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Date: 17 March 2015

Dear Councillor,

Overview and Scrutiny Committee

A Meeting of the **Overview and Scrutiny Committee** will be held in the **Council Chamber**, on **Wednesday, 25 March 2015 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor Mrs. Plenderleith (Chairman), Councillor Atkin (Vice-Chairman) and Councillors Mrs. Hood and Mrs. Patten.

Labour Group

Councillors Bambrick, Heath, Mrs. Mead and Pearson.

AGENDA

Open to Public and Press

- 1** Apologies.
- 2** To receive the Open Minutes of the Meetings held on 22.10.2014, 10.12.2014 and 21.01.2015.
Open Minutes 22.10.2014 **3 - 5**

Open Minutes 10.12.2014 **6 - 10**

Open Minutes 21.01.2015 **11 - 14**
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE **15 - 23**
2014/15
- 7** CEMETERY SERVICE & PROVISION OF CEMETERY SPACE **24 - 33**

Exclusion of the Public and Press:

- 8** The Chairman may therefore move:-
That in accordance with Section 100 (A) of the Local Government Act 1972 the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.
- 9** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.



OVERVIEW AND SCRUTINY COMMITTEE

22nd OCTOBER 2014

PRESENT:-

CONSERVATIVE GROUP

Councillor Mrs Plenderleith (Chairman), Councillor Atkin (Vice-Chairman), Mrs Hood and Councillor Mrs Patten

LABOUR GROUP

Councillor Bambrick, Councillor Mrs Heath, and Councillor Mrs Mead

OS/14 **APOLOGIES**

Apologies for absence were received from Councillor Pearson.

OS/15 **MINUTES**

The minutes of the meeting held on 25th June 2014 were agreed as a true record.

OS/16 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

None received.

OS/17 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

None received.

OS/18 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

None received.

OS/19 **PROGRESS REPORT ON NHS DENTAL SERVICE PROVISION (Verbal report by Councillor Mrs Patten)**

Councillor Mrs Patten reported that only a small number of responses have been received from the survey published on the website and via Twitter. She said he has publicised it as much as she can and is now planning to go out and talk to members of the public face to face. Date of closure for the survey is likely to be the end of November and she asked for members of the committee to pass details of the survey on to colleagues to help publicise it further.

Director of Finance & Corporate Services advised that a press release was issued but there was no take-up with the media to report on the subject.

Councillor Pattern suggested having the survey printed out and put in Councillors pigeon holes.

It was agreed to bring the verbal report back to December's meeting when a further update can be made.

OS/20 **FINANCE AND GOVERNANCE TRAINING SESSION UPDATE (Verbal explanation by Director of Finance and Corporate Services)**

The Audit Sub-Committee requested some up to date training which is taking place in November and opened it up to all members who wish to attend. The purpose of the training is to find out what the Audit Sub-Committee do and what internal and external audit do. Training will be delivered by the Audit Manager from Derby City Council. Around a dozen members have put their names forward so far.

OS/21 **DRAFT SCOPING DOCUMENT – CUSTOMER SERVICES AND PAYMENT FACILITIES AT THE CIVIC OFFICES (Additional item brought to the meeting by Director of Finance & Corporate Services)**

Director of Finance & Corporate Services advised on a report he put forward for consideration by the Finance and Management Committee on 16th October 2014, regarding the introduction of cash machines in the Civic Offices, for people paying bills. The report also considered the more fundamental issue of current payment facilities being withdrawn, together with the need to provide a better experience for people contacting the Council and visiting the offices with queries and looking for information.

The Finance Committee agreed that the issue of payment facilities should be reviewed by the Overview and Scrutiny Committee and that this should be part

of a wider review of Customer Services given the increasing demand from people contacting the Council.

Director of Finance & Corporate Services reported on the increase of number of transactions made by Customer Services over the last few years.

The Chair said she would be happy to take a lead on the matter and Councillor Mrs Mead said she would be happy to assist and come in to the Civic Offices to monitor customer services to undertake a service review.

RESOLVED:-

That the Chair and Councillor Mrs Mead undertake a service review at the Civic Offices and verbally report back to the December meeting with a view to reporting back to the Finance Committee before its meeting on 15th April 2015.

RESOLVED:-

That the Director of Finance & Corporate Services liaise with Angie Lees to contact the Chair to organise the service review being undertaken.

The Chair confirmed the acceptance of the draft Scoping document.

OS/22 **WORK PROGRAMME**

The Chair requested a discussion on the issue of Church Cemeteries for December's meeting. The Director of Finance & Corporate Services said he would ask Malcolm Roseburgh to attend and update the committee.

MRS. A. PLENDERLEITH

CHAIRMAN

The meeting terminated at 6:40pm

Request by Chair to put the work programme sheet at end of agenda.

OVERVIEW AND SCRUTINY COMMITTEE

10th DECEMBER 2014

PRESENT:-

CONSERVATIVE GROUP

Councillor Mrs Plenderleith (Chairman), Councillor Atkin (Vice-Chairman), Councillor Mrs Hood and Councillor Mrs Patten

LABOUR GROUP

Councillor Bambrick, Councillor Mrs Heath, Councillor Pearson

OS/23 **APOLOGIES**

Apologies for absence were received from Councillor Mrs J Mead.

OS/24 **DECLARATIONS OF INTEREST ARISING FROM ITEMS ON AGENDA**

None received.

OS/25 **QUESTIONS RECEIVED BY MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO. 10**

None received.

OS/26 **QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

None received.

OS/27 **PROGRESS REPORT ON NHS DENTAL SERVICE PROVISION (Verbal report by Councillor Mrs Patten)**

Councillor Mrs Patten reported that a low response has been received on the dental provision. There does seem to be some provision in Swadlincote, although it seems there are some residents not using a dental service.

Hatton residents were looking towards Tutbury as there was no NHS provision across their own area. Quite a few residents in Hatton were on a dental plan and the same could be said for Hilton and Etwell.

Councillor Mrs Patten's recommendation would be to pass it on to County to find out why there has been no commissioning since 2006.

The Chair requested Councillor Mrs Patten to write a formal letter to Councillor Bambrick, which would formally finish off the review.

Kevin Stackhouse confirmed the number of responses from the on-line feedback was 12.

There have been gaps identified and the next step would be NHS England, which is a County issue.

Councillor Atkin read out an email he received from a private dental practice in Melbourne, stating that to understand how dental practices are funded can be difficult but went on to explain the current system as:

'In 2006 a new contract was introduced. Prior to this the dentist was paid on a fee per item basis, so that every item had a charge. The new contract was different based around three bands.

Since 1st April 2006 NHS dentists in England and Wales have been paid according to how many "Units of Dental Activity" (UDA) they do in a year. The actual value of a UDA is set by the local Commissioning Group. The average value is around £20 and it varies around the country. In fact two practices on the same road may have totally different UDA values. Each dental procedure has been classified into a band which determines what patients pay and the amount of UDAs a dentist gets. The main bands are:

Band 1 (1 UDA) – Diagnosis, treatment planning and maintenance. Examination, x-rays, scale and polish, preventative work, for example an assessment of a patient's oral health, minor changes to dentures.

Band 2 (3 UDAs) – Treatment. Simple treatment, for example fillings (including root canal treatment), extractions and periodontal (gum) treatment.

Band 3 (12 UDAs) – Complex treatment that includes a lab element, for example bridges, crowns and dentures (excludes mouth guards).

The patient cost is:

Band 1 £18.50

Band 2 £50.50

Band 3 £219.00

If the patient is exempt from NHS charges (ie they are under 18 years or are a pregnant lady) then they obviously pay nothing. The money the practice receives from the patients that do pay is deducted from the monthly amount that is paid to the practice by NHS England.

At 1st April 2006 the total value of the practice contract was based on historic data. Each practice was set a figure of how many UDAs they had to provide each financial year. The Commissioning Group/Local Area Team allow a 2% under or over performance. No extra money is available for an over perform. If you under perform the options are to make up the shortfall in the next year (whilst also making the required target as well), or there is a withholding of monies. Also the contract is reduced the next year. This is sometimes viewed as a treadmill.

The contract is fixed. No extra money to increase this has been available. It is my understanding that the Local Area Team feel that the area has sufficient coverage of NHS dentistry, as patients could access NHS treatment in Swadlincote (25 mins away by car!!).

The NHS funding all comes from the Commissioning Groups, but ultimately from NHS England.

Private patients either pay as a fee per item basis, or via an insurance scheme, such as Denplan.'

The Chair said she was happy to accept the recommendation for this to be passed on to County for further recommendation.

OS/28 **REVIEW OF CUSTOMER SERVICES AND PAYMENTS**

The Chair gave an overview on her visit, together with Councillor Mrs Heath to the Customer Services desk, Civic Offices at 10am Monday 3rd November and Monday 1st December. A member of staff took them through the Customer Services areas and behind the scenes to the Call Centre. They had the opportunity to ask questions. The waiting area was no more than a third full at any time and enquiries were being dealt within approximately 10 minutes.

During the visits they spoke informally to some of the residents who were waiting, asked why they were waiting and, if it was for Council Tax payments,

whether they would welcome a kiosk to make a quicker payment. Opinion was divided fairly equally: some would prefer to hand their cheque/cash directly to a person and were reasonably content to wait; others through the option of a kiosk would speed things up.

During both visits, they were able to see at first hand the processes Customer Services have put in place to reduce waiting times to the minimum – both in the Council Offices and over the telephone. They were satisfied that the processes were as efficient as possible – and it was the sheer volume of enquiries that was causing the pressure at peak times.

The Review was to also consider the installation of a kiosk. From visits to Derby City the Chair agreed kiosks would be a good idea. There are two machines in Derby City that deal with around 3,000 transactions per month. The machines have been in use for around two and a half years and in that time have only broken down three times. The Chair reported that these machines very easy to use and two machines in Derby City have replaced eight cashiers. South Derbyshire deals with around 2,500 payments but would probably be processing about 2,000 transactions. The cost of two machines would be in the region of £33,000. The only on-going costs would be a maintenance plan. Derby City would be happy to share their business case with SDDC.

Using machines would significantly reduce the flow of traffic through the office. People can pay until the offices close. Part payments can be taken by the machines. Cheques could be problematic, more like professional fees, need further investigation on this. Security wise it is good as the machines can take up to £9,000 as opposed to £1,000 from Customer Service Assistant before taking money out of front office.

The Chair confirmed she would be happy to submit a recommendation to Finance & Management to look at obtaining two machines and to look at the physical restrictions of the building to alleviate pressures on Customer Services.

Kevin Stackhouse said hopefully the recommendation will go to the special budget of F&M on 16th January 2015.

OS/29 **CEMETERY PROVISION UPDATE**

Kevin Stackhouse updated the committee, saying the main message being we are still struggling on our own managed sites to secure any more spaces. We have identified some land in Findern that would extend the cemetery space there. We know Etwall are under pressure for providing space for burials in

the future. He went on to say there is a piece of land at Newhall Cemetery we are looking at and also there is land at Findern, which is farm land but it is our land. Over time the farmer has encroached on it but we have claimed it back and fenced it off.

Councillor Atkin said from looking at the report he is not satisfied everything is covered within the cemetery provisions and would suggest creating a new data base of all the grave yards and cemeteries within South Derbyshire and all plots including those reserved. Councillor Atkin said he is happy to take on the project and will liaise with Malcolm Roseburgh. Chair confirmed she is happy for Councillor Atkin to work on this and bring it back to the meeting February/March 2015.

MRS. A. PLENDERLEITH

CHAIRMAN

The meeting terminated at 6:40 pm

OVERVIEW AND SCRUTINY COMMITTEE

21st January 2015

PRESENT:-

Conservative Group

Councillor Mrs. Plenderleith (Chairman), Councillor Atkin (Vice-Chairman), and Councillor Mrs Patten.

Labour Group

Councillor Bambrick and Mrs Heath.

OS/30 **APOLOGIES**

Apologies for absence were received from Councillor Mrs. Hood (Conservative Group), Councillor Mrs Mead and Councillor Pearson (Labour Group).

OS/31 **DECLARATIONS OF INTEREST**

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

OS/32 **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/33 **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/34 **CUSTOMER SERVICES AND PAYMENT FACILITIES**

This report was discussed in detail at the last Committee Meeting; the item was therefore noted accordingly.

OS/35 **SERVICE BASE BUDGETS 2015 / 2016**

The Committee received a copy of the budget report for 2015/16, which had recently been considered by the Finance and Management Committee. This was accompanied by a presentation from the Director of Finance & Corporate Services, who initially took Members through the recommendations approved at the earlier Policy Committee. The presentation focused on summarising the Council's proposed Base Budget for 2015/16, with a comparison to the

current year, 2014/15. This included an overview of the Committee's main spending areas. It was proposed that the estimated income and expenditure be included in the consolidated budget of the Council for 2015/16, subject to the Council's overall medium-term financial position.

The report set out proposals for the level of fees and charges under the responsibility of this Committee for the next financial year, including a summary of the Committee's existing capital investment programme.

RESOLVED:-

(1) That the report be noted.

OS/36 **CONSOLIDATED BUDGET REPORT 2015/16 – CONSULTATION UPDATE**

The Committee received the consolidated Budget Report 2015/16. This was accompanied by a presentation from the Director of Finance & Corporate Services where he reported the Council's overall financial position following a detailed review of current income and expenditure on the General Fund. The presentation covered the following items:

- Confirmation of the Council's financial settlement from central government for 2015/16;
- The Council's current spending and proposed base budget position for 2015/16 including proposed spending by policy committees;
- The proposed Council Tax Base for 2015/16 and Collection Fund position for 2014/15;
- Options for Council Tax levels in 2015/16; and
- The overall impact on the General Fund's 5-year financial projection.

The Committee was informed that the updated medium term financial projection had been considered and approved by the Finance & Management Committee on 16th October 2014. This set out the projected level of net revenue expenditure on the General Fund, together with the level of the General Reserve to 2020. As part of the annual budget round, the Council's base budget had been reviewed in detail. This confirmed some additional cost pressures, although, it was noted, there had also been further budget savings and additional income identified. The General Fund had a budget surplus for 2015/16 and 2016/17 based on current projections. A deficit would then be forecast from 2017/18 as expected reductions in core government funding would take effect. The proposed decrease in Council Tax income was based on a Council Tax freeze for 2015/16 (subject to Council approval). Planned reductions in spending from 2014/15 had been confirmed, together with other reductions in spending as part of the annual base budget review. The largest changes were due to additional income from growth and in particular the Council Tax base, which consequently had a beneficial impact on the New Homes Bonus allocation. The surplus on the Collection Fund during 2013/14

and to-date in 2014/15 had been confirmed and built into the on-going Base Budget.

It was explained that the overall financial position had been steadily improving over the last 2 years due to budget savings, together with positive out-turn positions compared to base budgets. Reserves should be further supplemented by the estimated underspend in 2014/15 (as reported in December 2014) although this had not been included in the MTFP at this stage and will need to be confirmed.. The Budget will continue to make on-going provision for some growth in expenditure and annual inflation and, separate reserves will be maintained to meet specific one-off costs.

The members discussed the report in detail and asked questions on the projection of figures, fees and changes to the Base Budget.

RESOLVED:-

- (1) That the report be noted.***
- (2) That the Committee raised no substantive issues.***

OS/37 **REGULATION OF INVESTIGATORY POWERS ACT 2000 (RIPA) –
INSPECTION, POLICY & GUIDANCE DOCUMENT AND QUARTERLY
REPORT**

The Committee received a report regarding the Council's Inspection by the Office of Surveillance Commissioners to approve the Council's Regulation of Investigatory Powers Act 2000 Policy and Guidance document, as set out in Appendix A. The Committee were asked to note the report on the Council's use of the Regulation of Investigatory Powers Act 2000 since 1st August 2014.

RESOLVED:-

- (1) That the Council's Regulation of Investigatory Powers Act 2000 ('RIPA') Policy and Guidance document, in light of recommendations following the Inspection by Assistant Surveillance Commissioner HH Norman Jones QC of the Office of Surveillance Commissioners, be approved,***
- (2) To note the internal report on the Council's use of the Regulation of Investigatory Powers Act 2000 in the last quarter***

OS/38 **REVIEW OF LEISURE PROVISION - (VERBAL REPORT)**

The Director of Community and Planning Services delivered a verbal presentation on Leisure Services Provision in the District. His presentation focused on the following issues:-

- Current Facility Provision;
- Sport England Planning Facility Model;
- Leisure Centre User Statistics;
- Leisure Centre Programming;

- Access to Sport and health Across the District; and
- Non User Surveys.

The Committee were informed that these were commercially driven programmes with local objectives built on historical, strategy and needs surveys led by information gathered from Market Knowledge, Girls and Women Participation, Young People, Family Participation and Capacity.

It was reported that the District had a good level of Outreach Provision with items such as, 'Get Active In The Forest', 'Village Games', 'Playschemes', 'Sport and Health' and 'Active Nation'. However, it was recognised that the Council would make efforts to try and involve elderly people more in the future. A Survey will be conducted with both elderly and young people that will drive the new 2015 Leisure Provision Programme.

OSC/39 **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.

OSC/40 **EXEMPT QUESTIONS 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.

MRS. A. PLENDERLEITH

CHAIRMAN

The Meeting terminated at 6.55 p.m.

REPORT TO:	OVERVIEW AND SCRUTINY COMMITTEE	AGENDA ITEM: 6
DATE OF MEETING:	25th MARCH 2015	CATEGORY: DELEGATED
REPORT FROM:	CHIEF EXECUTIVE	OPEN PARAGRAPH NO: N/A
MEMBERS' CONTACT POINT:	TOVE CECILIA LINDGREN (EXT: 5848)	DOC: PDS
SUBJECT:	ANNUAL REPORT OF THE OVERVIEW AND SCRUTINY COMMITTEE 2014/15	REF: N/A
WARD(S) AFFECTED:	ALL	

1.0 Recommendation

- 1.1 That Members give further consideration to the Committee's Annual Report for 2014/15 and agree delegation arrangements for the completion of the Annual Report.

2.0 Purpose of Report

- 2.1 To submit the Annual Report of the Overview and Scrutiny Committee for 2014/15.

3.0 Detail

- 3.1 The draft Annual Report was considered at the Committee's meeting on 25th March 2015. Members' feedback from that meeting has been incorporated in the updated report attached at Annexe 'B'.
- 3.2 Some minor alterations may still be required to incorporate decisions taken at today's Committee meeting. Accordingly, delegated authority is sought for Officers to finalise the Annual Report, in consultation with the Chairman, Vice-Chairman and Opposition Group lead Member for the Committee. The Annual Report will then be submitted to the Annual Council Meeting.

4.0 Financial / Corporate / Community Implications

- 4.1 None.

5.0 Background Papers

- 5.1 Annual Report 2014/15.



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Overview and Scrutiny Annual Report 2014/2015



1. Background

1.1 Purpose of the Report

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

The report outlines how the Overview and Scrutiny Committee has discharged its functions during the municipal year 2014/15 and details the current position and outcomes of its activities.

1.2 Composition of Overview and Scrutiny Committee

The Committee has eight Members, being four Members of the Conservative Group and four Members of the Labour Group in accordance with the political balance of the Council. For 2014/15, the following Members were appointed to the Committee:-

Conservative Group

Councillor Mrs. Plenderleith (Chairman), Councillor Atkin (Vice-Chairman), Councillor Mrs. Hood and Councillor Mrs. Patten.

Labour Group

Councillor Bambrick, Councillor Mrs. Heath, Councillor Mrs. Mead and Councillor Pearson.

1.3 Main Purposes of Committee

The main purposes of the Committee are as follows:-

- (a) Write reports and/or make recommendations to Full Council, Policy Committees or Area Forums in connection with the formulation of Policy and the discharge of any functions.



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- (b) Consider any matter affecting the District or its inhabitants.
- (c) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions.
- (d) Exercise the Call-In procedure in respect of decisions made, but not yet implemented, by any Policy Committee or Area Forum.
- (e) Oversee the Best Value process and report findings to the relevant Policy Committee.

1.4 Officer Support

The Overview and Scrutiny Committee is supported by four Heads of Service and two Democratic Services Officers. Other Officers attend meetings to contribute to specific reviews.

1.5 Meetings

The Overview and Scrutiny Committee usually meets every six weeks, on Wednesday evenings at the Council's Civic Offices. Meetings are held in Open session, unless there are Exempt items for consideration. Additional task groups have taken place for certain review areas.

1.6 Call-In of Policy Committee Decisions

The Overview and Scrutiny Committee has the power to determine 'call-in' requests of any policy committee decision made but not implemented. During 2014/15, no policy committee decisions were 'called-in'.

2. Specific Areas of Activity and Achievements



2.1 The Annual Report

The Committee considered the draft Annual Report for the 2014/15 Local Government Year and how the Committee had discharged its function over the year.

2.2 Setting the Committee Work Programme

The Committee received a report in May 2014 outlining suggestions on how the Committee might identify and agree possible issues to form the basis of its Work Programme during the new Local Government Year. Members considered a range of possible topics for the Committee to consider, the Councillors responsible for each initial scoping exercise and in particular what lines of enquiry they would like to cover. The key issues that the Committee looked at were:

- Co-operating with Other Scrutiny Bodies
- Individual Electoral Registration
- NHS Dental Service Provision
- Customer Services & Payment Facilities
- Regulation of Investigatory Powers Act (RIPA) 2000
- Review on Leisure Services
- Housing Revenue Account Budget
- Cemetery Provision

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

2.3 Co-operating with Other Scrutiny Bodies

The Committee met with an officer from the Centre for Public Scrutiny (CfPS) who helped to set out the role of different agencies in holding to account various public service providers. It was discussed how joint projects could be organised that would be mutually beneficial to various scrutiny bodies.



2.4 Individual Electoral Registration

The Committee looked into the new IER system (Individual Electoral Registration), and what work had been undertaken in the district. The key change with IER is that Electors were now able to register online, which is a straight forward procedure that has been proven successful, and over 1,300,000 applications nationally had so far been made this way. South Derbyshire had achieved a match rate of 91% (IER records matching the information held by DWP and the Council) and were hoping that with the use of the IER online option numbers would increase. An IER campaign had been launched with articles in Burton Mail, Swadlincote Times and Swadlincote Post, leaflets and posters sent to local businesses such as Toyota, Colleges, Doctor's Surgeries and Housing Associations. There is also a link on the two computers in the reception area at the Civic Offices for the public to use.

2.5 NHS Dental Service Provision

The Committee had been made aware how people in the district had been forced to travel some distance to reach a dentist as they were unable to register with a local dentist. A press release had been issued and work was undertaken locally through a web-based survey, which complemented the wide health scrutiny being carried out at a county-wide level.

2.6 Customer Services & Payment Facilities

The Committee had been asked to undertake a review of payment facilities in the Civic Offices, together with a review of the Customer Services operation to enable people to pay bills and money owing to the Council. It also considered the need to provide a better experience for people contacting the Council and visiting the offices with queries and looking for information.

2.7 Regulation Of Investigatory Powers Act 2000 (RIPA)



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The Committee had been asked to review, and approved the report regarding the Council's Inspection by the Office of Surveillance Commissioners and the Council's Regulation of Investigatory Powers Act 2000 Policy and Guidance document.

2.8 Review of Leisure Services

The Committee reviewed Leisure Services Provision in the District on current facility provision. There were commercially driven programmes with local objectives built on a Needs Surveys and a good level of Outreach Provision with items such as, 'Get Active In The Forest', 'Village Games', 'Playschemes', 'Sport and Health' and 'Active Nation', however the Council would make efforts to try and involve elderly people more in the future. A Survey will be conducted with both elderly and young people that will drive the new 2015 Leisure Provision Programme.

2.9 Housing Revenue Account Budget

The Committee had a specific role to assist the Finance and Management Committee with the Business Plan for the HRA (Housing Revenue Account budget) and subjected it to a detailed review. This was to consider the resources available for 'New Build Housing' and to update the financial projection following the first 2 years of "self-financing" together with the impact of changes to the national rent setting guidelines, which are to be implemented in April 2015.

2.11 Cemetery Service and Provision of Cemetery Space

The Overview and Scrutiny Committee initially became interested in cemetery provision due to the reduction in cemetery space in the urban core and Gresley cemetery in particular. Initial exploration was done into the availability of Council owned land but problems were encountered with size, access, legal issues, cost and alternative uses that meant nothing suitable could be found. After the initial work and on the back of local intelligence from outside the urban core, the Committee decided additional work was required to ascertain the scale of the issue across the whole of the district. The Council do not have a statutory duty to make



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provision for burials, but it became apparent that this was a service that was expected.

2.12 Budget Proposals 2014/15 and Financial Plan to 2020

The Committee had a specific role to assist the Finance and Management Committee to develop the budget proposals. The Committee considered the budget at two of its meetings, in January and February 2015, looking at the General Fund, Capital, the proposals for Council Tax and the Housing Revenue Account. Members of Overview and Scrutiny were also invited to attend the policy committee meetings, where detailed presentations were provided on each aspect of the budget. The Committee made a recommendation as part of its budget response that the level of Council Tax be increased by 2.2%.

3. Concluding Comments and Acknowledgements

This report had aimed to demonstrate the tangible effect that Overview and Scrutiny can make towards improving and delivering quality services to the residents of South Derbyshire. The Overview and Scrutiny Committee recognised and appreciated immensely the valuable contribution that elected Members, Officers and representatives from partner organisations make towards its work and acknowledges that without this support and co-operation, it could not fulfil its aim to improve services for the benefit of South Derbyshire residents.

Chairman, Vice-Chairman and Members
of the Overview and Scrutiny Committee
March 2015

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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 ਦਸਤਾਵੇਜ਼ 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 ہیں، 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:	OVERVIEW & SCRUTINY COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	25th MARCH 2015	CATEGORY: DELEGATED
REPORT FROM:	STUART BATCHELOR DIRECTOR OF COMMUNITY & PLANNING	OPEN
MEMBERS' CONTACT POINT:	M ROSEBURGH (EXT 595774) roseburghm@south-derbys.gov.uk	DOC:
SUBJECT:	CEMETERY SERVICE AND PROVISION OF CEMETERY SPACE	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: N/A

1.0 Recommendations

- 1.1 To note progress to date in considering the cemetery service and the provision of cemetery space.

2.0 Purpose of Report

- 2.1 To update members on an audit being undertaken to assist in the consideration of the future cemetery needs of the district. To seek direction on priorities post audit.

3.0 Detail

- 3.1 The Overview and Scrutiny Committee initially became interested in cemetery provision due to the reduction in cemetery space in the urban core and Gresley cemetery in particular. Initial exploration was done into the availability of Council owned land but problems were encountered with size, access, legal issues, cost and alternative uses that meant nothing suitable could be found.
- 3.2 After this initial work and on the back of local intelligence from outside the urban core, Committee decided additional work was required to ascertain the scale of the issue across the whole of the district.
- 3.3 It was decided the best way to gather the required information was by an audit. To this end a survey has been sent out to all Parish Councils and a copy is attached as an appendix to the report. There is an option to complete the survey electronically. The advertised deadline for responses is March 27th. On receipt of the initial returns there will be a follow up survey to other bodies identified by the Parish Councils as operating cemeteries in their area. Once all returns are received officers will compile the results and provide a further report to committee

- 3.4 Upon receipt of the report the Committee will be able to make judgements about policy recommendations in relation to requirements across the district linked to need and with due consideration for financial and other implications.

4.0 Financial Implications

- 4.1 None at this stage. Once the audit is complete then the financial implications of any policy recommendations would need to be considered.

5.0 Corporate Implications

- 5.1 Although not a direct target or outcome the provision of new cemetery space links to the Lifestyle Choice and Value for Money themes within the Corporate Plan.

6.0 Community Implications

- 6.1 Provision of cemetery space is a matter of some sensitivity to communities and a reduction in choice has the potential to cause local upset and adverse publicity.

7.0 Conclusions

- 7.1 The audit will allow for consideration of cemetery requirements across the district.

8.0 Background Papers

- 8.1 None.

1. Site Details

Where there are multiple sites within your area please fill out a separate survey for each one.

1. Please provide details of the Cemetery or Graveyard

**Name of Cemetery or
Graveyard**

Address 1:

Address 2:

Village

Town

Post Code

2. What year was the site opened? (If unsure please give approx. year)

3. Is the Burial site closed to interments in new/unreserved graves?

☐ Yes

☐ No

4. Is the burial site restricted to Parish residents only?

☐ Yes

☐ No

5. Size of site (hectares)

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2. Grave Details

6. Total number of grave plots on site

7. Total of graves partly full (double/triple plots)

8. Total number of reserved plots (please state if known)

Single graves

Doubly graves

Triple graves

9. Number of vacant/unreserved grave plots available

10. Do you have a Remembrance Garden at your site for the scattering of cremated remains?

☐ Yes☐ No

Area of size allocated

11. Is provision made at your site for the interment of cremated remains within a plot?

☐ Yes☐ No

12. Total number of cremated remains plots on site

13. Total number of cremated remains plots partly full

14. Total number of reserved cremated remains plots

15. Number of vacant/unreserved cremated remains plots available

16. Do you have any Family or Individual Vaults on site

☐ Yes

☐ No

If Yes, please give approx figures

17. Are the Vaults still open to receive further interments?

☐ Yes

☐ No

Please give details of the number of interments undertaken at your site for the previous five years

18. 2014

Coffin Burials - New

Coffin Burials - Re-open

Cremated remains - New

Cremated remains - Re-open

19. 2013

Coffin Burials - New

Coffin Burials - Re-open

Cremated remains - New

Cremated remains - Re-open

20. 2012

Coffin Burials - New

Coffin Burials - Re-open

Cremated remains - New

Cremated remains - Re-open

21. 2011

Coffin Burials - New	<input type="text"/>
Coffin Burials - Re-open	<input type="text"/>
Cremated remains - New	<input type="text"/>
Cremated remains - Re-open	<input type="text"/>

22. 2010

Coffin Burials - New	<input type="text"/>
Coffin Burials - Re-open	<input type="text"/>
Cremated remains - New	<input type="text"/>
Cremated remains - Re-open	<input type="text"/>

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3. Burial/Site Costs

23. Which official body is responsible for the collection of burial fees?

Please provide details of your current burial charges:

24. Coffin Burial (£)

Grants of Right (where issued)

New single grave

New double grave

2nd/subsequent interment within a grave

25. Cremated Remains (£)

Grant of Right (where issued)

1st interment of remains

2nd/subsequent interment of remains

Scattering of remains (where available)

26. Which official body is responsible for the site's maintenance costs?

27. What is the annual budget for maintenance costs?

28. What maintenance services does this budget cover?

29. Are there any other financial costs not covered above?

30. Which body has overall responsibility for the burial ground?

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4. Planning for the future

31. Has land been identified or secured to extend the provision of burials within your Parish for the future?

☐ Yes

☐ No

32. If so, where is the preferred location of the new site?

33. Has planning advice been sought or granted?

☐ Yes

☐ No

34. How is the proposed new site to be financed?

35. Is the proposed future burial ground suitable for double graves?

☐ Yes

☐ No

36. How many new graves is it anticipated will be created?

37. If a preferred site has not yet been found, what size site would you ideally be looking for ? (in hectares)

38. Are you aware of any other organisations, whether private or ecclesiastic, which have a burial site/churchyard within your area that could also provide details for this survey? If so, please give details of the organisation below.

39. Please can you provide your contact details should we need to seek any further clarification on the information you have provided

Name:

Email Address:

Tel Number:

Thank you for taking time to complete this survey.

Please remember where there are multiple sites within your area you need to fill out a questionnaire for each one.

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[Done](#)