

Date: 4th April 2018

Dear Councillor,

Council

YOU ARE HEREBY SUMMONED to attend the Meeting of the **Council** to be held in the **Council Chamber**, on **Thursday, 12 April 2018 at 18:00** to transact the business set out on the attached agenda.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

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

Labour Group

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

Independent / Non-Grouped Member

Councillor Tipping

AGENDA

Open to Public and Press

- 1** Apologies.
- 2** Presentation: Gavin Boyle - Update on Derby and Burton Hospitals NHS Foundation Trust Collaboration.
- 3** To confirm the Open Minutes of the Council Meeting (CL/121-CL/139) held on the 26th February 2018:-
Council 26th February 2018 Open Minutes **5 - 13**
- 4** To receive any declarations of interest arising from any items on the Agenda.
- 5** To receive any announcements from the Chairman, Leader and Head of Paid Service.
- 6** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 7** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 8** To authorise the sealing of the documents.

Sealed Documents **14 - 14**
- 9** CORPORATE ACTION PLAN 2018-19 **15 - 40**
- 10** ANNUAL PAY POLICY STATEMENT 2018-19 **41 - 56**
- 11** THE GENERAL DATA PROTECTION REGULATION 2018 **57 - 60**
- 12** CYCLE OF MEETINGS 2018-19 **61 - 63**

- 13** To receive and consider the Open Minutes of the following Committees:-
- | | |
|--|----------------|
| Finance and Management Committee 15th February 2018 Open Minutes | 64 - 69 |
| Planning Committee 27th February 2018 Open Minutes | 70 - 74 |
| Environmental and Development Services Committee 6th March 2018 Open Minutes | 75 - 78 |
| Housing and Community Services Committee 8th March 2018 Open Minutes | 79 - 82 |
| Finance and Management Committee 15th March 2018 Open Minutes | 83 - 87 |
| Planning Committee 20th March 2018 Open Minutes | 88 - 92 |
| Overview and Scrutiny Committee 21st March 2018 Open Minutes | 93 - 95 |
- 14** To review the compositions of Committees, Sub-Committees and Working Panels for the remainder of the municipal year.
- 15** To review the compositions of Substitute Panels.
- 16** To review representation on Outside Bodies.
- 17** To review Member Champions.

Exclusion of the Public and Press:

- 18** 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.

- 19** To confirm the Exempt Minutes of the Council Meeting held on the 26th February 2018 (CL/140-CL/142):-
Council 26th February 2018 Exempt Minutes
- 20** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 21** CLAIMS FROM NHS FOUNDATION TRUSTS FOR MANDATORY BUSINESS RATES RELIEF
- 22** To receive and consider the Exempt Minutes of the following Committees:-
Finance and Management Committee 15th February 2018 Exempt Minutes
Planning Committee 27th February 2018 Exempt Minutes
Environmental and Development Services Committee 6th March 2018 Exempt Minutes
Housing and Community Services Committee 8th March 2018 Exempt Minutes
Finance and Management Committee 15th March 2018 Exempt Minutes
Planning Committee 20th March 2018 Exempt Minutes

MINUTES of the MEETING of the
SOUTH DERBYSHIRE DISTRICT COUNCIL
held at the Civic Offices, Civic Way, Swadlincote
on Monday 26th February 2018
at 6.00pm

PRESENT:-

Conservative Group

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

Labour Group

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

CL/121 **APOLOGIES**

Apologies for absence from the Meeting were received from Councillor Smith (Conservative Group) and Councillor Tipping (Independent/Non-Grouped Member).

CL/122 **MINUTES OF COUNCIL**

The Open Minutes of the Meeting of the Council held on 18th January 2018 (CL/99-CL/117) were approved as a true record.

CL/123 **DECLARATIONS OF INTEREST**

On behalf of all Members, the Chairman declared a pecuniary interest in relation to Item 8, Council Tax Setting 2018/19, in accordance with Clause 14(4)(vi) of the Members' Code of Conduct.

CL/124 **ANNOUNCEMENTS FROM THE CHAIRMAN**

The Chairman of the Council outlined a summary of events attended since the last Council Meeting, including the Holocaust Memorial Day held at Rosliston Forestry Centre, celebrations for British Village Hall Week, Pingle Academy Awards at Pirelli Stadium, Swadlincote Pancake Races to mark Shrove Tuesday and the High Sherriff's tour of Swadlincote.

CL/125 **ANNOUNCEMENTS FROM THE LEADER**

The Leader informed Members of her attendance to a recent D2 Joint Committee for Economic Prosperity in Matlock and a Toyota City Partnership Board held at the University of Derby.

CL/126 **ANNOUNCEMENTS FROM THE HEAD OF PAID SERVICE**

The Chief Executive updated Members that Burton and Derby Hospitals Trust's Chief Executive, Chief Superintendent Jim Allen and representatives from East Midlands Airport would be attending future Council Meetings scheduled in April, June and September 2018.

Following Councillor Taylor's query at the previous Council Meeting, Minute No. CL/108, the Chief Executive updated Members that information would be circulated to the Leader and Leader of the Opposition for comments preceding publication to promote the opportunity for members of the public to ask a question of Council.

CL/127 **QUESTIONS BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

Council were informed that no questions had been received.

CL/128 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

The following question had been received, on notice, from Councillor Dunn to the Chairman of Audit Sub-Committee:

"The question is to Councillor Grant, Chairman of Audit Sub-Committee.

Could the Chairman of Audit Sub-Committee explain why the listed meeting of February 14th was cancelled due to insufficient business when the Members had requested answers to several issues that had raised concerns at the meeting of December 13th 2017?"

As Chairman of the Audit Sub-Committee, Councillor Grant responded explaining that the required reports from internal and external audit that were on the Agenda for the 14th February Meeting, were not complete therefore a decision was made to cancel the Meeting. Councillor Grant informed Council that he had been unable to attend the December meeting, but the required report from internal audit had not been completed.

Councillor Dunn wished for it to be clarified that the Meeting had then been cancelled due to incomplete audit reports and not lack of business. The Councillor further queried whether the Chairman of Audit Sub-Committee and Officers were concerned that reports were not prepared and that the Council was currently operating a contract without the signature of the Counterparty.

Councillor Grant noted that the matter had been discussed with both internal

and external auditors, but as the business of the Meeting was contained in the reports; the Meeting was cancelled.

CL/129 **SEALED DOCUMENTS**

<u>Date</u>	<u>No. of Seal</u>	<u>Nature of Document</u>
05.01.18	11877	Transfer – 6 The Avenue, Weston-on-Trent
05.01.18	11879	Transfer – 35 Woodlands Road, Overseal
25.01.18	11887	Transfer – 26 Salisbury Drive, Midway

RESOLVED:

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

CL/130 **COUNCIL TAX SETTING 2018/19**

The Leader moved the resolutions contained in the report, commenting on the Council's budget, its financial position and the proposed level of Council Tax for 2018/19. The Leader stated that during the last year, the Council's financial position had strengthened, with a good level of reserves and a balanced budget, but emphasised that the ongoing need for budget savings and further efficiencies in order to sustain this position.

Whilst noting the withdrawal of the Revenue Support Grant from next year, the Leader referred to the financial benefits resulting from the inclusion of this Council in the government's pilot for the 100% retention of business rates. The Leader welcomed the government's proposal not to change any further the allocation of the New Homes Bonus for 2018/19 and the allocation of funds for the relief road around Woodville. The Leader noted the increase in contributions to Parish Councils and the Voluntary and Community Sector and highlighted the Council's commitment in supporting them by referring to the proposed sum for a further round of the Community Partnership Scheme.

Turning to the Council Tax setting for 2018/19, the Leader emphasised the desire to keep any rises as low as possible, proposing an increase of 1.95% for South Derbyshire District Council services, an increase of £3 on Band D for the year. This, the Leader felt, represented good value for money and thanked the staff for their work during these challenging times for the Council.

Councillor Harrison seconded the recommendation and was joined by Members in thanking the Strategic Director (Corporate Resources) and his team for their work.

Councillor Richards responded, commenting that the previous year's increase in Council Tax had been supported, however he felt that the Council's current reserves and strengthening financial position did not justify the proposed increase in Council Tax and raised concerns relating to its impact on residents. Councillor Richards stated that the Labour Group would not support the report's recommendations.

Councillor Harrison responded clarifying that the earmarked reserves had been hypothecated to fund specific projects, and that remaining funds would be required to support the Council during the projected budget deficit.

Councillor Southerd expressed that although increases by the fire and police authorities could be understood, the proposed increase by this Council was not justified.

RESOLVED:-

- 1. It be noted that on 11th January 2018, the Finance and Management Committee calculated the Council Tax Base 2018/19:**
 - (a) For the whole area as 32,467 (Item T in the formula in Section 31B of the Local Government Finance Act 1992, as amended by the Localism Act 2011).**
 - (b) For dwellings in those parts of its area to which a Parish Precept relates as 22,193.**
- 2. Calculate that the Council Tax Requirement for the Council's own purpose for 2018/19 (excluding Parish Precepts) is £5,169,071.**
- 3. That the following amounts be calculated for the year 2018/19 in accordance with Sections 31 and 36 of the Localism Act 2011:**
 - (a) £46,052,623**

Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (2) of the Act taking into account all precepts issued to it by Parish Councils.
 - (b) £40,111,039**

Being the aggregate of the amounts which the Council estimates for the items set out in Section 31A (3) of the Act.
 - (c) £5,941,584**

Being the amount by which the aggregate of 3(a) above exceeds the aggregate of 3(b) above, calculated by the Council in accordance with Section 31A (4) of the Act as its Council Tax requirement for the year. (Item R in the formula in Section 31B of the Act).
 - (d) £183.00**

Being the amount at 3(c) above (Item R) all divided by Item T (1a above) calculated by the Council in accordance with Section 31B of the Act, as the basic amount of its Council Tax for the year (including Parish Precepts).
 - (e) £772,513**

Being the aggregate amount of all Parish Precepts referred to in Section 34 (1) of the Act.

(f) £159.21

Being the amount at 3 (d) above less the result given by dividing the amount at 3 (e) above by Item T (1a above) calculated by the Council in accordance with Section 34 (2) of the Act, as the basic amount of its Council Tax for the year for dwellings in those parts of its area to which no Parish Precept relates.

- 4. *To note that Parish Councils have issued precepts to the Council in accordance with Section 41 of Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in Schedule A***
- 5. *To note that the County Council, the Police and Crime Commissioner and the Fire and Rescue Service for Derbyshire, have issued Precepts to the Council in accordance with Section 40 of the Local Government Finance Act 1992 for each category of dwellings in the Council's area as indicated in Schedule B.***
- 6. *That the Council, in accordance with Sections 30 and 36 of the Local Government Finance Act 1992, hereby sets the aggregate amounts shown in Schedule C, as the amounts of Council Tax for 2018/19 for each part of its area and for each of the categories of dwellings, this being the aggregate of Schedules A and B.***
- 7. *That in accordance with Section 52 (ZB) of the Local Government Finance Act 1992, the Council determines that the amount of council tax shown at 3 (f) of £159.21 is not excessive compared to 2017/18 and therefore there is no requirement for a local referendum.***

As required by the Council's Procedure Rules a recorded vote was taken:

The Members who voted for were:

Councillors Atkin, Billings, Mrs Brown, Mrs Coe, Coe, Mrs Coyle, Ford, Grant, Mrs Hall, Harrison, Hewlett, MacPherson, Muller, Murray, Mrs Patten, Mrs Plenderleith, Roberts, Stanton, Swann, Watson, Wheeler and Mrs Wyatt.

The Members who voted against the above resolutions were:

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

CL/131 POLITICAL PROPORTIONALITY 2017/18

A report was submitted for Council to consider its political proportionality for the remainder of the municipal year 2017/18 following changes to the composition of the Conservative Group.

RESOLVED:-

1.1 Members approved that the Council approves and adopts the recommended allocation of seats to the Political Groups for the remainder of the municipal year 2017/18.

1.2 Members approved that the Council allocates seats between the Political Groups as set out at Annexe 'A' and invites the two Groups to make nominations to fill the seats

CL/132 **CONFLICTS OF INTEREST POLICY**

The Chief Executive presented the report for Council to consider the amended Conflicts of Interest Policy.

RESOLVED:-

Council approved the amended Conflicts of Interest Policy (Appendix A to this report), to be included within Part 5 of the Council's Constitution.

CL/133 **REVIEW OF AREA FORUM MEETINGS**

The Chief Executive introduced the report outlining that the purpose of the review would be to engage residents and increase attendance to Area Forum meetings. The Communities Manager explained the proposal to merge the Safer Neighbourhood Meeting and the Area Forum into one meeting, chaired by an Elected Member. Items to be added to the Agenda such as future meeting dates were suggested and examples of best practice were cited.

Councillor Richards welcomed the recommendation thanking the members of public who had chaired the Safer Neighbourhood meetings in the past and was joined by the Leader in understanding the need for the review in order to increase attendance and participation.

A discussion ensued regarding a change of name for the meeting, use of social media to promote the meeting, the content of the agenda, the start time for the meeting. The Chief Executive addressed issues advising that subject to the consultation with parish councils, any feedback would be relayed back to Council.

RESOLVED:-

Members approved the recommended merger of the public Safer Neighbourhoods Meetings and Area Forums into one single meeting with authority granted to individual Chairman of the Area Forum Meetings to determine the start time of the meeting in consultation with officers.

Abstention: Councillor Roberts

CL/134 **OPEN MINUTES**

Council received and considered the open minutes of its Committees.

RESOLVED:-

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

<u>Committee</u>	<u>Date</u>	<u>Minute No.'s</u>
Housing and Community Services: Special – Budget	09.01.18	HCS/60-HCS/67
Finance and Management: Special – Budget	11.01.18	FM/107-FM/115
Planning	16.01.18	PL/120 – PL/130
Overview and Scrutiny	17.01.18	OS/39-OS/48

Councillor Swann referred to Minute No.OS/47, clarifying that the Committee's site visit had been made to North Warwickshire Borough Council.

<u>Committee</u>	<u>Date</u>	<u>Minute No.'s</u>
Etwall Joint Management Committee	22.01.18	EL/10-EL/16
Environmental and Development Services	25.01.18	EDS/77-EDS/87
Licensing and Appeals Sub-Committee	01.02.18	LAS/30-LAS/33
Housing and Community Services	01.02.18	HCS/70-HCS/79
Planning	06.02.18	PL/131-PL/141
Overview and Scrutiny	08.02.18	OS/49-OS/59

<u>Area Forum</u>	<u>Date</u>	<u>Minute No.'s</u>
Etwall	23.01.18	EA/20-EA/28
Newhall	30.01.18	NA/19-NA/27
Swadlincote	31.01.18	SA/20-SA/28
Melbourne	05.02.18	MA/19-MA/28
Repton	07.02.18	RA/19-RA/27
Linton	13.02.18	LA/19-LA/27

CL/135 **THE COMPOSITION OF COMMITTEES, SUB-COMMITTEES & WORKING PANELS FOR THE REMAINDER OF THE MUNICIPAL YEAR**

The Leader announced the following:-

- That Councillor Atkin be replaced by Councillor Tipping on the Licensing and Appeals Committee.
- That Councillor Ford be replaced by Councillor Tipping on the Planning Committee.
- That Councillor Tipping remain on Housing and Community Services Committee as an Independent/Non-Grouped Member.
- That Councillor Mrs Coe be replaced by Councillor Swann on the Finance and Management Committee.

CL/136 **COMPOSITION OF SUBSTITUTE PANELS**

The Leader announced the following:-

- That Councillor Mrs Coe replace Councillor Tipping on the Finance and Management Committee substitute panel.
- That Councillor Watson be removed from the Housing and Community Services Committee substitute panel.
- That Councillor Tipping be removed from the Planning Committee substitute panel.

CL/137 **REPRESENTATION ON OUTSIDE BODIES**

The Leader announced the following:

- That Councillor Wheeler replace Councillor Mrs Coyle on the Local Government Information Unit.
- That Councillor Muller replace Councillor Coe on the Derbyshire Police and Crime Panel.

CL/138 **MEMBER CHAMPIONS**

Council were informed that no changes had been made to appointment of Member Champions since its last meeting.

CL/139 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

That in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined under the paragraphs of Part 1 of Schedule 12A of the Act as indicated in the reports of Committees.

EXEMPT MINUTES OF THE COUNCIL

The Exempt Minutes of the Annual Council Meeting held on 18th January 2018 (CL/118-CL/120) were approved as a true record.

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

Council was informed that no questions had been received.

EXEMPT MINUTES

Council received and considered the Exempt Minutes of its committees.

RESOLVED:-

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

Housing and Community Services: Special – Budget	09.01.18	HCS/68-HCS/69
Finance and Management: Special – Budget	11.01.18	FM/116-FM/118
Environmental and Development Services	25.01.18	EDS/88-EDS/89
Licensing and Appeals Sub-Committee	01.02.18	LAS/34
Housing and Community Services	01.02.18	HCS/80-HCS/82
Planning	06.02.18	PL/142-PL/143

The meeting terminated at 7.10pm.

COUNCILLOR M STANTON

CHAIRMAN OF THE DISTRICT COUNCIL

REPORT TO:	COUNCIL	AGENDA ITEM: 8
DATE OF MEETING:	12th APRIL 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 595848 / 595722	DOC:U:\JAYNE\Commtee\COMM REP\Sealed Docs report 12 Apr 18.docx
SUBJECT:	SEALED DOCUMENTS	REF: J. BEECH
WARD(S) AFFECTED:	VARIOUS	TERMS OF REFERENCE: N/A

1.0 Purpose of Report/Detail/Recommendation

1.1 To authorise the Sealed Documents listed below, which have no specific authority:-

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

2.0 Financial Implications

2.1 None.

3.0 Corporate Implications

3.1 None.

4.0 Community Implications

4.1 None.

5.0 Background Papers

5.1 Seal Register

REPORT TO:	FULL COUNCIL	AGENDA ITEM: 9
DATE OF MEETING:	12th APRIL 2018	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (EXT. 5811)	DOC:
SUBJECT:	CORPORATE ACTION PLAN 2018/19	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 **Recommendations**

1.1 That the updated Corporate Action Plan for 2018/19, attached at **Appendix A**, is approved.

2.0 **Purpose of Report**

2.1 The Corporate Plan sets out the way in which we intend to further develop and improve our services between 2016 and 2021. Quarterly reports are taken to policy committees to monitor performance.

2.2 It is important to review and update the Plan to take into account the progress made to date and ensure continuous improvement. This refreshed action plan sets out the priorities for 2018/19 along with the measures and projects to support delivery.

3.0 **Detail**

3.1 The Council adopted the Corporate Plan in April 2016. As a key component of our Performance Management Framework, it contains four core themes:

- People
- Place
- Progress
- Outcomes

3.2 Our Corporate Plan provides clear strategic direction in the delivery of 'making South Derbyshire a better place to live, work and visit'. It describes how we will work with partners to improve the quality of life of residents, community groups and businesses.

3.3 The associated action plan, which is updated annually, maintains the Corporate Plan's relevance and ensures any issues impacting on the District and the Council are responded to in a timely and appropriate manner.

3.4 The Corporate Action Plan for 2018/19 is made up of 24 measures and 20 projects. The aim is to provide clear direction and purpose while driving forward overall performance, the services we offer and the way we deliver them.

3.5 Three proxy measures have been included and are designed to illustrate information relevant to the Corporate Plan themes. However, we have no direct overall control on these and cannot set specific targets.

3.6 It is proposed to introduce the following projects/measures to the Corporate Action Plan:

Outcomes

O1.2 Maximise rental income

O4.1 The average working days lost through sickness absence per employee

O4.2 Use the decision-making methodology identified by the Local Government Association review

O5.3 Improve the way in which Housing Services gather, report and act on customer satisfaction data

O5.4 Provide a value for money repairs service that fully meets the needs of our tenants

O6.1 Build IT infrastructure resilience to support change and minimise business risks

O6.2 Agree and deliver a business change programme to support core objectives

People

PE1.2 Average time taken to re-let Council homes (excluding major voids)

PE1.3 Average length of time for current voids

PE2.5 Successful roll-out of Universal Credit in South Derbyshire

PE2.6 Deliver the pilot Hospital Discharge Scheme

Place

PL1.4 Speed of determining planning applications

PL1.5 Maximise delivery of housing units

PL1.6 Proportion of good quality housing development schemes approved

PL3.2 Number of anti-social behaviour incidents in Swadlincote town centre

PL5.1 Promote participation in cultural activities and provide quality facilities to communities

PL6.1 Invest additional resources in street scene services and maintain and improve standards as the District grows

Progress

PR1.1 Net additional commercial/employment floor space created

PR2.1 Undertake a five-year progress review of Swadlincote Town Centre Vision and Strategy

PR2.3 Pursue the development of transport solutions for a West Link (Swadlincote, Newhall, Ashby, Melbourne, East Midlands Airport) in collaboration with East Midlands Enterprise Gateway

PR3.2 Promote entrepreneurial opportunities to improve employability skills and raise awareness of self-employment

PR5.4 Deliver the Community Partnership Scheme and award capital funding to meet local need

Two key aims have also been amended to reflect current requirements and trends. 'O6: Be aware of and plan for financial, legal and environmental risks' has been changed to 'Minimise business risks and realise the benefits of technological opportunities'.

'PR5: Provide business support and promote innovation and access to finance, including in rural areas' now reads: 'Provide support to businesses and the not for profit sector. Promote innovation and access to finance, including rural areas'.

The Corporate Plan (Appendix B) has been updated accordingly.

- 3.7** To ensure it continues to evolve, the Corporate Action Plan will be regularly reviewed and may be updated during the financial year. Any amendments will be reported to Elected Members as part of the quarterly performance reporting cycle.
- 3.8** It should be noted that the Corporate Plan and action plan do not cover everything the Council does, but focus on issues important to residents, on national priorities set by the Government and on the opportunities/challenges resulting from the changing social, economic and environmental aspects of South Derbyshire.
- 3.9** The Corporate Action Plan ties in with the Sustainable Community Strategy and its themes of health and wellbeing, safer communities and sustainable development. Its associated action plan is also updated on an annual basis.

3.10 The plans form an important part of planning for the future and lead performance management. As well as enabling effective monitoring, it links strategic priorities and objectives directly to the activities of service areas.

3.11 Service Plans for each directorate will be reported during the June committee cycle.

4.0 Financial implications

4.1 As part of the development of the refreshed Corporate Action Plan, consideration has been given to the Council's current financial position and commitment to delivering services in 2018/19.

5.0 Corporate implications

5.1 The Corporate Plan forms the backbone of our Performance Management Framework. It is the delivery mechanism that links our vision with the needs of communities and good governance.

6.0 Community Implications

6.1 The Corporate Plan has an impact on all aspects of community life, because it is built upon the needs and expectations of residents. The Council is proud of its role as a community leader and will continue to deliver high quality services. It is important to recognise the diverse range and needs of all communities and continue to work with key groups, stakeholders and businesses to make South Derbyshire a better place to live, work and visit.

7.0 Appendices

Appendix A – Corporate Action Plan 2018/19

Appendix B – Corporate Plan 2016-2021

Outcomes

Key aim	Key actions to achieve the aim	Strategic measures/projects	Targets and outcomes	Person Responsible
O1. Maintain financial health.	Generate ongoing revenue budget savings and identify ways to generate income.	O1.1 Identify £1 million of budget savings and additional income by March 31, 2023.	<p>Q1 No action required.</p> <p>Q2 Review Medium Term Financial Plan (MTFP) following budget out-turn for 2017/18 and updated reserves position.</p> <p>Q3 Analyse actual impact of 100% Business Rates Pilot on MTFP.</p> <p>Q4. Detailed spending review and update projections for New Homes Bonus and Business Rates income following growth analysis.</p>	Kevin Stackhouse.
	Maximise rental income.	O1.2 Rent arrears as a % of the rent due.	<2.5%. NEW.	Alison Millard.
O2. Maintain proper Corporate Governance.	Compile and publish an Annual Governance Statement in accordance with statutory requirements.	O2.1 An unqualified opinion in the Annual Audit Letter.	Annual target.	Ardip Kaur.
O3. Enhance environmental standards.	Demonstrate high environmental standards.	O3.1 Uphold strong environmental management standards.	<p>Q1. Produce an options appraisal of environmental management systems.</p> <p>Q2. Internal consultation on the environmental management options (e.g. internally managed/externally inspected/externally audited).</p>	Matt Holford.

			<p>Produce an energy consumption report for 2017/18.</p> <p>Q3. Seek approval for the agreed environmental management option.</p> <p>Q4. Implement the approved environmental management option.</p>	
O4. Maintain a skilled workforce.	Strengthen measures and support employees to reduce absence due to sickness/ill health.	O4.1 The average working days lost per employee.	<p>Less than 8 days per year (2 days per quarter). To be broken down into short and long term sickness absence. NEW.</p>	David Clamp.
	Further improve frontline services and develop a Council which is fit for the future.	O4.2 Use the decision-making methodology identified by the Local Government Association review. NEW.	<p>Q1: Report approved by the Council on proposed changes to the current staffing structure.</p> <p>Q2: Full consultation completed with staff and trade unions.</p> <p>Q3: Revised structure in place and employment issues resolved.</p> <p>Q4: Commence Local Government Association Peer Review.</p>	Frank McArdle.
O5. Maintain customer focus.	Ensure services remain accessible to residents and visitors.	Expand services in the Customer Contact Centre and maintain facilities for face to face enquiries where required.	<p>O5.1 80% of telephone calls answered within 20 seconds (Same as previous target).</p> <p>O5.2 Call abandonment rate of less than 8% (Previous target <10%).</p> <p>(Q1-Q4 visitors to Civic Offices to be recorded).</p>	Tracey Hoogendyk.

	<p>Improve the way in which Housing Services gathers, reports and acts on customer satisfaction data.</p>	<p>O5.3 To gather customer satisfaction data in a cost effective way and use the data to manage and improve services. NEW.</p>	<p>Q1 Review the method of collection for all satisfaction across Housing Services. Finalise Star Survey.</p> <p>Q2 Investigate alternative methods of collecting satisfaction across Housing Services. Carry out the Star survey.</p> <p>Q3 Present satisfaction review findings to Elected Members. Collate Star Survey results and share with the Performance and Scrutiny Panel.</p> <p>Q4 Implement the new satisfaction data collection method. Submit report to H&CS Committee sharing the Star Survey results and key actions. Incorporate into Corporate Action Plan for 2019/20.</p>	<p>Martin Guest. Martin Harper. Paul Whittingham. Alison Millard.</p> <p>(Housing Management Team).</p>
	<p>Delivering a first class Repairs Service (strategic review of repairs and improvements).</p>	<p>O5.4 To provide a value for money service that fully meets the needs of our tenants and delivers high levels of customer satisfaction. NEW.</p>	<p>Q1 In partnership with an external provider, complete strategic review of the repairs and improvements service.</p> <p>Q2 Report findings to committee.</p> <p>Q3 Implement outcomes.</p> <p>Q4 Implement outcomes.</p>	<p>Martin Harper/Paul Whittingham.</p>

	Continue to strengthen ICT and technological platforms.	O6.1 Build IT infrastructure resilience to support change and minimise business risks. NEW.	<p>Q1 Infrastructure review, including testing for Windows 10 devices.</p> <p>Q1-3 New back-up and disaster recovery process.</p> <p>Q1-2 Refocus ICT structure and operational management.</p> <p>Q2-4 Support channel shift and mobile working projects.</p>	Anthony Baxter.
O6 Minimise business risks and realise the benefits of technological opportunities	Establish a corporate approach and responsibility for business change and improvement, standardising evaluation and delivery of projects across the Council.	O6.2 Agree and deliver business change programme to support core objectives. NEW.	<p>Q1 Establish strategic board for change management.</p> <p>Establish Corporate Change Management Group and Project Management Office (PMO).</p> <p>Q2-4 Delivery of digital transformation, business improvement, service reviews and corporate transformation projects.</p> <p>Q4 Establish programme for 2019-2020 to help mitigate £1m estimated Medium Term Financial Plan revenue shortfall.</p>	Anthony Baxter.

People

Key aim	Key actions to achieve the aim	Strategic measures/projects	Targets and outcomes	Person Responsible
PE1. Enable people to live independently.	Provide an efficient and well-targeted adaptation service (including Disabled Facilities Grants) and make better use of previously adapted dwellings.	PE1.1 % of residents satisfied with the quality of their new home.	>90% (Same as previous target).	Martin Harper.
	Improve the quality and make best use of existing Council housing stock to meet current and future needs	PE1.2 Average time taken to re-let Council homes (excluding major voids).	<21 days (This would put us in the top quartile nationally). NEW.	Martin Harper.
		PE1.3 Average length of time for current voids.	<21 days (This would put us in the top quartile nationally). NEW.	Martin Harper.
PE2. Protect and help support the most vulnerable, including those affected by financial challenges.	Maintain regular contact with tenants, with a focus on those identified as vulnerable.	PE2.1 Total number of tenancy audits completed.	250 Quarterly target (Same as previous target).	Alison Millard.
		PE2.2 Number of successful introductory tenancies.	97% (Same as previous target).	Alison Millard.
	Process Benefit claims efficiently.	PE2.3 Average time for processing new Benefit claims.	<18 days (Same as previous target).	Ray Keech.
		PE2.4 Average time for processing notifications of changes in circumstances.	<8 days (Same as previous target).	Ray Keech.

		<p>PE2.5 Successful roll out of Universal Credit in South Derbyshire. NEW.</p>	<p>Q1 Infrastructure put in place for shared roll out. Publicise in partnership with Derby City. Contact all affected tenants, explore auto-payment options and promote transactional bank accounts.</p> <p>Q2 Commence shared postcode roll out in July. Monitor progress and impact.</p> <p>Q3 Publicise and commence roll out on remaining cases. Monitor and maintain tenant engagement in line with initial rollout.</p> <p>Q4 Monitor progress and impact on throughputs, rent arrears and resources.</p>	<p>Ray Keech/Alison Millard.</p>
	<p>Deliver a respite solution across South Derbyshire, saving the NHS bed days and cost (£).</p>	<p>PE2.6 Deliver the Pilot Hospital Discharge Scheme. NEW.</p>	<p>Q1 Identify two units and gain approval for scheme suitability. Gain approval at April Better Care Fund board for use of funding.</p> <p>Q2 Compile and agree service level agreement joint protocol with Adult Social Care and NHS to deliver project. Furnish units in preparation for handover.</p>	<p>Eileen Jackson.</p>

			<p>Q3 Incorporate support delivery and seek approval from Secretary of State to take two units outside Housing Revenue Account (2013 Housing Consents).</p> <p>Q4 Launch Hospital Discharge Scheme in South Derbyshire and sign and seal lease agreements.</p>	
PE3. Use existing tools and powers to take appropriate enforcement action	Reduce the impact of empty homes on our communities.	PE3.1 Number of empty home intervention plans for dwellings known to be empty for more than two years.	<p>Q1 ≥0 Q2 ≥2 Q3 ≥4 Q4 ≥4</p> <p>Total ≥10 (Same as previous target).</p>	Matt Holford.
PE4. Increase levels of participation in sport, health, environmental and physical activities	Delivery of sport, health, physical activity and play scheme participations.	PE4.1 Throughput at Etwall Leisure Centre, Green Bank Leisure Centre and Rosliston Forestry Centre.	<p>Rosliston: Q1 50,000 Q2 60,000 Q3 40,000 Q4 45,000 Total 195,000 (Same as previous year).</p> <p>Leisure centres: Quarterly target 172,108, as per contract agreement. (Previous target – 170,404).</p>	Malcolm Roseburgh.
	Increase physical activity in South Derbyshire.	PE4.2 Delivery of the Physical Activity, Sport and Recreation Strategy.	<p>Q1 Increased participation in the National Forest Walking Festival.</p> <p>Q2 Increased participation in the summer activity programme.</p>	Hannah Peate.

			<p>Q3 Delivery of awards evening to recognise individual, club and community contributions.</p> <p>Q4 Increase number of volunteers through Active South Derbyshire.</p>	
<p>PE5. Reduce the amount of waste sent to landfill.</p>	<p>Minimise waste sent to landfill.</p>	<p>PE5.1 Household waste collected per head of population (kg).</p>	<p>Q1 <130kgs Q2 <110kgs Q3 <100kgs Q4 <100kgs</p> <p>Annual <440kgs (Previous target - <480kgs).</p>	<p>Adrian Lowery.</p>
		<p>PE5.2 % of collected waste recycled and composted.</p>	<p>Q1 >55% Q2 >53% Q3 >47% Q4 >45%</p> <p>Annual >50% (Same as previous year).</p>	<p>Adrian Lowery.</p>
<p>PE6. Develop the workforce of South Derbyshire to support growth.</p>	<p>Encourage an increasing sense of value and self-worth within individuals and their communities in the urban core of South Derbyshire.</p>	<p>PE6.1 Deliver the RISE project to help young people to flourish and achieve their potential.</p>	<p>Q1 Officially launch project with ambassador and award-winning film director Deborah Haywood.</p> <p>Q2 Establish internal project board to shape direction and activity for RISE.</p> <p>Q3 Ascertain levels of aspiration via consultation with secondary school pupils in South Derbyshire.</p> <p>Q4 Critically evaluate project and reach. Set action plan for 2018/19.</p>	<p>Shaun Woodcock.</p>

Place

Key aim	Key actions to achieve the aim	Strategic measures/projects	Targets and outcomes	Person Responsible
PL1. Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	Increase the supply and range for all affordable housing provision.	PL1.1 Total number of affordable dwellings delivered.	>150 (annual target). Same as previous year.	Eileen Jackson.
		PL1.2 Number of new homes added to the HRA (this indicator incorporates new builds and also acquired properties into the HRA). NEW.	Proxy.	Eileen Jackson.
	Deliver key supplementary documents to adopted South Derbyshire Local Plan, parts 1 and 2.	PL1.3 Relevant documents adopted.	<p>Q1 Committee approval of draft Statement of Community Involvement and Local Green Spaces Document for consultation.</p> <p>Q2 Draft Local Green Spaces Document approved for consultation. Adoption of Statement of Community Involvement.</p> <p>Q3 Pre submission Local Green Spaces Document approved for consultation.</p> <p>Q4 Submission of Local Green Spaces Document to the Planning Inspectorate.</p>	Tony Sylvester.

	Speed of determining planning applications.	PL1.4 Number of decisions made in time over number of decisions made.	90%. NEW.	Tony Sylvester.
	Proactive monitoring and support of housing delivery.	PL1.5 Maximise delivery of housing units. NEW.	Q1 Housing survey completed. Q2 Review of progress on all 'major' housing sites. Commence proactive intervention. Q3 Continuing intervention and formulating action plans where necessary. Q4 Report to E&DS committee on progress of housing delivery.	Tony Sylvester.
	Further improve the design quality of development in South Derbyshire.	PL1.6 Proportion of good quality housing development schemes (defined using Build for Life criteria) approved.	90% (annual target). NEW.	Tony Sylvester.
PL3. Help maintain low crime and anti-social behaviour (ASB) levels	Deliver a programme of proactive interventions to reduce environmental crime and anti-social behaviour.	PL3.1 Downward trend in fly-tipping incidents.	Q1 <180 Q2 <360 Q3 <540 Q4 <720 (Same as previous target).	Matt Holford.
	Reduce anti-social behaviour (ASB) in Swadlincote Centre (Civic Way) Local Super Output Area.	PL3.2 Number of ASB incidents in Swadlincote Centre (reported as a rolling figure).	<400 incidents per quarter. NEW.	Actions include attendance at police tasking to monitor levels, work with shops and businesses to identify offenders, using available enforcement tools and powers to target offenders, support diversionary activities.

<p>PL4 Connect with our communities, helping them feel safe and secure.</p>	<p>Review and deliver the Safer South Derbyshire Community Safety Partnership Plan.</p>	<p>PL4.1 Review and update existing plan. Develop and deliver action plan.</p>	<p>Q1 Work with schools to develop delivery plan for community safety input in schools in 2019/20.</p> <p>Q2 Support delivery of summer activities in urban core hot spot areas for young people to participate in.</p> <p>Q3 Hold Neighbourhood Watch Co-ordinators meeting. Deliver hate crime awareness campaign.</p> <p>Q4 Deliver online safety campaign as part of Safer Internet Day 2018. Review Partnership Plan and develop action plan for 2019/20.</p>	<p>Chris Smith.</p>
<p>PL5. Support provision of cultural facilities and activities.</p>	<p>Champion and develop cultural experiences that enrich people's lives.</p>	<p>PL5.1 Promote participation in cultural activities and provide quality facilities to support communities. NEW.</p>	<p>Q1 Increase attendance (3,000 in 2017) at 'eUReka' (sic), a mix of music, art, sport and food, for 11 to 19 year olds at Eureka Park in Swadlincote.</p> <p>Q2 Install at least 20 plaques and three lecterns as part of the Swadlincote Heritage Trail.</p> <p>Q3 Deliver an event to mark the centenary of the First World War.</p>	<p>Malcolm Roseburgh.</p>

			Q4 Progress construction of new Stenson Community Facility.	
PL6. Deliver services that keep the District clean and healthy.	Provide clean and green streets, neighbourhoods and open spaces.	PL6.1 Invest additional resources in street scene services and maintain and improve standards as the District grows. NEW.	<p>Q1 Adopt policies and gain approval for additional resources.</p> <p>Q2 Propose and agree enhanced standards and performance measures.</p> <p>Q3 and Q4 New performance monitoring in place.</p>	Adrian Lowery.

Progress

Key aim	Key actions to achieve the aim	Strategic measures/projects	Targets and outcomes	Person Responsible
PR1. Work to attract further inward investment.	Showcase developments and investor opportunities in South Derbyshire.	PR1.1 Net additional commercial/employment floor space created. NEW.	Number of square metres. (Proxy). Annual target, to be reported in quarter two.	Tony Sylvester.
PR2. Unlock development potential and ensure the continuing growth of vibrant town centres.	Drive forward Swadlincote Town Centre Vision and Strategy.	PR2.1 Undertake a five-year progress review of strategy. NEW.	Q1 Undertake review of actions/achievements. Q2 Consult with stakeholders. Q3 Update E&DS Committee on current position. Q4 Implement committee decisions.	Mike Roylance. Tony Sylvester.
	Ensure the continuing growth of vibrant communities and town centres.	PR2.2 Vacant premises in Swadlincote, Hilton and Melbourne (proxy).	Proxy. To be reported twice a year.	Tony Sylvester.
	Improve access to employment, training, services and attractions within our town centres for both residents and visitors.	PR2.3 Pursue the development of transport solutions for a West Link (Swadlincote, Newhall, Ashby, Melbourne, East Midlands Airport) in collaboration with East Midlands Enterprise Gateway. NEW.	Q1 N/A. Q2 Seek approval for involvement and potential investment from Elected Members and set project milestones accordingly.	North West Leicestershire District Council is submitting a bid for transport options, including limited stop bus service, linking South Derbyshire with employment opportunities. Mike Roylance.

<p>PR3. Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists.</p>	<p>Increase awareness of entrepreneurship as future career option.</p>	<p>PR3.2 Promote entrepreneurial opportunities to improve employability skills and raise awareness of self-employment. NEW.</p>	<p>Q1 Increase participation in Love Your Local Market Enterprise Fortnight.</p> <p>Q2 Develop and implement a Heritage Trail App with college students.</p> <p>Q3 Deliver Thinking of Starting a Business workshops.</p> <p>Q4 Develop and implement a workshop for educational institutions to explore setting up a tourism business/activity as part of Tourism Week.</p>	<p>Mike Roylance.</p>
<p>PR5. Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas</p>	<p>Maximise the prosperity of businesses through the delivery of the Better Business Regulation Partnership action plan.</p>	<p>PR5.1 Food businesses which have a Food Hygiene Rating score of five.</p>	<p>>83% (Previous target - >81%).</p>	<p>Matt Holford.</p>
	<p>Maximise the prosperity of businesses in South Derbyshire.</p>	<p>PR5.2 Registered food businesses active in the District.</p>	<p>≥810 (Same as previous target).</p>	<p>Matt Holford.</p>
	<p>Maximise the prosperity of businesses in South Derbyshire.</p>	<p>PR5.3 Guidance offered to businesses or people thinking of starting a business (through the South Derbyshire Business Advice Service).</p>	<p>Q1 40 Q2 30 Q3 30 Q4 40</p> <p>Total – 140. (Previous target – 100).</p>	<p>Mike Roylance.</p>

	<p>Support capital projects within the not for profit sector in South Derbyshire.</p>	<p>PR5.4 Deliver the Community Partnership Scheme and award capital funding to meet local need. NEW.</p>	<p>Q1 Public launch. Workshop held to support organisations with applications.</p> <p>Q2 Hold first grants panel and further workshop. Successful applications to be reported back to committee.</p> <p>Q3 Hold second grants panel. Successful applications to be reported back to committee.</p> <p>Q4 Hold third grant panel. Successful applications to be reported back to committee.</p>	<p>Ian Hey.</p>
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South
Derbyshire
District Council



Corporate Plan 2016 – 2021

Introduction

From Leader Cllr Hilary Coyle & Chief Executive Frank McArdle

The Corporate Plan sets out the way in which South Derbyshire District Council intends to develop and further improve its services between 2016 and 2021.

Working in conjunction with other Council plans and policies, and those of our partners, it plays an important role in ensuring that our strategic objectives are achieved for the people of South Derbyshire.

The Corporate Plan does not cover everything that the Council does, but it focuses on the issues that are most important to our residents, on national priorities set by Government and on the opportunities and challenges resulting from the changing social, economic and environmental aspects of the District.

The plan forms an important part of our planning and leads our performance management. As well as enabling effective monitoring, it links the strategic priorities and objectives of the Council directly to the activities of each service area.

The associated action plan includes measures for continually improving overall performance, the services we offer and the ways in which we deliver them. It will also help us to identify and then take any remedial actions needed to ensure we meet our targets.

We have grouped the work the Corporate Plan covers beneath three key headings; People, Place and Progress.



Cllr Hilary Coyle
Leader



Frank McArdle
Chief Executive



South Derbyshire today

The facts and figures



South Derbyshire remains one of the fastest-growing Districts in the country, the population having increased by 15% since 2001.

It is a District which covers an area of approximately 340 sq km and, according to the Office for National Statistics, more than 98,000 people now call it home. Despite strong population growth, the District remains largely rural, with many of the large-scale housing developments, including some with permission granted but not yet built, situated on the fringes of the city of Derby and the Swadlincote urban core.

Evidence base

Key plans and projections

We have researched and written an evidence base for South Derbyshire. This brings together information about the area, its economy and residents. It makes reference to policies and plans that have already and/or will in the future impact on the District.

Some key facts from it that could impact on our work in the future include:

Population growth

- By 2028, the population is expected to stand at 111,900, a growth of almost 15,000 people or 15.3% from the 97,075 figure of 2013.
- The largest population increases are expected to be among people over 75, where by 2031 there will be a 96% (4,489) increase.

Housing

- House prices are unaffordable to some residents – the average price in 2015 was five times the average income.
- The predicted population increases among older people and younger people means there will be demand for particular types of properties.

The economy

- South Derbyshire boasts 3,500 business enterprises, up from 3,100 in 2013, resulting in record numbers of people in work.
- Of the 3,500 businesses, 83% are micro (0 - 9 employees); 13% small (10 - 49); 3% medium (50 - 249); 1% large (250+).

The environment

- Derbyshire and Derby City's revised Joint Municipal Waste Management Strategy has set a recycling and composting target of 55% by 2020.
- The Council and partner sites achieved certification to the ISO 14001:2015 standard for environmental management, making us one of the first organisations internationally to do so.

Health

Public Health England's Health Profile 2015 for South Derbyshire shows the three indicators in which the District scores worst are:

- GCSEs achieved (5 x A* - C passes including English and maths)
- Smoking in pregnancy
- Excess weight in adults

Community safety

- In the year ending June 2015, the crime rate in South Derbyshire was lower than the average crime rate across similar areas.
- New tools and powers are available to tackle crime and disorder under the Anti-social Behaviour, Crime and Policing Act 2014.

Demand for digital

- As of January 2016, Digital Analytics Platform (DAP) findings discovered that 37% of people surveyed said they were more than happy to use the Internet to access services.
- More than 31,000 web sessions are currently taking place each month. This has increased by 35% since August 2010.



Our vision and values

The drivers behind our plan

‘Making South Derbyshire a better place to live, work and visit’

This vision is supported by the Corporate Plan and the work areas identified within it.

Values

Our values provide a framework for the way we want to work as a Council, helping us to deliver our vision and achieve our key objectives.

Throughout our work, we will:

- Put our residents first
- Set clear targets
- Act decisively
- Lead for success
- Actively listen and resolve problems
- Develop our staff
- Be driven by economy, effectiveness and efficiency.



People, Place, Progress

Research, consultation and workshops took place to ensure this Corporate Plan reflects the needs of the District and its residents.

It soon became clear that the things important to the District and its success are its People, the Places and Progress, most particularly with economic development.

Underpinning every one of our activities are Outcomes including customer service, financial efficiency and environmental responsibility. These are included in the Corporate Plan to demonstrate their importance and to enable measures to be set against them.

In many cases, the activities listed beneath each of the headings could easily sit beneath another, underlining the fact that viewing individual services in isolation will fail to deliver the high quality and integrated approach the District needs to succeed. Many services and activities contribute to more than one key aim.

Behind all of our work is a drive to improve performance continually.



**South
Derbyshire
District Council**





Outcomes

Work that underpins all of our activities

For all of our work and services to be delivered there are a number of key elements that have to be in place and operating efficiently and effectively.

We will embed a process of continual improvement throughout our workforce and operations to ensure that we deliver high quality services at reasonable cost. Our Medium Term Financial Plan will be monitored and revised to ensure we maintain stability and sustainability. Throughout all we do, we will be environmentally responsible and actively encourage corporate social responsibility.

People

Keeping residents happy, healthy and safe

The residents of South Derbyshire enjoy a good quality of life with low unemployment and low crime levels. They have a wealth of natural and built facilities on their doorstep.

We will work to help ensure there are equal opportunities throughout the District for residents to be best prepared for the jobs available and to take part in a range of activities. As well as helping to keep crime at a low level, we will help ensure that people of all backgrounds are protected and supported.

Our key aims beneath this are to:

- Maintain financial health
- Achieve proper Corporate Governance
- Maintain customer focus
- Minimise business risks and realise the benefits of technological opportunities
- Promote and enable active democracy
- Enhance environmental standards
- Maintain a skilled workforce
- Promote inclusion

Our key aims beneath this are:

- Enable people to live independently
- Developing the workforce of South Derbyshire to support growth in relation to aspirations, employability, skills and travel to work
- Protect and help support the most vulnerable, including those affected by financial challenges
- Use existing tools and powers to take appropriate crime enforcement action
- Increase levels of participation in sport, health, environmental and physical activities
- Reduce the amount of waste sent to landfill





Place

Creating vibrant communities to meet residents' needs

South Derbyshire is one of the fastest growing areas of the country. With its central location in the UK it is a great place to live, work and visit.

Through continual improvement of services including planning, housing, environmental services and leisure and cultural facilities we will deliver connected communities and ensure South Derbyshire continues to prosper.

Progress

Encouraging inward investment and tourism opportunities

To further build on our significant achievements we will continue to help grow and diversify our strong economy to show that South Derbyshire is well and truly open for business. This includes harnessing the potential of The National Forest.

We will maximise opportunities for the future by encouraging the formation of new enterprises as well as the continued growth of existing businesses, visitor spend and inward investment (the injection of money from an external source into the District).

Our key aims beneath this are to:

- Facilitate and deliver a range of integrated and sustainable housing and community infrastructure
- Enhance understanding of the planning process
- Help maintain low crime and anti-social behaviour levels in the District
- Connect with our communities, helping them feel safe and secure
- Support provision of cultural facilities and activities throughout the District
- Deliver services that keep the District clean and healthy



Our key aims beneath this are:

- Work to attract further inward investment
- Unlock development potential and ensure the continuing growth of vibrant town centres
- Work to maximise the employment, training and leisure uses of The National Forest by residents and increase the visitor spend by tourists
- Help to influence and develop the infrastructure for economic growth
- Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas





The way forward

An action plan which details how we will work to deliver against the key aims in this document has been created and can be found on our website at www.south-derbys.gov.uk

This action plan includes measures for continually improving overall performance, the services we offer and the ways in which we deliver them. It will also help us to identify and then take any remedial actions needed to ensure we meet our targets.

Progress on the action plan will be reported back to our Committees.

The Corporate Plan will be refreshed on an annual basis.

Obtaining alternative versions of this document

If you would like this document in another language, or if you require the services of an interpreter, please contact us. This information is also available in large print, Braille or audio format upon request.

Phone: 01283 595795 email: customer.services@south-derbys.gov.uk

Jeśli chcieliby Państwo otrzymać ten dokument w innym języku lub potrzebują Państwo usług tłumacza, prosimy o kontakt. Informacje te są również dostępne na życzenie w wydaniu dużym drukiem, w alfabecie brajla lub w wersji audio.

如果你需要这份文件的中文翻译，或者需要传译员的帮助，请联系我们。这些数据也备有大字体印本、盲人点字和录音带，欢迎索取。

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यदि आपको ये दस्तावेज किसी दूसरी भाषा में चाहिये, या किसी दुभाषिये की सेवाओं की जरूरत है तो हमें सम्पर्क करने की कृपया करें। ये जानकारी माँग करने पर बड़े अक्षरों, ब्रेल या आडिओ के रूप में भी उपलब्ध करवाई जा सकती है।

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਦਸਤਾਵੇਜ ਕਿਸੇ ਦੂਸਰੀ ਭਾਸ਼ਾ ਵਿਚ ਚਾਹੀਦਾ ਹੈ, ਜਾਂ ਕਿਸੇ ਦੁਭਾਸ਼ੀਏ ਦੀਆਂ ਸੇਵਾਵਾਂ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰਨ ਦੀ ਕ੍ਰਿਪਾ ਕਰੋ ਜੀ ਇਹ ਜਾਣਕਾਰੀ ਮੰਗ ਕਰਨ ਤੇ ਵੱਡੇ ਅੱਖਰਾਂ, ਬ੍ਰੇਅਲ ਜਾਂ ਆਡਿਉ ਦੇ ਰੂਪ ਵਿਚ ਵੀ ਉਪਲੱਬਧ ਕਰਵਾਈ ਜਾ ਸਕਦੀ ਹੈ।

اگر آپ یہ ڈاکیومنٹ کسی اور زبان میں چاہتے ہوں، یا اگر آپ کو کسی ترجمان کی خدمات درکار ہوں، تو براہ کرم ہم سے رابطہ کریں۔ درخواست کرنے پر یہ معلومات بڑے پرنٹ، بریل یا آڈیو فارمیٹ میں بھی دستیاب ہیں۔

REPORT TO:	COUNCIL	AGENDA ITEM: 10
DATE OF MEETING:	12th APRIL 2018	CATEGORY:
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/pay and pensions/pay policy statement/cover
SUBJECT:	ANNUAL PAY POLICY STATEMENT 2018/19	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

1.1 That the Pay Policy Statement for the financial year 2018/19 is approved for publication.

2.0 Purpose of Report

2.1 The Localism Act 2011 requires all local authorities to publish a Pay Policy Statement on a yearly basis. Regulations require the Full Council to consider and approve the Statement for publication in accordance with the Code of Practice on Transparency in Local Government.

3.0 Detail

3.1 The Pay Policy Statement (which is attached) reflects the Council's current organisation structure.

3.2 The pay multiples in Section 6 of the Statement are based on the latest pay scales. The multiple between the pay of the Council's highest paid employee and the lowest paid employees is 1:7.90, a slight increase compared to 1:7.75 in 2017/18.

4.0 Financial Implications

4.1 There are no financial implications arising from this report.

5.0 Corporate Implications

5.1 None directly.

6.0 Community Implications

- 6.1 The aim of the Pay Policy Statement is to ensure that the Council's approach to setting pay is accessible and to enable local people to take an informed view of whether local decisions on all aspects of remuneration are fair and make the best use of public funds.

7.0 Conclusions

- 7.1 The Localism Act 2011 requires the Council to have and publish annually a Pay Policy Statement on its website.

8.0 Background Papers

- 8.1 Localism Act 2011.

Pay Policy Statement 2018/19

April 2018

Document Control

Version Control

Printed documents are uncontrolled. This document is only valid on the day it was printed.

Version	Description of Version	Effective Date
1.0	Pay Policy Statement	1 st April 2014
2.0	Pay Policy Statement 2015/2016	1 st April 2015
3.0	Pay Policy Statement 2016/2017	1 st April 2016
4.0	Pay Policy Statement 2017/2018	1 st April 2017
5.0	Pay Policy Statement 2018/2019	1 st April 2018

Approvals

Approved by	Date
Full Council	

Associated Documentation

Description of Documentation	

1.0 INTRODUCTION

- 1.1 This Pay Policy Statement for 2018/2019 has been produced in accordance with the requirements of the Localism Act 2011, which requires that a Pay Policy Statement is published annually. The Council's statement takes into account the guidance provided as well as the provisions of the Act.
- 1.2 Local Authorities should include in their Pay Policy Statements information in relation to:
- The remuneration of their most senior employees.
 - The remuneration of their lowest paid employees.
 - The relationship between the remuneration of their most senior employees and that of other employees.
- 1.3 This Pay Policy Statement is also linked to the Council's Workforce Development Strategy.

2.0 STATUS OF THE PAY POLICY STATEMENT

- 2.1 The Act makes it clear that the Pay Policy Statement for each financial year must be approved by Full Council. The approved policy will be published on the Council's website.
- 2.2 The Pay Policy Statement is reviewed on an annual basis. Each new version of the policy will be approved by the Full Council before the start of each financial year. This will take place at the nearest meeting of the Full Council to the 1st April each year.
- 2.3 The Pay Policy Statement can be amended during the course of a financial year with approval by Full Council.

3.0 TRANSPARENCY AND AUTONOMY

- 3.1 The Council recognises and welcomes the aims behind the requirement for a Pay Policy Statement which are to:
- Ensure that the Council's approach to pay is accessible for all.
 - Enable local people to take an informed view of whether local decisions by the Council are fair and make the best use of public funds.
- 3.2 The Council also welcomes the Government's recognition that each local authority remains an employer in its own right and has the autonomy to make decisions on pay that are appropriate to local circumstances and continue to deliver value for money for the community.

4.0 REMUNERATION OF THE COUNCIL'S SENIOR EMPLOYEES

4.1 The Council's senior employees are:

- Chief Executive and Head of Paid Service.
- Two posts at a Director level. These posts report to the Chief Executive. The Directors are:
 - Strategic Director – Service Delivery
 - Strategic Director - Corporate Services. This role also undertakes the role of Chief Finance Officer (CFO) in accordance with S151 of the 1972 Local Government Act that requires the Council to make arrangements for the proper administration of its financial affairs.

4.2 For information on the Council's Monitoring Officer please see paragraph 5.11.

Background

4.3 The Chief Executive and Directors are the Council's Senior Management Team. These senior employees are responsible for working with elected politicians to determine the overall strategic direction of the Council, to manage the Council's financial and other resources, to develop the scale, nature, efficiency and effectiveness of all the services provided by the Council and to provide day-to-day management of those services.

Overall policy on the remuneration of senior posts

4.4 The Council's overall approach to the remuneration of its senior posts is based on:

- Compliance with equalities (including equal pay) legislation.
- Ensuring that its overall remuneration packages align with comparable posts in local government whilst taking into account:
 - Relevant pay data from similar authorities to allow meaningful benchmarking to be undertaken.
 - The responsibility of posts and their level in the Council.
- The trend towards slimmer senior management structures comprising posts with wider spans of responsibilities.
- National terms and conditions of employment that apply to senior posts.
- External professional advice provided by the Local Government Association

4.5 The Council will seek to maintain this overall approach by periodically monitoring pay data provided by such organisations as the Local Government Association. This period is determined by the Council. The last review of pay for senior officers was completed in December 2017 as a result of a restructure of the Council's establishment which also included a reduction in posts at a senior level.

4.6 In terms of pay differentials for its senior posts, the Council recognises that:

- The role of Chief Executive and Head of Paid Service leads the Council workforce and has the greatest level of accountability. This post therefore warrants the highest level of pay in the Council.
- The Directors report directly to the Chief Executive. These posts have a wide span of responsibility for a number of service areas and in turn have a number of managers reporting to them. These posts therefore warrant the next highest pay level below that of the Chief Executive and Head of Paid Service.

Developing pay scales for senior posts

- 4.7 The Council has determined the pay scales for its senior posts locally. It is the Council's policy that all pay scales are approved by the Council's Finance and Management Committee. With regard to the latest review of the pay scales for senior posts the Council a Remuneration Panel was appointed consisting of Elected Members to develop and recommend, in accordance with a project brief, the relevant pay scales.
- 4.8 An independent organisation, the Local Government Association (LGA), was commissioned by the Council to advise the Remuneration Panel.
- 4.9 Part of the LGA's remit is to assist local authorities to create pay solutions. Its work also leads to the development of national conditions of service and pay scales. The LGA has access to national pay data surveys e.g. the salary and numbers surveys for the Joint National Councils for Chief Executives and for Chief Officers. Using its experience of developing pay models and pay scales the LGA identified relevant pay data which enabled the Council's pay scales for the Chief Executive's post and the Directors posts to be benchmarked against the pay scales for similar posts in comparable District Councils.
- 4.10 Based on this information recommendations were made to the Finance and Management Committee by the Remuneration Panel on the pay scales for the Council's senior posts. The current pay scales for the Council's senior posts are discussed below.

Remuneration of Senior Posts

- 4.11 The pay scale for the Chief Executive and Head of Paid Service consists of five incremental points. Progression through the scale is usually on an annual basis that takes effect on 1st April each year.
- 4.12 The new, revised pay scale for the Council's Directors consists of four incremental points. Progression through the scale is usually on an annual basis that takes effect on 1st April each year.
- 4.13 The scales have a bar beyond which further progression is subject to the post holder meeting stated performance criteria.
- 4.14 Details of actual senior officer remuneration are included in the Council's Annual Statement of Accounts (**Note 26**)

- 4.15 The last national pay award for senior officers was in April 2017.

Local Government Pension Scheme (LGPS)

- 4.16 Membership of the Local Government Pension Scheme is subject to the rules of the scheme and contribution rates are set by legislation. When individuals are already in receipt of a local government pension they are subject to the rules on abatement of pension within the scheme.

Pay awards

- 4.17 The salaries of senior posts are increased in line with any national pay award agreed by either the Joint National Council for Chief Executives or the Joint National Council for Chief Officers whichever is appropriate. Any changes are normally implemented with effect from 1st April each year.

Overtime, etc.

- 4.18 There are no other additional elements of remuneration in respect of overtime, flexi-time, bank holiday working, stand-by payments paid to the above senior posts as they are expected to undertake duties outside their contractual hours and working patterns without additional payment.

Remuneration of Senior Employees on Recruitment

- 4.19 The Council's practice is that any newly appointed senior manager will start at the lowest pay point in the pay range for their job, other than when the particular skills and experience of the successful candidate merit a higher starting salary.
- 4.20 In line with the Council's procedure for senior officer appointments the appointment of a Chief Executive must be approved by Full Council.

5.0 EMPLOYEES IN POSTS BELOW A DIRECTOR

Key Principles

- 5.1 The Council aims to provide fair and equitable remuneration arrangements which enable it to recruit, retain, motivate and develop staff with the skills and capabilities necessary to ensure the continued provision of high quality services that are cost effective and provide value for money.
- 5.2 The Council's employment policies comply with the provisions of the Equality Act 2010, which includes equal pay, and other relevant employment legislation.
- 5.3 Currently an employee's pay is based on either a pay scale, through which employees may progress until the top of the scale is reached, or a fixed salary point. In some cases progression through a grade is dependent upon specified criteria (e.g. the attainment of a required qualification). The Council's pay structure is based on the national pay spine, as set out in the National Joint Council for Local

Government Services National Agreement on Pay and Conditions of Service. This structure has been subject to Equal Pay Audits.

- 5.4 The Council has recently reviewed its pay and grading structure for the posts below Director Level which included undertaking a job evaluation exercise. This was carried out by an external, independent, consultant in conjunction with the recognised Trade Unions and members of the Senior Management Team. A revised pay and grading structure, for posts below Director level was implemented with effect from 1st April 2016.

National Conditions of Service

- 5.5 The employment terms and conditions of service for most of the Council's employees below Director/Chief Officer level are those of the National Joint Council (NJC) for Local Government Services as amended and/or supplemented by any local agreements with the Council. Any annual pay award is agreed by this NJC and is usually effective on 1st April each year.
- 5.6 The exception is craft employees, whose pay and conditions of service is determined by the Joint Negotiating Committee (JNC) for Local Authority Craft & Associated Employees. Pay for this group is set nationally according to trade type, i.e. it is a fixed - point salary with no incremental points. Pay awards are also negotiated nationally by this JNC and are normally effective from 1st April each year.
- 5.7 As a result of two recent TUPE transfers of staff, one in February 2017 and one in April 2018, the Council also have a small number of employees on terms and conditions of employment that are outside of national conditions of service but that are protected under the terms of the TUPE regulations and existing employment law.

Definition of lowest paid employees

- 5.8 The definition of the "lowest-paid employees" for the purposes of this Pay Policy Statement is those full time employees who are paid on spinal column point 11 of Scale 2.
- 5.9 The current annual full-time equivalent value of this pay level, based on a 37 hour standard working week, is £15,807 per annum (last pay award 1st April 2017). This equates to a hourly rate of £8.19p which is above the National Living Wage of £7.83p per hour.

Remuneration of lowest paid employees

- 5.10 For the purposes of this policy statement, remuneration includes the employee's basic annual salary and any allowances or other similar payments, benefits in kind, any increases or enhancements to any pension entitlement and any termination or other severance payments.

The Council's Monitoring Officer

- 5.11 Although not a senior post as defined above, the Council's role of Legal and Democratic Services Manager has the additional statutory responsibilities of Monitoring Officer. To recognise the additional responsibility of undertaking this statutory role the Legal and Democratic Service Manager receives a supplement of £15,453 per annum, to their substantive pay. This supplement is subject to an annual review, the last review having been in May 2017.

Modern Apprentices

- 5.12 The Council offers Modern Apprenticeships in line with the national scheme. Apprentices are paid less than the Council's lowest paid employees, which reflects the particular nature of their role, together with experience and training requirements.

Other elements of remuneration

- 5.13 The other elements of remuneration which it is the Council's policy to offer to its employees is set out in the table in Appendix One. The element of remuneration offered depends on the job role and any job-related requirements e.g. to have a relevant qualification or travelling in order to perform the duties of the job.

6.0 PAY RELATIONSHIPS

- 6.1 The Council believes that the principle of fair pay is important to the provision of high quality and well-managed services and is committed to ensuring fairness and equity in its remuneration practices. The Council's pay policies, processes and procedures are designed to ensure that pay levels are appropriately aligned with, and properly reflect, the relative demands and responsibilities of each post, together with the knowledge, skills and capabilities necessary to ensure that the post's duties are undertaken to the required standard, as well as taking account of relevant market considerations. This includes ensuring that there is an appropriate relationship between the pay levels of its senior managers and of all other employees.

Pay differences - senior posts

- 6.2 The pay differential between the senior management posts has been set following research undertaken on behalf of the Council by the LGA, an independent organisation and subsequently approved by the Council's Finance and Management Committee.

Pay multiples

- 6.3 A "pay multiple" is the ratio between the highest paid salary and median average salary of the whole of the Council's workforce. On this basis, the current pay multiple is **1:5.45** (2017/18 – 1:5.45). This is based on the median basic salary for the whole workforce of £22,658 pa (£22,658 in 2017/18).
- 6.4 The pay multiple between the basic salary and allowances of its highest paid employee and the lowest paid employees, as defined in this statement is **1:7.90** (2017/18 – 1:7.75)

7.0 DECISIONS ON PAY

- 7.1 The Council recognises the importance of ensuring openness and transparency and high standards of corporate governance, with clear lines of accountability, in its pay decision-making processes and procedures. Any pay-related decisions must be capable of public scrutiny, be able to demonstrate proper and appropriate use of public funds and ensure value for money. The arrangements adopted by the Council are designed to reflect these requirements, as well as ensuring compliance with all relevant legislation and other statutory regulation.
- 7.2 When the need arises for the Council to appoint a Chief Executive and Head of Paid Service or Director, the Council will comply with its Senior Officer Appointment Procedure for external appointments. This includes the appointment of a Recruitment and Selection Panel of Elected Members.
- 7.3 The authority to delegate the appointment to a Recruitment and Selection Panel is sought in the case of:
- Head of Paid Service: From Full Council.
 - Strategic Director: From the Finance and Management Committee.
- 7.4 The appointment of the Chief Executive (Head of Paid Service) will require a decision by Full Council.
- 7.5 Appointments below Director are made by a panel of appropriate managers.

8.0 AMENDMENTS TO THIS PAY POLICY STATEMENT

- 8.1 This pay policy statement relates to the financial year 2018/19.
- 8.2 The Council may agree any amendments to this pay policy statement during the financial year to which it relates.

9.0 PUBLICATION OF AND ACCESS TO INFORMATION

- 9.1 This pay policy Statement will be published on the Council's website after it has been approved by Full Council. Any subsequent amendments made during the financial year will also be similarly published.
- 9.2 For further information about this pay policy statement please contact F McArdle. Chief Executive (01283 595700) or email frank.mcardle@south-derbys.gov.uk

OTHER PAYMENTS AND ALLOWANCES

The Council operates a transparent pay structure that reflects the relevant duties and responsibilities of each post within the organisation. The Council also recognises that it must pay other payments and allowances to certain individuals or groups of employees to reflect their duties or to attract and/or retain employees. Any payments or allowances are open to all employees. The Council considers this to be justified on the basis that to maintain services for the Community demands a properly resourced and skilled workforce.

Pay Progression

For most posts on pay scales incremental progression through each scale will be applied on the 1st April each year. Employees with less than six months service in the Scale by 1st April will be granted their first increment six months after their appointment, promotion or re-grading. The exception would be where an employee's salary on the 1st April following, promotion or re-grading would be less than one spinal column point in excess of the salary they would have received on that day in their old Scale with the Council; in which case they shall be entitled to their first increment on the 1st April.

There are some posts that have a bar that prevents incremental progression through the Scale. To go beyond the bar the post holder must satisfy certain criteria (e.g. the attainment of specified competencies or the attainment of a required qualification).

Market Supplements

The Council recognises that pressures in the labour market can mean that pay levels for a particular type of job or profession can be such that the Council's normal pay level would not be competitive to enable it to recruit or retain an employee in that function. In that case, the Council would consider the application of a market supplement.

Local Government Pension Scheme (LGPS)

There are a number of discretions available under the Local Government Pension Scheme which is applicable to all employees. The details of these can be seen in the Council's published Policy Statement on Pensions Discretions.

These discretions were reviewed in June 2014, to take into consideration the changes in the Local Government Pension Scheme and which were approved by Finance and Management Committee on 26th June 2014.

The Council also has policies on Flexible Retirement, Redundancy, Voluntary Redundancy and Retirement on Efficient Exercise Grounds.

Employees who are members pay a contribution to the LGPS which is based on their annual full-time equivalent pensionable pay (including pensionable allowances). Contribution rates are nationally set and currently range from 5.5% and 12.5%.

The Council's contribution towards the pension scheme for the year 2018/19 is 13.8% of an individual's pensionable pay. In addition, the Council will make a lump sum payment during the year towards the past service deficit on the current Pension Fund. This is estimated at approximately £671,000 for 2018/19.

Payments on Termination of Employment

The Council's approach to the termination of employment of Senior Officers (and all other employees) is set out in:

- The discretions the Council has adopted under the regulations of the Local Government Pension Scheme (see above table).
- Its policies on Flexible Retirement, Redundancy, Voluntary Redundancy and Retirement on Efficient Exercise Grounds.

All payment/costs arising from the application of the above must be approved beforehand by the Council's Finance and Management Committee.

Removal/Relocation expenses

Where employees need to move house in order to take up an appointment with the Council, the Council will reimburse their removal, legal and other associated relocation costs in accordance with its Relocation Policy. The policy requires repayment in full if the employee leaves within 2 years of appointment.

Additional responsibility payments

Where employees are required to undertake additional responsibilities for a temporary period of time, they may receive an additional payment in recognition of these. This policy does not apply to Directors and above.

Mileage payments

Specific posts identified by the Council attract a Car Allowance. These are paid in accordance with nationally agreed rates set by the NJC for Local Government Services. They are:

	451 to 999cc	1000 to 1199cc	1200 to 1450cc
Essential Users			
Lump sum per annum	£846	£963	£1,239
Per mile first 8,500	36.9p	40.9p	50.5p
Per mile after 8,500	13.7p	14.4p	16.4p
Casual Users			
Per mile first 8,500	46.9p	52.2p	65.0p
Per mile after 8,500	13.7p	14.4p	16.4p

The above rates are current at 1st April 2018, but may be subject to change during the period of this Pay Policy Statement as a result of changes made by the NJC for Local Government Services.

Professional Subscriptions

The Council pays one professional subscription in relation to specific posts. This applies where it is a requirement of the post for the employee to be a member of a professional body and it is a payment of the annual membership only.

Reimbursement of Subsistence or Other Expenses

In accordance with the requirements of the National Conditions of Service set by the NJC for Local Government Services, the Council makes provision for the reimbursement, up to a maximum specified limit, of approved expenses by employees. Actual expenditure only can be claimed and the current maximum amounts claimable are as follows:

Minimum time away from normal work place or home outside of normal working hours	Maximum Allowance
5 hours	£5.00
10 hours	£10.00
15 hours (and ongoing)	£25.00

Car Parking: Fee incurred

Certain conditions must be met for approval of reimbursement of the above expenses. The Expenses Policy was last reviewed in October 2017.

Mobile Telephones

Mobile telephones are provided to employees when necessary for them to undertake their duties effectively and safely. The Council pays the cost of line rental, and business calls. Employees are required to pay for any personal use.

Landline Telephones

A scheme of reimbursement applies to certain officers who are required to have a landline installed, in particular those officers who are listed in the Council's Emergency Plan.

Election Fees

The Chief Executive receives fee payments pursuant to his appointment as Returning Officer at elections. The fees paid in vary according to type of election, the size of the electorate and number of postal voters.

Fee payments for national and European elections are set by central government and are, in effect, not paid by the Council, as the fees are reclaimed. Separate payments are made to the Deputy Returning Officer(s) and other members of staff who work as part of the elections team, and are commensurate with time spent undertaking election duties.

Payments for Additional Working

The NJC Conditions of Service make provision for employees graded up to spinal column point 28 (currently £24,964 pa) who undertake work outside of normal working hours, to receive appropriate overtime payments. Those above point 28 are permitted to take time off in lieu for any agreed additional hours worked.

This provision is not available to senior officers whose Conditions of Service are determined by the JNC for Chief Executives or Chief Officers.

REPORT TO:	COUNCIL	AGENDA ITEM: 11
DATE OF MEETING:	12th APRIL 2018	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR CORPORATE RESOURCES	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (01283 595811) Kevin.stackhouse@south-derbys.gov.uk	DOC: u/ks/data security/GDPR/GDPR report to council 12 th April 2018
SUBJECT:	THE GENERAL DATA PROTECTION REGULATION 2018	REF
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

- 1.1 That the requirements placed on the Council arising from the General Data Protection Regulation 2018 are noted.
- 1.2 That the Council's ICT and Business Change Manager is appointed as the Council's Data Protection Officer from 25th May 2018 under Article 39 of the General Data Protection Regulation 2018.
- 1.3 That the implications for the terms and conditions of that Post (in 1.2 above) are subject to the Council's Job Evaluation Scheme.

2.0 Purpose of Report

- 2.1 To outline the requirements of the General Data Protection Regulation (GDPR) 2018 that will come into force on 25th May 2018. This includes a recommendation regarding the appointment of a Data Protection Officer (DPO) under the Regulation.

3.0 Detail

- 3.1 The EU General Data Protection Regulation (GDPR) was implemented in May 2016 and will apply in the UK on 25 May 2018 after a two-year transition period. It is expected that following "Brexit" the UK Government will still implement the GDPR.
- 3.2 Generally, the GDPR principles are much the same as those in the current Data Protection Act which has existed since 1988. The primary objectives of the GDPR are to give citizens greater control of their personal data and to simplify the regulatory environment for international business by unifying the regulation within the EU.

3.3 As a processor of personal data, the Council has an obligation to properly process and manage personal information and to keep it secure. The GDPR will therefore apply to the Council.

3.4 The key changes within the GDPR include:

- Regulators can impose fines for non-compliance of up to 4% of annual turnover or 20 million Euros.
- A Data Protection Officer must be formally designated and appointed by an organisation.
- Organisations must demonstrate that data protection is embedded by documenting data protection procedures, building it into system processing and minimising data retention.
- Privacy Impact Assessments must be conducted for large scale processing of personal data.
- Consent to process data must be freely given, explicit and individuals must be informed of their right to withdraw their consent.
- Organisations must inform the regulatory body (normally the Information Commissioner) of data breaches without undue delay or within 72 hours, unless the breach is unlikely to be a risk to individuals.
- Enhancement of new rights – the right to be forgotten, the right to data portability and the right to object to profiling.

3.5 Privacy Impact Assessments are only required for new systems or where data is being collected for specific purposes. Together with the new rights of individuals, it is considered that this will place an additional burden upon organisations.

Impact on the Council

3.6 As a public body, the Council has established policies and procedures in place regarding data protection and the principles are generally embedded within the organisation. The Council's position ahead of the introduction of the GDPR has been reviewed independently and a work programme is being progressed.

3.7 Overall compliance with the GDPR is a key action within the Council's Governance Work Programme for 2018/19 and this is being monitored by the Audit Sub-Committee. Key actions progressed are:

- Policies regarding Records Management and Document Retention have been reviewed and updated where necessary.
- Document retention schedules have been reviewed and updated.
- An information audit and data cleansing exercise is currently taking place.

- A review of contracts and relationships with third parties, for example financial vendors, is being progressed.
- A communications plan is being implemented which is raising awareness with employees through regular briefings.
- Policies and registers relating to CCTV are being updated.
- Standard documentation is being put in place for dealing with subject access requests and for recording data breaches. New request forms for dealing with privacy impact assessments and the new rights for individuals are to be drawn up.

3.8 When all work has been completed, any necessary changes to the overarching Data Protection and Information Security Policies will be made.

Mandatory Data Protection Officer (DPO)

3.9 A new requirement under the GDPR is that the Council must designate one of its officers as the DPO. Under the 1988 Data Protection Act, this role is currently fulfilled by the Strategic Director of Corporate Resources.

3.10 Under the 2018 GDPR, the role must be independent of the senior management team of an organisation. The GDPR does not set out any precise credentials a DPO should have, only that they should have professional knowledge of data protection law and this should be proportionate to each organisation.

3.11 The appointment should be determined according to the data processing operations carried out locally. If the post is to form part of the duties of an existing employee, ideally it should complement those duties and responsibilities. Given this, it is proposed that the role of the DPO is assigned to the Council's ICT and Business Change Manager.

3.12 A current part of this role is to ensure that electronic data is processed securely and is safeguarded. The role also acts as the Council's lead on IT data security and associated policies. The role also has a corporate input into service improvement and is well placed to consider data processing at that stage.

3.13 Therefore, it is considered that there is some synergy with the wider role of the DPO.

3.14 Article 39 of the GDPR defines the minimum tasks of a DPO. These include:

- To inform and advise the organisation and its employees about their compliance obligations.
- To monitor compliance with the GDPR and ensure that proper arrangements are in place.

- To be the first point of contact for regulators, together with other public agencies regarding data sharing protocols.

3.15 The DPO has to report to the highest management level in an organisation to raise compliance issues and should be informed of data processing matters emanating from policy and service development.

3.16 If the proposal to appoint the ICT and Business Change Manager as the Council's DPO is approved, it is recommended that any impact on the current terms and conditions of the current post holder are considered through the Job Evaluation Scheme.

3.17 Consultation and additional training will also be provided to the current post holder.

4.0 Financial and Corporate Implications

4.1 None arising direct from this report.

4.2 However, it was highlighted previously that a significant fine could now be incurred for Personal Data Breaches. These are defined as a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.

4.3 In order to avoid penalties, it is important that the Council continues to adopt robust procedures to protect personal data, not only through its life, but right to the point of its disposal.

5.0 Community Implications

5.1 The implementation of the GDPR is to give local residents greater control of their personal data.

6.0 Background Papers

6.1 Guidance notes issued by the Information Commissioner's Officer at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

REPORT TO:	COUNCIL	AGENDA ITEM: 12
DATE OF MEETING:	12 th APRIL 2018	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN
MEMBERS' CONTACT POINT:	ARDIP KAUR (ext.5715) Ardip.Kaur@south-derbys.gov.uk	DOC:
SUBJECT:	CYCLE OF MEETINGS 2018/19	REF:
WARD(S) AFFECTED:	ALL	

1.0 Recommendations

1.1 That the cycle of Meetings for 2018/19 be approved.

2.0 Purpose of Report/Detail

2.1 To consider the cycle of Meetings for 2018/19 attached at **Appendix A**.

3.0 Financial Implications

3.1 None.

4.0 Corporate Implications

4.1 None.

5.0 Community Implications

5.1 None.

6.0 Background Papers

6.1 None.

COMMITTEE AND COUNCIL MEETINGS 2018/19

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

COMMITTEE AND COUNCIL MEETINGS 2018/19

Environmental & Development Services	Thursday	24.01.19
Housing & Community Services	Thursday	31.01.19
Planning	Tuesday	05.02.19
Audit Sub	Wednesday	13.02.19
Overview & Scrutiny	Wednesday	13.02.19
Finance & Management	Thursday	14.02.19
Planning	Tuesday	26.02.19
COUNCIL	Wednesday	27.02.19
Environmental & Development Services	Thursday	28.02.19
Housing & Community Services	Thursday	07.03.19
Finance & Management	Thursday	14.03.19
Planning	Tuesday	19.03.19
Audit Sub	Wednesday	20.03.19
Overview & Scrutiny	Wednesday	27.03.19
Etwall JMC	Wednesday	10.04.19
COUNCIL	Thursday	11.04.19
Planning	Tuesday	16.04.19
Environmental & Development Services	Thursday	25.04.19
Housing & Community Services	Tuesday	30.04.19
Finance & Management	Thursday	02.05.19
Planning	Tuesday	14.05.19
ANNUAL COUNCIL	Thursday	16.05.19
CIVIC COUNCIL	Thursday	23.05.19

FINANCE AND MANAGEMENT COMMITTEE

15th February 2018

PRESENT:-

Conservative Group

Councillor Harrison (Chairman), Councillor Mrs Plenderleith (Vice-Chairman) and Councillors Mrs Coe, Coe (substituting for Councillor Hewlett), Mrs Coyle, Watson and Wheeler

Labour Group

Councillors Rhind, Richards, Southerd and Wilkins

In attendance

Councillors Billings (Conservative Group) and Taylor (Labour Group)

FM/119 **APOLOGIES**

Apologies were received from Councillors Ford, Hewlett and Smith (Conservative Group)

FM/120 **MINUTES**

The Open Minutes of the Meeting held on 30th November 2017 were taken as read, approved as a true record and signed by the Chairman.

FM/121 **DECLARATIONS OF INTEREST**

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

FM/122 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

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

FM/123 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

MATTERS DELEGATED TO COMMITTEE

FM/124 **AUDIT SUB-COMMITTEE**

The Open Minutes of the Audit Sub-Committee Meeting held on 13th December 2017 were submitted

RESOLVED:-

That the Open Minutes of the above Audit Sub-Committee Meeting be received and any recommendations contained therein approved.

FM/125 **DISCRETIONARY BUSINESS RATES REVALUATION RELIEF SCHEME**

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

RESOLVED:

1.1 Members approved the updated Discretionary Business Rate Revaluation Relief Scheme for 2017/18 to support local businesses in South Derbyshire adversely affected by the 2017 Rating Revaluation List.

1.2 That relief is awarded to a business based on the following scheme criteria:

- ***Its RV is less than £200,000.***
- ***Its Business Rates payable in 2017/18 has increased by 5% or greater when compared to 2016/17.***
- ***The business does not qualify for any other relief, excluding the "Support for Pubs Scheme" in 2017/18.***
- ***The business is not part of a national chain or group of companies, i.e. it is a local business in the District.***
- ***Relief is limited to 90% of the total increase in rates payable between 2016/17 and 2017/18.***

1.3 That the updated scheme for 2017/18 is rolled forward to 2018/19 based on the same criteria except that Relief is limited to 45% of the total increase in rates payable between 2016/17 (the base year) and 2018/19.

FM/126 **COUNCIL TAX PREMIUM ON LONG-TERM EMPTY PROPERTIES**

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

Councillor Southerd sought clarification regarding the exclusion of properties that have been repossessed, expressing a view that the bank or building society, as owners, should be liable to a charge. The Strategic Director stated that this was a statutory exemption and undertook to provide further details for later circulation.

Councillor Richards queried what action was taken to ensure the values applied to properties, as proof of being actively marketed, were reasonable.

The Strategic Director stated that, where required, a referral could be made to the District Valuer.

RESOLVED:

- 1.1 Members granted approval to increase the Council Tax Premium from 50% to 100% on properties that remain empty for longer than two years.***
- 1.2 That the increased Premium of 100% be effective from the financial year 2018/19.***
- 1.3 That properties which have been actively marketed for sale or let are considered exempt from the Premium under the Council's Discretionary Policy.***
- 1.4 That the Council Tax exemption from the premium for properties undergoing significant structural repairs is increased from 12 months to two years.***

FM/127 **ENVIRONMENTAL EDUCATION SERVICE: SERVICE DEVELOPMENT PROPOSAL**

RESOLVED:

- 1.1 Members approved a grant offer from Veolia UK of £55,890 towards the cost of £69,862 for a project to install dipping platforms and science related play facilities at Rosliston Forestry Centre.***
- 1.2 That the applications to finance the funding shortfall are supported.***

FM/128 **TREASURY MANAGEMENT STRATEGY AND PRUDENTIAL INDICATORS 2018/19**

RESOLVED:

- 1.1 Members approved the Treasury Management Strategy for 2018/19.***
- 1.2 Members approved the Prudential Indicators and Limits for 2018/19 to 2022/23.***
- 1.3 Members approved the Investment Policy for 2018/19 including the associated counterparty (lending) list.***

Councillor Billings joined the Meeting at 6.20pm.

FM/129 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

Councillor Billings, in his capacity as Chairman of the Overview and Scrutiny Committee, delivered a verbal update, confirming that the Committee had scrutinised this year's budgets, finding them to be satisfactory. The Councillor further added that the Committee had reviewed a partial report on waste and

cleansing services, looking to make recommendations after the March 2018 meeting, at which further information will be considered. Reference was made to the implementation of Universal Credit, a matter that will be monitored as the year progresses, along with attendance at a tenancy workshop to evaluate the information being relayed to tenants.

Councillor Richards queried what preparations the Council was taking in relation to the Universal Credit roll-out. Councillor Billings referred to the actions being undertaken, including briefings, the direct debit campaign and the provision of additional computers to assist for the on-line only application process.

FM/130 **FINAL BUDGET PROPOSALS 2018/2019 and FINANCIAL PLAN to 2023**

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

Councillor Richards referenced the Community Partnership Scheme, querying the £75,925 sum shown as outstanding. The Strategic Director confirmed that this figure related to previous awards, committed funds yet to be allocated, often the result of delays in match-funding arrangements. It was further emphasised that allocations from the recently announced figure of £250,000 were subject to the prior approval of the criteria and procedures at committee meetings in March 2018.

RESOLVED:

- 1.1 That a Council Tax increase for 2018/19 of 1.95% is recommended to Full Council on 26th February 2018.***
- 1.2 That estimated net General Fund Revenue Expenditure totalling £11,949,397 for 2018/19 is recommended to Full Council on 26th February 2018.***
- 1.3 Members approved the Medium-term Financial Plan to 2023 on the Council's General Fund Revenue Account, as detailed in Appendix 1 to the report.***
- 1.4 That a strategy and action plan is drawn up to generate budget savings on the General Fund ahead of 2019/20.***
- 1.5 Members approved the Financial Plan for the Housing Revenue Account (HRA) to 2028, as detailed in Appendix 2 to the report.***
- 1.6 Members approved the 5-year capital investment and financing plan to 2023, as detailed in Appendix 3 to the report.***
- 1.7 Members noted the Council's National Non-Domestic Rate Return (NNDR 1) for 2018/19, showing retained business rates of £13,123,996 for 2018/19 and £9,727,674 for 2017/18.***

1.8 Members noted the report of the Council's Section 151 (Chief Finance) Officer under Section 25 of the Local Government Act 2003.

FM/131 **COMMITTEE WORK PROGRAMME**

RESOLVED:

The Committee considered and approved the updated work programme.

FM/132 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

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

MINUTES

The Exempt Minutes of the Meeting held on 30th November 2017 and of the Audit Sub-Committee meeting held on 13th December 2017 were received.

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

The Committee was informed that no questions had been received.

SERVICE ASSISTANT (EVENTS) (Paragraph 1)

Members approved the recommendation in the report.

PLANNING SERVICE REVIEW (Paragraph 1)

Members approved the recommendations in the report.

LAND IN SWADLINCOTE (Paragraph 3)

Members approved the recommendation in the report.

ACCOUNTS SUBMITTED FOR WRITE-OFF AND APPLICATION FOR HARSHIP RELIEF (Paragraph 1)

Members approved the recommendations in the report.

The meeting terminated at 6.50pm.

COUNCILLOR J HARRISON

CHAIRMAN

PLANNING COMMITTEE

27th February 2018

PRESENT:-

Conservative Group

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

Labour Group

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

In attendance

Councillor MacPherson (Conservative Group)

PL/144 **APOLOGIES**

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

PL/145 **DECLARATIONS OF INTEREST**

Councillor Harrison declared a personal interest in Item 1.6 by virtue of being the President of the Melbourne Sporting Partnership.

PL/146 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO.11**

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

MATTERS DELEGATED TO COMMITTEE

PL/147 **REPORT OF THE STRATEGIC DIRECTOR (SERVICE DELIVERY)**

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

PL/148 **OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR THE ERECTION OF ONE DWELLING AT LAND SOUTH OF GRANGE VIEW, LONG LANE, DALBURY LEES, ASHBOURNE**

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

Councillor Colin Timmins (objector) and Mr Jonathan Jenkin (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Muller addressed the Committee as Ward Member for Etwall, outlining the concerns of the parish council and residents, including the maintenance of the fragmented nature of development and its character at the location, along with the preservation of the views and hedgerows. It was also suggested that following the Local Plan consultation process, this appeared to be an exception.

Other Members raised comment in relation to the location being beyond the settlement boundary, in open countryside, the entrance, the Local Plan, infill policy, the limited impact on the location, the plot size and the potential, if granted, for other similar applications. All issues were addressed by the Principal Area Planning Officer.

A proposal to refuse the application was not supported by Committee.

RESOLVED:-

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

Abstention: Councillor Mrs Coe.

PL/149 **OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR THE ERECTION OF TWO DWELLINGS AT LAND NORTH OF THE SCHOOL HOUSE, UNNAMED ROAD FROM LONG LANE TO DALBURY HOLLOW, DALBURY LEES, ASHBOURNE**

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

Councillor Colin Timmins (objector) and Mr Jonathan Jenkin (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Muller addressed the Committee as Ward Member for Etwall, expressing the concerns as detailed under the previous application, but additionally made reference to the potential impact of the development and given the approval of the first application, its completion of the ribbon development.

Other Members raised comment or concern regarding the combined impact of the two applications, if both were granted, the larger size of the site, the impact on the views, the removal and replacement of hedgerows, the similarities between the two applications in terms of infill and the Local Plan Part 2 process. All matters were addressed by the Principal Area Planning Officer.

A proposal to refuse the application was supported by Committee, carried with the casting vote of the Chairman.

RESOLVED:-

That planning permission be refused contrary to recommendation on the grounds that the proposal would lead to the loss of an important gap which contributes to the character of the locality and in turn consolidates the ribbon of development, contrary to policy BNE5.

Abstention: Councillor Mrs Coe.

PL/150 **THE ERECTION OF A SUN CANOPY AT 11 THE GREEN, WILLINGTON, DERBY**

The Principal Area Planning Officer reported that as the statutory consultee, The Canal & River Trust, had not been initially consulted, he requested that the recommendation be amended to show that approval be subject to no adverse comments being received from the Canal & River Trust and the Trent & Mersey Canal Society.

Councillor Paul Cullen (objector) and Mr Patrick Hammond (applicant) attended the Meeting and addressed Members on this application.

Councillor MacPherson addressed the Committee as Ward Member for Willington and Findern, noted the comments made by both speakers, queried the input of the Conservation Officer and acknowledged the significant impact on local residents.

Councillor Watson raised concerns regarding external lighting. The Principal Area Planning Officer confirmed that the proposal did not include any lighting proposals, that such would most likely require a separate application, although it was agreed that a condition could be added to prevent the installation of lighting on the structure itself. Controls under conditions of existing permission, along with premises licence conditions, were also discussed.

Other Members noted the tourism asset that the business represented for the community and the overall low level impact the proposed development would make on the area.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery), subject to no adverse comments from outstanding consultations and additional condition to restrict affixing of lighting to the structure.

Councillor MacPherson left the Meeting at 7.05pm.

PL/151 **THE ERECTION OF A DETACHED BUILDING TO FORM 4 FLATS, ALTERATIONS TO EXISTING WINDOWS AT 4 GOSELEY AVENUE AND**

EXTENSIONS AND ALTERATIONS TO 2 GOSELEY AVENUE, HARTSHORNE, SWADLINCOTE

Councillor Mrs Coe addressed the Committee as Ward Member for Woodville, expressing her support for the application, especially as it would improve the parking provision in the immediate area.

Councillor Tilley also noted that the proposals would improve the street scene at the location.

RESOLVED:-

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

PL/152 **THE ERECTION OF AN EXTENSION AT 21 EGGINTON ROAD, ETWALL, DERBY**

RESOLVED:-

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

Councillor Harrison left the Chamber at 7.10pm.

PL/153 **INSTALLATION OF A NON-TURF CRICKET PITCH AT MELBOURNE SPORTS PAVILION, COCKSHUT LANE, MELBOURNE, DERBY**

RESOLVED:-

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

Councillor Harrison returned to the Chamber at 7.12pm.

PL/154 **THE FORMATION OF A VEHICULAR ACCESS AND HARDSTANDING AT 36 LULLINGTON ROAD, OVERSEAL, SWADLINCOTE**

Councillor Mrs Hall addressed the Committee as Ward Member for Seales, confirming she was the Member who requested the application's submission to Committee. The Highways' findings in relation to this application were queried and a request to meet at the location had been declined. Attention was drawn to the effect parking currently has on traffic flow, that the proposal was a better solution than which currently exists and that all neighbours have dropped kerbs fronting their properties.

Councillor Taylor, whilst appreciating the frustration with Highways' decisions, expressed reservations with overturning the recommendation in light of their findings and suggested a deferral to allow time for Highways to provide further information.

Councillor Watson expressed a view that the Highways decision was incorrect and that visibility at the location was sufficient.

The proposal to defer the application was not supported by Committee and a further proposal was made to approve the application. The Principal Area Planning Officer therefore requested delegated authority to add conditions as required.

RESOLVED:-

That planning permission be granted contrary to recommendation, with delegated authority given to the Planning Services Manager to add appropriate conditions.

Abstention: Councillor Tilley.

PL/155 **PLANNING AND OTHER APPEALS**

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

E/2014/00161 Lowes Lane, Swarkestone

PL/156 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985)**

RESOLVED:-

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

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

The Committee was informed that no questions had been received.

GLENCROFT DRIVE, STENSON FIELDS, DERBY, DE24 3LE (Paragraph 2)

Members approved the recommendation in the report.

The meeting terminated at 7.35pm.

COUNCILLOR MRS L BROWN

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

6th March 2018

PRESENT:-

Conservative Group

Councillor MacPherson (Vice-Chairman) and Councillors Billings, Mrs Brown, Mrs Coyle (substituting for Councillor Coe), Mrs Hall, Harrison (substituting for Councillor Mrs Patten), Hewlett (substituting for Councillor Roberts) and Wheeler

Labour Group

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

EDS/90 **APOLOGIES**

Apologies for absence from the meeting were received from Councillors Coe, Mrs Patten, Roberts and Watson (Conservative Group) and Councillor Tilley (Labour Group).

EDS/91 **MINUTES**

The Open Minutes of the Meeting held on 25th January 2018 were noted, approved as a true record and signed by the Chairman.

Councillor Taylor referenced Minute No. EDS/86 relating to a request for information on Hartshorne Conservation Area and updated the Committee that this had been provided by Officers and a report would be submitted to a future committee.

EDS/92 **DECLARATIONS OF INTEREST**

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

EDS/93 **QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10**

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

EDS/94 **QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11**

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

EDS/95 **REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

EDS/96 **CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 OCT-31 DEC 2017)**

The Strategic Director (Corporate Resources) presented the quarterly report to Committee detailing targets and achievements.

RESOLVED:

Members noted progress against performance targets.

EDS/97 **ENFORCEMENT AND COMPLIANCE REPORT**

The Strategic Director (Corporate Resources) presented the report highlighting details of the Council's use of its powers to take appropriate enforcement action.

Councillor Taylor commented that considering the growth in the District, the number of Neighbourhood Wardens employed by the Council has not been increased in line with this and raised concern regarding staffing resources.

Councillor Billings sought clarification on the total number of fly-tipping and waste offences outlined in the report for 2017-2018. The Director advised that the requested information would be provided to the Member in due course.

RESOLVED:

Members were satisfied that on the basis of the report that the Council is using its regulatory powers in a way proportionate to the demands for all regulatory services it provides.

EDS/98 **KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT**

The Chief Executive presented the report to Committee.

Councillor Dunn queried whether regulations prevented operators increasing fares in bad weather and whether complaints of overcharging had been received by the Licensing Department.

Councillor Shepherd sought clarification on section 3.4 of the report regarding the processing period for applications and questioned whether the statistics included the length of time taken for external agencies to process applications.

The Chief Executive advised that he would liaise with the Licensing department regarding both matters and respond to the Committee in due course.

RESOLVED:

Members noted the performance of the Licensing Department in relation to the Key Performance Indicators.

EDS/99 **DRAKELOW PARK UPDATE**

The Planning Services Manager presented the report to Committee advising of the current status of housing and infrastructure delivery on the Drakelow Park site.

Councillor Taylor was joined by Councillor Dunn in expressing disappointment with the issues raised in the report in relation to the delivery of the bridge and affordable housing and requested review of these matters. The Chief Executive responded advising that meetings with the relevant bodies had been scheduled to address these concerns.

Councillor Wheeler, as local Ward Member, echoed the concerns raised earlier in the meeting and added that the impact on local traffic was another concern.

RESOLVED:

Members noted the update on Drakelow Park provided in response to the request made by the Chairman of the Environmental and Development Services Committee on the 25th January 2018.

EDS/100 **DESIGNATION OF NEIGHBOURHOOD AREA**

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

RESOLVED:

Members approved to formally designate the Hilton, Marston-on-Dove and Hoon Neighbourhood Area in accordance with the application from Hilton Parish Council.

EDS/101 **SWADLINCOTE HERITAGE TRAIL**

The Environmental Development Manager presented the report to Committee.

Councillor Hewlett thanked those involved in preparing and developing this project and was joined by Councillor Dunn in also thanking the County Council for their contribution.

RESOLVED:

Members noted the funding received from the Heritage Lottery Fund in order to complete the Swadlincote Heritage Trail.

EDS/102 **COMMITTEE WORK PROGRAMME**

RESOLVED:

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Members considered and approved the updated work programme.

EDS/103 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

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

MINUTES

The Exempt Minutes of the Meeting held on the on 25th January 2018 were received.

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

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

THE FUTURE OF BUILDING CONTROL (Paragraph 3)

Members approved the recommendation contained in the report.

The meeting terminated at 6.45pm.

COUNCILLOR A MACPHERSON

VICE-CHAIRMAN

HOUSING AND COMMUNITY SERVICES COMMITTEE

8th March 2018

PRESENT:-

Conservative Group

Councillor Hewlett (Chairman), Councillor Smith (Vice-Chairman), and Councillors Mrs Coyle, Grant, MacPherson, Murray, Stanton (substituting for Councillor Coe) and Mrs Wyatt

Labour Group

Councillors Dunn (substituting for Councillor Shepherd), Rhind, Richards and Taylor

HCS/83 **APOLOGIES**

Apologies for absence were received from Councillors Coe (Conservative Group), Shepherd (Labour Group) and Tipping (Independent / Non-Grouped Member)

HCS/84 **MINUTES**

The Open Minutes of the Meetings held on 9th January 2018 and 1st February 2018 were noted and approved as a true record and signed by the Chairman.

HCS/85 **DECLARATIONS OF INTEREST**

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

HCS/86 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

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

HCS/87 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

HCS/88 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

HCS/89 CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 OCT-31 DEC 2017)

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

Members voiced concerns regarding Universal Credit, the financial challenges it will present and the likelihood of increased arrears. It was agreed that the Chief Executive would issue a letter to the Member of Parliament for South Derbyshire, asking her to notify the relevant Minister of the Committee's concerns. It was also agreed that Members on relevant Outside Bodies could also raise their concerns in this respect. The Leader gave an undertaking to do so with regard to the Local Government Association and East Midlands Councils.

RESOLVED:-

Members noted the progress against performance targets.

HCS/90 COMMUNITY PARTNERSHIP SCHEME

The Community Partnership Officer presented the report to Committee.

Members raised comments or queries relating to the initial contact with groups seeking funding, the need to address local needs, clarity regarding the delegated powers of the Grant Panel and membership of the Panel. The Community Partnership Officer confirmed that the Panel would be able to make single awards of up to £2,000 to cover professional fees and costs to secure planning permissions, but would be required to submit recommendations to the Committee in relation to larger sums.

Members also debated the inclusion of 50% in the recommendation relating to matched funding, some feeling that it might give the impression that this percentage was always granted when awards actually varied from 5%-50% and that it may not incentivise groups to seek alternative funding. The Community Partnership Officer confirmed that groups were routinely given assistance in seeking alternative funding, therefore often resulting in awards of less than 50% from the available funds.==

RESOLVED:-

- 1.1 Members agreed the proposals for a scheme to distribute the £250,000 of Capital funding that has been identified within the Council's budget and confirmed at the Finance and Management Committee on 15th February 2018.***
- 1.2 Members confirmed the requirement for 50% matched funding.***
- 1.3 Members agreed to authorise delegated powers to the Community Partnership Scheme Grant Panel Members to award project development grants. These grants to cover professional fees and costs to secure planning permissions subject to a maximum***

single award of £2,000 and an overall maximum during 2018/19 of £20,000 (8% of the total grant pot).

Abstentions: Councillors Dunn, Rhind, Richards and Taylor.

HCS/91 **CIVIL PENALTIES UNDER THE HOUSING AND PLANNING ACT 2016**

The Environmental Health Manager presented the report to Committee.

Members noted the preventative nature of the civil penalties, but appreciated that they may seldom be required. Comment was made on it needing to be a local policy / activity, not at a national level. The registration and checking of private rented premises was also queried. The Environmental Health Manager confirmed that there was currently no compulsion for private landlords to register their properties, stating that a mandatory scheme would require primary legislation. The Committee was informed that investigations were most often prompted by complaints received from tenants and/or third parties visiting the properties.

RESOLVED:-

Members approved the proposed charging framework for the use of civil penalties for housing offences under the Housing and Planning Act 2016.

HCS/92 **COMMITTEE WORK PROGRAMME**

RESOLVED:-

Members considered and approved the updated work programme.

HCS/93 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

RESOLVED:-

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

MINUTES

The Exempt Minutes of the Meetings held on 9th January 2018 and 1st February 2018 were received.

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

The Committee was informed that no questions had been received.

COMMUNITIES TEAM – SERVICE ASSISTANT (Paragraph 1)

Members approved the recommendations in the report.

The Meeting terminated at 6.50pm.

COUNCILLOR J HEWLETT

CHAIRMAN

FINANCE AND MANAGEMENT COMMITTEE

15th March 2018

PRESENT:-

Conservative Group

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

Labour Group

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

FM/140 **APOLOGIES**

Apologies were received from Councillors Swann, Watson (Conservative Group) and Wilkins (Labour Group)

FM/141 **MINUTES**

The Open Minutes of the Meeting held on 11th January 2018 were taken as read, approved as a true record and signed by the Chairman.

FM/142 **DECLARATIONS OF INTEREST**

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

FM/143 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

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

FM/144 **QUESTIONS BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

FM/145 **REPORTS OF OVERVIEW AND SCRUTINY COMMITTEE**

The Committee was informed that no reports had been received.

MATTERS DELEGATED TO COMMITTEE**FM/146 CORPORATE PLAN 2016-21: PERFORMANCE REPORT (1 OCTOBER – 31 DECEMBER 2017)**

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

Councillors Mrs Coyle and Southerd raised queries in relation to the figures associated with mandatory training and the action taken in relation to those who do not attend. The Strategic Director clarified how the figures were calculated and how attendance was monitored.

Councillor Richards made reference to General Data Protection Regulations (GDPR), queried preparedness and the revised retention requirements. The Strategic Director confirmed that plans were well advanced, with reports due to be submitted to Council in April, then this Committee thereafter. The Chief Executive further stated that the matter would be discussed with the Group Leaders shortly.

RESOLVED:

Members noted progress against the performance targets.

FM/147 BUDGET AND FINANCIAL MONITORING 2017/18

The Strategic Director (Corporate Resources) presented the report to Committee, highlighting various elements from the report, including the General Fund, the continuing increase in Council Tax revenue, HRA savings, Capital expenditure, Council house sales and Treasury Management matters.

RESOLVED:

Members considered and approved the latest budget and financial position for 2017/18 as detailed in the report.

FM/148 STREET SCENE RESOURCES AND IMPROVEMENTS

The Strategic Director (Corporate Resources) presented the report to Committee. The Chief Executive added that the report not only gave a statement of what the Council does, but also an indication of what it aims to add in terms of enhancing the quality of service.

RESOLVED:

1.1 Members approved an increase to the Establishment of one new Cleansing Operative post and two new Grounds Maintenance Operative posts to help respond to increasing demand for service due to continual growth within the District.

1.2 Members agreed to increase the Council's vehicle fleet by one additional compact sweeper, one additional ride on mower and one

additional van/pick-up to help respond to increasing demand for service due to continual growth within the District.

1.3 Members approved the purchase of other ancillary equipment including strimmers, blowers, fuel, spare parts, etc to help respond to increasing demand for service due to continual growth within the District.

1.4 Members approved an increase to the Establishment of four new Grounds Maintenance Operative posts to improve the maintenance standards within the District.

1.5 Members agreed to increase the Council's vehicle fleet by one additional van/pick-up to improve the maintenance standards within the District.

1.6 Members approved the purchase of other ancillary equipment including strimmers, blowers, fuel, spare parts etc. to improve the maintenance standards within the District.

FM/149 **SWADLINCOTE TOURIST INFORMATION CENTRE**

The Chief Executive presented the report to Committee, detailing the recommendations. The Chairman requested that a report be submitted to the next Committee meeting, confirming the outcomes.

Councillor Richards queried whether this award could set a precedent in relation to other voluntary bodies, the end use of the funds and the fact that financial assistance was still being requested. The Chief Executive stated that no precedent was being made, this being a separate claim, judged on its own merits. The Service Level Agreement dictated that the funds were purely for the Tourism Information Centre and the Centre was now at break-even, with other income opportunities being pursued.

RESOLVED:

1.1 Members approved an increase of £3,000 per year in the Grant to Sharpe's Pottery Heritage & Arts Trust for the operation of the Tourist Information Centre.

1.2 That the increase is subject to the satisfactory completion of the Service Level Agreement between the Council and the Trust.

1.3 That the increase is applied from 2018/19 onwards.

1.4 That a retrospective contribution of £1,500 is made to the Trust in 2017/18 to cover increased costs of operating the Tourist Information Centre.

FM/150 APPLICATION FOR EUROPEAN STRUCTURAL & INVESTMENT FUNDS

The Strategic Director (Corporate Resources) presented the report to Committee, adding further detail in relation to the Grants Panel, involving the Council, CVS, Job Centre Plus, YMCA and the County Council, the aim being to tackle welfare reform issues, with the potential to bring another £500k into the District.

Councillor Southerd expressed some disquiet with the potential for bidding bodies also being on the panel. The Chief Executive undertook to investigate the specifications further and report his findings.

Other Members speculated on the likely bids from certain organisations, for example, for computer purchases and training, to assist with individual on-line applications.

RESOLVED:

- 1.1 Members approved an application for a two and half year European Structural & Investment Fund Project that will enable voluntary and community sector organisations to apply for the proposed South Derbyshire Employability Grants Fund to deliver ‘back to work’ projects and programmes across the District.***
- 1.2 That a post of Grants and Monitoring Officer, fully funded through the Investment Fund, is added to the Council’s Establishment and is employed on a fixed-term contract to co-ordinate the delivery of the Grants Fund.***
- 1.3 That the Council becomes the Accountable Body for the Project and the Project is delivered in accordance with the relevant policies and procedures of the Council.***
- 1.4 To note that the Council will utilise current resources in Finance, Economic Development and Housing as match funding to discharge its accountabilities as the Accountable Body and to support the Project.***
- 1.5 That any opportunities for the Council to utilise the Grants Fund directly with matched funding from within existing budgets is kept under review, to support Council Tenants and other residents with the implementation of Universal Credit.***

FM/151 COMMITTEE WORK PROGRAMME**RESOLVED:**

The Committee considered and approved the updated work programme.

FM/152 LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)

RESOLVED:-

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

MINUTES

The Exempt Minutes of the Meeting held on 11th January 2018 were received.

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

The Committee was informed that no questions had been received.

ESTABLISH A NEW SUPPORT POST IN THE ICT UNIT (Paragraph 2)

Members approved the recommendations in the report.

COMMUNITIES TEAM – SERVICE ASSISTANT (Paragraph 1)

Members approved the recommendations in the report.

PREMISES IN SWADLINCOTE (Paragraph 3)

Members approved the recommendations in the report.

ROSLISTON FORESTRY CENTRE (Paragraphs 2 & 3)

Members approved the recommendations in the report.

The meeting terminated at 7.05pm.

COUNCILLOR J HARRISON

CHAIRMAN

PLANNING COMMITTEE

20th March 2018

PRESENT:-

Conservative Group

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

Labour Group

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

PL/160 **APOLOGIES**

Apologies for absence were received from Councillor Coe, Watson (Conservative Group), Shepherd, Tilley (Labour Group) and Tipping (Independent / Non-Grouped Member).

PL/161 **MINUTES**

The Open Minutes of the Meeting held on 16th January 2018 and 6th February 2018 were taken as read, approved as a true record and signed by the Chairman.

PL/162 **DECLARATIONS OF INTEREST**

Councillor Mrs Coe declared a personal interest in Item 1.4 by virtue of being the Council's representative on Outside Bodies for Sharpe's Pottery Heritage & Arts Trust Ltd.

Councillor Stanton declared a personal interest in Item 1.4 by virtue of being the Council's representative on Outside Bodies for Sharpe's Pottery Heritage & Arts Trust Ltd.

Councillor Hewlett declared a personal interest in Item 1.4 by virtue of being a member of the Swadlincote Town Centre Cultural Partnership.

Councillor Southerd raised a question in relation to Item 1.1 querying whether the Chairman was satisfied that sufficient Members of this Committee had come with an open mind and no predetermination due to the debate and vote taken on this application at the previous Planning Committee. The Chairman responded that advice had been sought and it had been confirmed that there is no predetermination due to the matter being put before Committee again as

no valid determination/decision was reached upon which a Decision Notice could be issued.

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

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

MATTERS DELEGATED TO COMMITTEE

PL/164 **REPORT OF THE STRATEGIC DIRECTOR (SERVICE DELIVERY)**

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

PL/165 **OUTLINE APPLICATION WITH ALL MATTERS RESERVED FOR THE ERECTION OF TWO DWELLINGS AT LAND NORTH OF THE SCHOOL HOUSE UNNAMED ROAD FROM LONG LANE TO DALBURY HOLLOW DALBURY LEES ASHBOURNE**

The Principle Area Planning Officer presented the report to Committee.

Parish Councillor Colin Timmins (objector) and Mr Jonathan Jenkin (applicant's agent) attended the Meeting and addressed Members on this application.

Councillor Muller addressed the Committee as Ward Member for Etwall, outlining the concerns of the parish council and residents, including the potential impact of the ribbon development on the character and landscape of the village, the location falling outside the settlement boundary, along with the preservation of the views and hedgerows. It was also suggested that following the Local Plan consultation process, this appeared to be an exception.

A discussion ensued regarding the issues raised and clarification was sought on the site in relation to the Local Plan Part 2 and in particular of policy BNE5 of the Plan, both provided by the Principal Area Planning Officer.

Some Members commented on the potential impact of the development and felt that it would not be in keeping with the local character. Other Members, whilst understanding such concerns, referred to the Officer's report in support of its recommendation.

A proposal to refuse the application was not supported by Committee.

RESOLVED:-

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

PL/166 **THE VARIATION OF CONDITION 11 OF PLANNING PERMISSION REF: 9/2016/0010(RELATING TO RETROSPECTIVE APPLICATION TO VARY CONDITION 15 OF PLANNING PERMISSION REF: 9/2012/0505) TO READ: "NOTWITHSTANDING THE SUBMITTED DETAILS, FROM THE DATE OF THIS PERMISSION, THE CUSTOMER CAR PARK ACCESS SHALL BE CLOSED USING BARRIERS OUTSIDE STORE OPENING OR DELIVERY HOUR", AT ALDI FOOD STORE LTD HUNTSPILL ROAD HILTON DERBY**

The Planning Services Manager presented the report to Committee explaining that updated information involving health and safety guidelines had resulted in this application for a variation. It was highlighted that the Council's Environmental Health Officer and Highways Authority had been consulted on this matter as set out in the report.

Members noted the report seeking clarification on the condition relating to the use of vehicle reversing alarms which was provided by the Planning Services Manager.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery), with delegated authority to the Planning Services Manager to amend any conditions as necessary.

PL/167 **REFURBISHMENT OF ARTIFICIAL GRASS PITCH (AGP) INCLUDING REPLACEMENT PITCH SURFACE (SIZED 106 X 70M), REPLACEMENT BALL STOP FENCING AROUND AGP PERIMETER, INSTALLATION OF NEW HARDSTANDING AREA CONNECTING AN EXISTING MAINTENANCE EQUIPMENT STORE TO THE AGP ENTRANCE TO FACILITATE MAINTENANCE OPERATIONS, AND REFURBISHMENT OF EXISTING FLOODLIGHT SYSTEM WITH 14 REPLACEMENT LUMINARIES MOUNTED ONTO 6 EXISTING FLOODLIGHT MASTS AT PINGLE SCHOOL CORONATION STREET SWADLINCOTE**

The Planning Services Manager presented the report to Committee highlighting that grant funding had been made available to complete the proposed refurbishment providing the opportunity to suitably enhance the lighting and the design of the ball-stop fencing.

Mrs Deborah Holland (applicant) addressed Members on this application.

Members welcomed the report, particularly the review of the lighting provision.

RESOLVED:-

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

PL/168 **LISTED BUILDING CONSENT TO FIX A PLAQUE TO THE WALL AT SHARPES POTTERY AND BRETBY POTTERY IN ACCORDANCE WITH PLANNING REFERENCE: 9/2017/1160 FOR VARIOUS LOCATIONS (SHARPES POTTERY & BRETBY POTTERY)**

The report was presented by the Planning Services Manager.

RESOLVED:-

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

PL/169 **THE FELLING AND PRUNING OF TREES AT STENSON HOUSE DERBY ROAD STENSON DERBY**

The Principal Area Planning Officer presented the report highlighting the intention of the applicant to plant new hedging.

RESOLVED:-

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

PL/170 **DEMOLITION OF BUILDINGS AND REMOVAL OF HARDSTANDINGS AT THE FORMER COUNCIL DEPOT DARKLANDS ROAD SWADLINCOTE**

The Principal Area Planning Officer presented the report updating the Committee that no representations had been received and that the response from the Coal Authority had requested addition of an informative as outlined in the report.

RESOLVED:-

That planning permission be granted as recommended in the report of the Strategic Director (Service Delivery) with the inclusion of an additional informative regarding coal mining risk as requested by the Coal Authority.

PL/171 **PLANNING AND OTHER APPEALS**

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

9/2017/0375	Sutton Lane, Hilton
9/2017/0965	Twyford Road, Willington

PL/172 **PROPOSED TREE PRESERVATION ORDER 478 – LAND OFF SWAN HILL, MICKLEOVER**

The Planning Services Manager presented the report to Committee explaining the reasons for modification to this Tree Preservation Order.

One Member questioned ownership and maintenance of the area of land being excluded from the Order. The Planning Services Manager responded clarifying that in accordance with the original planning permission, the developers and/or residents are duty-bound to maintain this.

RESOLVED:-

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

PL/173 **LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985)**

RESOLVED:-

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

EXEMPT MINUTES

The Exempt Minutes of the Meeting held on the 6th February 2018 were taken as read, approved as a true record and signed by the Chairman.

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

The Committee was informed that no questions had been received.

The meeting terminated at 7.00pm

COUNCILLOR MRS L BROWN

CHAIRMAN

OVERVIEW AND SCRUTINY COMMITTEE

21st March 2018

PRESENT:-

Conservative Group

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

Labour Group

Councillors Bambrick, Dr Pearson and Mrs Stuart

OS/60 **APOLOGIES**

Apologies were received from Councillor Mrs Coe (Conservative Group)

OS/61 **MINUTES**

The Open Minutes of the Meetings held on 17th January 2018 and 8th February 2018 were taken as read, approved as a true record and signed by the Chairman.

OS/62 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

The Committee was informed that no declarations had been received.

OS/63 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

The Committee were informed that no questions from members of the Public had been received.

OS/64 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

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

OS/65 **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) – QUARTERLY REPORT ON USAGE**

RESOLVED:-

Members noted the internal report on the Council's use of the Regulation of Investigatory Powers Act 2000.

OS/66 **ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2017/18**

The Chairman ran through various amendments to the annual report's text, agreed by the Committee.

RESOLVED:-

Members gave further consideration to the Committee's Annual Report for 2017/18 and agreed to delegate amendments to the Legal and Democratic Services Manager for the completion of the Annual Report.

OS/67 **WASTE COLLECTION & STREET SCENE BUDGETS 2018/19**

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

Members discussed the additional Direct Services staffing recently approved by the Finance and Management Committee, additional training to enhance their flexibility, training budgets, the return to strimming, the procurement of new equipment and service standard statements to be addressed by the policy committees in the coming months.

The Chairman made reference to the continued growth in the District, suggesting it would be desirable to take a more proactive approach to the additional requirements the growth dictates, rather than a reactive one. The Strategic Director referred to a review currently being undertaken by the Direct Services Manager, the investment being made, including new IT systems being implemented, all aimed at enhancing the section's capability and service provision.

The Vice-Chairman raised the issue of grounds maintenance and liaison with parish council's in this respect. The Strategic Director confirmed that this matter was part of the review, acknowledging that liaison between the Council, parish council's and the County Council as to which body is responsible for maintaining which areas would be included.

Councillor Mrs Patten suggested that appropriate recommendations be submitted to the relevant policy committee, an action agreed by the Committee.

The Vice-Chairman queried the decision making process in relation to the procurement of equipment and whether Members could have an input. The Strategic Director stated that this was an operational matter, overseen by the Direct Services Manager.

RESOLVED:-

Members considered the proposed budget for Street Scene / Grounds Maintenance Services for 2018/19 and to make appropriate recommendations to Policy Committees to support policy and budget development.

OS/68 **SECTION 106 HEALTH ALLOCATIONS**

Due to the absence, through ill health, of the NHS Senior Primary Care Commissioning Manager, the matter was deferred to a future meeting of the Committee.

OS/69 **COMMITTEE WORK PROGRAMME 2017/18**

Agenda items for the Committee's next meeting were discussed and provisionally agreed. The annual scoping meeting was also discussed, at which Members would determine the topics for the 2018/19 municipal year.

RESOLVED:-

Members considered and approved the updated work programme.

OS/70 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

RESOLVED:-

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

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

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

The Meeting terminated at 6.25pm.

COUNCILLOR A BILLINGS

CHAIRMAN