | Outcome   | Ref  | How success will be measured             | 2019-2020 (baseline) Outturn  | Q4 2020-2021: Apr - Mar   | Q4 2021-2022: Apr - Mar      | Q4 2022-2023: Apr - Mar                                  | Q4 2023-2024: Apr-Dec  | Plan Target 2020-2024  | Head of Service  | Strategic Lead  | Committee  |              |  |                                 |      |
|--|--|---|--|--|---|---|------------------------------|--|------------------------|--|--|---|--|--------------|--|---------------------------------|------|
| People   | Working with communities and meeting   | P3. Deliver Excellent Services  | P3.1 Ensuring consistency in the way the Council deal with service users                               | P3.1A                                    | Increase the number of customers who interact digitally as a first choice   | During 2019/20 there were 1,282 council tax and digital forms submitted, 13,912 general website forms via the website and 287 social media enquiries. Total 15,481.               | 23,461                       | 24,405   | 25,856                 | 27,732   | 2023-2024 - Upward Trend on 2019/20 baseline data  | Catherine Grimley, Head of Customer Services                    | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   | P3.2 Have in place methods of communication that enables customers to provide and receive information. | P3.2A                                    | Reduce face-to-face contact to allow more time to support those customers who need additional support   | 2,463 enquiries dealt with at Customer Services Desk. Visitors to office 4,490. Please note this was up to 20 March 2020, when offices closed due to Covid 19. Quarter 4 figures. | 0                            | 859  | 8,253                  | 8,747  | Downward trend <8253   | Catherine Grimley, Head of Customer Services                    | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   | P3.3 Ensuring technology enables us to effectively connect with our communities.                       | P3.3A                                    | Number of customer telephone calls answered by Customer Service   | Total Calls 26,280 (21,350 calls handled & 4,930 automated call payments). Quarter 4 figures.   | 98,099                       | 99,165   | 85,197                 | 84,889   | Downward Trend <85,197   | Catherine Grimley, Head of Customer Services                    | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   |  | P3.3B                                    | Increase digital engagement (Twitter, Instagram, Facebook)  | Total FACEBOOK fans: 22,440, total TWITTER followers: 11,448, No Instagram account yet, total ALL SOCIAL MEDIA fans: 33,888. Social Media queries: 287                            | 43,850                       | 49,181   | 52,682                 | 60,689   | Upward Trend   | Fiona Pittam, Head of Organisational Development                | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   |  | P3.4A                                    | Increase the level of staff engagement  | No Q4 Update. First Staff survey to take place in 20/21.  | Survey postponed until 21-22 | Target not achieved                                      |                        | Annual figure of employee survey - 266 responses   | Q4 - Collate baseline data (proxy measure Q1 to Q3)  | Fiona Pittam, Head of Organisational Development                | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   |  | P3.4B                                    | Number of apprenticeships   | 4 (1.2% of head count)  | 5 (1.5% of head count)       | 6 (1.84% of head count)                                  | 9 (2.47% of workforce) | 10 (2.6% workforce)  | >2.3% of head count  | Fiona Pittam, Head of Organisational Development                | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   |  | P3.4C                                    | Average number of staff days lost due to sickness   | 3.58  | 12.93                        | 10.28  | 9.64                   | 9.54   | Downward Trend   | Fiona Pittam, Head of Organisational Development                | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   |  | P3.4D                                    | The Council has a positive health and safety culture  | No Q4 update for 19/20. First Staff survey to take place in 20/21.  | Postponed until early 22/23  | Postponed until early 22-23                              | 81%                    | 86% of mandatory H&S training delivered. The Health & Safety Policy was approved by H&S committee in January 2024. | Mandatory H&S training >81% and up to date Health & Safety Policy  | Fiona Pittam, Head of Organisational Development                | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  |  |   | Our Future   | Growing our District and our skills base | F1. Develop skills and careers  | F1.1 Attract and retain skilled jobs in the District  | F1.1A                        | Increase the number of employee jobs in South Derbyshire | 32,000                 | 32,000 Impacted by Covid-19  | 31,000 Impacted by Covid-19  | 34,000  | Publication of 2023 data from the ONS Business Register and Employment Survey is awaited | Upward Trend | Mike Roylance, Head of Economic Development and Growth | Dr Justin Ives, Chief Executive | E&DS |
|  |  |   |  |  |   | F1.2 Support unemployed residents back into work  | F1.2A                        |  |                        |  |  |   |  |              |  |                                 |      |
| F2. Support economic growth and infrastructure | F2.1 Encourage and support business development and new investment in the District                       | F2.1A   |  |  | Annual net growth in new commercial floorspace (sqm)  | 2,885 sqm   | 4,140 sqm                    | 1,665 sqm  | 28,174 sqm net growth  | 82,792.5 sqm.  | Net annual growth in commercial floorspace over the four year plan -49,078 sqm net growth  | Mike Roylance, Head of Economic Development and Growth          | Dr Justin Ives, Chief Executive  | E&DS         |  |                                 |      |
|  |  | F2.1B   |  |  | Total Rateable Value of businesses in the District  | £67,486,786   | £67,341,926                  | £67,234,722  | £67,120,292            | £75,182,696  | Upward trend >£75,132,472  | Mike Roylance, Head of Economic Development and Growth          | Dr Justin Ives, Chief Executive  | E&DS         |  |                                 |      |
|  | F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets                        | F2.2A   |  |  | Speed of decision on discharging conditions on housing applications   | 80%   | 100%                         | 60.9%  | 78%                    | 65%  | 90% within 8-13 weeks or as agreed with the applicant  | Steffan Saunders, Head of Planning and Strategic Housing        | Heidi McDougall, Executive Director Environment and Communities                          | E&DS         |  |                                 |      |
|  | F2.2B  | % of planning applications determined within the statutory period   |  |  | 93%   | 98%   | 90.50%                       | 83%  | 77%                    | >90%   | Steffan Saunders, Head of Planning and Strategic Housing   | Heidi McDougall, Executive Director Environment and Communities | E&DS   |              |  |                                 |      |
|  | F2.3A  | Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions |  |  | No Q4 update for 19/20. New indicator, data will be collected from April 2020 onwards as retrospective data is not possible to collect.   | 94%   | 100%                         | 90%  | 100%                   | 90%  | Steffan Saunders, Head of Planning and Strategic Housing   | Heidi McDougall, Executive Director Environment and Communities | E&DS   |              |  |                                 |      |
| F3. Transforming the Council                   | F3.1 Provide modern ways of working that support the Council to deliver services to meet changing needs. | F3.1A   |  |  | Deliver against the Transformation Action Plan  | No Q4 update for 19/20. Transformation plan to report from Q1 onwards   | On target                    | 85%  | On target              | 97%  | Deliver 100% against action plan   | Anthony Baxter, Head of Business Change and ICT                 | Tracy Bingham, Executive Director Resources and Transformation                           | F&M          |  |                                 |      |
|  | F3.2 Source appropriate commercial investment opportunities for the Council                              | F3.2A   |  |  | Develop our approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities | Preliminary discussion between Operational Services and Finance have taken place, working group and action plan not yet established   |                              |  |                        |  | An Operational Services Commercialisation Plan will be produced which will set out the aims and objectives of the commercialisation of the service for the next three years. | Gary Charlton, Head of Operational Services                     | Heidi McDougall, Executive Director Environment and Communities                          | F&M          |  |                                 |      |

# Corporate Plan 2020-2024 Performance Measure Report

## Environmental and Development Services Committee

**Team: Organisational Development and Performance**

**Date: May 2024**

Quarter 4 - 2023-24

# Performance Measure Report Index

## Corporate Plan 2020-2024

### Summary

The Corporate Plan 2020-2024 has 35 Corporate Measures which underpin the Council's three priorities Our Environment, Our People, Our Future.

The following Committees are responsible for overseeing the delivery of the following key aims and outcomes:

**Environmental and Development Services Committee (E&DS) are responsible for 17 Corporate measures under the key aims:**

- E1. Improve the environment of the district.
- E2. Tackle climate change.
- E3. Enhance the attractiveness of South Derbyshire.
- P2. Supporting and safeguarding the most vulnerable.
- F1. Develop skills and careers.
- F2. Support economic growth and infrastructure.

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

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

**Finance and Management Committee (F&M) are responsible for 11 corporate measures under the key aims:**

- P2. Supporting and safeguarding the most vulnerable.
- P3. Deliver Excellent Services.
- F3. Transforming the Council.

# Environmental and Development Services Committee (E&DS) is responsible for the following 17 Corporate measures

## Our Environment

### Measure

- Household waste collected per head of population
- % of collected waste recycled and composted
- Number of fly tipping incidents
- Improve the quality of the District through the Local Environmental Quality Survey
- % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the site's predevelopment baseline.
- Reduce South Derbyshire District Council carbon emissions
- % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day
- Proportion of good quality housing development schemes
- Increase Swadlincote Town Centre visitor satisfaction

## Our People

### Measure

- Continue to undertake interventions per year to keep families out of fuel poverty
- Deliver the objectives identified in the Supporting Aspirations Action Plan

## Our Future

### Measure

- Speed of decision on discharging conditions on housing applications
- % of planning applications determined within the statutory period
- Secure new facilities and contributions through Section 106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions
- Increase the number of employee jobs in South Derbyshire
- Annual net growth in new commercial floorspace (sqm)
- Total Rateable Value of businesses in the district



**Priority: Our Environment**

**E1.1 Reduce waste and increase composting and recycling**

|   |   |  |  |                  |                  |
|---|---|--|--|------------------|------------------|
| <b>Measure and Reference</b>  | <b>E1.1A Household waste collected per head of population</b>   | <b>Committee</b>   | E&DS   |                  |                  |
| <b>Definition</b>   | This indicator is the number of kilograms of household waste collected per head of population. 'Household waste' means those types of waste which are to be treated as household waste as defined by the Environmental Protection Act 1990. | <b>Why this is Important</b>   | To measure the change in household waste disposal levels as a result of householders' waste reduction and recycling activities |                  |                  |
| <b>What Good Looks Like</b>   | Top performing authorities outturn <400kgs per year   |  |  |                  |                  |
| <b>History of this Indicator</b>  | The Council employs 40 staff and utilises 15 vehicles and a number of external contractors to deliver waste collection services.  |  |  |                  |                  |
| <b>2019/20 Baseline Data</b>  | The estimated figure reported in Q4 was 407 kgs. This figure has now been validated and the confirmed out turn for Q4 is 404 kgs.   |  |  |                  |                  |
| <b>Reporting Year</b>   | <b>Annual Target</b>  | <b>Quarter 1</b>   | <b>Quarter 2</b>   | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21   | Sustain during Yr1 (404kgs)   | 126kgs   | 250kgs   | 355kgs           | 460kgs           |
| 2021/22   | Sustain Current levels  | 123kgs   | 245kgs   | 324kgs           | 416kgs           |
| 2022/23   | Downward trend  | 110kgs   | 208kgs   | 302kgs           | 395kgs           |
| 2023/24   | Downward trend  | 118kgs   | 229kgs   | 332kgs           | 410kgs           |
| <b>Performance Overview - Quarterly Update</b>  |   | <b>Actions to sustain or improve performance</b>   |  |                  |                  |
| This measure is generated by dividing the total population numbers by the total waste collected. In April 2023 there was a reduction in the population figure by the Office for National Statistics (ONS), this impacted negatively on the overall tonnage per household figures through quarters 1,2 and 3 and our initial estimates for the quarter 4 out-turn was 430-440kgs. We have now been |   | Additional SDDC staff resource and linking with County initiatives is hoped to assist in recycling activities and collection rates across the District in 24/25. |  |                  |                  |

contacted again by the ONS and they have notified us to increase our population numbers for 2023-2024 from 108,063 to 111,133, and this change has resulted in the more favourable out-turn.

The cumulative figure reported in 2021/2022 outturn was 416kg, in 2022/2023 the out-turn was 395kg, the current National average from DEFRA is 413kg. 2022/2023 was an exceptionally dry summer which led to a significant decrease in garden waste tonnage, this reduction in the total tonnage collected from the garden waste stream artificially reduced the collected kg per household for this collection year. This years out-turn whilst more than last year is lower than 21/22, and the National average of 413kg.

**Priority: Our Environment**

**E1.1 Reduce waste and increase composting and recycling**

|   |  |                              |  |                  |                  |
|---|--|------------------------------|--|------------------|------------------|
| <b>Measure and Reference</b>  | <b>E1.1B % of collected waste recycled and composted</b>   | <b>Committee</b>             | <b>E&amp;DS</b>  |                  |                  |
| <b>Definition</b>   | Kerbside collected household waste is waste presented for collection by households in the black, green and brown bins and the normal alternate week collections. Recycled or composted is waste presented in the green and brown bins. | <b>Why this is Important</b> | To establish the success of the Council's recycling scheme and to ensure the compost scheme continues to perform   |                  |                  |
| <b>What Good Looks Like</b>   | The top performing authorities achieve >60%, the top 25% achieve >50%  |                              |  |                  |                  |
| <b>History of this Indicator</b>  | Currently on a downward trend, the tonnages collected have remained stable, however increasing residual waste is pushing the percentage down.  |                              |  |                  |                  |
| <b>2019/20 Baseline Data</b>  | The estimated figure reported in Q4 was 46%. This figure has now been validated and the confirmed out turn for Q4 is 45%.  |                              |  |                  |                  |
| <b>Reporting Year</b>   | <b>Annual Target</b>   | <b>Quarter 1</b>             | <b>Quarter 2</b>   | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21   | Sustain during Yr1 (45% or>)   | 53%                          | 52%  | 49%              | 47%              |
| 2021/22   | Sustain during Yr2 (45% or>)   | 50%                          | 50%  | 48%              | 46%              |
| 2022/23   | Upward trend   | 49%                          | 47%  | 45%              | 43%              |
| 2023/24   | Upward trend   | 50%                          | 50%  | 47%              | 45%              |
| <b>Performance Overview - Quarterly Update</b>  |  |                              | <b>Actions to sustain or improve performance</b>   |                  |                  |
| The out-turn for 2023-24 was 45%. The cumulative figure has benefited from recycling and composting tonnages continuing to maintain good levels of collection tonnage throughout quarter 4. Out-turn for 2023-2024 is 2% higher level than at the same period in 2022-2023 (43%). |  |                              | Additional SDDC staff resource and linking with County initiatives is hoped to assist in recycling activities and collection rates across the District in 24/25.<br><br>The recycling rate included in the new Council Plan was based on the first 3 months data of 2023-24 and was set at |                  |                  |

The current National average for recycling rates is 42.5% and the average within the East Midlands is 42%

50% as an aspirational target. Further review of the current collection methodology and review of the current National average for recycling rates - 42.5% and the average within the East Midlands - 42%, requires the target to be reset to just above National average rates which would be 46%. This target will then be reviewed annually against National and local recycling rates and to account for collection methodology changes, such as food waste collection in 2026.

**Priority: Our Environment**

**E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate**

|  |   |  |   |                  |                  |
|--|---|--|---|------------------|------------------|
| <b>Measure and Reference</b>                   | <b>E1.2A Number of fly tipping incidents</b>  | <b>Committee</b>                                 | <b>E&amp;DS</b>   |                  |                  |
| <b>Definition</b>                              | A reduction in fly-tipping incidents is defined as a numerical reduction in the sum of the number of fly tipping incidents reported to the Council, plus the number of fly tips proactively collected by Council staff while performing their duties, compared to the reference period. | <b>Why this is Important</b>                     | Prevent an increase in fly-tipping incidents through education, engagement and enforcement action where appropriate |                  |                  |
| <b>What Good Looks Like</b>                    | The purpose of this Indicator is to see a downward trend in fly tipping incidents as a rolling average over the four-year period of the Corporate Plan.   |  |   |                  |                  |
| <b>History of this Indicator</b>               | There have been long term reductions in fly tipping incidents both nationally and locally since 2000, however this trend has reversed in very recent years. Between 2016 and 2019 fly tipping incidents nationally have increased.  |  |   |                  |                  |
| <b>2019/20 Baseline Data</b>                   | 714 (total figure for 2019/20)  |  |   |                  |                  |
| <b>Reporting Year</b>                          | <b>Annual Target</b>  | <b>Quarter 1</b>                                 | <b>Quarter 2</b>  | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21  | Downward trend  | 260  | 528   | 732              | 1003             |
| 2021/22  | Downward trend as a 4-year mean <764  | 211  | 366   | 484              | 604              |
| 2022/23  | Downward trend as a four-year mean <764   | 139  | 286   | 442              | 590              |
| 2023/24  | Downward trend as a four 4-year mean <764   | 119  | 246   | 380              | 562              |
| <b>Performance Overview - Quarterly Update</b> |   | <b>Actions to sustain or improve performance</b> |   |                  |                  |

|   |   |
|---|---|
| <p>The number of reported fly tips in 2023/24 were the lowest since 2014/15. We are confident that this has been due to the continuation of the robust investigations and action taken against suspected offenders and the resulting disruption in the activities of the small number of individuals who seek to make a profit from illegal waste disposal.</p> | <p>Prosecution cases are currently being progressed against a small number of suspected repeat offenders.</p> |
|---|---|

**Priority: Our Environment**

**E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate**

|                                  |  |                              |   |                          |                           |
|----------------------------------|--|------------------------------|---|--------------------------|---------------------------|
| <b>Measure and Reference</b>     | <b>E1.2B Improve the quality of the District through the Local Environmental Quality Survey</b>  | <b>Committee</b>             | E&DS  |                          |                           |
| <b>Definition</b>                | Percentage of inspected grade B or above for cleanliness as defined in the government code of Practice for Litter and refuse.  | <b>Why this is Important</b> | Gives assurance that the cleansing regimes and resources deployed are delivering the Council's service standards. |                          |                           |
| <b>What Good Looks Like</b>      | <p>&gt;95% Grade B or above</p> <p>This information below provides an overview of the grading:</p> <p>Grade A No issues present<br/>           Grade B+ No formal description<br/>           Grade B Predominantly free with some minor instances of the issue<br/>           Grade B- No formal description<br/>           Grade C Widespread with some accumulations of the issue<br/>           Grade C- No formal description<br/>           Grade D Heavily affected by the issue</p> <p>In order to present a fair picture plus and minus grades are used where a location is better than the lower grade but not sufficiently to attain the higher grade.</p> |                              |   |                          |                           |
| <b>History of this Indicator</b> | New indicator  |                              |   |                          |                           |
| <b>2019/20 Baseline Data</b>     | 89.67% above grade C   |                              |   |                          |                           |
| <b>Reporting Year</b>            | <b>Annual Target</b>   | <b>Quarter 1</b>             | <b>Quarter 2</b>  | <b>Quarter 3</b>         | <b>Quarter 4</b>          |
| 2020/21                          | 95% at grade C or above  | Report in Q4                 | Report in Q4  | Report in Q1 21/22       | Reported in Q1 21/22      |
| 2021/22                          | >95% (Grade C or above)  | 94.74% (Grade C or above)    | 94.74% (Grade C or above)   | 94.74% above grade C+    | 93.69% (Grade B or above) |
| 2022/23                          | >95% (Grade B or above)  | 93.69% (Grade B or above)    | 93.69% (Grade B or above)   | 96.65% Grade B or higher | 96.65% Grade B or above   |
| 2023/24                          | >95% (Grade B or above)  | 96.65% Grade B or above      | 97.4% (Grade B or above)  | 97.7% Grade B or above   | 97.9% Grade B or above.   |



| <b>Performance Overview - Quarterly Update</b>   | <b>Actions to sustain or improve performance</b>    |
|--|---|
| Over 30 areas inspected within the District with a variety of rural roads, low/ medium and high housing, recreation areas, main roads, main retail and commercial. | Ongoing monitoring of street cleansing performance. |

**Priority: Our Environment**

**E1.3 Enhance biodiversity across the District**

|                                  |  |  |   |                  |                  |
|----------------------------------|--|--|---|------------------|------------------|
| <b>Measure and Reference</b>     | <b>E1.3A % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.</b>   | <b>Committee</b>   | <b>E&amp;DS</b>   |                  |                  |
| <b>Definition</b>                | Policy BNE3 of the Local Plan and Chapter 15 of the National Planning Policy Framework seeks to ensure that the impacts of development on biodiversity are minimised and preferably provide net gains. This would be negotiated during the application process | <b>Why this is Important</b>                                   | It is likely that soon this will be a statutory requirement. It demonstrates that the Council is being proactive in delivering an aspiration of the Local Plan. |                  |                  |
| <b>What Good Looks Like</b>      | The purpose of the PI is to see the pursuit of net biodiversity gains on all eligible sites otherwise suffering a net loss.  |  |   |                  |                  |
| <b>History of this Indicator</b> | Notwithstanding the Council's 'encouragement' of biodiversity gains in the Local Plan, this will be a new government initiative that would make it a statutory requirement.  |  |   |                  |                  |
| <b>2019/20 Baseline Data</b>     | Insufficient baseline data available   |  |   |                  |                  |
| <b>Reporting Year</b>            | <b>Annual Target</b>   | <b>Quarter 1</b>   | <b>Quarter 2</b>  | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21                          | 85%  | First Report due December 2020. No qualifying decisions in Q1. | 66.7%   | 66.7%            | 66.7%            |
| 2021/22                          | 85% (4-year target)  | 66.7%  | 66.7%   | 66.7%            | 66.7%            |
| 2022/23                          | 85%  | 0  | 0   | 0                | 0                |
| 2023/24                          | 85%  | 0  | 0   | 0                | 0                |

| <b>Performance Overview - Quarterly Update</b>   | <b>Actions to sustain or improve performance</b>  |
|--|---|
| Officers are now working to mandatory 10% net gain, but this only came into effect in February (for major applications) and April 2024 (for minor), so officers haven't been able to measure this target as no relevant applications yet determined. | The target can only be achieved where it is supported by Policy or legislation. Now the legislation has been bought into effect this is something that will be able to be measured and will be included in the annual Service Plan. |

**Priority: Our Environment**

**E2.1 Strive to make South Derbyshire District Council carbon neutral by 2030**

|                                  |   |                              |   |                  |  |
|----------------------------------|---|------------------------------|---|------------------|--|
| <b>Measure and Reference</b>     | <b>E2.1A Reduce South Derbyshire District Council carbon emissions</b>  | <b>Committee</b>             | E&DS  |                  |  |
| <b>Definition</b>                | Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)                              | <b>Why this is Important</b> | To enable emissions from all relevant identified Council sources to be controlled over the Corporate Plan timeframe |                  |  |
| <b>What Good Looks Like</b>      | Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)                              |                              |   |                  |  |
| <b>History of this Indicator</b> | No previous targets to achieve carbon neutrality have been set  |                              |   |                  |  |
| <b>2019/20 Baseline Data</b>     | 2,500 tonnes of carbon dioxide equivalent in 2018/19  |                              |   |                  |  |
| <b>Reporting Year</b>            | <b>Annual Target</b>  | <b>Quarter 1</b>             | <b>Quarter 2</b>  | <b>Quarter 3</b> | <b>Quarter 4</b>   |
| 2020/21                          | Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24.                                     | Achieved                     | Achieved  | Achieved         | Achieved<br>Total Council emissions in 20/21 – 1,982 tonnes (20.5% reduction against baseline) |
| 2021/22                          | Produce and implement a Head of Service Q4 Climate and Environment report that tracks performance against quantified targets and outturns | Achieved                     | Achieved  | Achieved         | Achieved<br>Total Council emissions in 21/22 – 2,066 tonnes (17.2% reduction against baseline) |
| 2022/23                          | Downward Trend in Carbon Emissions  | Achieved                     | Achieved  | Achieved         | Achieved<br>Total Council emissions in 22/23 – 2,074 tonnes (16.8%                             |

|  |                                    |  |   |   |   |
|--|------------------------------------|--|---|---|---|
|  |                                    |  |   |   | reduction against baseline)                                     |
| 2023/24  | Downward Trend in Carbon Emissions | Publish carbon emissions report for 2022/23 - Achieved. ≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved. | Target - Publish a revised Climate & Environment Action Plan – Achieved. ≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved  | ≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved | ≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved |
| <b>Performance Overview - Quarterly Update</b>   |                                    |  | <b>Actions to sustain or improve performance</b>  |   |   |
| <p>The approved Council Plan deals with most of the large scale, transformational changes that the Council needs to make to achieve our net zero ambitions by 2030. The Plan is therefore a major step forward in the delivery of this indicator. South Derbyshire's Climate and Environment Action Plan has been independently assessed as the best across Derbyshire and Nottinghamshire, the 4th best in the East Midlands and came 18th out of 158 District Councils across England.</p> <p>The Council's carbon emissions data is being collated and a finalised carbon emissions report will be reported to EDS Committee in July.</p> |                                    |  | <p>In March 2024 the Council concluded a trial of two hydrogen / diesel hybrid refuse collection vehicles as part of a D2N2 funded Innovation Project. The outcomes of the trial are currently being assessed.</p> <p>EV charge points have been installed in Boardman Road Depot to help support the transition of public sector fleet vehicles to electric.</p> |   |   |

**Priority: Our Environment**

**E2.2 Work with residents, businesses and partners to reduce their carbon footprint**

|   |  |                  |   |  |                  |
|---|--|------------------|---|--|------------------|
| <b>Measure and Reference</b>  | <b>E2.2A % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day</b>  |                  | <b>Committee</b>  | E&DS   |                  |
| <b>Definition</b>   | Part G of the Building Regulations sets out an optional standard for potable water conservation which is reiterated in Policy SD3 of the Local Plan. A planning condition will be attached to all new permissions to pursue adherence to this standard (where relevant). |                  | <b>Why this is Important</b>  | Local infrastructure and environmental constraints require the need for the Council to contribute to the suppression of water demand and hence waste water discharges across the District. |                  |
| <b>What Good Looks Like</b>   | This is designed to ensure that going forward all new developments comply with the optional Part G standard  |                  |   |  |                  |
| <b>History of this Indicator</b>  | No History   |                  |   |  |                  |
| <b>2019/20 Baseline Data</b>  | Baseline figure of 50% based on 18 qualifying decisions in Q4.   |                  |   |  |                  |
| <b>Reporting Year</b>   | <b>Annual Target</b>   | <b>Quarter 1</b> | <b>Quarter 2</b>  | <b>Quarter 3</b>   | <b>Quarter 4</b> |
| 2020/21   |  | 78%              | 89%   | 100%   | 100%             |
| 2021/22   | 85%  | 70.5%            | 79.3%   | 86%  | 75.6%            |
| 2022/23   | 85%  | 64%              | 75%   | 80%  | 86%              |
| 2023/24   | 85%  | 89.5%            | 93%   | 93%  | 92%              |
| <b>Performance Overview - Quarterly Update</b>  |  |                  | <b>Actions to sustain or improve performance</b>  |  |                  |
| There has been a very minor dip but on the whole performance has improved quarter on quarter as vacancies within Planning Services are being filled and officers are reminded to ensure that this condition is placed on qualifying applications as a matter of course. Above target. |  |                  | Keep reminding existing officers and making new officers aware of the conditions and the corporate objections behind the use of such. Decision makers to ensure they check for this condition before issuing decisions. |  |                  |

**Priority: Our Environment**

**E3.1 Enhance the appeal of Swadlincote town centre as a place to visit**

|  |  |                         |  |  |                  |
|--|--|-------------------------|--|--|------------------|
| <b>Measure and Reference</b>   | <b>E3.1A Increase Swadlincote Town Centre visitor satisfaction</b>   |                         | <b>Committee</b>   | E&DS   |                  |
| <b>Definition</b>  | Benchmarking for Swadlincote Town Centre includes a Town Centre User Survey (questionnaire) completed at the same time each year by an independent consultant.   |                         | <b>Why this is Important</b>   | There is a need to limit the impact of national changes in shopping habits on the vitality of the town centre, at a time when High Streets are under extreme pressure. |                  |
| <b>What Good Looks Like</b>  | The aim is to steadily close the gap to the National Small Towns average over the four-year period of the Corporate Plan.  |                         |  |  |                  |
| <b>History of this Indicator</b>   | Comparable Benchmarking data was first collected in 2019. This found that 49% of respondents would recommend a visit to Swadlincote Town Centre, whilst the comparable National Small Towns Average was 72%. |                         |  |  |                  |
| <b>2019/20 Baseline Data</b>   | 49% of respondents would recommend Swadlincote Town Centre - May 2019  |                         |  |  |                  |
| <b>Reporting Year</b>  | <b>Annual Target</b>   | <b>Quarter 1</b>        | <b>Quarter 2</b>   | <b>Quarter 3</b>   | <b>Quarter 4</b> |
| 2020/21  | Upward trend   | Reported Annually in Q3 | Reported Annually in Q3  | 55%  | 55%              |
| 2021/22  | >58%   | 55%                     | 55%  | 60%  | 60%              |
| 2022/23  | Upward Trend (Close the gap on the National Small Towns average)   | 60%                     | 60%  | 66%  | 66%              |
| 2023/24  | National small towns average 72%. Target to be above the National average by 2023/24   | 66%                     | 66%  | 66%  | 50%              |
| <b>Performance Overview - Quarterly Update</b>                             |  |                         | <b>Actions to sustain or improve performance</b>                             |  |                  |
| The main works to improve The Delph and the Bank House/Sabine's Yard sites |  |                         | Further works to improve the town centre are planned. Committee reports were |  |                  |



have now been completed, with just some minor works ongoing. Both sites are now open to public use. Events supported during the Winter period included the Swadlincote Festival of Words and SNT Easter Fun Day. The dedicated Community Safety Enforcement Officer (Town Centres) has continued to address anti-social behaviour and private site maintenance issues whilst also supporting event marshalling. These activities have been part-funded by the UK government through the UK Shared Prosperity Fund.

presented to E&DS committee on the Shared Prosperity Fund on the 18/04/2024 and Finance & Management Committee for the Levelling Up Fund on the 25/04/24. The decline in the satisfaction score over the last year is in contrast to other measures surveyed, for example:

- Vacancies have remained steady at 7%, which is 2% below the National Small Towns Average.
- Footfall has risen on market days and non-market days during the week and on Saturdays (compared with the previous year)
- Car park occupancy has risen on market days and Saturdays (compared with the previous year)
- 86% felt safe when visiting Swadlincote town centre (up from 77% the previous year)
- 57% felt the refurbishment of The Delph had improved the appearance of the town centre.
- 66% felt the regeneration of the Bank House/Sabine's Yard site would improve the town centre.

**Priority: Our Environment**

**E3.2 Improve public spaces to create an environment for people to enjoy**

|                                  |   |  |   |  |                       |
|----------------------------------|---|--|---|--|-----------------------|
| <b>Measure and Reference</b>     | <b>E3.2B Proportion of good quality housing development schemes</b>   | <b>Committee</b>                                       | <b>E&amp;DS</b>   |  |                       |
| <b>Definition</b>                | The % of new residential developments that score well against the Council's quality criteria based on latest Building for Life standards and the National Design Guide, which measure several aspects of the quality of a development (including the provision and quality of public spaces). | <b>Why this is Important</b>                           | This PI directly measures how good the quality of developments are and therefore whether it is more likely to result in an improvement to the quality of open and other spaces. |  |                       |
| <b>What Good Looks Like</b>      | The purpose of this PI is to see an upward trend in higher quality developments and their immediate environment.  |  |   |  |                       |
| <b>History of this Indicator</b> | This PI will differ from the similar PI which only looked at an earlier Building for Life standard. In previous years, the 90% target was often met and where not, only marginally missed.  |  |   |  |                       |
| <b>2019/20 Baseline Data</b>     | Annual score of 92% based on old methodology – to be reported annually in Q4  |  |   |  |                       |
| <b>Reporting Year</b>            | <b>Annual Target</b>  | <b>Quarter 1</b>                                       | <b>Quarter 2</b>  | <b>Quarter 3</b>                                       | <b>Quarter 4</b>      |
| 2020/21                          | 90%   | Reported Annually in Q4.                               | Reported Annually in Q4.  | Reported Annually in Q4.                               | Out turn unavailable. |
| 2021/22                          | 90%   | Data unavailable                                       | Reported Annually in Q4.  | Reported Annually in Q4.                               | Out turn unavailable. |
| 2022/23                          | 90%   | Out turn unavailable. - Reported Annually in Q4 22/23) | Out turn unavailable. - Reported Annually in Q4 22/23)  | Out turn unavailable. - Reported annually in Q4 22/23) | Out turn unavailable  |
| 2023/24                          | 90%   | Out turn unavailable                                   | Out turn unavailable  | Out turn unavailable                                   | 100%                  |

| <b>Performance Overview - Quarterly Update</b>  | <b>Actions to sustain or improve performance</b>  |
|---|---|
| <p>The design review of recently completed development sites has been undertaken by the Design Officer and Major Sites Team Leader. Six sites were assessed with four residential developments of different scale at Orchard Street, Newall, Milton Road Repton, Station Road, Melbourne and Lady Bank Road, Littleover, Retail development at Drift Road (Aldi), and a new primary school at Highfields Spencer Academy. All developments as a minimum comprised design of sufficient quality to be confirmed as consistent with the Council's Local Plan policies and Design SPD. An annual survey of sites will be undertaken each year with the results reported in the Local Authority monitoring report with this reported to EDS committee each year, normally in January.</p> | <p>The post has now been filled and the new officer and team leader are making good progress to devise a matrix/method of assessing the application against certain design criteria and work has commenced on the review of housing development sites.</p> <p>This measure is not being carried forward in the Council Plan but will be used in the Service Plan and will be reported to EDS committee as part of the Local Authority Monitoring report in January each year.</p> |

**Priority: Our Future**

**F1.1 Attract and retain skilled jobs in the District**

|                                  |   |  |   |                                |  |
|----------------------------------|---|--|---|--------------------------------|--|
| <b>Measure and Reference</b>     | <b>F1.1A Increase the number of employee jobs in South Derbyshire</b>   | <b>Committee</b>   | E&DS  |                                |  |
| <b>Definition</b>                | Working in partnership, to successfully implement a programme of actions as set out within a new Economic Development Strategy for South Derbyshire.  | <b>Why this is Important</b>                                 | The District's economy has performed strongly in recent years - with a rapidly growing population it will be important to sustain this and provide a range of local employment opportunities. |                                |  |
| <b>What Good Looks Like</b>      | The aim is to increase the number of Employee Jobs in South Derbyshire over the four-year period of the Corporate Plan.   |  |   |                                |  |
| <b>History of this Indicator</b> | In 2018, there were 32,000 Employee Jobs in South Derbyshire, having grown from 30,000 in 2015. Data for employment is taken from the Office of National Statistics (ONS) Business Register and Employment Survey |  |   |                                |  |
| <b>2019/20 Baseline Data</b>     | In 2015 there were 30,000 employee jobs which increased to 32,000 in 2018   |  |   |                                |  |
| <b>Reporting Year</b>            | <b>Annual Target</b>  | <b>Quarter 1</b>   | <b>Quarter 2</b>  | <b>Quarter 3</b>               | <b>Quarter 4</b>   |
| 2020/21                          | >25% (implementation of the actions contained within the plan)  | Reported in Q4   | Reported in Q4  | Reported in Q4                 | 32,000 Impacted by Covid 19  |
| 2021/22                          | >25% (implementation of the actions contained within the plan)  | Reported in Q4   | Reported in Q4  | Reported in Q4                 | 31,000 Impacted by Covid-19  |
| 2022/23                          | Upward trend  | 31,000 Impacted by Covid-19. (Reported annually in Q4 22/23) | 31,000 Impacted by Covid-19. (Reported annually in Q4 22/23)  | 34,000                         | 34,000   |
| 2023/24                          | Upward trend  | 34,000 Reported annually in Q4                               | 34,000 Reported annually in Q4  | 34,000 Reported annually in Q4 | Publication of 2023 data from the ONS Business Register and Employment |

|  |  |  |  |  |                   |
|--|--|--|--|--|-------------------|
|  |  |  |  |  | Survey is awaited |
|--|--|--|--|--|-------------------|

| <b>Performance Overview - Quarterly Update</b>  | <b>Actions to sustain or improve performance</b>   |
|---|--|
| <p>Claimant Count Unemployment in South Derbyshire is at 2.5% (February 2024) or 1,700 people. This compares with 3.8% nationally, and 2.1% a year ago.</p> | <p>Pending the publication of the 2023 data from the ONS Business Register and Employment. The estimated release date is October of this year.</p> <p>The ONS Annual Population Survey shows that Economic Activity amongst residents has risen over the last year from 54,700 to 54,800 (Jan-Dec 2022 to Jan-Dec 2023).</p> |

**Priority: Our Future**

**F2.1 Encourage and support business development and new investment in the District**

|  |  |                              |  |                  |                  |
|--|--|------------------------------|--|------------------|------------------|
| <b>Measure and Reference</b>   | <b>F2.1A Annual net growth in new commercial floorspace (sqm)</b>  | <b>Committee</b>             | E&DS   |                  |                  |
| <b>Definition</b>  | Data collected for the Council's annual Authority Monitoring Report, includes the monitoring of commercial floorspace within South Derbyshire.   | <b>Why this is Important</b> | There is very little vacant commercial floorspace in South Derbyshire, consequently the provision of additional commercial floorspace is closely related to the availability of additional employment opportunities. |                  |                  |
| <b>What Good Looks Like</b>  | The aim is to increase the total commercial floorspace over the four-year period of the Corporate Plan.  |                              |  |                  |                  |
| <b>History of this Indicator</b>   | The Local Plan forecasts a net annual growth in commercial floorspace of 12,269.5 sqm per annum between 2008 and 2028. To date (2008-2021), the actual annual net rate of growth has been 6,095 sqm. |                              |  |                  |                  |
| <b>2019/20 Baseline Data</b>   | 2885 sqm   |                              |  |                  |                  |
| <b>Reporting Year</b>  | <b>Annual Target</b>   | <b>Quarter 1</b>             | <b>Quarter 2</b>   | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21  | 12,269.5 sqm   | Reported in Q4               | Reported in Q4   | Reported in Q4   | 4,140 sqm        |
| 2021/22  | 24,539 sqm net growth  | Reported in Q4               | Reported in Q4   | Reported in Q4   | 1,665 sqm        |
| 2022/23  | 36,808.50 sqm net growth   | 1,665 sqm                    | 1,665 sqm  | 1,665 sqm        | 28,174 sqm       |
| 2023/24  | Net annual growth in commercial floorspace of 12,269.5 sqm. Over the four-year plan - 49,078 sqm net growth  | 28,174 sqm                   | 28,174 sqm   | 28,174 sqm       | 82,792.5 sqm     |
| <b>Performance Overview - Quarterly Update</b>                               |  |                              | <b>Actions to sustain or improve performance</b>   |                  |                  |
| Net growth in commercial floorspace over the period 2023-24 is 82,792.5 sqm. |  |                              | n/a  |                  |                  |

Net growth over the course of the Corporate Plan is 116,771.5 sqm against a target of 49,078 sqm.

Commercial construction projects in a number of locations in South Derbyshire have delivered a significant growth in floorspace this year. The Pallet Network is now operating at Tetron Point, Swadlincote and the MEG Group bottling plant at Dove Valley Park, Foston has opened. The state-of-the-art Terinex Flexibles plant at Dove Valley Park is due to be operational imminently.

**Priority: Our Future**

**F2.1 Encourage and support business development and new investment in the District**

|  |   |   |  |                  |                  |
|--|---|---|--|------------------|------------------|
| <b>Measure and Reference</b>   | <b>F2.1B Total Rateable Value of businesses in the District</b>   | <b>Committee</b>  | <b>E&amp;DS</b>  |                  |                  |
| <b>Definition</b>  | Total rateable value of businesses in the district.   | <b>Why this is Important</b>  | The total rateable value of businesses in the District is a good indication of the economic health of the district. An increase in floor space can indicate a growth in business numbers and employment opportunities. |                  |                  |
| <b>What Good Looks Like</b>  | A growth in rateable value, including a growth in sectors such as commercial (e.g., offices, shops, warehouses, restaurants) where there is a higher intensity of jobs per business.          |   |  |                  |                  |
| <b>History of this Indicator</b>   | The total rateable value of businesses across the District has been increasing year on year, particularly in the commercial sector with an overall increase of almost £345k since April 2017. |   |  |                  |                  |
| <b>2019/20 Baseline Data</b>   | Q4 - £67,486,786.   |   |  |                  |                  |
| <b>Reporting Year</b>  | <b>Annual Target</b>  | <b>Quarter 1</b>  | <b>Quarter 2</b>   | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21  | >£67,486,786  | £67,528,690   | £67,316,577  | £67,379,221      | £67,341,926      |
| 2021/22  | >£67,486,786  | £67,150,426   | £67,133,764  | £67,199,282.     | £67,234,722      |
| 2022/23  | (Upward trend on baseline as at Q4 21/22)   | £67,279,062   | £67,207,674  | £67,072,729      | £67,120,292      |
| 2023/24  | Upward trend >£75,132,472   | £75,432,537   | £75,458,747  | £75,266,043      | £75,182,696      |
| <b>Performance Overview - Quarterly Update</b>   |   | <b>Actions to sustain or improve performance</b>  |  |                  |                  |
| By the end of Q4 the RV is 75,182,696 an overall increase over the year of £50,224 therefore meeting the target of uphill trend over the course of the plan. |   | Still awaiting on the Valuation Office Agency to assess some outstanding new assessments including the new Pallet Network site that took over the old Bison complex. This got deleted from the rating list when they vacated. |  |                  |                  |



**Priority: Our Future**

**F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets**

|  |   |                              |  |                  |                  |
|--|---|------------------------------|--|------------------|------------------|
| <b>Measure and Reference</b>                   | <b>F2.2A Speed of decision on discharging conditions on housing applications</b>  | <b>Committee</b>             | <b>E&amp;DS</b>  |                  |                  |
| <b>Definition</b>                              | The purpose of the performance indicator is to measure the percentage of planning condition applications determined in the statutory period of eight or 13 weeks or as may be otherwise agreed with applicants. | <b>Why this is Important</b> | Unnecessary delays in the determination of applications holds up the delivery of development and therefore a potential disincentive to inward investment |                  |                  |
| <b>What Good Looks Like</b>                    | All applications determined as soon as possible without compromising quality.   |                              |  |                  |                  |
| <b>History of this Indicator</b>               | New indicator   |                              |  |                  |                  |
| <b>2019/20 Baseline Data</b>                   | 80% based on Q4 (up to 85% if including first 27 days of 2020/21 Q1, following new procedure with team)   |                              |  |                  |                  |
| <b>Reporting Year</b>                          | <b>Annual Target</b>  | <b>Quarter 1</b>             | <b>Quarter 2</b>   | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21  | 90% within 8-13 weeks or as agreed with the applicant   | 100%                         | 100%   | 100%             | 100%             |
| 2021/22  | 90% within 8-13 weeks or as agreed with the applicant   | 93.7%                        | 71.8%  | 47.9%            | 60.9%            |
| 2022/23  | 90% within 8-13 weeks or as agreed with the applicant   | 50%                          | 60%  | 79%              | 78%              |
| 2023/24  | 90% within 8-13 weeks or as agreed with the applicant   | 80%                          | 76%  | 65%              | 65%              |
| <b>Performance Overview - Quarterly Update</b> |   |                              | <b>Actions to sustain or improve performance</b>   |                  |                  |

There are still a greater number of out of time applications being determined than the target for this indicator, however this is reflective of the push to deal with the substantial backlog of applications. There continue to be more decisions issued in time and the below target return is due to a high volume of the backlog of applications that continue to be cleared. It is the cases in the backlog that are much less likely to have any agreed extension of time given the length of time they have been with the Council. The number of cases in the backlog has been reduced from a high point of over 900 cases in July 2022 to just over 400 at the time of compiling this return.

In time, with reduction in backlog and new process for dealing with applications it will be easier for officers to deal with all applications within statutory timeframes.

In time, with reduction in backlog and the new process for dealing with applications it will be easier for officers to deal with all applications within statutory timeframes. Although a bid for £100,000 of government funding to help clear the backlog was unsuccessful, there are a number of other measures to assist with this. These measures included streamlining validation requirements, moving to area teams, introducing career grades, using fee increase money to make temporary posts permanent, using a local planning consultancy to take a number of cases from the backlog, retaining agency planners prior to being fully staffed, offering opportunities for existing staff to undertake overtime, and amending internal procedures to secure a high level of support for officer processing their cases and significantly reducing reliance on extensions of time with significantly over 50% of 2023 applications being determined in time with no extension of time.

**Priority: Our Future**

**F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets**

|  |   |  |   |                  |                  |
|--|---|--|---|------------------|------------------|
| <b>Measure and Reference</b>   | <b>F2.2B % of planning applications determined within the statutory period</b>  | <b>Committee</b>   | <b>E&amp;DS</b>   |                  |                  |
| <b>Definition</b>  | The purpose of the performance indicator is to measure the percentage of planning applications determined in the statutory period of eight or 13 weeks or as may be otherwise agreed with applicants. | <b>Why this is Important</b>   | Unnecessary delays in the determination of planning applications holds up the delivery of development and therefore a potential disincentive to inward investment |                  |                  |
| <b>What Good Looks Like</b>  | All applications determined as soon as possible without compromising quality.   |  |   |                  |                  |
| <b>History of this Indicator</b>   | Generally, the Council has performed well for most recent years against a notional target of 90%  |  |   |                  |                  |
| <b>2019/20 Baseline Data</b>   | 93%   |  |   |                  |                  |
| <b>Reporting Year</b>  | <b>Annual Target</b>  | <b>Quarter 1</b>   | <b>Quarter 2</b>  | <b>Quarter 3</b> | <b>Quarter 4</b> |
| 2020/21  | >90%  | 94%  | 99%   | 98%              | 98%              |
| 2021/22  | >90%  | 91%  | 93.1%   | 93%              | 90.5%            |
| 2022/23  | >90%  | 88%  | 86%   | 81%              | 83%              |
| 2023/24  | 90% within 8-13 weeks or as agreed with the applicant   | 70.5%  | 80%   | 76%              | 77%              |
| <b>Performance Overview - Quarterly Update</b>   |   | <b>Actions to sustain or improve performance</b>   |   |                  |                  |
| There are still a greater number of out of time applications being determined than the target for this indicator, however this is reflective of the push to deal with the substantial backlog of applications. Whilst applicants have been willing to provide an extension of time in some instances this has not been received across the board and the push to reduce the backlog and move towards a new process of dealing with applications will unfortunately result in a short-term decrease in figures. The |   | Continue the drive to fill all vacant posts and continue the intensive support outlined above for officers in post. Ensure officers process where possible applications within the statutory time frames and seek extensions of time, if possible, for those applications determined outside of the timeframe. |   |                  |                  |

measures to assist with this include streamlining validation requirements, moving to area teams, introducing career grades, using fee increase money to make temporary posts permanent, using a local planning consultancy to take a number of cases from the backlog, retaining agency planners prior to being fully staffed, offering opportunities for existing staff to undertake overtime, and amending internal procedures to secure a high level of support for officer processing their cases and significantly reducing reliance on extensions of time with significantly over 50% of 2023 applications being determined in time with no extension of time.

The number of applications determined in time has increased quarter on quarter which is a significant improvement considering the above.

**Priority: Our Future**

**F2.3 Influence the improvement of infrastructure to meet the demands of growth.**

|   |  |                         |   |  |                  |
|---|--|-------------------------|---|--|------------------|
| <b>Measure and Reference</b>  | <b>F2.3A Secure new facilities and contributions through Section 106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions</b>            |                         | <b>Committee</b>  | E&DS   |                  |
| <b>Definition</b>   | Statute allows the Council to seek financial and other contributions from developments to mitigate the impact of the development on public infrastructure subject to viability of individual developments. |                         | <b>Why this is Important</b>  | Without some contribution towards mitigating the impact of new developments, infrastructure would have to accommodate the extra load without direct funding to bear the burden |                  |
| <b>What Good Looks Like</b>   | Securing all proven necessary mitigation to accommodate new developments   |                         |   |  |                  |
| <b>History of this Indicator</b>  | New indicator  |                         |   |  |                  |
| <b>2019/20 Baseline Data</b>  | New indicator, data will be collected from April 2020 onwards as retrospective data is not possible to collect   |                         |   |  |                  |
| <b>Reporting Year</b>   | <b>Annual Target</b>   | <b>Quarter 1</b>        | <b>Quarter 2</b>  | <b>Quarter 3</b>   | <b>Quarter 4</b> |
| 2020/21   | 90%  | Reported annually in Q4 | Reported annually in Q4   | Reported annually in Q4  | 94%              |
| 2021/22   | 90%  | Reported annually in Q4 | Reported annually in Q4   | N/A - reported annually in Quarter 4.  | 100%             |
| 2022/23   | 90%  | 100%                    | 100%  | 100%   | 90%              |
| 2023/24   | 90%  | 90%                     | 90%   | 90%  | 100%             |
| <b>Performance Overview - Quarterly Update</b>  |  |                         | <b>Actions to sustain or improve performance</b>                            |  |                  |
| As in previous years a separate report will be presented to the November 2024 EDS committee where the full details of the |  |                         | Continued cross department monitoring of performance and reporting annually |  |                  |

|   |  |
|---|--|
| S106 performance will be considered in the infrastructure funding statement (IFS) overall the council is successfully applying the need for s106 contributions in line with policy and collecting payment when they are due | through the infrastructure funding statement (IFS) |
|---|--|

**Priority: Our People**

**P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.**

|                                  |  |                              |   |
|----------------------------------|--|------------------------------|---|
| <b>Measure and Reference</b>     | <b>P2.1B Continue to undertake interventions per year to keep families out of fuel poverty</b>   | <b>Committee</b>             | E&DS  |
| <b>Definition</b>                | Number of interventions made by the Council (and partners over whom the Council has influence) to improve fuel efficiency in residential properties. | <b>Why this is Important</b> | Fuel poverty is a public health observatory key performance indicator and reflects both the thermal efficiency of housing stock and the affluence of the population |
| <b>What Good Looks Like</b>      | Increasing the numbers of fuel efficiency interventions to directly contribute to reductions in the numbers of families in fuel poverty.             |                              |   |
| <b>History of this Indicator</b> | The Council has never previously collated data on the different measures taken to take families out of fuel poverty.                                 |                              |   |
| <b>2019/20 Baseline Data</b>     | 7.9% (3,393 households) estimated to be in fuel poverty. In 2019/20 an estimated 90 interventions were made to help residents reduce fuel poverty    |                              |   |

| <b>Reporting Year</b> | <b>Annual Target</b> | <b>Quarter 1</b> | <b>Quarter 2</b> | <b>Quarter 3</b> | <b>Quarter 4</b> |
|-----------------------|----------------------|------------------|------------------|------------------|------------------|
| 2020/21               | 300 interventions    | 111              | 216              | 247              | 276              |
| 2021/22               | 210 interventions    | 30               | 102              | 172              | 210              |
| 2022/23               | >160 Interventions   | 48               | 104              | 161              | 198              |
| 2023/24               | >160 Interventions   | 45               | 162              | 191              | 203              |

|  |   |
|--|---|
| <b>Performance Overview - Quarterly Update</b>   | <b>Actions to sustain or improve performance</b>  |
| The data includes 131 improvements made to public and private sector houses using government funding to improve energy efficiency (Social Housing Decarbonisation Fund, LAD3 and HUG1) | Government announcements are anticipated soon about the availability of future funding to decarbonise public sector housing (under SHDF wave 3) and private sector housing. Bid submissions will be prepared depending on the details of the funding criteria and availability. |

**Priority: Our People**

**P2.4 Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.**

|                                  |  |                              |                            |  |   |
|----------------------------------|--|------------------------------|----------------------------|--|---|
| <b>Measure and Reference</b>     | <b>P2.4A Deliver the objectives identified in the Supporting Aspirations Action Plan, as appropriate to the Council</b>                    |                              |                            | <b>Committee</b>   | E&DS  |
| <b>Definition</b>                | Delivery against the key themes identified in the Supporting Aspirations Action Plan.  | <b>Why this is Important</b> |                            | Social Mobility aims to ensure that everyone has the opportunity to build a good life for themselves regardless of geography or family background. |   |
| <b>What Good Looks Like</b>      | Deliver against the Supporting Aspirations Action Plan to help improve Social Mobility for disadvantaged young people in South Derbyshire. |                              |                            |  |   |
| <b>History of this Indicator</b> | South Derbyshire has performed poorly on a number of indicators of Social Mobility for disadvantaged young people in recent years.         |                              |                            |  |   |
| <b>2019/20 Baseline Data</b>     | The Social Mobility Commission's Social Mobility Index ranked South Derbyshire 311/324 local authority in 2017                             |                              |                            |  |   |
| <b>Reporting Year</b>            | <b>Annual Target</b>   | <b>Quarter 1</b>             | <b>Quarter 2</b>           | <b>Quarter 3</b>   | <b>Quarter 4</b>                            |
| 2020/21                          | Ranked >311 on the Social Mobility Index   | Reported in Q4               | Reported in Q4             | Reported in Q4   | Research and data analysis                  |
| 2021/22                          | Develop the Social Mobility Action Plan  | Reported in Q4               | Research and Data analysis | Preparation of Action Plan   | Supporting Aspirations Action Plan adopted. |
| 2022/23                          | Deliver the year one objectives identified in the Supporting Aspirations Action Plan   | Reported in Q4               | Reported in Q4             | Reported in Q4   | Achieved                                    |
| 2023/24                          | Deliver the objectives identified in the Supporting  | Reported in Q4               | Reported in Q4             | Reported in Q4   | Achieved                                    |



|  |                  |  |  |  |  |
|--|------------------|--|--|--|--|
|  | Aspirations Plan |  |  |  |  |
|--|------------------|--|--|--|--|

| <b>Performance Overview - Quarterly Update</b>  | <b>Actions to sustain or improve performance</b> |
|---|--|
| <p>Activities contributing to the Supporting Aspirations Action Plan in Quarter 4 included procurement of contractors to deliver the Social Mobility and the Future Skills projects during 2024/25. Delivery of the Beyond Barriers South Derbyshire project by Groundwork Five Counties continues, providing one-to-one employability support to economically inactive residents. These projects are funded by the UK government through the UK Shared Prosperity Fund. The programme of Work Club sessions at the Old Post Centre has continued to be delivered. Promotion of the following to businesses was undertaken:</p> <ul style="list-style-type: none"> <li>apprenticeships, support for staff with disabilities or long term health conditions,</li> <li>jobs fairs in Burton and at East Midlands Airport, volunteering, recruitment to the emergency services and health &amp; social care sector, together with courses to improve numeracy skills.</li> </ul> | <p>n/a</p>                                       |

## Quarter 4, 2023-2024 Service Delivery Risk Register

| REF | RISK TITLE & DESCRIPTION                            | RISK CAUSE  | RISK IMPACT                   | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK   | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED  | SUMMARY OF CHANGE SINCE LAST QUARTER   | RISK OWNER               |
|-----|---|---|-------------------------------|--|---|--------|-------------|--|---|--------|-------------|--|--|--------------------------|
|     |   |   |                               |  | LIKELIHOOD  | IMPACT | RISK RATING |  | LIKELIHOOD  | IMPACT | RISK RATING |  |  |                          |
| SD1 | Loss of income to the Housing Revenue Account (HRA) | Reduction of income through the Impact of:<br>Universal Credit (UC) (increase rent arrears)<br>Void Properties (rent loss)<br>Right to buy properties (rent loss) | Loss of income into the (HRA) | Financial  | 4   | 3      | 12          | <ul style="list-style-type: none"> <li>A revised Income Management Policy has been approved by Housing and Community Services Committee and new operational/ IT procedures implemented.</li> <li>New dwellings mitigate revenue lost through Right to Buy (RTB). New Builds can still be purchased under (RTB) after three years for Secure Tenancies.</li> <li>Daily monitoring of UC, and income management.</li> <li>The Housing Service has made operational changes to deal with this increase which have been subject to a successful audit review.</li> <li>Government Rent Increase Cap confirmed at 7%.</li> <li>Council members have agreed a rent increase limited to 3%.</li> <li>Programme in place to reduce the void rent loss.</li> <li>Council House Development Group is in place.</li> <li>Rent arrears of current tenants as a % of the annual rent due have increased from 2.91% in Q3 to 3.44% in Q4.</li> <li>The void rent loss as a % of the rent debit has reduced from 2.99% in Q3 to 2.88% in Q4.</li> <li>Void Property work plan presented to Overview and Scrutiny Committee 4/1/23 with a further update presented to Housing and Community Services Committee on 25<sup>th</sup> April 2023</li> <li>An additional contractor has been employed to increase capacity.</li> <li>Survey of small HRA development sites completed with options for redevelopment.</li> <li>Surveys of Smallthorn Place have been completed which include redevelopment and refurbishment options.</li> <li>Derbyshire County Council have now commenced the tender process for Careline and independent living services contracts</li> </ul> | 4   | 3      | 12          | <ul style="list-style-type: none"> <li>Increased focus on collection of rent and other housing debt.</li> <li>Monitoring and review of arrears, evictions and rent loss due to voids.</li> <li>Council House development group to develop a pipeline of development schemes.</li> <li>The Housing Service review currently being undertaken includes the Careline and ILS service and will make proposals for the future shape and scope of the services which take account of the new contractual arrangements and associated loss of income from DCC effective from 1<sup>st</sup> April 2024.</li> <li>Skilled and unskilled labour issues in addition to fluctuation in labour rates have affected progress towards targets</li> </ul> | Rent arrears of current tenants as a % of the annual rent due are at 3.44% (an increase from Q3 2.91%).<br><br>Void rent loss profit is currently up by £55k as the number of voids reduce and the void rent loss as a % of the rent debit has reduced from 2.99% to 2.88%.<br><br>Options for the Construction Design Management (CDM) of the inhouse team were pursued to allow void and other works to be done "in house". 6 London Road, | Head of Housing Services |

| REF | RISK TITLE & DESCRIPTION | RISK CAUSE   | RISK IMPACT               | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK   | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED  | SUMMARY OF CHANGE SINCE LAST QUARTER  | RISK OWNER               |
|-----|--------------------------|--|---------------------------|--|---|--------|-------------|--|---|--------|-------------|--|---|--------------------------|
|     |                          |  |                           |  | LIKELIHOOD  | IMPACT | RISK RATING |  | LIKELIHOOD  | IMPACT | RISK RATING |  |   |                          |
|     |                          |  |                           |  |   |        |             | <p>which are currently delivered by the Council. A reduced service has been retendered for commencement in March 2024. The Council will unlikely be in a position to bid for these contracts as either a sole or consortium provider. This will reduce the funding into the HRA from DCC by up to £300k from March 2024.</p> <ul style="list-style-type: none"> <li>A new method for the management of surveys was implemented and improved the performance.</li> <li>Options for the Construction Design Management (CDM) of the inhouse team were pursued to allow void and other works to be done "in house". 6 London Road, Shardlow was completed by the DLO and completed within 30 days.</li> </ul> |   |        |             | <p>in Q4. In particular this has affected.</p> <ul style="list-style-type: none"> <li>Plastering</li> <li>Floor laying</li> <li>Damp works</li> </ul> <p>Novus is still actively working with local contractors however this does fluctuate due demand on labourers.</p> <ul style="list-style-type: none"> <li>A single supplier of energy utility services (gas and electric) needs to be actioned to reduce time taken to resolve meter debt and installation issues.</li> <li>Area based surveys and work plans are in place.</li> <li>Spend limits for contractors to determine major and minor voids is currently under review.</li> </ul> | Shardlow was completed by the DLO and completed within 30 days.                           |                          |
| SD3 | Safety standards         | Failure to comply with basic safety standards in flats/blocks with communal areas. | Risk to property and life | Compliance   | 4   | 4      | 16          | <p>Housing Safety policies are now in place for:</p> <ul style="list-style-type: none"> <li>Fire</li> <li>Lift</li> <li>Electrical</li> <li>Gas</li> <li>Asbestos</li> </ul>   | 3   | 4      | 12          | <ul style="list-style-type: none"> <li>Monitoring and carrying out safety checks as per the Housing Safety Policies.</li> </ul>  | Mitigating actions updated to confirm self-assessment completed and action plan produced, | Head of Housing Services |

| REF | RISK TITLE & DESCRIPTION | RISK CAUSE | RISK IMPACT | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK  | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED  | SUMMARY OF CHANGE SINCE LAST QUARTER   | RISK OWNER |
|-----|--------------------------|------------|-------------|--|---|--------|-------------|---|---|--------|-------------|--|--|------------|
|     |                          |            |             |  | LIKELIHOOD  | IMPACT | RISK RATING |   | LIKELIHOOD  | IMPACT | RISK RATING |  |  |            |
|     |                          |            |             |  |   |        |             | <ul style="list-style-type: none"> <li>Legionella</li> <li>A recent Internal Audit of Housing Safety has confirmed that the systems in place provide “reasonable assurance” in this area.</li> <li>Contracts are in place to deliver property improvements for all aspects of property safety.</li> <li>Recruited an Asset and Compliance post.</li> <li>Agency staff in permanent place to cover Heating, Electrical, Fire safety Project Officer roles.</li> <li>Fire safety checks in sheltered and communal schemes being completed by Careline Support Coordinators.</li> <li>Successful recruitment to Gas, Building and Electrical Project Officer roles. The Electrical Project Officer commenced the role on the 11<sup>th</sup> December 2023.</li> <li>Interim Repairs, Asset and Improvement Manager has been recruited until May 2024.</li> <li>New Tenant Satisfaction Measures include specific property safety indicators. The Council will be required to respond to forthcoming consultation with the Regulator of Social Housing on a new suite of “consumer standards” for housing.<br/>Current Performance against these indicators is:<br/><br/><b>Fire – 100%</b> - 82/82 Fire Risk Assessments to communal block and community rooms complete.<br/><br/><b>Legionella</b> – Risk Assessment to 74 high risk properties complete and remedial actions completed.<br/><br/><b>Electric</b> – 94.68% (2792/2949) have an up-to-date EICR, orders for remaining properties placed and in progress with contractor.</li> </ul> |   |        |             | <ul style="list-style-type: none"> <li>Reconfiguring software (lifespan) to manage this. Full review required into software systems.</li> <li>Current structure is not suitable to meet the demand/workload. Full review as part of the wider Housing Services review.</li> <li>Self-referral made to RSH on 12 April regarding failure to meet Consumer Standards -mainly around stock condition data.</li> </ul> | Further action required, updated to confirm the Council made a self-referral to RSH on 12 April regarding failure to meet Consumer Standards - mainly around stock condition data. |            |

| REF | RISK TITLE & DESCRIPTION | RISK CAUSE | RISK IMPACT | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK   | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED | SUMMARY OF CHANGE SINCE LAST QUARTER | RISK OWNER |
|-----|--------------------------|------------|-------------|--|---|--------|-------------|--|---|--------|-------------|-------------------------|--------------------------------------|------------|
|     |                          |            |             |  | LIKELIHOOD  | IMPACT | RISK RATING |  | LIKELIHOOD  | IMPACT | RISK RATING |                         |                                      |            |
|     |                          |            |             |  |   |        |             | <p><b>Gas</b> – 99.93% (2777/2779) properties have valid gas certificate. Two properties out of time currently with legal seeking an injunction to gain entry.</p> <p><b>Asbestos</b> – 100% (76/76), annual asbestos management surveys carried out to communal blocks and community rooms where required.</p> <p><b>Lifts</b> – 100% 3/3, Lifts at Unity Close, Pear Tree Court, and Coniston Court with service completed.<br/>(106 passenger stair lifts at domestic properties all on service programme and within time).</p> <ul style="list-style-type: none"> <li>• Self- Assessment has been completed and an action plan produced outlining the areas of improvement needed to meet the consumer standards.</li> <li>• Resources have been secured and authorised by Finance and Management Committee to extend IESE’s time until the end of July and additional interim support has been secured for a further 6-12 months from Gatenby Sanderson.</li> <li>• A Housing Services Working Group has been established to monitor delivery of the action plan.</li> <li>• Stock Condition Survey has been procured and awarded to Pennington Choice.</li> <li>• Tenancy Management Survey has been undertaken by Housemark and we are awaiting results.</li> </ul> |   |        |             |                         |                                      |            |

| REF | RISK TITLE & DESCRIPTION                                 | RISK CAUSE   | RISK IMPACT  | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK  | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED  | SUMMARY OF CHANGE SINCE LAST QUARTER | RISK OWNER                              |
|-----|--|--|--|--|---|--------|-------------|---|---|--------|-------------|--|--------------------------------------|---|
|     |  |  |  |  | LIKELIHOOD  | IMPACT | RISK RATING |   | LIKELIHOOD  | IMPACT | RISK RATING |  |                                      |   |
| SD5 | Reduction in funding for Cultural and Community Services | Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service. | There is likely to be additional funding needed to replace income lost through Covid-19. | Financial  | 3   | 3      | 9           | <ul style="list-style-type: none"> <li>Forward budget planning over several years, to cover the medium-term- up to and including 2023/24. Approvals received for reserve spend to secure staffing initially for Active Communities.</li> <li>The Council receives an annual Community Safety funding allocation from the Police and Crime Commissioner (PCC) of £25,000. In December 2021, the new PCC confirmed that this level of funding will continue for a further three years.</li> <li>The Council receives an annual Basic Command Unit funding allocation of £35,000 from the Chief Superintendent. This annual allocation, currently with no long-term commitment.</li> <li>A new three-year sponsorship of the Environmental Education Project with Rolls Royce has been confirmed.</li> <li>Government Funding via the National leisure Recovery Fund (NLRFF) for the Leisure Centres has been received.</li> <li>No more post covid support for leisure – working with Max associates to look at soft market testing for potential future delivery and/or negotiate potential contract extension.</li> <li>Active Derbyshire Partnership may help to open up other funding potentials related to Physical Activity.</li> </ul> | 3   | 3      | 9           | <ul style="list-style-type: none"> <li>Maintain current funding contribution that the Council makes towards the Active Communities service.</li> <li>Continue to seek and secure relevant external funding opportunities to continued support service delivery.</li> <li>Monthly assessment of income and expenditure.</li> <li>Review reserves and potentially use to fund projects if needed.</li> </ul> | No change in Q4.                     | Head of Cultural and Community Services |



| REF | RISK TITLE & DESCRIPTION   | RISK CAUSE  | RISK IMPACT   | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK   | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED   | SUMMARY OF CHANGE SINCE LAST QUARTER   | RISK OWNER                              |
|-----|--|---|---|--|---|--------|-------------|--|---|--------|-------------|---|--|---|
|     |  |   |   |  | LIKELIHOOD  | IMPACT | RISK RATING |  | LIKELIHOOD  | IMPACT | RISK RATING |   |  |   |
| SD6 | Ageing infrastructure at Rosliston Forestry Centre                       | Need to upgrade infrastructure at Rosliston Forestry Centre           | Unable to deliver services at Rosliston.  | Strategic  | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>Condition survey updated as part of future procurement exercise for new contractor, informed by a wider strategic review.</li> <li>Focus on implementing infrastructure requirements identified in external consultant's report.</li> <li>Capital Programme bid successful with most projects supported.</li> <li>Engage tenants and keep Senior Leadership Team informed.</li> <li>Covid-19 pandemic has enabled an opportunity to do some minor health and safety works whilst the site was closed to the public.</li> <li>Vision for site to be reviewed considering the pandemic, informed by the wider climate emergency debate.</li> <li>New lease is now signed for 30 years with Forestry England</li> <li>The RFC consultation is now complete, findings were reported to H&amp;CS committee on 1<sup>st</sup> February 2024. Further business case report will be presented to H&amp;CS committee later in the year.</li> </ul> | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>Work commenced on the delivery of capital projects.</li> <li>Collaboration with Head of Corporate Property on improvements to the Planned Preventative Maintenance (PPM).</li> <li>Regular meetings held at operational and strategic levels with Forestry England.</li> <li>Continue working with National Forest Company and Forestry England to help shape vision in collaboration. The findings from the RFC consultation were submitted to H&amp;CS on 1<sup>st</sup> February and a further business care report will be presented to H&amp;CS later in the year.</li> </ul> | Result from the RFC consultation have been submitted to H&CS committee in February 2024. | Head of Cultural and Community Services |
| SD7 | Failure to meet housing delivery targets set out in the five-year supply | Economic slowdown, material or labour shortages, supply chain issues. | A loss of control of new developments and reduced likelihood of achieving the necessary section 106 contributions and the potential | Strategic  | 4   | 3      | 12          | <ul style="list-style-type: none"> <li>Local Plan is in place which sets out the five-year supply and this is now under review.</li> <li>Active pursuit of schemes and opportunities.</li> <li>Increased focus on facilitating prompt commencement of development.</li> <li>Current five-year housing land supply rate at 5.76 years- most sites started are building at a rate above that originally</li> </ul>   | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>Develop action plan(s) where necessary.</li> <li>Monitoring/review of performance ongoing.</li> </ul>  | No change in Q4.   | Head of Planning and Strategic Housing  |

| REF  | RISK TITLE & DESCRIPTION | RISK CAUSE   | RISK IMPACT  | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK   | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED   | SUMMARY OF CHANGE SINCE LAST QUARTER   | RISK OWNER                              |
|------|--------------------------|--|--|--|---|--------|-------------|--|---|--------|-------------|---|--|---|
|      |                          |  |  |  | LIKELIHOOD  | IMPACT | RISK RATING |  | LIKELIHOOD  | IMPACT | RISK RATING |   |  |   |
|      |                          |  | for developments to the approved in unsustainable locations                                    |  |   |        |             |  |   |        |             |   |  |   |
| SD9  | Melbourne Sports Park    | Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with external funders. | Future grant applications could be declined which will impact on development projects at site. | Financial  | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>Scheme to deliver additional car parking on site completed.</li> <li>Drainage scheme on MSP site and adjacent landowners complete. Improved rugby pitches playability should increase income generation from bar and catering.</li> <li>Work on three new tennis courts completed. Improvements to third rugby pitch and training area underway. These projects will aid future viability.</li> <li>Development sub-committee to be re-established to look at future works/developments at the site. Council representative on the Sub-Committee.</li> </ul>  | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>Regular Artificial Grass Pitch (AGP) Steering Group meetings.</li> <li>Matter under regular review at MSP Board meetings. Key funder in attendance at AGP steering group meetings.</li> <li>MSP Board meeting business plan income targets, however close monitoring is required.</li> </ul> | No Change in Q4.   | Head of Cultural and Community Services |
| SD11 | Tree Management          | Failure to manage the Council's tree stock in line with adopted Tree Management policy.  | Breach of tree policy and/or accident/incident involving trees.                                | Strategic  | 4   | 3      | 12          | <ul style="list-style-type: none"> <li>Review of approved Tree Management Policy completed.</li> <li>Zurich Municipal has provided support to assess the Council's risk on its Tree Policy and Strategy.</li> <li>A new tree policy and management plan has been agreed by committee on 17 March 2022.</li> <li>Unable to recruit an assistant tree officer so have gained approval to revise the structure of the Parks and Green Spaces to facilitate the flexible retirement of the current post holder and the creation of an additional tree officer (at a more senior level) to enable the sharing of knowledge and experience.</li> </ul> | 3   | 3      | 9           | <ul style="list-style-type: none"> <li>The new Policy requires implementing and backlog of work procured and prioritised. A budget has been agreed.</li> <li>Assistant tree officer appointed and is being mentored by Tree Officer</li> <li>Temporary support from agency to help with</li> </ul>                                  | Mitigating actions updated to confirm the tree budget has been approved for tree works, but not for additional | Head of Cultural and Community Services |



| REF  | RISK TITLE & DESCRIPTION                          | RISK CAUSE   | RISK IMPACT  | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK  | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED   | SUMMARY OF CHANGE SINCE LAST QUARTER | RISK OWNER                              |
|------|---|--|--|--|---|--------|-------------|---|---|--------|-------------|---|--------------------------------------|---|
|      |   |  |  |  | LIKELIHOOD  | IMPACT | RISK RATING |   | LIKELIHOOD  | IMPACT | RISK RATING |   |                                      |   |
|      |   |  |  |  |   |        | 9           | <ul style="list-style-type: none"> <li>Tree budget for 2023/24 approved but the post for an additional tree officer was not approved.</li> </ul>  |   |        | 9           | <ul style="list-style-type: none"> <li>volume of tree work related to planning.</li> <li>Due to volume of workload reviewing staffing structure to ensure resourced adequately going forward.</li> </ul>  | tree officer post.                   |   |
| SD12 | Ageing Infrastructure at Greenbank Leisure Centre | Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment. | Unable to deliver services at Greenbank Leisure Centre | Strategic  | 3   | 3      | 9           | <ul style="list-style-type: none"> <li>Building condition survey is being updated and a planned preventative maintenance (PPM) programme put in place by Head of Corporate Property.</li> <li>Complete the necessary works identified in external consultant's report, informed by a wider strategic review (SOPM).</li> <li>Improvements made to pool pipework and roof.</li> <li>Ensure that there is sufficient capital funding to complete the necessary works and revenue funding for on-going PPM.</li> <li>Facility Planning Model (FPM) being undertaken to assess strategic need of leisure stock through to 2038.</li> <li>The FPM work above is now complete and will inform the Local Plan. Further work is being undertaken on the SOPM.</li> <li>Beginning work to look at future leisure provision including a replacement site for Green Bank.</li> </ul> | 3   | 3      | 9           | <ul style="list-style-type: none"> <li>Review of the operational management and deliverability of PPM</li> <li>Options presented by FPM to be assessed and presented to Members in the future.</li> <li>Also Built Facility Strategy to be commissioned to support FPM.</li> <li>Working project group looking at long term options for leisure provision.</li> <li>Created a project working group to look at long term options for leisure centre.</li> <li>All strategy work will be done as part of wider future of leisure project.</li> </ul> | No Change in Q4                      | Head of Cultural and Community Services |

| REF  | RISK TITLE & DESCRIPTION                   | RISK CAUSE  | RISK IMPACT  | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK  | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED   | SUMMARY OF CHANGE SINCE LAST QUARTER | RISK OWNER                              |
|------|--|---|--|--|---|--------|-------------|---|---|--------|-------------|---|--------------------------------------|---|
|      |  |   |  |  | LIKELIHOOD  | IMPACT | RISK RATING |   | LIKELIHOOD  | IMPACT | RISK RATING |   |                                      |   |
| SD16 | Voluntary and Community Sector             | A reduction in resources for partners who deliver services for or on behalf of the Council. | Evidence that this is occurring with CVS and Citizens Advice having core funding reduced in recent years | Strategic Financial  | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>It is considered that the Council is undertaking as much action as is reasonably possible at this stage to mitigate the risk.</li> <li>The Council's current grant funding has been increased in 2023/24.</li> <li>The Council employs a dedicated Community Partnership Officer to support the voluntary sector and local organisations.</li> </ul>   | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>The Council continues to work with the Voluntary and Community sector to ensure its funding delivers the Council's Corporate Plan objectives.</li> </ul> | No Change in Q4                      | Head of Community and Cultural Services |
| SD17 | Sustainable Urban Drainage features (Suds) | Failure to manage the Suds in line with national guidance.                                  | Serious accident at a Suds feature, and / or failure of feature to prevent flooding                      | Operational Strategic Financial  | 3   | 4      | 12          | <ul style="list-style-type: none"> <li>A recent report by Alliance Consulting has highlighted risks associated with SUDs features that the Council has adopted / is due to adopt.</li> <li>There are potentially nine sites.</li> <li>The Council has a capital budget to implement the findings of the Alliance report on Council-owned sites.</li> <li>The Council no longer adopts SUDs as part of new developments. These are transferred to Severn Trent Water subject to them meeting appropriate standards.</li> </ul>   | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>The Council has reviewed the independent SUDs report and is undertaking all reasonable and practicable actions to mitigate any risks.</li> </ul>         | No change in Q4                      | Head of Community and Cultural Services |
| SD18 | Fluctuations in recycle prices             | Failure to monitor and report fluctuations in recycle prices                                | An escalation in the cost of delivering the recycling service.   | Operational Financial  | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>At the time of awarding new recycling contracts in July 2021, an assessment of material prices over the last 30 months was undertaken. This showed that prices fluctuate from month to month. In assessing the bids, using the lowest material prices from the last 30 months was considered the most prudent way to budget for the service through the Medium-Term Financial Plan (MTFP), with a reserve established to bank any income over that budgeted to cover any periods where income falls below that budgeted.</li> <li>A quarterly update within the Revenue Monitoring Report is presented by the Head of Finance to Finance and Management Committee to allow Members to keep this under review. This position should be fully reviewed following the initial two-year period.</li> </ul> | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>Continue to report quarterly on recycle income</li> </ul>  | No change in Q4.                     | Head of Operational Services            |

| REF  | RISK TITLE & DESCRIPTION  | RISK CAUSE   | RISK IMPACT   | RISK CATEGORY<br><br>Strategic,<br>Resource<br>Operational<br>Financial<br>Knowledge<br>management<br>Compliance,<br>Partnership | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK  | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED  | SUMMARY OF CHANGE SINCE LAST QUARTER  | RISK OWNER                     |
|------|---------------------------|--|---|--|---|--------|-------------|---|---|--------|-------------|--|---|--------------------------------|
|      |                           |  |   |  | LIKELIHOOD  | IMPACT | RISK RATING |   | LIKELIHOOD  | IMPACT | RISK RATING |  |   |                                |
| SD19 | Animal welfare costs      | Significant increase in dog ownership, illegal dog breeding, stray dogs and poor animal welfare. Recent government ban on XL bullies introduced which could increase stray dog numbers | Substantial costs from stray dogs collected or animals taken into possession on animal welfare grounds. | Financial, Compliance, Partnership   | 4   | 3      | 12          | <ul style="list-style-type: none"> <li>• Powers under s20 of the Animal Welfare Act.</li> <li>• Mutual support agreement with RSPCA.</li> <li>• Dog fostering scheme agreed with a dog fostering charity.</li> <li>• No win no fee agreement with a third-party Financial Investigator to enable the Council to pursue Proceeds of Crime Act action against offenders to recover costs.</li> <li>• Benchmarking of our animal welfare activities against other Derbyshire councils has been carried out Q4 2023-2024.</li> <li>• A small amount of government funding has been provided in Q4 2023-2024.</li> </ul> | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>• Ongoing monitoring of the CEH00 R4400 budget to review the effects of the existing mitigations and the XL bully ban.</li> <li>• Draft Animal in Distress Policy discussed with Leadership Team.</li> <li>• Three legal cases are progressing and unlikely to go to full trial before summer 2024, one welfare case was successfully prosecuted in Q4, 2023-2024.</li> </ul> | <p>The implications of the national ban on XL bully dogs is becoming clearer.</p> <p>Mitigating actions updated to confirm a small amount of government funding has been provided.</p> <p>Successful prosecution of one welfare case.</p> | Head of Environmental Services |
| SD20 | Green Homes Grant Project | Failure to deliver the volume of Green Homes Grants agreed with the project sponsors   | Repayment of grant allocation to the project sponsors<br>Loss of reputation                             | Strategic, Financial, Operational, Partnership   | 4   | 2      | 8           | <ul style="list-style-type: none"> <li>• An existing project management framework is in place in accordance with the agreed Memorandum of Understanding with the project sponsors (DESNZ and Midland Net Zero Hub)</li> <li>• New contractors were procured in 2023 to increase the contractor capacity to deliver the target number of Green Homes Grants.</li> </ul>  | 2   | 2      | 4           | <ul style="list-style-type: none"> <li>• Review volume and quality of delivery of newly appointed contractors.</li> <li>• Communicate with stakeholders.</li> <li>• Review project governance in the light of experience from the LAD3 scheme.</li> </ul>  | No change in Q4.  | Head of Environmental Services |

## Risk Matrix Template

The table below outlines how the impact and likelihood of the risk is scored using the threshold and description as guidance.

### 1.1

|                   |                      |                   |                     |                     |                            |   |       |     |       |
|-------------------|----------------------|-------------------|---------------------|---------------------|----------------------------|---|-------|-----|-------|
| <b>Impact</b>     | <b>Very High (4)</b> | 4                 | 8                   | 12                  | 16                         | <table border="1" style="display: inline-table; vertical-align: middle;"> <tr><td style="background-color: #FF0000; color: white; text-align: center;">12-16</td></tr> <tr><td style="background-color: #FFD700; text-align: center;">6-9</td></tr> <tr><td style="background-color: #008000; color: white; text-align: center;">1 - 4</td></tr> </table> | 12-16 | 6-9 | 1 - 4 |
|                   | 12-16                |                   |                     |                     |                            |   |       |     |       |
|                   | 6-9                  |                   |                     |                     |                            |   |       |     |       |
|                   | 1 - 4                |                   |                     |                     |                            |   |       |     |       |
| <b>High (3)</b>   | 3                    | 6                 | 9                   | 12                  |                            |   |       |     |       |
| <b>Medium (2)</b> | 2                    | 4                 | 6                   | 8                   |                            |   |       |     |       |
| <b>Low (1)</b>    | 1                    | 2                 | 3                   | 4                   |                            |   |       |     |       |
|                   |                      | <b>Remote (1)</b> | <b>Possible (2)</b> | <b>Probable (3)</b> | <b>Highly Probable (4)</b> |   |       |     |       |
|                   |                      | <b>Likelihood</b> |                     |                     |                            |   |       |     |       |

| <b>Impact</b>                      | <b>Thresholds and Description</b>  |
|------------------------------------|--|
| 1 – Low                            | Limited impact on service objectives if any, section objectives unlikely to be met, financial loss less than £10,000, no media attention.  |
| 2 – Medium                         | Slight delay in achievement of service objectives, minor injuries, financial loss over £50,000k, adverse local media attention, breaches of local procedures   |
| 3 – High                           | Significant threat to Council objectives. Non-statutory duties not achieved, permanent injury, financial loss over £100,000, negative national media attention, litigation expected, serious issues raised through inspection, breakdown of confidence of partners.                        |
| 4 – Very high                      | Objectives cannot be delivered. Statutory duties not achieved, death, financial loss over £500,000 adverse national media attention, litigation almost certain, prosecutions, breaches of law, inspection highlights inadequate service, Council unable to work with partner organisation. |
|                                    |  |
| <b>Likelihood</b>                  | <b>Thresholds and Description</b>  |
| 1 – Remote                         | May occur only in exceptional circumstances (e.g. once in 10 years)  |
| 2 – Possible                       | Unlikely to occur but could at some time (e.g. once in three years)  |
| 3 – Probable (in two years)        | Fairly likely to occur at some time or under certain circumstances (e.g. once in two years)  |
| 4 – Highly probable (in 12 months) | Will probably occur at some time or in most circumstances (e.g. once in 12 months)   |
|                                    |  |

## Service Delivery Risk Matrix

The below table summarises the risk likelihood and impact for risks after controls have been put in place to mitigate the risk.

|               |                      |                   |   |                     |                            |
|---------------|----------------------|-------------------|---|---------------------|----------------------------|
| <b>Impact</b> | <b>Very High (4)</b> |                   | <b>SD9</b>                              | <b>SD3</b>          |                            |
|               | <b>High (3)</b>      |                   | <b>SD6, SD7, SD16, SD17, SD18, SD19</b> | <b>SD5, SD12</b>    | <b>SD1, SD11</b>           |
|               | <b>Medium (2)</b>    |                   | <b>SD20</b>                             |                     |                            |
|               | <b>Low (1)</b>       |                   |   |                     |                            |
|               |                      | <b>Remote (1)</b> | <b>Possible (2)</b>                     | <b>Probable (3)</b> | <b>Highly Probable (4)</b> |
|               |                      | <b>Likelihood</b> |   |                     |                            |

|      |  |   |
|------|--|---|
| SD1  | Loss of income to the Housing Revenue Account (HRA)                      | Reduction of income through the Impact of: Universal Credit (UC) (increase rent arrears) Void Properties (rent loss) and right to buy properties (rent loss). |
| SD3  | Safety standards   | Failure to comply with basic safety standards in flats/blocks with communal areas.  |
| SD5  | Reduction in funding for Cultural and Community Services                 | Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.  |
| SD6  | Ageing infrastructure at Rosliston Forestry Centre                       | Need to upgrade Infrastructure at Rosliston Forestry Centre.  |
| SD7  | Failure to meet housing delivery targets set out in the five-year supply | Economic slowdown, material or labour shortages, supply chain issues. There has been a small decrease in housing completions during the COVID pandemic.       |
| SD9  | Melbourne Sports Park  | Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with national funders.                        |
| SD11 | Tree Management  | Failure to manage the Council's tree stock in line with adopted Tree Management policy.   |
| SD12 | Ageing Infrastructure at Greenbank Leisure Centre                        | Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment.  |
| SD16 | Voluntary and Community Sector   |   |

A reduction in resources for partners who deliver services for or on behalf of the Council.

|       |  |   |
|-------|--|---|
| SD 17 | Sustainable Urban Drainage features (Suds) | Failure to manage the Suds in line with national guidance.                            |
| SD18  | Monitor fluctuations in recycle prices     | Failure to monitor and report fluctuations in recycle prices.                         |
| SD19  | Animal Welfare Costs                       | Significant increase in dog ownership, illegal dog breeding and poor animal welfare.  |
| SD20  | Green Homes Grant                          | Failure to deliver the volume of Green Homes Grants agreed with the project sponsors. |

# Quarter 4, 2023-2024 Chief Executive Risk Register

| REF | RISK TITLE & DESCRIPTION                                | RISK CAUSE                                   | RISK IMPACT  | RISK CATEGORY<br><i>Strategic, Resource Operational Financial Knowledge management Compliance, Partnership</i> | Current Risk Rating<br>(See table below for guidance) |        |             | CONTROLS IN PLACE TO MITIGATE THE RISK   | Risk Rating after mitigations<br>(See table below for guidance) |        |             | FURTHER ACTION REQUIRED  | SUMMARY OF CHANGE SINCE LAST QUARTER | RISK OWNER                              |
|-----|---|--|--|--|---|--------|-------------|--|---|--------|-------------|--|--------------------------------------|---|
|     |   |  |  |  | LIKELIHOOD  | IMPACT | RISK RATING |  | LIKELIHOOD  | IMPACT | RISK RATING |  |                                      |   |
| CE1 | Economic development partnerships                       | Failure of economic development partnerships | Leading to an adverse impact on businesses and local economy                                       | Partnership  | 2   | 2      | 4           | <ul style="list-style-type: none"> <li>Proactive engagement in partnerships and with individual partners.</li> <li>Commitment of officer time and resources to partnership activities.</li> </ul>  | 1   | 2      | 2           | <ul style="list-style-type: none"> <li>Monitoring of projects and performance.</li> </ul>                                  | No change in Q4.                     | Head of Economic Development and Growth |
| CE2 | South Derbyshire Partnership working                    | Failure of the South Derbyshire Partnership  | Leading to non-delivery of the community's vision and priorities set out in the Community Strategy | Partnership / Strategic  | 2   | 3      | 6           | <ul style="list-style-type: none"> <li>Proactive support for partnership.</li> <li>Commitment of officer time and resources to partnership facilitation.</li> <li>Engagement of partners in policy making and project design and delivery.</li> </ul>  | 1   | 3      | 3           | <ul style="list-style-type: none"> <li>Monitoring of projects and performance by Strategic Co-ordinating Group.</li> </ul> | No change in Q4.                     | Head of Economic Development and Growth |
| CE4 | Effectively manage the election process and canvassing. | Failure of joined up Council approach        | Leading to a failed election process   | Strategic  | 2   | 2      | 4           | <ul style="list-style-type: none"> <li>Elections Project Team in place and meets as necessary with representatives from all services involved.</li> <li>Arrangements in place for an Election to be called at short notice.</li> <li>Arrangements in place for Referenda/By-Elections to be called.</li> </ul> | 1   | 2      | 2           | <ul style="list-style-type: none"> <li>Monitoring of service delivery under review consistently</li> </ul>                 | No change in Q4.                     | Head of Legal and Democratic Services   |

## Risk Matrix Template

The table below outlines how the impact and likelihood of the risk is scored using the threshold and description as guidance.

|        |               |            |              |              |                     |  |  |
|--------|---------------|------------|--------------|--------------|---------------------|--|--|
| Impact | Very High (4) | 4          | 8            | 12           | 16                  | <div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> 12-16<br/> <div style="width: 15px; height: 15px; background-color: orange; margin-right: 5px;"></div> 6-9<br/> <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> 1-4                 </div> | <b>Significant Risk</b><br><br><b>Medium Risk</b><br><br><b>Low Risk</b> |
|        | High (3)      | 3          | 6            | 9            | 12                  |  |  |
|        | Medium (2)    | 2          | 4            | 6            | 8                   |  |  |
|        | Low (1)       | 1          | 2            | 3            | 4                   |  |  |
|        |               | Remote (1) | Possible (2) | Probable (3) | Highly Probable (4) |  |  |
|        |               | Likelihood |              |              |                     |  |  |



| Impact                             | Thresholds and Description   |
|------------------------------------|--|
| 1 – Low                            | Limited impact on service objectives if any, section objectives unlikely to be met, financial loss less than £10,000, no media attention   |
| 2 – Medium                         | Slight delay in achievement of service objectives, minor injuries, financial loss over £50,000, adverse local media attention, breaches of local procedures  |
| 3 – High                           | Significant threat to Council objectives. Non-statutory duties not achieved, permanent injury, financial loss over £100,000, negative national media attention, litigation expected, serious issues raised through inspection, breakdown of confidence of partners.                        |
| 4 – Very high                      | Objectives cannot be delivered. Statutory duties not achieved, death, financial loss over £500,000, adverse national media attention, litigation almost certain, prosecutions, breaches of law, inspection highlights inadequate service, Council unable to work with partner organisation |
| Likelihood                         | Thresholds and Description   |
| 1 – Remote                         | May occur only in exceptional circumstances (e.g. once in 10 years)  |
| 2 – Possible                       | Unlikely to occur but could at some time (e.g. once in three years)  |
| 3 – Probable (in two years)        | Fairly likely to occur at some time or under certain circumstances (e.g. once in two years)  |
| 4 – Highly probable (in 12 months) | Will probably occur at some time or in most circumstances (e.g. once in 12 months)   |

## Corporate Risk Matrix

The below table summarises the risk likelihood and impact for risks after controls have been put in place to mitigate the risk.

|        |               |            |              |              |                     |
|--------|---------------|------------|--------------|--------------|---------------------|
| Impact | Very High (4) |            |              |              |                     |
|        | High (3)      | CE2        |              |              |                     |
|        | Medium (2)    | CE1, CE4   |              |              |                     |
|        | Low (1)       |            |              |              |                     |
|        |               | Remote (1) | Possible (2) | Probable (3) | Highly Probable (4) |
|        |               | Likelihood |              |              |                     |

|     |                                      |  |
|-----|--------------------------------------|--|
| CE1 | Economic development partnerships    | Failure of economic development partnerships |
| CE2 | South Derbyshire Partnership working | Failure of the South Derbyshire Partnership  |



|     |   |                                       |
|-----|---|---------------------------------------|
| CE4 | Effectively manage the election process and canvassing. | Failure of joined up Council approach |
|-----|---|---------------------------------------|

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|                                |  |                                  |
|--------------------------------|--|----------------------------------|
| <b>REPORT TO:</b>              | <b>ENVIRONMENT &amp; DEVELOPMENT SERVICES</b>  | <b>AGENDA ITEM: 6</b>            |
| <b>DATE OF MEETING:</b>        | <b>30 MAY 2024</b>   | <b>CATEGORY: RECOMMENDED</b>     |
| <b>REPORT FROM:</b>            | <b>CHIEF EXECUTIVE</b>   | <b>OPEN</b>                      |
| <b>MEMBERS' CONTACT POINT:</b> | <b>EMMA MCHUGH</b><br>01283 228745<br><a href="mailto:emma.mchugh@southderbyshire.gov.uk">emma.mchugh@southderbyshire.gov.uk</a> | <b>DOC:</b>                      |
| <b>SUBJECT:</b>                | <b>FIXED PENALTY NOTICES FOR ANIMAL WELFARE OFFENCES</b>   |                                  |
| <b>WARD(S) AFFECTED:</b>       | <b>ALL</b>   | <b>TERMS OF REFERENCE: EDS14</b> |

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### **Recommendations**

- 1.1 That the Committee notes the new power to issue Fixed Penalty Notices for Animal Welfare Cases.
- 1.2 The Committee agrees the amounts to settle Fixed Penalty Notices as detailed in paragraph 3.9 of the Report.
- 1.3 The Committee delegates authority to Authorised Officers in the Licensing Service and Environmental Health to issue Fixed Penalty Notices.

### **Purpose of the Report**

- 2.1 To seek approval in the issue of Fixed Penalty Notices (FPN) for animal welfare offences.

### **Detail**

- 3.1 The Licensing Authority issue licences for various types of animal activities such as dog breeding, boarding, hiring out horses, selling animals as pets and keeping or training animals for exhibition under the Animal Welfare (Licensing of Animal Activities) Regulations 2018. The Licensing Authority also issues licences under the Dangerous Wild Animal Act 1976. In addition to the issuing of licences, Officers will undertake compliance and enforcement action against unlicensed persons offering any of the above activities and/or licence holders breaching their licence and conditions. Officers are authorised Inspectors under the Animal Welfare Act 2006.
- 3.3 In dealing with unlicensed persons or breaches of conditions, each case is decided on its own merits in line with the Council's Corporate Enforcement Policy however the sanctions currently available to Officers are warning letters, improvement

notices, suspension or revocation of the licence and prosecution for unlicensed activities.

- 3.4 The Animal (Penalty Notices) Act 2022 gives power to the Council to issue fixed penalty notices when they are satisfied beyond all reasonable doubt that a person has committed a relevant offence.
- 3.5 Relevant Offences are defined under the Animals (Penalty Notices) (England) Regulations 2023 which came into force on 1<sup>st</sup> January 2024. The relevant offences for this Licensing Authority are:
- Dangerous Wild Animal Act 1976 – breach of licence, operating without a licence and obstructing an officer;
  - Animal Welfare Act 2006 – operating without a licence and duty of a person responsible for an animal to ensure welfare;
  - Animal Welfare (Licensing of Animal Activities) Regulations 2018 – breach of licence conditions, obstructing an officer and failing to assist in their duty to provide a sample.
- 3.6 In addition, Environmental Health will also investigate offences under the Animal Welfare Act 2006 where a responsible person fails in their duty to ensure the welfare of an animal.
- 3.7 The issuing of a FPN is not intended for minor breaches or for very serious offences. It is intended a fixed penalty notice will be issued if a person continues to trade without a licence, continues to breach their licence conditions or obstructs an officer. The use of FPNs for low level criminal offences enables cases to be dealt with proportionately, quickly and consistently without the need to take cases to court. There does not need to be an admission of guilt from the offender for a FPN to be issued.
- 3.8 For the above the offences, the maximum amount specified in a fixed penalty may not exceed £5000. The actual amount of each FPN is determined on an individual basis based on criteria stipulated in the Statutory Guidance issued by the Secretary of State.
- 3.9 Each individual FPN will be calculated by the Investigating Officer, in conjunction with their Senior Officer, after determining the culpability and harm caused by the offence using the factors detailed in the Statutory Guidance. Once the culpability and harm has been assessed, the Investigating Officer will adjust the amount of the FPN if there are any aggravating or mitigating factors to the offence to take into consideration. The total of the FPN will be confirmed by the Legal Department before issuing. The following table will be used to determine the amount of the FPN:

| <b>Low Culpability</b>           |                       |                       |                       |
|----------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Harm Factor</b>               | <b>Starting Point</b> | <b>Minimum Amount</b> | <b>Maximum Amount</b> |
| Lesser Harm                      | £400                  | £350                  | £1000                 |
| Greater Harm                     | £750                  | £600                  | £1250                 |
| <b>Low to Medium Culpability</b> |                       |                       |                       |
| <b>Harm Factor</b>               | <b>Starting Point</b> | <b>Minimum Amount</b> | <b>Maximum Amount</b> |
| Lesser Harm                      | £1500                 | £1250                 | £2000                 |
| Greater Harm                     | £2000                 | £1500                 | £3000                 |

| <b>Medium to High Culpability</b> |                       |                       |                       |
|-----------------------------------|-----------------------|-----------------------|-----------------------|
| <b>Harm Factor</b>                | <b>Starting Point</b> | <b>Minimum Amount</b> | <b>Maximum Amount</b> |
| Lesser Harm                       | £2500                 | £2000                 | £4000                 |
| Greater Harm                      | £3500                 | £3000                 | £5000                 |

3.10 The amount of the FPN must be paid within 28 days of issue. The amount of the FPN will be reduced by 50% if paid within 14 days of the date of the issue. The FPN cannot be paid in instalments. If the FPN is unpaid, the offender can be prosecuted for the offence.

3.11 The money from the FPN must be paid into the Consolidated Fund. Before paying into the Consolidated Fund, the costs of investigating the offences and issuing the FPN can be deducted from the total amount of the FPN. When calculating the amount of the FPN, the Investigating Officer will calculate the cost of investigating the offence and issuing the notice.

### **Financial Implications**

4.1 None

### **Corporate Implications**

#### **Employment Implications**

5.1 None.

### **Legal Implications**

5.2 The new power under The Animal (Penalty Notices) Act 2022 gives power to the Council to issue fixed penalty notices when they are satisfied beyond all reasonable doubt that a person has committed a relevant offence. The Council is required to set the amounts of the FPN and delegate the power to Authorised Officers to issue FPNs. The issuing and settling of FPNs should be in accordance with the Council's other relevant policies including its Enforcement Policy.

### **Corporate Plan Implications**

5.3 The proposals align with the 'Our People' theme to "*Help tackle anti-social behaviour & crime through strong and proportionate action*".

### **Risk Impact**

5.4 None

### **Community Impact**

#### **Consultation**

6.1 None.

### **Equality and Diversity Impact**

6.2 None. Equality and diversity issue are given due consideration during the investigation process and are factors which are considered in the public interest test when deciding on the most appropriate regulatory sanction. This is therefore already embedded in the existing process.

## **Social Value Impact**

6.3 None

## **Environmental Sustainability**

6.4 None.

## **Background Papers**

Animals (Penalty Notices) Act 2022

The Animals (Penalty Notice) Regulations 2023

Statutory Guidance on the Use of Penalty Notices for Animal Health and Welfare Offences

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|                                |   |                              |
|--------------------------------|---|------------------------------|
| <b>REPORT TO:</b>              | <b>ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE</b>   | <b>AGENDA ITEM: 7</b>        |
| <b>DATE OF MEETING:</b>        | <b>30 MAY 2024</b>  | <b>CATEGORY: DELEGATED</b>   |
| <b>REPORT FROM:</b>            | <b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>  | <b>OPEN</b>                  |
| <b>MEMBERS' CONTACT POINT:</b> | <b>DEMOCRATIC SERVICES<br/>01283 595889/5722<br/><a href="mailto:democraticservices@southderbyshire.gov.uk">democraticservices@southderbyshire.gov.uk</a></b> | <b>DOC:</b>                  |
| <b>SUBJECT:</b>                | <b>COMMITTEE WORK PROGRAMME</b>   | <b>REF:</b>                  |
| <b>WARD(S) AFFECTED:</b>       | <b>ALL</b>  | <b>TERMS OF REFERENCE: G</b> |

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**1.0 Recommendations**

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

**2.0 Purpose of Report**

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

**3.0 Detail**

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

**4.0 Financial Implications**

4.1 None arising directly from this report.

**5.0 Background Papers**

5.1 Work Programme.

## Environmental & Development Committee 30 May 2024 Work Programme

| Work Programme Area   | Date of Committee meetings | Contact Officer (Contact details)   |
|---|----------------------------|---|
| <b>Reports Previously Considered by Last Three Committees</b>                           |                            |   |
| CCTV in Private Hire Vehicles Policy  | 09 November 2023           | Ardip Sandhu<br>Head of Legal and Democratic Services<br>01283 595715     |
| Corporate Plan 2020-24: Performance Report 2023-24 (Quarter 2 - 1 July to 30 September) | 09 November 2023           | Heidi McDougall<br>Strategic Director (Service Delivery)<br>01283 595775  |
| Infrastructure Funding Statement 2022-23  | 09 November 2023           | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Fixed Penalty Notice Charges  | 09 November 2023           | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Preparing for the Biodiversity Duty   | 09 November 2023           | Sean McBurney<br>Head of Cultural and Community Services<br>07435 935050  |
| Planning Services Review  | 09 November 2023           | Heidi McDougall<br>Strategic Director (Service Delivery)<br>01283 595775  |
| Service Based Budgets 2024/25   | 04 January 2024            | Charlotte Jackson<br>Head of Finance<br>07770 085452                      |
| Route Optimisation  | 25 January 2024            | Gary Charlton<br>Head of Operational Services                             |

|   |                  |   |
|---|------------------|---|
|   |                  | 07976 081896  |
| Gypsy and Traveller Accommodation Assessment Report                                       | 25 January 2024  | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Local Plan Issues and Options   | 25 January 2024  | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Waste Management IT System  | 25 January 2024  | Gary Charlton<br>Head of Operational Services<br>07976 081896             |
| Authority Monitoring Report 2022-23   | 25 January 2024  | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Infrastructure Funding Statement 2022-23  | 25 January 2024  | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Town Centre Masterplan (Exempt)   | 25 January 2024  | Mike Roylance<br>Head of Economic Development and Growth<br>01283 595725  |
| Fleet Replacement Plan  | 25 January 2024  | Gary Charlton<br>Head of Operational Services<br>07976 081896             |
| Operational Services Staffing (Exempt)  | 25 January 2024  | Gary Charlton<br>Head of Operational Services<br>07976 081896             |
| Local Plan Budget Proposals   | 25 January 2024  | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Corporate Plan 2020-24: Performance Report 2023-24 (Quarter 3 - 1 October to 31 December) | 29 February 2024 | Heidi McDougall<br>Strategic Director (Service Delivery)<br>01283 595775  |
| Statement of Community Involvement  | 29 February 2024 | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |



|   |               |   |
|---|---------------|---|
| Oaklands Solar Farm   | 18 April 2024 | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Grass Verges and No Mow Plans 2024                                    | 18 April 2024 | Sean McBurney<br>Head of Cultural and Community Services<br>07435 935050  |
| Economic Development and Growth Service<br>(Exempt)                   | 18 April 2024 | Mike Roylance<br>Head of Economic Development<br>07815 577206             |
| Contaminated Land Strategy  | 18 April 2024 | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Air Quality Strategy 2024-28  | 18 April 2024 | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Accelerating Planning System  | 18 April 2024 | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Cycle Network SDP   | 18 April 2024 | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| <b>Provisional Programme of Reports To Be Considered by Committee</b> |               |   |
| Corporate Enforcement Policy 2024 Review                              | 30 May 2024   | Matt Holford<br>Head of Environmental Services<br>07891 072081            |

|   |             |   |
|---|-------------|---|
| Fixed Penalty Notices for Animal Welfare Offences             | 30 May 2024 | Emma McHugh<br>Senior Licensing Officer<br>01283 228745                   |
| Pavement Licence – Fees                                       | August 2024 | Emma McHugh<br>Senior Licensing Officer<br>01283 228745                   |
| Bus Shelters  | August 2024 | Gary Charlton<br>Head of Operational Services<br>07976 081896             |
| Climate and Environment Action Plan                           | August 2024 | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Annual Enforcement Activity Report                            | August 2024 | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Corporate Environmental Sustainability Group<br>Annual report | August 2024 | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| SUDs Policy Management  | August 2024 | Sean McBurney<br>Head of Cultural and Community Services<br>07435 935050  |
| Planning Services Review                                      | August 2024 | Heidi McDougall<br>Strategic Director (Service Delivery)<br>01283 595775i |
| Sustainable Energy Viability and Options Appraisal            | March 2025  | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Staff Travel Plan 2024-28                                     | TBC         | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Smoke Control Area review                                     | TBC         | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
| Animals in Distress Policy                                    | TBC         | Matt Holford  |

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|  |     | Head of Environmental Services<br>07891 072081                            |
| Consultation on East Midlands Airport Sustainable Development Plan               | TBC | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| East Midlands Airport Airspace Redesign Consultation (changing the flight paths) | TBC | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Planning Enforcement Activity  | TBC | Steffan Saunders<br>Head of Planning and Strategic Housing<br>07971604326 |
| Environmental Services Commercialisation Plan review                             | TBC | Matt Holford<br>Head of Environmental Services<br>07891 072081            |
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