
COMMUNITY AND LEISURE DEVELOPMENT SERVICE PLAN 2004/07

1. SERVICE DESCRIPTION AND PURPOSE

1.1 The Community & Leisure Development Division provides the following services:

- **Crime and Disorder:** The Crime and Disorder Act 1998 places a duty on the Police and local authorities to work in partnership to develop and implement a strategy to reduce crime and fear of crime. The South Derbyshire Crime and Disorder Partnership includes these statutory agencies as well as health, Council for Voluntary Services (CVS), Probation, Drug and Alcohol Action Team, Connexions, Youth Offending Service and others. The Partnerships Support Team is based in the Division and is responsible for the delivery of the 2002-5 Crime and Disorder Strategy and this is done through seven multi agency action teams which deal with burglary, auto crime, violent crime, domestic abuse, substance misuse, anti social behaviour and the fear of crime.

The Partnership delivers a number of projects each year, these range from the installation of burglar alarms in the homes of victims to the provision of multi games areas in villages to give young people a diversion from nuisance behaviour. Recently launched has been the Safer Homes South Derbyshire project, operated by South Derbyshire CVS the project will secure the homes of vulnerable people and reduce burglaries as well as accidents. Much of this work is funded from Home Office, District Council and Police.

The Partnership has national and county Public Service Agreement targets for the reduction of house burglary and auto crime whilst other targets for reducing violent crime, anti social behaviour and fear of crime have been set following consultation with the local community.

- **Community Partnership:** The Community Partnership scheme encompasses the support given to the voluntary and community sector through the establishment of Service Level Agreements and the provision of financial and advisory support for the development of projects. The Scheme includes the administration of Community Partnership grants which total up to £150,000 a year for local groups to deliver projects ranging from the building of village halls to the purchase of play equipment. It also includes the partnership development linked to the management of the £122,000 annual revenue grants given to 8 voluntary sector organisations such as Citizens Advice Bureau, CVS, Shopmobility and Next Step.

Support with the development of the Local Strategic Partnership and the Community Plan has become an increasingly important part of the Schemes, particularly in the area of voluntary and community sector involvement.

- **Sports Development:** This involves developing an infrastructure through partnership working, to enable local people to become involved in sport as a vehicle for health improvement, social inclusion and community development. This is principally undertaken through the Councils membership of the Derbyshire and Peak Park Sport and Recreation Forum, which secures sports coaching activities in schools and clubs

as well as involvement in the Derbyshire Youth Games. This Partnership approach has secured significant National Lottery funding for sport in the County over the last 5 years.

The establishment of South Derbyshire Sport as a 'forum' to represent the voluntary sports clubs in the District has enabled the Sports Development service to be more effective as a facilitator of activity rather than directly delivering coaching courses as was done in the past.

- **Playscheme Provision:** Following a review in 2002/3 playschemes are now provided in two locations in the urban area and in the rural areas by a visiting Sportsmobile. Partnership arrangements with the Youth Service have allowed the District Council to concentrate on younger children and this has enabled the provision of a more effective and safer service. Further partnership working is being undertaken with other playscheme/child care providers and has resulted in the Rosliston Forestry Centre based Rascals Scheme expanding its service to include teenage children.
- **Cultural Regeneration:** This area of work includes the monitoring and delivery of the local action plans of the Derbyshire Cultural Strategy (covering the arts, heritage, sport, tourism, and outdoor recreation, such as parks and play areas).

In addition the Division is responsible for the Councils role in arts development. Currently this involves limited work in Touring Theatre and the support of the People Express community arts organisation. Following the lead taken by voluntary sports groups the arts and heritage sector are developing a similar 'forum' to represent their interests.

- **Environmental Education:** Based at Rosliston Forestry Centre the Environmental Education partnership between the Council, Rolls-Royce and The National Forest Company aims to develop the knowledge, understanding and respect of the environment by young people and adults, in order to improve their quality of life and work towards a sustainable environment.

The Service receives £20,000 a year sponsorship from Rolls Royce and is also currently funded by EMDA; it is credited as an 'exemplar' scheme by the National Forest Company and delivers to over 95 schools and 3800 participants.

- **Health Development and Improvement:** The Division leads on health promotion and improvement with respect to physical activity and has responsibility for GP Exercise Referral schemes, including the management of the British Heart Foundation Three Heart accredited and New Opportunities Funded "Walking the Way to Health" project (WWTH).

The WWTH project runs over twenty walks a week ranging from walking to school groups to cardiac rehabilitation patients. The project is managed by Aurora Country Developments Ltd and is based at Rosliston Forestry Centre but stages activities right across the District.

- **Rosliston Forestry Centre:** Development and management of the site, which attracts over 100,000 visitors a year and hosts over 10 community projects and businesses. The Centre is operated as a partnership between the District Council, Forestry Commission and The National Forest Company with the day to day

management undertaken by a private company, Aurora Country Developments Ltd. A Strategic Vision has been produced for the Centre, which details the development of the facility to encourage more visitors and activities and financial sustainability.

- **Community Legal Services Partnership:** In 2000 the Government launched the Community Legal Service (CLS) with the aim of establishing a network of providers of good quality, accessible legal advice services. The Council is a member of the Derbyshire CLS and has responsibility for supporting council and other advice providers to achieve the 'Quality Mark' status.
 - **Other Partnerships:** The division also represents the Council as a member of both the South Derbyshire Local Learning Partnership and the South Derbyshire and Dales Local Implementation Group (the local branch of the Derbyshire Children's Strategic Partnership). It is possible both these partnerships will assume additional importance when the relationship between existing partnerships, the Local Strategic Partnership and the Community Strategy is clarified.
- 1.2 The service is provided to a wide range of internal and external customers who range from individuals competing in sports activities or having an alarm fitted after a house burglary to a Parish Council receiving funding for a village hall development. In terms of internal customers, the Division will support all council departments in the mainstreaming of Section 17 and the development of crime reduction projects.

Purpose

- 1.3 The purpose of the Division is to improve the social, economic and recreational quality of peoples' lives by supporting the development of a healthier, safer and socially inclusive community. This is undertaken through partnership working and the attraction of external resources, annually over £600,000 in the form of grant aid and commercial sponsorship, for projects and services, which are invested into local community services and facilities.
- 1.4 The overarching theme to all the Divisions work is about facilitating the communities ability to solve its own problems and develop its own services and projects. Where ever possible work, whether reducing drug abuse or selecting teams to represent the District in sport, is undertaken with local communities to develop their capacity to be self sufficient and the work sustainable.

2. OPPORTUNITIES AND CHALLENGES

Challenges

2.1 The Division's challenges over the next three years are as follows:

- **Crime and Disorder:** both Government and local community consider crime and anti social behaviour as a significant factor in the quality of life and will expect increasingly more effort by local agencies to reduce its impact. Over the past three years progress has been achieved in reducing burglary and car crime but if this reduction is to be carried on and encompass anti social behaviour, domestic abuse, drug and alcohol misuse and fear of crime, then a concentrated and sustained programme of partnership working is required. This should involve the statutory agencies such as the Police and Councils but also the community who need to be given the skills and confidence to

control their own neighbourhood. This community engagement is a key challenge for the Crime and Disorder Partnership.

The 2002-5 Crime and Disorder Strategy has a year left for delivery and whilst this is being undertaken the next Crime and Disorder Audit completed. This audit will review the crime in the District and also consult widely with the community to ensure the 2005-8 Strategy tackles local issues.

The 2003 Anti Social Behaviour Act provides the Council and its partners with additional powers for use in reducing a variety of minor, but for those people effected significantly impactive, activities such as harassment, graffiti and abandoned vehicles. Using this legislation along with more proactive youth engagement, parenting and mediation interventions now requires the resources for delivery.

- **Best Value Review of Community Safety:** the District and County Councils reviews of community safety will identify that the authorities should place crime and disorder reduction as mainstream activity in terms of both policy and service delivery. This will require corporate leadership with all departments considering how they can contribute to improving community safety.
- **Comprehensive Performance Assessment – Review of Public Open Space:** this review has shown that the Division has a significant role to play in the role of the Crime and Disorder Partnership to improve community safety and also the provision of services to young people. The Public Open Space Review has indicated that the Government places a high value on the provision of opportunities for young people to participate in active recreational activity, both organised in the form of playscheme or sports coaching and informal such as the use of youth shelters and skateboard facilities. The approach in the District has been to provide this type of activity in partnership and whilst this has worked to date there needs to be a clear strategic vision between agencies for this provision to be extended. Relatively small increases of funding in these areas can attract significant resources from other partners and achieve significant levels of activity during evening, weekend and school holiday periods.
- **Community Plan –** the development and completion of the Community Planning process will increasingly involve the Division and its individual projects. The Division is already accomplished in partnership working but is restricted in its ability to transfer resources into new areas of work as they are mainly committed to specific partnership agreements and projects.
- **Rosliston Forestry Centre / Environmental Education Service –** having secured the long term management of the Centre the challenge now is to deliver the Strategic Development Plan which sets out the services, facilities and developments which the District Council, Forestry Commission and National Forest Company wish to see put in place over the next 5 years. The development will mean significant capital investment in the site but will result in reduced revenue funding from the Council and ensure the Centre is a thriving community and visitor centre in the heart of the National Forest.

A further challenge for the Centre and the Environmental Education Service is to develop their respective partnerships by involving the County Council in their service delivery and planning. Both have developed in isolation of the County Countryside Service and need to become more integrated in the wider network of outdoor activity and education provision.

- **Community Partnership** – over the last two years the relationship between the voluntary sector and the Council has developed significantly and a key aim for the medium term is to formalise that in to the agreement of a Compact. This agreement would further assist the voluntary sector in its development and support their role in the work of the Local Strategic Partnership.

The provision of support through the financial and advisory support will continue to be a vital area of work particularly as external funding from the National Lottery becomes more difficult. This makes the Councils grant scheme so important as a source of partnership funding and needs to be continued at the highest level possible. To ensure that local groups are successful in developing their projects more emphasis will be placed on providing funding source advice through the Councils website as well as seeking to provide more officer support when opportunities allow.

- **Community Legal Services Partnership** – ensuring that Council and other public and voluntary sector advice services achieve the 'Quality Mark' status for their service.
- **Cultural / Sports Forums** – the support given to the establishment of voluntary sector forums needs to continue to enable them to become proactive and develop the capacity of their individual groups to increase memberships, improve facilities and raise the profile of arts, heritage and sport in the District.
- **Health Development and Improvement** – following the highly successful delivery of the Walking the Way to Health project for which funding finishes in October 2004, a forward strategy for how the Council and its partners promote physical activity is required. The walking schemes and GP Referral system will require some support for continuation but further projects will be developed.

Opportunities

2.2 The Division's opportunities over the next three years are as follows:

- To utilise website and internet technology to support the public, voluntary and community sectors in accessing information on funding, advisory support and service provision.
- To work in partnership with the Police, other public sector agencies and voluntary groups to use new legislation to reduce anti social behaviour as well as develop diversionary activities for young people through provision of facilities and related opportunities.
- To support the development of the Community Plan and encourage voluntary sector partners to be engaged in the process.
- To further develop relationships with public, private and voluntary sector partners, which result in, increased service provision.

Future Budget Pressures Over The Next Three Years

2.3 The majority of the Division's work is the result of new Government policy coupled with the expressed desire of the local community, both targeting the improvement in the quality of peoples lives through provision of safer, healthier and sustainable

communities. The Division has been able to react to this new work by securing resources from other partners but unfortunately this is very often time limited and comes to a point when the activity has to be mainstreamed or reduced. This point will be reached with much of the Division's work over the next three years and decisions are required on identifying Council and partners funding if the activity is to be continued. This applies to, the post of Community Drugs Officer, the Environmental Development Officer and Environmental Education Service and the Walking the Way to Health project.

- 2.4 If the Council and its partners are also to deliver the CPA Public Open Space and Community Safety Best Value Review Improvement Plans, the Crime and Disorder Strategy and other strategic action plans, which together encompass the following examples: reduction of anti social behaviour and crime, youth engagement through sport, playschemes and youth facility provision, support to community groups and projects, and Forward Vision for Rosliston Forestry Centre, then further funding will also be required.

3. KEY TASKS

Ref.No	Actions	Timescale
CLD1 i. ii.	Crime and Disorder (Section 17) <ul style="list-style-type: none"> • Audit existing services and policies • Implement action plan 	September 2004 September 2004 (onwards)
CLD2 i. ii.	Equal Opportunities and Diversity <ul style="list-style-type: none"> • Annual Audit of services and policies in the light of the Race Equality Scheme • Implement action plan 	September 2004/05/06 September 2004 (onwards)
CLD3 i. ii. iii. iv. v.	Crime and Disorder Partnership <ul style="list-style-type: none"> • To deliver the yearly Partnership Action Plan including the mainstreaming of the following: Safer Homes South Derbyshire Scheme, Domestic Abuse Service, Community Engagement Project (inc' Liberation Day), Community Drugs Officer • To produce and deliver a co-ordinated Anti Social Behaviour Strategy for the District • To produce the Crime and Disorder Audit • To produce the 2005-08 Crime and Disorder Strategy • To provide an adequately resourced and sustainable Partnership Support Team to deliver the Partnerships work 	March 2005/06/07 July 2004 (onwards) December 2004 April 2005 March 2005
CLD4 i. ii. iii. iv.	Community Partnership <ul style="list-style-type: none"> • To support the development of a Compact between the voluntary sector and local authorities. • To review Service Level Agreements with voluntary sector partners • To develop funding advice and technical support to community groups through website and internet technology • To provide capital and revenue partnership funding to community groups and projects 	April 2005 April 2005 September 2004 April 2004 (onwards)

<p>CLD5 i. ii.</p>	<p>Sports Development</p> <ul style="list-style-type: none"> • To produce and deliver a Sports Development Plan, which includes increased sporting opportunities for young people both after school and within a club environment. • To support South Derbyshire Sport to deliver a programme of club development events and adoption of child protection policies 	<p>July 2004 (onwards) Annual programme</p>
<p>CLD6 i.</p>	<p>Playscheme Provision</p> <ul style="list-style-type: none"> • To seek funding to extend the service to more areas and during all school holidays 	<p>Ongoing</p>
<p>CLD7 i. ii.</p>	<p>Environmental Education</p> <ul style="list-style-type: none"> • To involve the County Council Countryside Service as a partner in the Environmental Education service • To establish the Environmental Education Service as a permanent service, which provides direct support to schools as well as resource materials through web site technology. 	<p>March 2005 March 2006</p>
<p>CLD8 i. ii.</p>	<p>Health Development and Improvement</p> <ul style="list-style-type: none"> • To secure a continuation of the led walks and GP Referral Scheme by empowering volunteers and reduced project management role • With the PCT to develop and deliver a physical activity strategy which delivers a programme of activity to target groups around the District. 	<p>November 2004 April 2005</p>
<p>CLD9 i. ii.</p>	<p>Cultural Regeneration</p> <ul style="list-style-type: none"> • To support People Express in the development of the South Derbyshire Cultural Forum including the delivery of an programme of events on funding and project development • To review the Cultural Strategy and develop new action plans which develop opportunities and facilities for local people. 	<p>Annual programme April 2005/06/07</p>
<p>CLD10 i. ii.</p>	<p>Rosliston Forestry Centre</p> <ul style="list-style-type: none"> • To involve the County Council Countryside Service as a partner in the development of the Centre • To deliver the Centre's Strategic Vision and Business Plan, including the provision of log cabin accommodation, refurbishment / replacement of buildings, zoning of woodland 	<p>March 2006 March 2007</p>
<p>CLD11 i. ii. iii. iv.</p>	<p>CPA – Public Open Space Review</p> <ul style="list-style-type: none"> • To support a feasibility study for the development of a Neighbourhood Warden service which covered the urban core and rural areas of the District. • To complete the Youth Needs Survey and with the Crime and Disorder Partnership deliver a 'Youth Engagement Through Sport ' project • To complete a deployment plan for CCTV in the Swadlincote Town Centre • To produce a plan and timetable for the provision of youth facilities, such as multi games areas and skateboard facilities, across the District 	<p>March 2005 April 2004 until March 2007 March 2005 July 2004</p>

4. MANAGING RISKS

Risk	Extent of risk	Likelihood of occurrence (High/Medium/Low)	Proposed Action to minimise the risk
Mainstream funding not secured for projects which are externally funded: Environmental Education	2004 is when the current sponsorship deal with Rolls Royce / National Forest Company (NFC) ends.	High	Working with NFC to secure a new sponsorship deal. Contact made with DCC to involve them as partners.
Walking The Way To Health	National Lottery funds cease in Autumn 2004.	High	Working with NFC and PCT to secure continued project.
Maintain level of rental and car parking income at Rosliston Forestry Centre	Payment of the Management Contract is reliant on maintaining tenants of the facilities and customers	Medium	Long term development of the site to reduce seasonal use, effect of poor weather and reoccurrence of 'foot and mouth' disease.

5. EMPLOYEE STRUCTURE AND WORK ORGANISATION

Employee structure

- 5.1 The Division has a team of 3.5 staff directly funded by the Council, 5.5 officers funded by external funding or sponsorship and 5 officers employed by other organisations but based in the Divisions offices. The chart attached as Annexe A illustrates the structure and the role of team members.

Development Needs

Service Plan Reference	Key Development Needs
CLD1	Awareness training of crime reduction practice
CLD2	Awareness training of diversity and equal opportunities
CLD3 -11	Continued updating of knowledge on market and legislative developments

6. PERFORMANCE INDICATORS AND TARGETS

Best Value Performance Indicators

Best Value Indicators	Estimate 2003/04	Target 2004/05	Target 2005/06	Target 2006/07
BV 114 Does the LA have a Cultural Strategy?	YES 100%	YES 100%	YES 100%	YES 100%
BV 126 Burglaries per 1,000 households	9.5	8.9	8.06	8.06
BV 128 Auto Crime per 1,000 population	9.3	9.00	9.00	9.00
BV 174 No of racial incidents recorded by the authority per 100,000 population	0	4	6	6
BV 175 No of racial incidents resulting in further action	0	2	3	3
BV 177 The %age of LA expenditure on legal and advice services quality marked	46%	100%	100%	100%

The District Council has worked closely with the Police and South Derbyshire CVS to develop initiatives, which reduce burglary and support the victims of crime, i.e. Safer Homes South Derbyshire project and burglar alarm installations.

Local Performance Indicators

Local Indicator	Estimate 2003/04	Target 2004/05	Target 2005/06	Target 2006/07
The %age of residents who said that they felt 'fairly safe' or 'very safe' after dark whilst outside	60%	66%	68%	70%
Violent Crime per 1,000 population	11.04	10.5	9.8	9.0
Criminal Damage per 1,000 population	12.44	11.45	11.00	10.50
No. of schools/participants receiving Environmental Education (at Rosliston F C & other sites)	100/3200	75/2500	75/2500	75/2500
The %age of respondents satisfied with the Environmental Education activity they had received	100%	100%	100%	100%

7. USEFUL CONTACTS

Community and Leisure Development Manager Stuart Batchelor
01283 595820 stuart.batchelor@south-derbys.gov.uk

Partnership Development Officer Malcolm Roseburgh
01283 595774 malcolm.roseburgh@south-derbys.gov.uk

Police Liaison Officer Sgt. Steve Wilson
01283 595894 steve.wilson@south-derbys.gov.uk

Rosliston Forestry Centre 01283 515524

**COMMUNITY & LEISURE
DEVELOPMENT MANAGER
Stuart Batchelor**

KEY:

———— SDDC FUNDED

- - - - - PART-FUNDED

* * * * * EXTERNALLY FUNDED

..... PROVIDE BASE

COMMUNITY & LEISURE DEVELOPMENT **CRIME & DISORDER SUPPORT TEAM**

POLICE
LIAISON OFFICER
Steve Wilson

TEAM ASSISTANT
(Part-time)
Lorraine Brewster

SPORTS DEVELOPMENT OFFICER
Pam Baskerville

PARTNERSHIP DEVELOPMENT OFFICER
Malcolm Roseburgh

ENVIRONMENTAL DEVELOPMENT OFFICER
Kate Allies

EDUCATION & HEALTH DEVELOPMENT ASSISTANT
Vicky Smyth

HEALTH DEVELOPMENT PROJECT WORKER
Debbie Chesterman

COMMUNITY SAFETY OFFICER
Michelle Collins

TEAM ASSISTANT (Part-time)
Pam Gerry

OPRA WORKER
Terry Bell

RURAL TRANSPORT PROJECT WORKER
John Powderly

COMMUNITY DRUGS OFFICER
Emma Julian

COMMUNITY ENGAGEMENT OFFICER (Part-time)
Phil Marriott

ENVIRONMENTAL HEALTH DIVISION

SERVICE PLAN 2004/07

1. SERVICE DESCRIPTION AND PURPOSE

1.1 The Division is split up into four units Commercial & Licensing, Environmental Protection, Housing Strategy and Private Sector Housing. Almost all of the duties of the Division are statutory functions, dictated by legislation and associated codes of practice. This can vary from the statutory duty to provide a dog warden to a duty to inspect the area for nuisance, to prescribed standards for the inspection of food and health and safety premises. Some 6000 separate Acts, Regulations, Codes of Practice and guidelines exist.

1.2 The following details the services that are provided by each unit.

Commercial Services Section:-

- Regulating standards of food hygiene at all food premises. During 2002/3 we achieved the inspection of all of our high Risk Food Premises in accordance with the Food Standards Agency Guidance.
- Health and safety inspections of workplaces. Following the Audit by the Health and Safety Commission (HSC) and final report in January 2002 a 2 Year Improvement plan was agreed with the HSC. In September 2003 the HSC agreed that we had undertaken all the improvements required by the plan 6 months ahead of schedule.
- Corporate Health and Safety advice to South Derbyshire District Council.
- Licensing of private hire, cars and businesses including vehicle inspections. We licence 37 Operators, 198 drivers and 133 Vehicles.
- Public entertainment licensing administration and enforcement. This area of work likely to considerably change in the near future due to Licensing Reform Act which will transfer liquor licensing to Local Authorities.
- Dealing with the identification and removal of abandoned vehicles. In 2002/3 we dealt with 362 abandoned vehicles
- Investigating infectious disease outbreaks including sampling.
- Licensing of animal boarding, breeding and riding establishments.
- Arranging of funerals for those with no relatives/monies.
- Sampling of private water supplies for fitness. We have this year 1 establishment opening up which will be bottling spring water
- Enforcing zoo licences.
- Licensing of ear pierces and tatoois.
- Annual bonfire registration scheme. This is a voluntary registration and inspection scheme undertaken for all commercial premises that wish it, that intend to hold, a public bonfire and firework display. We undertake this service in partnership with the Derbyshire Fire and Rescue Service.
- Home safety and health education duties.
- Food Hygiene education – we presently undertake this via a distance learning Course and are presently the only Local Authority in Derbyshire to use this novel method of education. We have this financial year trained 14 people in basic food hygiene.

Environmental Protection Section:-

- Investigation and enforcement of complaints relating to noise, dust, fumes, smoke, effluent, drainage and other public health and pollution related complaints from domestic and other industrial sources. During 2002/03 1257 service requests were dealt with, of which 97.5% were responded to within 5 working days.
- The review and assessment of air quality including the monitoring of certain pollutants within the district. Annual reports have to be submitted to DEFRA.
- Regulating the emissions to atmosphere, land and water from certain industrial processes. Currently we Permit 37 processes, which are inspected on a risk based programme. During 2002/03 36 full inspections were undertaken. Toyota UK is the largest process and is currently undergoing a change of it's permit under new legislation.
- Investigation of complaints relating to the unauthorised encampment of travellers and assisting in their eviction from Council owned land.
- Managing the short stay gypsy site at Lullington X-Roads on behalf of Derbyshire County Council.
- The collection of stray dogs, including the maintenance of kennel provisions and enforcement of dog fouling, strays and barking dog complaints. During 2002/03, 35 fouling complaints were received and 105 stray dogs picked up, and taken to the Council's kennels at Lakeside Boarding Kennels, Wychnor.
- The provision of a pest control service for treatment of pests of public health significance including rats, mice, wasps bedbugs and cockroaches. During 2002/03 1577 treatments were undertaken. In addition we operate 33 contracts with local businesses.
- Responding to other requests for service including planning consultations (approx. 200-250pa), environmental searches, information requests.
- Duties to inspect the District for contaminated land in accordance with an approved strategy. This will involve the collation of considerable information, prioritisation of sites and then on site sampling and final remediation of sites as required.

Private Sector Housing:-

- Contributing to the housing strategy of the Council.
- Assisting in the repair and improvement of private sector housing through the provision of grants (£335.5K)
- Adaptation of private and public sector housing to meet the needs of disabled people through the provision of Disabled Facilities grants (private £355K/public £370K)
- Area improvement initiatives to regenerate areas of poor housing in the district
- Enforcement of the fitness standard to safeguard living conditions in private rented properties and in houses in multiple occupation.
- Initiatives to encourage the repair and use of empty and abandoned properties.
- Landlords Forum organised jointly with East Staffordshire Borough Council to educate landlords and promote good practise in the private rented sector.
- Energy advice and grants to improve energy efficiency in homes (£530)
- Licensing and enforcement of standards for caravan sites and residential mobile homes.
- Enforcement of overcrowding standards and inspections for immigration purposes.

Housing Strategy:-

- Co-ordinates the councils work on the Housing Strategy, partnerships and enabling.
- Carries out the Housing Needs Surveys
- Co-ordinates the councils work on Supporting People

The Environmental Health Manager, currently a vacant post, is also responsible for day to day emergency planning arrangements. This work involves:-

- Keeping the emergency planning arrangements for the District Council current.
- Arranging training and evaluation of emergency planning exercises.
- Keeping the emergency planning room in a state of readiness with all necessary equipment.

- 1.3 The Environmental Health Service is provided to a wide range of internal and external customers. Internal customers include the Planning Division, land charges, leisure services and all divisions for health and safety advice. Externally all residents and businesses are potential users of at least one of the services offered. Main users include food businesses, warehouses, shops and offices and domestic households. The Division liases with Registered Social Landlords to meet the districts social housing needs.
- 1.4 The Division is also involved in partnership working. These partnerships include action groups under the Crime & Disorder partnership such as anti-social behaviour, auto crime and licensing groups. Other partnerships include, Walbrook Care & Repair, Derbyshire Environmental Protection Group, Derbyshire Food Liaison Group, Derbyshire Health & Safety group, Derbyshire Abandoned Vehicle Group, Derbyshire Licensing Group, Derbyshire Public Health Group, Derbyshire Built Environment Group, the East Midlands Empty Property Forum, Supporting People, Regional Housing Group, Derbyshire Housing Policy Group and the Southern Derbyshire Health and Housing Group.
- 1.5 The Division also receives income for a number of services to offset the cost of the service provision, including:-
 - Authorised Industrial Processes – £17-18,000pa
 - Pest Control Treatments and Contracts – £20-21,000pa
 - Kennelling fees - £2-3,000pa
 - Private Hire Fees £39,000pa
 - Food Licenses £5-6000 pa
 - Entertainment's & Lotteries £10,000pa
 - Other Licences £5000
 - Immigration Visits £2-300pa
 - Grant administration charges £42,000pa

2. OPPORTUNITIES AND CHALLENGES

2.1 Opportunities

2.2 Some of the main significant opportunities the Division will face over the next 3 years are as follows:-

- The development of IT systems within the department to improve efficiency, remote working, performance management and information to customers. The main work will focus around the use of the FLARE computer system and it's links to the Council Web site, the Local Land Property Gazetteer and the Geographical Information System (GIS).
- To become involved with and develop the emerging public health agenda promoted by the government and Chartered Institute of Environmental Health.
- Developing a 'One-Stop' approach for Licensing and the inclusion of liquor licensing into the section.
- The setting up, monitoring and developing a Mediation Service through the Crime & Disorder Partnership group.
- Investigate the potential for achieving a customer focused Quality Standard Award to promote the work of the Division. (e.g. Charter Mark)
- The Housing Regulatory Reform Order and Housing Bill proposals offer the opportunity to change the way house condition is assessed, achieve better regulation of the private rented sector and greater flexibility in the way assistance is given to homeowners to repair and improve their homes.
- To meet the "Fit for Purpose" standard for the Housing Strategy.

Challenges

2.3 The main challenges faced by the Division are outline below:-

- Implementation of the new Licensing regime after the transfer from the Magistrates Court, expected during 2003/4. This will significantly increase the work of the Division as over 600 new personal licences and 300 premises licences will need to be issued. This will mean that extra resources, mainly staff, will be required.
- Developing the use of the FLARE computer system to cover all areas of Environmental Health and also for remote working by officers using hand held PC's for inspections and investigation work.
- Progressing the Contaminated Land Regime. This will involve the collation, interpretation of data, risk assessments and on site investigations, all of which will take a number of years and a lot resources including staff time and possible financial.
- The implementation of the finalised CPA improvement plans, in particular those from the Balancing Housing and Clean, Green, Active and Safe Open Spaces assessments.
- Formulation of a new food sampling strategy to meet nationally agreed targets.
- The commissioning and completion of the South Derbyshire House Condition and Energy Survey in 2004.

- Implement changes in the types of grant assistance available to homeowners, tenants and landlords in accordance with the Private Sector Housing Renewal Policy.
- Identify an area of housing need and implement an area improvement scheme (this will be informed by the results of the House Condition Survey)
- Introduction of a Capital Release Scheme, to offer homeowners an alternative source of funding where grant assistance is not available.
- Implement Landlord Accreditation Scheme and Rent Deposit scheme to promote good quality, affordable housing in the private rented sector.
- To balance the housing market and meet the general and supported housing needs for the district.

Future budget pressures over the next 3 years

The following are identified as possible future budget pressures the department will face over the next 3 years:-

- Licensing – with the implementation of the new regime this will require additional resources. At present it is envisaged that 2 new members of staff will be required, a Team Assistant & Licensing Enforcement Officer. Some of this will be covered by income, but it will still create a shortfall.
- FLARE computer System – with the new licensing regime and the development of the system this has put significant pressure on the need for more concurrent user licences to be increased from 4 to 10. This will be in the region of an extra £6000 capital and £2400 revenue for subsequent years licensing fees.
- Contaminated Land – As the inspection of the District progresses it may be necessary to undertake on site sampling work or employ consultants for remediation project work. This will be dependent on the number of sites requiring this and also on the ownership of sites, as some may become the responsibility of the Council, even though we are not the landowners. It is not possible to put figures on these as each site can be very different, but it would not be able to be met from existing budgets.
- Grant Funding; the Private Sector Housing Renewal Policy and new Private Sector Housing Renewal Strategy, identifies priorities and actions which require appropriate funding; Area improvement; Empty Home Grant; Home Repair Assistance Grant; Minor Work Grant; Capital Release Scheme; Home Energy Efficiency promotional schemes. Adequate funding to support these items is essential and will assist the Council in meeting Decent Home targets (PSA 7) for 2005 and beyond.
- Housing Needs Surveys – commence a on-going programme of rural parish housing needs surveys – 2004/5, £9,000 annually; update Housing Market Affordability Study - 2005/06, £5,000, Housing Needs of Gypsies – 2004/05, £5,000; District wide general and supported housing needs study – 2006/07, £50,000.

3. KEY TASKS

The following are the main Key Tasks for the Division:-

Ref. No.	Actions	Timescale
EH1	Crime & Disorder: <ul style="list-style-type: none"> • Audit existing Services and Polices for Section 17 (Crime & 	Sept. 2004

	<p>Disorder Act) responsibilities.</p> <ul style="list-style-type: none"> • Implement Actions following Audit to ensure responsibilities identified are put in place. 	Sept 04 onwards
EH2	<p>Equal Opportunities & Diversity</p> <ul style="list-style-type: none"> • Annual Audit of Services & Policies in light of Race Equality Scheme • Implement Action plan 	<p>Sept. 2004/05/06</p> <p>Sept 04 Onwards</p>
EH3	<p>Quality Standard for Environmental Health</p> <ul style="list-style-type: none"> • Identify possible quality standards that can apply to the service. • Formulate an action plan for improvements to service as necessary • Apply for quality standard • 	<p>March 2005</p> <p>March 2006</p> <p>March 2007</p>
EH4	<p>Adoption of the New Liquor Licensing Legislation</p> <ul style="list-style-type: none"> • Licensing Policy agreed by Committee • Service Development bid for resources required – 2 members of staff, IT system requirements. If not Achieved previously) • Commence Licensing scheme • Full Licensing implementation 	<p>Estimated Time Scales</p> <p>BY APRIL 2004</p> <p>By NOV 2004</p> <p>APRIL 2004 (First Appointed Day</p> <p>FEB 2005 (Second appointed day)</p>
EH5	<p>FLARE Computer system</p> <ul style="list-style-type: none"> • Service Development bid for increased user licenses to improve efficient use of system. • Further development of system into all areas of Environmental Health, including possible remote working using hand held PC's 	<p>Nov. 2004</p> <p>March 2005</p>
EH6	<p>Contaminated Land</p> <ul style="list-style-type: none"> • Undertake initial site prioritisation work • Undertake site investigation work as necessary • Determination of any Contaminated Land sites 	<p>March 2005</p> <p>March 2006</p> <p>March 2007</p>
EH7	<p>Integrated Pollution Prevention and Control</p> <ul style="list-style-type: none"> • Issue A2 Permit for Toyota UK Ltd in accordance with Sector Guidance. (Permit will now cover emissions to air, land, water, energy use, noise etc.) • Change all remaining Part B processes to new Permits under the Pollution Prevention & Control Regulations. (phased implementation dates) 	<p>Sept. 2004</p> <p>March 2005</p>
EH8	<ul style="list-style-type: none"> • Commission and complete House Condition & Energy Survey of private sector housing stock • Assess compliance with Decent Home Standard in private sector, formulate action plan to achieve PSA7 target for 2005 • Identify and implement an area improvement scheme, based on need identified by the stock condition survey 	<p>Sept 2004</p> <p>Sept 2004</p> <p>Nov 2004</p>
EH9	<ul style="list-style-type: none"> • Implement new grant programme and introduce Empty Home Grants and Minor Work Grants 	Apr 2004
EH10	<ul style="list-style-type: none"> • Develop Landlord Accreditation Scheme • Develop Rent Deposit Scheme 	<p>Apr 2004</p> <p>Apr 2004</p>
EH11	<ul style="list-style-type: none"> • Commission and complete a Home Energy Efficiency promotional scheme to contribute towards the Council's HECA targets. 	April 2004
EH12	<p>Gypsy/Traveller Policy</p> <ul style="list-style-type: none"> • Review and update the traveller toleration policy in line with Government Guidance issued 	Sept. 2004

	<ul style="list-style-type: none"> Progress joint working arrangements with Police, Environment Agency, Derbyshire County Council and other agencies. 	March 2005
EH13	<p>Noise Policy</p> <ul style="list-style-type: none"> Review and update as necessary the Noise complaints policy in line with CIEH (Chartered Institute of Environmental Health) & DEFRA guidance. Implement any improvements/actions as a result of review. 	<p>March 2005</p> <p>March 2006/07</p>
EH 14	<ul style="list-style-type: none"> Housing Strategy "Fit for Purpose" Mapping the housing needs for the district 	<p>May 2004</p> <p>On going</p>

4. MANAGING RISKS

The following table outlines some of the main risks, which could significantly impact on the Environmental Health Division:-

Risk	Extent of risk	Likelihood of occurrence (High/Medium/Low)	Proposed Action to minimise the risk
1. Failure of FLARE computer system or company goes out of business.	Unable to manage and report on the work of the Division. Would have to replace at cost of £20-30,000	Low	Ensure regular updates are maintained. Maintain Licensing and support costs for system
2. Major Disaster – e.g. major fire,	Major investigation involving staff being taken off day to day duties. Failure to respond to other calls for service. Investigation costs unknown.	Low	Ensure emergency plan is up to date and training of staff involved.
3. Major Local/National food investigation (e.g. illegal unfit meat trade)	Major investigation involving staff being taken off day to day duties. Failure to respond to other calls for service. Investigation costs unknown.	Low	Staff training to ensure able to respond as necessary.
4. Major Ombudsman Investigation and /or Litigation for investigation of service requests.	Failure to respond adequately and in line with national guidelines could result in compensation claims.	Low/Medium	Ensure systems & procedures are in place for staff and management audit performance. Develop FLARE system to assist.
5. Inadequate capital funding to service demand for mandatory grants and other initiatives in the private sector.	Failure to meet statutory obligation to fund Disabled adaptations may result in litigation or ombudsman. Failure to deliver against energy saving (HECA) targets and Housing Strategy targets may result in poor performance score from govt. inspectors.	Medium	Ensure appropriate and timely bids are submitted for capital. Investigate opportunities to secure alternative sources of funding.

6 Failure to deliver the Housing Strategy	Failure would result in not addressing the districts housing needs and have implications for residents and partner organisations.	Medium	Core Strategic Housing Group set up, includes members, to monitor the action plan.
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5. EMPLOYEE STRUCTURE AND WORK ORGANISATION

Employee structure

- 5.1 The Division is split up into 4 units, Environmental Protection, Commercial Standards & Licensing, Housing Strategy and Private Sector Housing. The Division is managed by the Environmental Health Manager and is part of the Community Services Directorate.
- 5.2 The work of the Division is outlined within section 1 above and is mainly statutory functions. It is therefore necessary to undertake regular staff PDR's to ensure they maintain a level of knowledge and expertise required to undertake this work. The following table outlines some of the key employee development needs.

5.3 Development Needs

Service Plan Reference	Key Development Needs
EH3	Training in the assessment methodology and requirements for applying for a Quality standard. External Training events.
EH4	Staff training and development for the implementation of the new licensing regime. This would mainly be external seminars and training events for the staff involved.
EH5	Training by FLARE for users of the system and the managers in order to develop the system further.
EH6	Training for the Contaminated Land Officer to gain more expertise and knowledge for the implementation of the Contaminated Land inspection Strategy. External training events and in-house experience.
EH7/12	General enforcement training for officers to ensure they maintain an adequate level of expertise to enable statutory functions to be carried out
Food/Health & Safety enforcement	Statutory requirements to maintain 20 Hours of CPD (Continuous Professional Development) for enforcement staff undertaking this work.
EH14	Training in researching and analysing housing needs

6. PERFORMANCE INDICATORS AND TARGETS

6.1 Best Value Performance Indicators

- 6.2 The table below outlines the Best Value Indicators that apply to the Division.

Best Value Indicators	Estimate 2003/04	Target 2004/05	Target 2005/06	Target 2006/07
BV62 The proportion of unfit private sector dwellings made fit or demolished as a direct result of action by the local authority	$\frac{23.25}{1961} \times 100 = 1.19\%$	0.7%	1.0%	1.0%
BV64 The number of vacant private sector dwellings that are returned into occupation or demolished as a direct result of action by the local authority	6	8	10	10
BV166 This indicator is a test of whether the Division has written enforcement policies, planned enforcement activities, consultation and satisfaction levels, responsive enforcement activities and appropriate resources	100%	100%	100%	100%

6.3 Local Performance Indicators

6.4 The following table outlines the Local Performance indicators that have been developed for the Division

Local Indicator	Estimate 2003/04	Target 2004/05	Target 2005/06	Target 2006/07
Number of complaints dealt with within 5 working days as a percentage *	96%*	95%	95%	95%
Number of requests for pest control treatments dealt with within 3 working days. *	96%*	96%	96%	96%
Number of High Risk Food Premise Inspections as a percentage	100%	100%	100%	100%
Number of High Risk Health & Safety Inspections as a percentage	100%	100%	100%	100%
To achieve a rating of 'Good' or better from customer satisfaction surveys undertaken.	60%	70%	75%	80%
Number of inspections undertaken for IPPC installations in accordance with risk based inspection targets.	90%	95%	95%	95%
Achieve a minimum of 95% grant budget spend	95%	95%	95%	95%

- With the change over to the New Flare system during 2003/04 this will mean that some statistics will only be available for part of the year. Full 12 month statistics should be available from 2004/05.

7. USEFUL CONTACTS

- Environmental Health Manager - Position Currently vacant (October 2003)
- Commercial Standards & Licensing Manager –
Carl Jacobs
Tel: 01283 595717
E-mail: carl.jacobs@south-derbys.gov.uk
- Private Sector Housing Manager -
Denise Blyde
Tel: 01283 595942
E-mail: denise.blyde@south-derbys.gov.uk
- Environmental Protection Manager –
Alan Twells
Tel: 01283 595945
E-mail: alan.twells@south-derbys.gov.uk
- Housing Strategy Manager –
Beverly Wagstaffe
Tel 01283 595822
E-mail: beverly.wagstaffe@south-derbys.gov.uk

