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Our Ref  
Your Ref

Date: 2<sup>nd</sup> March 2022

Dear Councillor,

### **Housing and Community Services Committee**

A Meeting of the **Housing and Community Services Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 10 March 2022 at 18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Labour Group**  
Councillor Rhind (Chair), Councillor Mulgrew (Vice-Chair) and  
Councillors Dunn, Richards and Shepherd.

**Conservative Group**  
Councillors Ackroyd, Corbin, Ford, Haines and Smith.

**Independent Group**  
Councillors Dawson and Roberts.

**Non-Grouped**  
Councillor Churchill



## **AGENDA**

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

- |          |   |                |
|----------|---|----------------|
| <b>1</b> | Apologies and to note any Substitutes appointed for the Meeting                               |                |
| <b>2</b> | To note any declarations of interest arising from any items on the Agenda                     |                |
| <b>3</b> | To receive any questions by members of the public pursuant to Council Procedure Rule No.10.   |                |
| <b>4</b> | To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11. |                |
| <b>5</b> | CORPORATE PLAN 2020-24 PERFORMANCE REPORT (2020-2021 QUARTER 3 – (1 APRIL TO 31 DECEMBER)     | <b>4 - 32</b>  |
| <b>6</b> | CONTRIBUTION TO ACTIVE DERBYSHIRE   | <b>33 - 44</b> |
| <b>7</b> | COMMUNITY AND ENVIRONMENTAL PARTNERSHIPS GRANT SCHEME   | <b>45 - 49</b> |
| <b>8</b> | TREE,WOODLANDS, AND HEDGEROW MANAGEMENT POLICY  | <b>50 - 92</b> |
| <b>9</b> | COMMITTEE WORK PROGRAMME  | <b>93 - 96</b> |

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

- 10** 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.
- 11** To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.  
Details

- 12** HOUSING DIRECT LABOUR ORGANISATION (DLO) TEAM –  
MODERNISING EMPLOYMENT CONDITIONS
- 13** CARELINE AND INDEPENDENT LIVING SERVICES

<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES</b>	<b>AGENDA ITEM: 5</b>
<b>DATE OF MEETING:</b>	<b>10 MARCH 2022</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>LEADERSHIP TEAM</b>	<b>OPEN DOC:</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>FRANK MCARDLE (EXT. 5700) ALLISON THOMAS (EXT. 5775)</b>	
<b>SUBJECT:</b>	<b>CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2020-2021 QUARTER 3 – (1 APRIL TO 31 DECEMBER))</b>	
<b>WARD (S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

## 1.0 Recommendations

- 1.1 That the Committee approves progress against performance targets set out in the Corporate Plan 2020 - 2024.
- 1.2 That the Risk Register for the Committee's services are reviewed.

## 2.0 Purpose of the Report

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

## 3.0 Executive summary

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

### **Our Environment**

- *Enhance the attractiveness of South Derbyshire*

### **Our People**

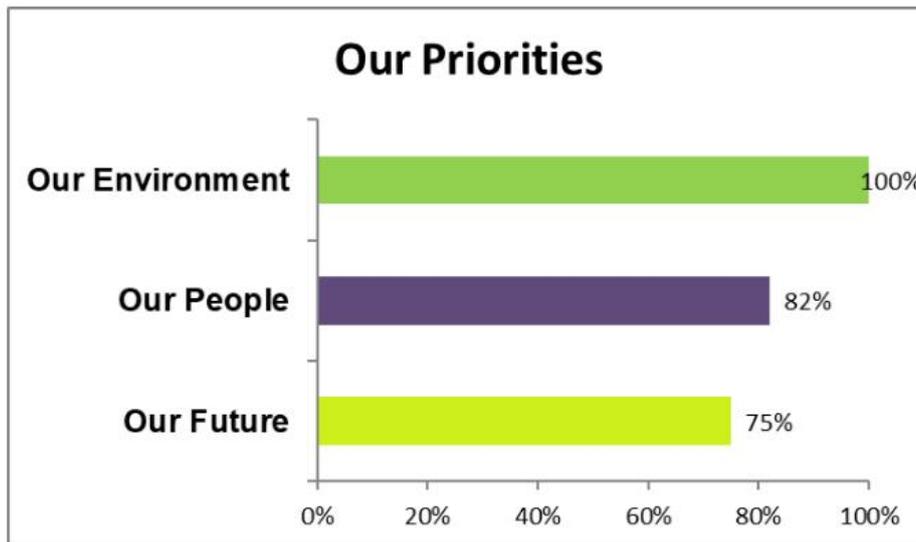
- *Engage with our communities*
- *Supporting and safeguarding the most vulnerable*



#### 4.0 Performance Detail

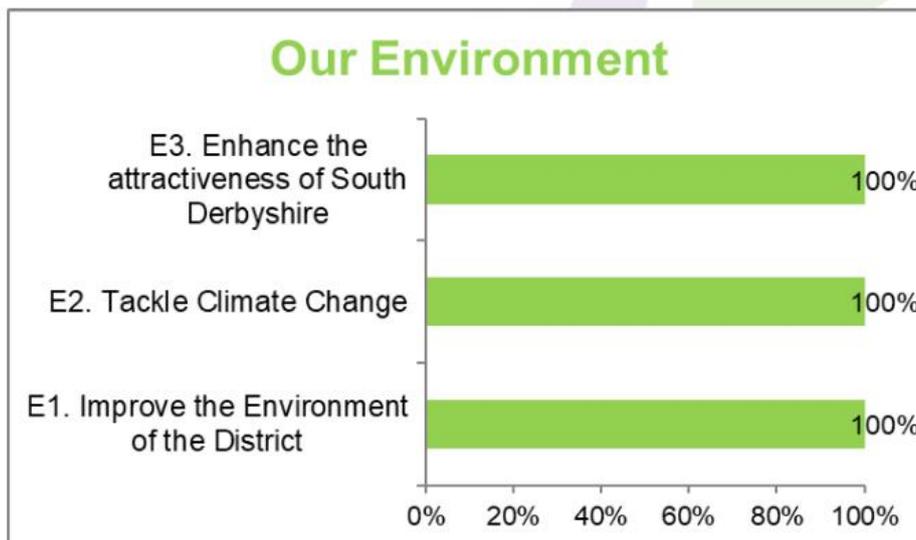
##### 4.1 Overall Council performance against the priorities– Quarter three 2021-2022.

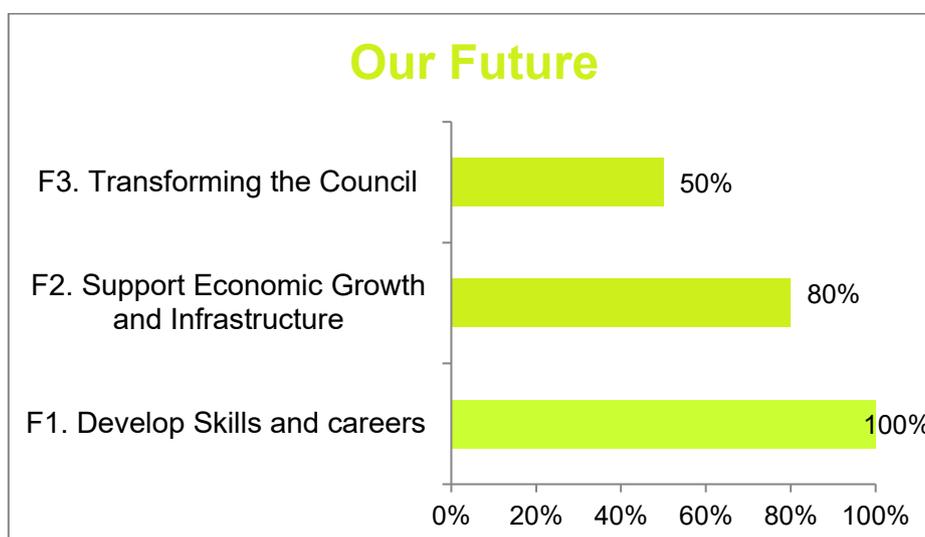
The below chart provides an overview for the percentage of measures that are on track to achieve the annual target.



##### 4.2 Overall Council performance against key aims – Quarter three 2021-2022.

The below charts provide an overview for the percentage of measures that are on track to achieve the annual target within each key aim of the Corporate Plan.





4.3 Of the 35 measures which support the progress of the Corporate Plan 20-24, 16 are green, five are amber, five are red and nine are grey, of which two are proxy measures and seven are annual indicators to be reported in quarter four.

Overall, 86% of the key aims within the Corporate Plan are on track. It should be noted that this includes nine annual measures where the outturn figure will be reported in quarter four. Depending on the performance of these measures, this will affect the final performance for the year. In the meantime, as at quarter 3, 100% of indicators are on track for Our Environment, 82% are on track for Our People and 75% are on track for Our Future.

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

Below outlines the six measure(s) for this Committee that are on track (green, amber or grey) for the quarter:



- The number of Green Flag Awards for South Derbyshire parks
- Number of new and existing Community Groups supported
- Number of Anti-Social Behaviour (ASB) interventions by type
- Number of households prevented from Homelessness
- Deliver the objectives identified in the South Derbyshire Health and Wellbeing Group
- Deliver the Planned Maintenance Housing programme over four years.

4.5 Below outlines the one measure for this Committee that is not on track (red) for the quarter:

- Average time taken to re-let Council homes.

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

4.6 An overview of performance can be found in the Performance Dashboard in **Appendix A**. A detailed update of the quarterly outturn of each performance measure including actions to sustain or improve performance is included in the detailed Performance Measure Report Index in **Appendix B**.

4.7 Questions regarding performance are welcomed from the Committee in relation to the Corporate performance measures that fall under its responsibility and are referenced in the detailed Performance Measure Report Index in **Appendix B**

## **5.0 Financial and Implications**

None directly.

## **6.0 Corporate Implications**

### **6.1 Employment Implications**

None directly.

### **6.2 Legal Implications**

None directly.

### **6.3 Corporate Plan Implications**

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



## 6.4 Risk Impact

The Risk Register for the Committee's services is detailed in **Appendix C**. This includes the register, risk mitigation plans and any further actions for the relevant departmental risks. Each risk has been identified and assessed against the Corporate Plan aims which are considered to be the most significant risks to the Council in achieving its main objectives. The Risk Register details a risk matrix to summarise how each identified risk has been rated.

The following risk(s) have been updated for quarter three on the Service Delivery Risk Register.

- SD1 – further actions have been updated
- SD5 – mitigating actions have been updated
- SD11 – risk rating increased from 9 (amber) to 12 (red) further actions and mitigating actions have been updated
- SD12 – risk rating increased from 6 (amber) to 9 (amber).

## 7.0 Community Impact

### 7.1 Consultation

None required.

### 7.2 Equality and Diversity Impact

Not applicable in the context of the report.

### 7.3 Social Value Impact

Not applicable in the context of the report.

### 7.4 Environmental Sustainability

Not applicable in the context of the report.

## 8.0 Appendices

Appendix A – Performance Dashboard 2020-2024

Appendix B – Performance Measure Report Index

Appendix C – Service Delivery Risk Register



Priority	Key Aim	Outcome	Ref	How success will be measured	Q1: Apr-Jun	Q2: Apr-Sept	Q3: Apr-Dec	Q4: Apr-Mar	Q1: Apr-Jun	Q2: Apr-Sept	Q3: Apr-Dec	Annual Target 21-22	Plan Target 2020 2024	Head of Service	Strategic Lead	Committee
Our Environment	E1. Improve the environment of the District	E1.1 Reduce waste and increase composting and recycling	E1.1A	Household waste collected per head of population	126kgs	250 kgs	355kgs	460kgs	123kgs	245kgs	324kgs	Sustain Current levels	Sustain during Y1 and Y2. See a downward trend in Yrs3 and 4	Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E1.1B	% of collected waste recycled and composted	53%	52%	49%	47%	50%	50%	48%*	>45%	Sustain during Y1 and Y2. See an upward trend in Yrs. 3 and 4	Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
		E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate	E1.2A	Number of fly tipping incidents	260	528	732	1003	211	366	484	Downward trend as a 4-year mean <764	Downward trend over 4 years	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
			E1.2B	Improve the quality of the District through the Local Environmental Quality Survey	Report in Q4	Report in Q4	Report in Q1 21/22	Report in Q1 21/22	94.74% (Grade C or above)	94.74% (Grade C or above)	94.74% above grade C+	>95% (Grade C or above)	>90%	Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
		E1.3 Enhance biodiversity across the District	E1.3A	% of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.	First Report due December 2020. No qualifying decisions in Q1.	66.7%	66.7%	66.7%	66.7%	66.7%	66.7%	85% (4-year target)	85%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
	E2. Tackle climate change	E2.1 Strive to make South Derbyshire District Council carbon neutral by 2030	E2.1A	Reduce South Derbyshire District Council carbon emissions	Achieved	Achieved	Achieved	Achieved	Achieved	Achieved	Achieved	Produce and implement a Head of Service Q4 Climate and Environment report that tracks performance against quantified targets and outturns	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
		E2.2 Work with residents, businesses and partners to reduce their carbon footprint	E2.2A	% of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day	78%	89%	100%	100%	70.5%	79.3%	86%	85%	85%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS
	E3. Enhance the attractiveness of South Derbyshire	E3.1 Enhance the appeal of Swadlincote town centre as a place to visit	E3.1A	Increase Swadlincote Town Centre visitor satisfaction	Reported Annually in Q3	Reported Annually in Q3	55%	55%	Reported Annually in Q3	Reported Annually in Q3	60%	58%	National small towns average 72%. Target to be above the National average by 2023/24	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
			E3.2 Improve public spaces to create an environment for people to enjoy	E3.2A	The number of Green Flag Awards for South Derbyshire parks	Achieved	Achieved	Achieved	Achieved	Achieved	Achieved	Four Year Target - 4	Increase from two green flag park awards to four by 2024	Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
		E3.2B	Proportion of good quality housing development schemes	Reported Annually in Q4	Reported Annually in Q4	Reported Annually in Q4	Out turn unavailable	Data unavailable	Reported Annually in Q4	Reported Annually in Q4.	90%	% of schemes which score high	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS	
Our People	P1. Engage with our communities	P1.1 Support and celebrate volunteering, community groups and the voluntary sector	P1.1A	Number of new and existing Community Groups supported	28	66	113	153	24	65	112	Proxy	Year 1-2 (Proxy)- collate baseline data. Year 3-4 we will show either an increase or decrease	Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
			P1.2A	Number of ASB interventions by type	Minimal	Minimal	Minimal	Minimal	Moderate	Moderate	Moderate	'Moderate' or 'High'	'Moderate' or 'High'	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	H&CS
	P2. Supporting and safeguarding the most vulnerable	P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.	P2.1A	Number of households prevented from Homelessness	64 cases	127 cases	203 casesf	265 cases	85 cases	164 cases	233 cases	Proxy	Proxy Measure to show service activity	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS
			P2.1B	Continue to undertake interventions per year to keep families out of fuel poverty	111	216	247	276	30	102	172	210 interventions	300 interventions (2020-21) Target to be reviewed thereafter.	Matt Holford, Head of Environmental Services	Allison Thomas, Strategic Director, Service Delivery	E&DS
		P2.2 Promote health and wellbeing across the District	P2.2A	Deliver the objectives identified in the South Derbyshire Health & Wellbeing Group	Action plan developed and adopted	Ongoing delivery of the action plan by partners	Ongoing delivery of the action plan by partners	Ongoing delivery of plan	Draft action plan to be ratified	Action Plan adopted at SDP Co ordinating Group and Board Meeting	100% of actions delivered	100% of actions identified delivered	Head of Cultural and Community Services	Allison Thomas, Strategic Director, Service Delivery	H&CS	
		P2.3 Improve the condition of housing stock and public buildings.	P2.3A	Deliver the Planned Maintenance Housing programme over four years	35% (£ 594,406)	88.95% (£ 1,188,813)	95.6% (£ 1,783,219)	114.10% (£ 2,377,625)	111.5% (£662,477.87)	105.6% (£1,255,878.1)	77.5% (£1,841,719.16)	100% against the annual plan 2020-21	100% against the annual plan	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS
			P2.3B	Develop and deliver the Public Buildings programme over four years	Software tested and calibrated	Condition surveys on the five largest assets have	Carry out further surveys on 12 more of the Public	Carry out further surveys on 12 more of the Public	9.1% (11 Surveys)	16% (11 Surveys)	22.5% (11 Surveys)	30% of surveys to be undertaken.	100% of surveys to be undertaken	Steve Baker, Head of Corporate Property	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M
			P2.3C	Average time taken to re-let Council homes	206 days average	209 days average	192 days average	200 days average	190 days average	174 days average	160 days	Median Quartile Performance (Benchmark via Housemark)	Median Quartile Performance (Benchmark via Housemark)	Paul Whittingham, Head of Housing	Allison Thomas, Strategic Director, Service Delivery	H&CS
P2.4 Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.	P2.4A	P2.4A Deliver the objectives identified in the South Derbyshire Partnership Social Mobility Action Plan	Reported in Q4	Reported in Q4	Reported in Q4	Research and data analysis	Reported in Q4	Research and Data analysis	Preparation of Action Plan	Develop the Social Mobility Action Plan	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M		

People	Working with communities and	P3. Deliver Excellent Services	P3.1 Ensuring consistency in the way the Council deal with service users	P3.1A	Increase the number of customers who interact digitally as a first choice	Total: 4,474	Total: 10,174	Total: 16,103	Total: 22,242	Total: 5,301	Total: 10,491	Total: 15,379	>22,242 (upward trend year on year)	Upward Trend	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M			
			P3.2 Have in place methods of communication that enables customers to provide and receive information.	P3.2A	Reduce face-to-face contact to allow more time to support those customers who need additional support	No visitors due to Covid-19	No visitors due to Covid-19	No visitors due to Covid-19	0	0	0	0	0	0	Downward trend (based on 2019 pre-Covid-19)	Downward trend in Face to Face interactions	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M	
			P3.3 Ensuring technology enables us to effectively connect with our communities.	P3.3A	Number of customer telephone calls answered by Customer Service	Total: 22,387	Total: 44,701	Total: 69,812	Total: 98,099	Total: 26,756	Total: 51,866	Total: 74,981			Downward trend <95,896	Downward Trend	Elizabeth Barton, Head of Customer Services	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M	
				P3.3B	Increase digital engagement (Twitter, Instagram, Facebook)	34,340	39,924	42,723	43,850	44,989	46,853	48,409	upward trend	Upward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M			
			P3.4 Investing in our workforce	P3.4A	Increase the level of staff engagement	Reported annually in Q4	Reported annually in Q4	Survey postponed until 21-22	Survey postponed until 21-22	Survey postponed until 22-23	Survey postponed until 22-23	Survey postponed until 22-23	254 staff attended staff briefing sessions in September 2021	Annual Increase in the % of Staff completing the survey	Annual Increase in the % of Staff completing the survey	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M		
				P3.4B	Number of apprenticeships	4 (1.2% of head count)	4 (1.2% of head count)	5 (1.5% of head count)	5 (1.5% of head count)	3 (0.9% of head count)	6 (1.84% of head count)	6 (1.84% of head count)		>2.3%	>2.3% of head count	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M		
				P3.4C	Average number of staff days lost due to sickness	3.68	8.01	11.6	12.93	2.11	4.79	7.55	Downward trend	Downward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M			
				P3.4D	% of employees that consider that the Council has a positive health and safety culture	Reported annually in Q4	Reported annually in Q4	Reported annually in Q4	Postponed until early 22/23	Postponed until early 22/23	Postponed until early 22/23	Postponed until early 22-23	No annual target	Upward Trend	Fiona Pittam, Head of Organisational Development & Performance	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M			
			Our Future	Growing our District and our skills base	F1. Develop skills and careers	F1.1 Attract and retain skilled jobs in the District	F1.1A	Increase the number of employee jobs in South Derbyshire	Reported in Q4	Reported in Q4	Reported in Q4	32,000 Impacted by Covid-19	Reported in Q4	Reported in Q4	Reported in Q4	>32,000	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
					F2. Support economic growth and infrastructure	F2.1 Encourage and support business development and new investment in the District	F2.1A	Annual net growth in new commercial floorspace (sqm)	Reported in Q4	Reported in Q4	Reported in Q4	4,140 sqm	Reported in Q4	Reported in Q4	Reported in Q4	net annual growth in commercial floorspace of 12,269.5 sqm	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
							F2.1B	Total Rateable Value of businesses in the District	£67,528,690	£67,316,577	£67,379,221	£67,341,926	£67,150,426	£67,133,764	£67,199,282	>£67,486,786	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Frank McArdle, Chief Executive	F&M
					F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets	F2.2A	Speed of decision on discharging conditions on housing applications	100%	100%	100%	100%	93.7%	71.8%	47.9%	90% within 8-13 weeks or as agreed with the applicant	90% within 8-13 weeks or as agreed with the applicant	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS	
						F2.2B	% of planning applications determined within the statutory period	94%	99%	98%	98%	91%	93.1%	93%	>90%	>90%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS	
					F2.3 Influence the improvement of infrastructure to meet the demands of growth.	F2.3A	Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions	Reported annually in Q4	Reported annually in Q4	Reported annually in Q4	94%	Reported annually in Q4	Reported annually in Q4	Reported annually in Quarter 4.	>90%	>90%	Steffan Saunders, Head of Planning and Strategic Housing	Allison Thomas, Strategic Director, Service Delivery	E&DS	
F3. Transforming the Council	F3.1 Provide modern ways of working that support the Council to deliver services to meet changing needs.	F3.1A			Deliver against the Transformation Action Plan	On target	On target	On target	On target	On target	Quarterly target not achieved	Continue to deliver the annual transformation plan including the emerging Future Service Delivery	Deliver 100% against action plan	Deliver 100% against action plan	Anthony Baxter, Head of Business Change and ICT	Kevin Stackhouse, Strategic Director, Corporate Resources	F&M			
	F3.2 Source appropriate commercial investment opportunities for the Council	F3.2A			Develop our approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities	On target	On target	On target	On target	Quarterly outcome not achieved	Quarterly outcome not achieved	No change from last quarter	Deliver 100% against action plan	Y1 – Form a working group & Action Plan Y2 – deliver against action plan and sustain an upward trend in revenue	Head of Operational Services	Allison Thomas, Strategic Director, Service Delivery	F&M			

# Corporate Plan 2020-2024

## Performance Measure Report Index

### Housing and Community Services Committee

**Team: Organisational Development and Performance**

**Date: February 2022**



# Performance Measure Report Index

## Corporate Plan 2020-2024

### Summary

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

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

**Environmental and Development Services Committee (E&DS) are responsible for 12 Corporate measures under the key aims:**

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

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

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

**Finance and Management Committee (F&M) are responsible for 16 corporate measures under the key aims:**

- E3. Enhance the attractiveness of South Derbyshire
- P2. Supporting and safeguarding the most vulnerable
- P3. Deliver Excellent Services
- F1. Develop skills and careers
- F2. Support economic growth and infrastructure
- F3. Transforming the Council



# Housing and Community Services Committee (H&CS) are responsible for the following seven corporate measures

## Our Environment

### Measure

- The number of Green Flag Awards for South Derbyshire parks

## Our People

### Measure

- Number of new and existing community groups supported
- Number of Anti-social behaviour (ASB) interventions by type
- % of households prevented from homelessness
- Deliver the objectives identified in the South Derbyshire Health and Wellbeing Group
- Deliver the Planned Maintenance Housing programme over four years
- Average time taken to re-let Council homes



**Priority: Our Environment**

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

<b>Measure and Reference</b>	<b>E3.2A The number of Green Flag Awards for South Derbyshire parks</b>		<b>Committee</b>	H&CS		
<b>Definition</b>	To measure the outcome of Green Flag inspections on parks or other green spaces within South Derbyshire.		<b>Why this is Important</b>	To ensure that everybody has access to quality attractive green and open spaces. Green Flag standard green spaces are important for mental and physical health and wellbeing, children's development and play, natural heritage including ecosystems and biodiversity.		
<b>What Good Looks Like</b>	Increase the Green Flag Awards for South Derbyshire green spaces by two so that there are four Green Flag Awards in South Derbyshire by 2024					
<b>History of this Indicator</b>	At present there are two Green Flag green spaces in South Derbyshire, Eureka Park and Maurice Lea Memorial Park.					
<b>2019/20 Baseline Data</b>	Two Green Flag Parks in 2019					
<b>Reporting Year</b>	<b>Annual Target</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>	
2020/21	4 Green flags by 2024	Achieved	Achieved	Achieved	Achieved	
2021/22	Four Year Target - 4	Achieved	Achieved	Achieved		
<b>Performance Overview - Quarterly Update</b>			<b>Actions to sustain or improve performance</b>			
Swadlincote Woodlands has been awarded the Green Flag green spaces award increasing the total number of parks from two Green Flag awards to three.			Outcome achieved			



**Priority: Our People**

**P1.1 Support and celebrate volunteering, community groups and the voluntary sector**

<b>Measure and Reference</b>	<b>P1.1A Number of new and existing Community Groups supported</b>	<b>Committee</b>	H&CS		
<b>Definition</b>	The number of Community Groups (including Parish Councils) that are supported by the Services within the District Council.	<b>Why this is Important</b>	The Service offers support to Community Groups; however, this is not always recorded to gauge the level of impact on the Community		
<b>What Good Looks Like</b>	First year will be benchmarking and then see an increase in the numbers of groups supported.				
<b>History of this Indicator</b>	No historical monitoring of this indicator				
<b>2019/20 Baseline Data</b>	None				
<b>Reporting Year</b>	<b>Annual Target</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
2020/21	Proxy	28	66	113	153
2021/22	Proxy	24	65	112	
<b>Performance Overview - Quarterly Update</b>			<b>Actions to sustain or improve performance</b>		
<p>47 groups supported on 51 occasions; these were:</p> <ul style="list-style-type: none"> <li>• Aston PC</li> <li>• Bank House</li> <li>• Birdwatching for Beginners volunteer group</li> <li>• Cadley Hill Care Home</li> <li>• Castle Gresley Parish Council</li> <li>• Church Broughton PC</li> <li>• Church Broughton Tennis Club</li> <li>• Churchside residents</li> <li>• Core Tenants Group</li> <li>• Coton on the Elms Parish Council</li> <li>• Daisy Brook Kennels</li> <li>• Eggington Parish Council</li> <li>• Etwall Church</li> <li>• Etwall Primary School</li> <li>• Eureka Bowls Club</li> <li>• Festive Findern</li> <li>• Findern Footpaths and Conservation Group</li> <li>• Friends of Heath Top Pond (Church Broughton)</li> <li>• Gresley Old Hall</li> <li>• Hatton Parish Council</li> <li>• Hilton Community Allotments</li> <li>• Hilton Parish Council</li> <li>• Hilton Village Hall</li> <li>• InHubs - Small Business Saturday</li> <li>• Linton Parish Council</li> <li>• Linton primary school</li> <li>• Little shoots allotment (Hilton)</li> <li>• Midway Allotment Society</li> <li>• Netherseal Village Hall</li> </ul>			<p>Figures are very similar to previous year (one less). Last year there were a large number of groups and organisations being supported by the Council with information and advice related to Covid 19, for example guidance on current Covid measures, advice on risk assessments and how to restart delivery. This has reduced greatly this year.</p> <p>A reminder will be circulated to all service areas which contribute to this indicator to remind them to promote their services as widely as possible via social media, ensuring website details are kept up to date, through contact with Parish Councils and via Community Meetings.</p>		



- Newton Solney Parish Council
- People Express
- Repton Parish Council
- Richmond residents' association garden liaison group (Aston on Trent)
- Rosliston Parish Council
- Rosliston Rangers volunteer Group
- Shardlow Heritage Ports
- Shardlow Primary School
- Sharpes Pottery
- South Derbyshire CVS
- St John Ambulance, Church Gresley Cadet Unit
- Swadlincote In Bloom
- The Bartonfields Centre (Church Broughton)
- Weston on Trent C of E Primary School
- Whistlewood Common (Melbourne)
- Woodville Community Preschool
- Woodville Methodist
- Woodville Whirlwinds Women's Institute



**Priority: Our People**

**P1.2 Help tackle anti-social behaviour & crime through strong and proportionate action**

<b>Measure and Reference</b>	<b>P1.2A Number of ASB interventions by type</b>		<b>Committee</b>	H&CS	
<b>Definition</b>	The effectiveness of the delivery of the services will be assessed as High, Moderate, Minor or Minimal based on a comparison of the changes in numbers of anti-social behaviour complaints and relevant interventions		<b>Why this is Important</b>	This is intended to show the service activity around interventions and the result of the interventions.	
<b>What Good Looks Like</b>	The assessment will be based on the matrix shown and calculated in accordance with the separate published methodology				
<b>History of this Indicator</b>	No historical monitoring of this indicator				
<b>2019/20 Baseline Data</b>	In 2019/20 there were 2893 reports of relevant forms of Anti-social behaviour (ASB) which were received by Derbyshire Constabulary and South Derbyshire District Council and 95 formal legal interventions of the type described in the detailed methodology				
<b>Reporting Year</b>	<b>Annual Target</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
2020/21	'Moderate' or 'High'	Minimal	Minimal	Minimal	Minimal
2021/22	'Moderate' or 'High'	Moderate	Moderate	Moderate	
<b>Performance Overview - Quarterly Update</b>			<b>Actions to sustain or improve performance</b>		
In Q3 there was a 7% increase in reports of anti-social behaviour compared to the baseline year of 2019/20, however there was a 29% increase in the number of ASB interventions, which included three prosecutions, one caution and five fixed penalty notices.			No specific new actions this quarter		



Priority: Our People

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

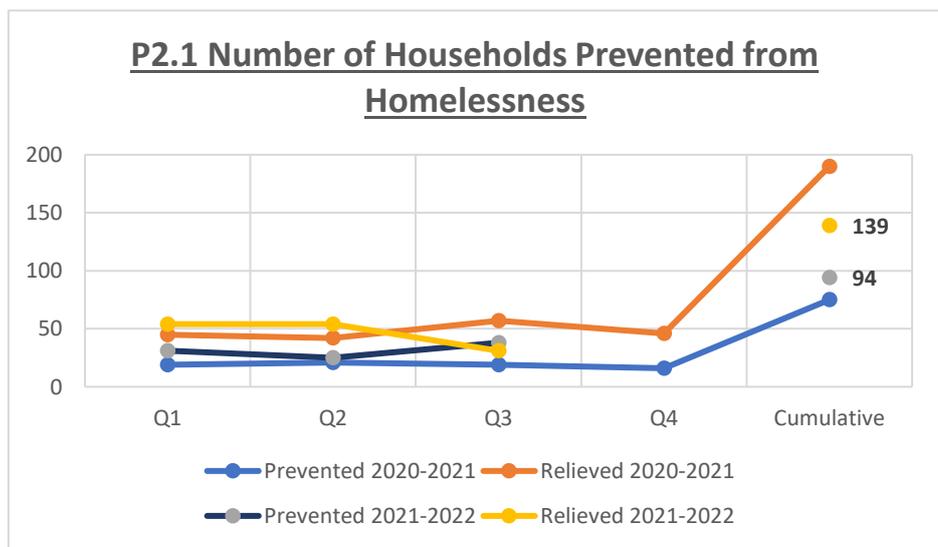
<b>Measure and Reference</b>	<b>P2.1A Number of households prevented from Homelessness</b>	<b>Committee</b>	H&CS
<b>Definition</b>	The purpose of the performance indicator is to measure the total number of homeless cases whereby homelessness was prevented or relieved.	<b>Why this is Important</b>	To demonstrate the effectiveness of the Councils services in preventing homelessness from occurring.
<b>What Good Looks Like</b>	Good performance would be to increase the level of prevention work to prevent households from becoming homeless and have a reduced level of relief work which focuses on supporting households in secure accommodation after they have become homeless.		
<b>History of this Indicator</b>	This is a new performance indicator which is guided by the Homeless Reduction Act 2017.		
<b>2019/20 Baseline Data</b>	During Q4 a total of 103 cases were either prevented or relieved.		

Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Proxy	64 cases total	127 cases	203 cases	265 cases
2021/22	Proxy	85 cases	164 cases	233 cases	

**Performance Overview - Quarterly Update** **Actions to sustain or improve performance**

Compared to Q2, the Council are seeing more households approach at the earlier stages of homelessness, rather than the relief stages:

Q2 – 33% Prevention v 67% relief  
 Q3 - 55% Prevention v 45% relief.



- Continued work on Homeless Rough Sleeper Strategy (HRSS).

- Look to support county- wide colleagues with HRSS implementation.

- Focus on supporting new Housing Solutions Team members to achieve improved results.

- There will be increased investment and utilisation of the homelessness prevention fund to prevent homelessness. This includes an additional £30k into the homelessness prevention fund from the Department for Work and Pensions to be spent by the end of Q4.

The team has been actively working through the Homelessness and Rough Sleeper Strategy to make further improvements and are working with a wider scope with the Derbyshire Homeless Officer Group. The Pandemic is having an effect on approaches especially due to relationship breakdowns including Domestic Abuse. In response, the team has a tailored support service - New Horizons - that is critical to



the support that households are receiving.

The team has implemented a more centralised management system – MRI Jigsaw - which allows Households to have access to their information and supporting information in one place and be able to update their own information at any time.

The team are also continuing to work very closely with P3 Hostel and its Prevention Coach Service , supporting individuals with a mental health support need.

The continued focus is on fostering positive relationships with Registered Providers which provides an invaluable tool for both preventing and relieving homelessness.



P2.2 Promote health and wellbeing across the District

<b>Measure and Reference</b>	<b>P2.2A Deliver the objectives identified in the South Derbyshire Health &amp; Wellbeing Group</b>		<b>Committee</b>	H&CS	
<b>Definition</b>	Delivery against the key themes identified in the Health and Wellbeing Group Action Plan as appropriate to the Council.		<b>Why this is Important</b>	To support the overall health and wellbeing of South Derbyshire residents.	
<b>What Good Looks Like</b>	Achieve project milestones <b>The current key themes are:</b> <ul style="list-style-type: none"> <li>• Health inequalities between different communities are reduced.</li> <li>• People are supported to improve both their physical and mental wellbeing.</li> <li>• Older people, people with dementia and other long-term conditions and their carers have a good quality of life, retain their independence for as long as possible, and receive the support they need at the end of their lives.</li> <li>• Social Connectedness – reducing social isolation and loneliness. Supporting communities to respond to and recover from the impact of the Covid 19 pandemic.</li> </ul>				
<b>History of this Indicator</b>	No historical monitoring of this indicator				
<b>2019/20 Baseline Data</b>	Not applicable				
<b>Reporting Year</b>	<b>Annual Target</b>	<b>Quarter 1</b>	<b>Quarter 2</b>	<b>Quarter 3</b>	<b>Quarter 4</b>
2020/21	100% of actions delivered	Action plan developed and adopted	Ongoing delivery of the action plan by partners	Ongoing delivery of the action plan by partners	Ongoing delivery of plan
2021/22	100% of actions delivered	Draft action plan to be ratified	Action Plan adopted at SDP Co ordinating Group and Board Meeting	100% of actions delivered	
<b>Performance Overview - Quarterly Update</b>			<b>Actions to sustain or improve performance</b>		
100% of actions identified delivered  Vaccination Engagement Stall - at the beginning of December 2021, a vaccination engagement stall was held on Swadlincote Market in partnership with the Covid Marshalls and South Derbyshire CVS. The aim of the stall was to engage with the community to identify any barriers people may have in accessing a vaccination or testing. The stall also provided free face masks, hand sanitiser and lateral flow testing kits.  Well for Winter - the Well for Winter booklet has been designed to encourage people to make a personal plan, to help people prepare for the winter months and to take steps to maintain their wellbeing by using the Five Ways to Wellbeing. This year 'Get Organised' has been added to encourage people to think about their finances and to plan for the future, particularly as energy prices are on the			Outcome achieved.		



increase. Key information about support services is included in the booklet to ensure people can access help if they need it. The booklet has been sent to residents that are in receipt of Careline as well as hard copies being made available at key locations such as the Bank and the Library. A social media campaign will accompany the leaflet which SDDC Communications Team is supporting. the booklet can be downloaded here:  
<https://www.southderbyshire.gov.uk/our-services/health-and-wellbeing/news-and-updates>

Webpage - a new webpage has been added to the South Derbyshire District Council website (replacing the Healthier South Derbyshire website) and is based around the national five Ways to Wellbeing approach. Contained within this page is a variety of support options and links to improve or sustain South Derbyshire resident's Mental Health and Wellbeing. There will also be a section to promote the latest health and wellbeing advice news and updates. <https://www.southderbyshire.gov.uk/our-services/health-and-wellbeing>

Connect South Derbyshire - additional funding through Public Health has enabled the Connect South Derbyshire project (formerly Social Connectedness) to be extended until September 2022. South Derbyshire CVS will continue to co-ordinate the approach locally. A steering group has been created and has identified access to community groups a key priority. Place-based networks are being established in Hilton and Hatton, which will bring together community groups to strengthen the community and voluntary sector infrastructure. An activity budget is also available to support this piece of work.

A key challenge that has been highlighted through this work is that many community groups have not returned yet due to the pandemic. In addition, some community members are apprehensive about attending groups due to Covid which has resulted in a loss of confidence. To try to remove this barrier, the steering group are looking to develop a template welcome pack which groups can provide to new group members.



**Priority: Our People**

**P2.3 Improve the condition of housing stock and public buildings.**

<b>Measure and Reference</b>	<b>P2.3A Deliver the Planned Maintenance Housing programme over four years</b>	<b>Committee</b>	H&CS
<b>Definition</b>	Each financial year a programme of planned maintenance will be drawn up which addresses statutory and other guidance for maintaining homes up to any regulatory standard and safety standard	<b>Why this is Important</b>	To ensure that Council properties are being maintained through a programme of planned and contracted works
<b>What Good Looks Like</b>	Deliver 100% of the planned maintenance project over four years The annual maintenance and expenditure plan will be reported to Housing and Community Services Committee and progress measured against this plan.		
<b>History of this Indicator</b>	No historical monitoring of this indicator: The plan will change annually subject to stock condition surveys and any other property fitness assessment.		
<b>2019/20 Baseline Data</b>	Not applicable		

Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	100% against the annual plan	35% (£ 594,406)	88.95% (£ 1,188,813)	95.6% (£ 1,783,219)	114.10% (£ 2,377,625)
2021/22	100% against the annual plan	111.5% (£662,477.87)	105.6% (£1,255,878.14)	77.5% (£1,841,719.16)	

Performance Overview - Quarterly Update	Actions to sustain or improve performance
<p>During Q3, £585,841.04 quarter spend against a target of £594,406.25, which represents 98.55% of target in quarter spend.</p> <p>Year to date progress stands at 77.5% due to the commencement of rewire works at Peartree Court, Etwall. There were additional Fire Door works invoiced within the quarter that have not been included at this time due to a payment query. The live programmes are progressing well and at a sufficient pace to exceed the planned position when utilising a flat annual profile. It is anticipated that this will level out throughout the year in line with varying programme lengths. The inclusion of the value of Kitchen and Bathroom replacements on VOID properties has led to a significant increase in spend resulting in the planned programmes for these workstreams being halted until FY22/23.</p> <p>COVID-19 restrictions that were in place have impacted on the ability to obtain access to properties and has had significant impact on the materials supply chain and the availability of contractors, staff and tradespeople. As these have become less restrictive work has progressed at a near normal pace and additional resources have been utilised to allow programmes to continue. Material issues are now arising based on Brexit related supply issues and the</p>	<p>Negotiations with contractors have ensured that they have capacity to meet spend targets.</p>



subsequent increase in costs. The recent Omicron variant has caused an increase in the number of cases with suppliers and tenants which has slowed works throughout December coupled with a longer than usual Christmas break.



**Priority: Our People**

**P2.3 Improve the condition of housing stock and public buildings.**

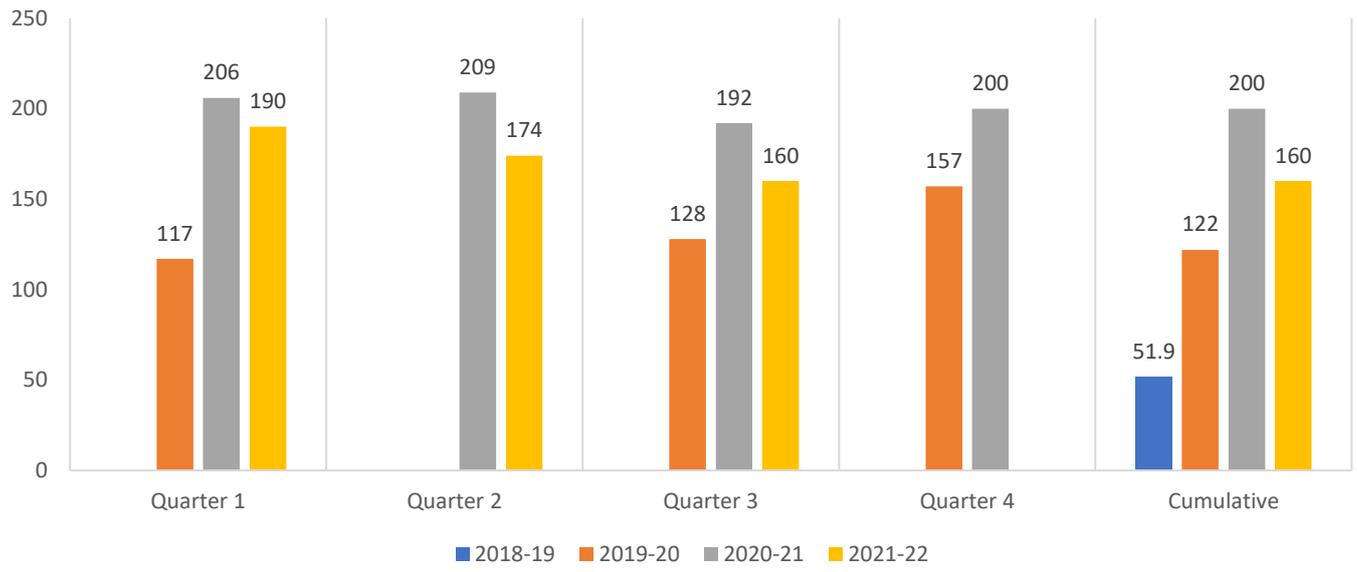
<b>Measure and Reference</b>	<b>P2.3C Average time taken to re-let Council homes</b>	<b>Committee</b>	H&CS
<b>Definition</b>	This indicator measures the average time (in calendar days) to re-let all vacant Council properties during the reporting period.	<b>Why this is Important</b>	Re-letting Council homes in a timely manner reduces the amount of rent loss (£) and ensures stock is available to allocate to applicants on the waiting list.
<b>What Good Looks Like</b>	This measure will be benchmarked via Housemark, the benchmarking provider for Housing Services. Good performance would be to achieve 'Median Quartile' performance when benchmarked against a similar peer group.		
<b>History of this Indicator</b>	This is a new indicator and will report against the average time to re-let all Council homes.		
<b>2019/20 Baseline Data</b>	During Q4 the average re-let time was 157 days (this includes all council properties, irrespective of whether major or minor repair work was carried out) The average re-let time for 2019/20 was 122 days.		

Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Median Quartile Performance (Benchmark via Housemark)	206 days	209 days	192 days	200 days
2021/22	Median Quartile Performance (Benchmark via Housemark)	190 days	174 days	160 days	

Performance Overview - Quarterly Update	Actions to sustain or improve performance
<ul style="list-style-type: none"> <li>• Q3 YTD performance continues to improve on 2020-21 outturns as per Q1/Q2 results: 20/21 – 200 days, Q1 – 192 days, Q2 – 173 days, Q3 – 160 days</li> <li>• Sustained focus on reducing void properties with employment of interim dedicated resource for management of voids within the repairs team</li> <li>• Training on use of Orchard voids module for repairs staff. This provides robust data on voids status and enables improved, void-related communications externally &amp; internally</li> <li>• Continued focus from Tenancy Services team on “same week sign up” – as soon as properties are handed over from voids team as ready, customers are given keys</li> <li>• Implementation of Jigsaw Choice Based Lettings system to provide a more customer-focused allocations process, supported by a self-serve applications service. This has resulted in more streamlined document/evidence sharing process, thus cutting down on wait times for allocations to be finalised.</li> </ul>	<ul style="list-style-type: none"> <li>• Further training for new colleagues on continued use of Orchard voids module</li> <li>• Improvements to voids sequence within system to ensure all voids process followed accurately and consistently.</li> <li>• Data from Orchard to be used in contractor management meetings to drive improved performance and accountability</li> <li>• Increased focus on gathering of accurate property data/photographs to enable more positive outcomes on “hard to let” properties.</li> <li>• Weekly void meetings attended by all stakeholders (Voids, Allocations and Contractors) to ensure better cross-team communication.</li> </ul>



### Average time taken to re-let Council homes



## Quarter 3, 2021-2022 Service Delivery Risk Register

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD1	Loss of income to the Housing Revenue Account (HRA)	Reduction of income through the Impact of: Universal Credit (UC) (increase rent arrears) Void Properties (rent loss) Right to buy properties (rent loss)	Loss of income into the (HRA)	Financial	4	2	8	<ul style="list-style-type: none"> <li>A revised Income Management Policy has been approved by Housing and Community Services Committee and new operational/ IT procedures implemented.</li> <li>New dwellings mitigate revenue lost through Right to Buy (RTB). New Builds can still be purchased under (RTB) after three years for Secure Tenancies.</li> <li>Daily monitoring of UC, and income management.</li> <li>The Housing Service has made operational changes to deal with this increase which have been subject to a successful audit review.</li> <li>Programme in place to reduce the void rent loss.</li> <li>Council House Development Group is in place</li> </ul>	3	1	3	<ul style="list-style-type: none"> <li>Increased focus on collection of rent and other housing debt.</li> <li>Monitoring and review of arrears, evictions and rent loss due to voids</li> <li>Council House development group to develop a pipeline of development schemes.</li> <li>Essential Living Fund Grant received via Derbyshire County Council to provide support for tenants and others affected by the removal of the £20.00 per week Universal Credit Supplement.</li> </ul>	Further actions updated for Q3, no change to risk rating.	Head of Housing Services
SD3	Safety standards	Failure to comply with basic safety standards in flats/blocks with communal areas.	Risk to property and life	Compliance	2	4	8	<p>Housing Safety policies are now in place for:</p> <ul style="list-style-type: none"> <li>➤ Fire</li> <li>➤ Lift</li> <li>➤ Electrical</li> <li>➤ Gas</li> <li>➤ Asbestos</li> <li>➤ Legionella</li> </ul> <ul style="list-style-type: none"> <li>A recent Internal Audit of Housing Safety has confirmed that the systems in place provide "reasonable assurance" in this area.</li> <li>Contracts are in place to deliver property improvements for all aspects of property safety.</li> <li>Recruited an Asset and compliance Post</li> </ul>	2	4	8	<ul style="list-style-type: none"> <li>Monitoring and carrying out safety checks as per the Housing Safety Policies.</li> <li>Reconfiguring software (lifespan) to manage this</li> </ul>	No change.	Head of Housing Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD5	Reduction in funding for Cultural and Community Services	Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.	There is likely to be additional funding needed to replace income lost through Covid-19.	Financial	3	3	9	<ul style="list-style-type: none"> <li>Forward budget planning over several years, to cover the medium-term- up to and including 2023/24. Approvals received for reserve spend to secure staffing initially for Active Communities.</li> <li>The Council receives an annual Community Safety funding allocation from the Police and Crime Commissioner (PCC) of £25,000. In December 2021, the new PCC confirmed that this level of funding will continue for a further three years.</li> <li>The Council receives an annual Basic Command Unit funding allocation of £35,000 from the Chief Superintendent. This annual allocation, currently with no long-term commitment.</li> <li>A new three-year sponsorship of the Environmental Education Project with Rolls Royce has been confirmed.</li> <li>Successful partnership funding has been achieved with the Green Social Prescribing Programme.</li> <li>Government Funding via the National leisure Recovery Fund (NLRF) for the Leisure Centres has been received.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Maintain current funding contribution that the Council makes towards the Active Communities service</li> <li>Continue to seek and secure relevant external funding opportunities to continued support service delivery.</li> <li>Monthly assessment of income and expenditure.</li> </ul>	Mitigating actions updated, no change to risk rating for Q3.	Head of Cultural and Community Services
SD6	Ageing infrastructure at Rosliston Forestry Centre	Need to upgrade infrastructure at Rosliston Forestry Centre	Unable to deliver services at Rosliston.	Strategic	2	3	6	<ul style="list-style-type: none"> <li>Condition survey updated as part of future procurement exercise for new contractor, informed by a wider strategic review (SOPM).</li> <li>Focus on implementing infrastructure requirements identified in external consultant's report, informed by a wider strategic review (SOPM).</li> <li>Capital Programme bid successful with most projects supported.</li> <li>Engage tenants and keep Senior Leadership Team informed</li> <li>Covid-19 pandemic has enabled an opportunity to do some minor health and safety works whilst the site was closed to the public.</li> <li>Vision for site to be reviewed considering the pandemic, informed by a wider strategic review (SOPM)</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Work commenced on the delivery of capital projects.</li> <li>Collaboration with Head of Corporate Property on improvements to the Planned Preventative Maintenance (PPM).</li> <li>Regular meetings held at operational and strategic levels with Forestry England.</li> </ul>	No change.	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD7	Failure to meet housing delivery targets set out in the five-year supply	Economic slowdown, material or labour shortages, supply chain issues. There has been a small decrease in housing completions during the COVID pandemic.	A loss of control of new developments and reduced likelihood of achieving the necessary section 106 contributions and the potential for developments to be approved in unsustainable locations	Strategic	4	3	12	<ul style="list-style-type: none"> <li>Local Plan is in place which sets out the five-year supply. In August E&amp;DS Committee approved that the local plan should have a review undertaken which will identify sufficient sites to provide an up-to-date five-year housing land supply.</li> <li>Active pursuit of schemes and opportunities. Increased focus on facilitating prompt commencement of development.</li> <li>Current five-year housing land supply rate at 6.15 years- most sites started are building at a rate above that originally anticipated such that 1029 were completed in 2020/21. Despite a small reduction on the previous year the council has maintained its five-year housing land supply and a strong bounce back from COVID is already occurring.</li> <li>Support government proposals to offer flexibility in supply and delivery requirements in light of COVID-19 effects.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Develop action plan(s) where necessary.</li> <li>Monitoring/review of performance ongoing.</li> </ul>	Mitigating actions updated; Supply rate and completion figure amended for Q3.	Head of Planning and Strategic Housing
SD9	Melbourne Sports Park	Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with external funders.	MSP negatively affected by Covid-19 with no income generation for several months. Some external grants success to support this impact but not all.	Financial	2	3	6	<ul style="list-style-type: none"> <li>Scheme to deliver additional car parking on site completed.</li> <li>Drainage scheme on MSP site and adjacent landowners complete. Improved rugby pitches playability should increase income generation from bar and catering.</li> <li>Work on three new tennis courts completed. Improvements to third rugby pitch and training area underway. These projects will aid future viability.</li> <li>Development sub-committee to be re-established to look at future works/developments at the site. Council representative on the Sub-Committee.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Regular Artificial Grass Pitch (AGP) Steering Group meetings.</li> <li>Matter under regular review at MSP Board meetings. Key funder in attendance at AGP steering group meetings.</li> <li>MSP Board meeting business plan income targets, however close monitoring is required.</li> </ul>	No change.	Head of Cultural and Community Services
SD11	Tree Management	Failure to manage the Council's tree stock in line with adopted Tree Management policy.	Breach of tree policy and/or accident/incident involving trees.	Strategic	4	3	12	<ul style="list-style-type: none"> <li>Review of approved Tree Management Policy completed.</li> <li>Zurich Municipal has provided support to assess the Council's risk on its Tree Policy and Strategy.</li> <li>The Council's current Policy, attributes timescales for when tree works must be undertaken, has in-part created a backlog of tree maintenance works that must now be resolved.</li> <li>A recent review of the Policy by the Council's insurers - Zurich Municipal, has suggested an alternative way of recording required tree works which would assist in mitigating the Council's risk. The Policy is in the process of being revised in</li> </ul>	4	3	12	<ul style="list-style-type: none"> <li>The current Policy is in the process of being revised. In the short term there are tree works that need to be prioritised, appropriately resourced and managed to address the backlog.</li> </ul>	Risk rating increased from 9 (amber) to 12 (red) Mitigating actions and further actions updated for Q3.	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY  Strategic Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								the light of the Zurich recommendations and will be the subject of a future report to the Committee in Spring 2022.						
SD12	Ageing Infrastructure at Greenbank Leisure Centre	Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment.	Unable to deliver services at Greenbank Leisure Centre	Strategic	3	3	9	<ul style="list-style-type: none"> <li>Building condition survey is being updated and a planned preventative maintenance (PPM) programme put in place by Head of Corporate Property.</li> <li>Complete the necessary works identified in external consultant's report, informed by a wider strategic review (SOPM)</li> <li>Improvements made to pool pipework and roof.</li> <li>Ensure that there is sufficient capital funding to complete the necessary works and revenue funding for on-going PPM.</li> </ul>	3	3	9	<ul style="list-style-type: none"> <li>Review of the operational management and deliverability of PPM</li> </ul>	Risk rating increased from 6 (amber) to 9 (amber).	Head of Cultural and Community Services
SD14	Performance of kerbside recycling contractor	The sub-contractor collecting materials on behalf of the recycling contractor went into liquidation in February.	The Council implemented contingency plans and the collections are now being delivered by the Council. The recycling contractor continues to deal with the collected materials and is committed to undertake this role until the contract end date.	Operational	4	3	12	<ul style="list-style-type: none"> <li>The Council is now delivering both the recycling, composting and residual waste collection elements of the service in-house as part of a blend of new contractual arrangements which commenced at the start of October 2021.</li> <li>Additional vehicles have been hired and agency workers employed. Further vacancies will be advertised on an ongoing basis. Additional second-hand vehicles have been purchased to reduce the cost of vehicle hire.</li> <li>All recycling services have now been retendered and contractors have been appointed. The reprocessing contracts are currently delivering an income to the Council which is being monitored.</li> <li>A reserve has been created to protect the Council from fluctuations in recycle prices over the life of the contracts.</li> </ul>	1	3	3	<ul style="list-style-type: none"> <li>Conclude recruitment of permanent staff to deliver the recycling service reducing reliance on agency workers.</li> <li>Continue to source further second-hand vehicles to reduce hire costs.</li> </ul>	Mitigating actions updated for Q3, no change to risk rating.	Head of Operational Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY <i>Strategic Operational Financial Knowledge management Compliance, Partnership</i>	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD15	Leisure Centres	Due to the National Lockdowns and control of coronavirus measures.	The Council's Leisure Contractor can no longer sustain its business	Strategic Financial	2	3	6	<ul style="list-style-type: none"> <li>Application to Government for National Leisure Recovery Fund (NLRF) successful and distribution being arranged.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>Monthly assessment of Leisure Contractor finances and assessment of Council support through monthly contract meetings.</li> <li>Contingency plans are also being developed should the contractor not be able to deliver the contract at short notice.</li> <li>Final settlement of financial negotiations during Covid closure is almost complete.</li> </ul>	No change.	Head of Cultural and Community Services
SD16	Voluntary and Community Sector	A reduction in resources for partners who deliver services for or on behalf of the Council.	Evidence that this is occurring with CVS and Citizens Advice having core funding reduced in recent years	Strategic Financial	2	3	6	<ul style="list-style-type: none"> <li>It is considered that the Council is undertaking as much action as is reasonably possible at this stage to mitigate the risk.</li> <li>The Council's current grant funding has been maintained and is being proposed increased in 2022/23.</li> <li>The Council employs a dedicated Community Partnership Officer to support the voluntary sector and local organisations.</li> <li>Capacity in the sector is being tested in the light of Covid-19 and the Council is working to support the relevant organisations.</li> </ul>	2	3	6	<ul style="list-style-type: none"> <li>The Council continues to work with the Voluntary and Community sector to ensure its funding delivers the Council's Corporate Plan objectives.</li> </ul>	No change.	Head of Community and Cultural Services

## Risk Matrix Template

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

### 1.1

Impact	Very High (4)	4	8	12	16	<div style="display: flex; align-items: center;"> <div style="width: 20px; height: 20px; background-color: red; margin-right: 5px;"></div> 12-16  <div style="width: 20px; height: 20px; background-color: orange; margin-right: 5px;"></div> 6-9  <div style="width: 20px; height: 20px; background-color: green; margin-right: 5px;"></div> 1 - 4                 </div>	<b>Significant Risk</b> <b>Medium Risk</b> <b>Low Risk</b>
	High (3)	3	6	9	12		
	Medium (2)	2	4	6	8		
	Low (1)	1	2	3	4		
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)		
		Likelihood					

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

## Service Delivery Risk Matrix

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

<b>Impact</b>	<b>Very High (4)</b>		SD3, SD9		
	<b>High (3)</b>	SD14	SD6, SD7, SD15, SD16	SD5, SD12	SD11
	<b>Medium (2)</b>				

Low (1)	SD1			
	Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)
	Likelihood			

SD1	Loss of income to the Housing Revenue Account (HRA)	Reduction of income through the Impact of: Universal Credit (UC) (increase rent arrears) Void Properties (rent loss) and right to buy properties (rent loss)		
SD3	Safety standards	Failure to comply with basic safety standards in flats/blocks with communal areas.		
SD5	Reduction in funding for Cultural and Community Services	Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.		
SD6	Ageing infrastructure at Rosliston Forestry Centre	Need to upgrade Infrastructure at Rosliston Forestry Centre		
SD7	Failure to meet housing delivery targets set out in the five-year supply	Economic slowdown, material or labour shortages, supply chain issues. There has been a small decrease in housing completions during the COVID pandemic.		
SD9	Melbourne Sports Park	Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with national funders.		
SD11	Tree Management	Failure to manage the Council's tree stock in line with adopted Tree Management policy.		
SD12	Ageing Infrastructure at Greenbank Leisure Centre	Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment.		
SD14	Performance of kerbside recycling contractor	The sub-contractor collecting materials on behalf of the recycling contractor went into liquidation in February.		
SD15	Leisure Centres	Due to the National Lockdowns and control of coronavirus measures.		
SD16	Voluntary and Community Sector	A reduction in resources for partners who deliver services for or on behalf of the Council		

<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES</b>	<b>AGENDA ITEM: 6</b>
<b>DATE OF MEETING:</b>	<b>10 MARCH 2022</b>	<b>CATEGORY: (See Notes) DELEGATED or RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>HANNAH PEATE EXT 5973 <a href="mailto:Hannah.Peate@southderbyshire.gov.uk">Hannah.Peate@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>CONTRIBUTION TO ACTIVE DERBYSHIRE</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HCS07</b>

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## **1.0 Recommendations**

- 1.1 That the Committee approves the Council's commitment to Active Derbyshire for 2022-2024 as set out in the Service Level Agreement (SLA) attached at Appendix A.
- 1.2 That the Committee approves a financial contribution to Active Derbyshire for 2022-23 of £12,191 to support the delivery of outcomes set out in an SLA with the Council.
- 1.3 That delegated authority be given to the Strategic Director - Service Delivery, in consultation with the Chairman of the Committee to sign any subsequent agreements necessary to ensure the delivery of the projects set out in the SLA.

## **2.0 Purpose of the Report**

- 2.1 To seek the Committee's approval for the Council making the financial contribution to Active Derbyshire for the 2022-23 financial year, as set out in the SLA to support the delivery of key outcomes for the District.
- 2.2 To seek approval for the Strategic Director, Service Delivery to be given delegated authority, in consultation with the Chairman of the Committee, to sign any separate agreements necessary to ensure the delivery of the projects set out in the SLA.

## **3.0 Executive Summary**

- 3.1 None

## **4.0 Detail**

- 4.1 For several years, South Derbyshire District Council (SDDC) has provided a financial contribution to the Active Partners Trust (Active Derbyshire), formerly named Derbyshire Sport. The Trust is a County wide partnership that acts collaboratively to strategically facilitate the co-ordination and delivery of physical activity, leisure, sport, and recreational activities across Derbyshire. All Local Authorities in Derbyshire have

contributed financially to this arrangement. The partnership has been successful in leveraging in significant resource for the County to further its aims.

- 4.2 The Active Partners Trust comprises Active Derbyshire and Active Notts (Nottinghamshire). The draft Active Derbyshire SLA for 2022-24 is attached to this report (Appendix 1).
- 4.3 This draft SLA outlines a core offer from Active Derbyshire across the County and a bespoke offer for South Derbyshire following discussions with the Council. For some of the projects outlined in the SLA e.g. workforce development at a local level, separate agreements will be drawn up to specially outline the exact detail of what both Active Derbyshire and the Council are required to deliver. Delegated authority for the Strategic Director to sign these separate agreements, in consultation with the Chair of the Committee is sought.
- 4.4 All the content included within the core offer and District bespoke offer will be adapted where necessary to reflect any Covid-19 legislation and/or guidance. This will include, but not be limited to connecting and enabling partner collaboration through virtual meetings, convening a virtual forum to share best practice from across the County and reviewing the use of investment to meet the current needs i.e., working across the Schools Games network to develop a series of Active at Home resources for young people.
- 4.5 All Derbyshire District and Borough Councils and Derby City Council have been requested to make financial contributions to Active Derbyshire on an equivalent basis of the core offer and are asked to commit in principle to this for three years. Cultural and Community Services is undertaking a strategic review of its strategies and plans to inform the review of the South Derbyshire Local Plan, the recommendation is for this to be a two-year agreement in South Derbyshire to fall in line with the wider strategic review timetable.
- 4.6 The key outcomes delivered through the 2021-22 SLA by Active Derbyshire included:
- Data packs and information provided to aid greater understanding of the impact of Covid, behaviours of District residents, children and young people and areas to help inform service delivery and design.
  - Support for the Young People Active Lives survey being conducted in selected schools.
  - A series of 'Insight Space' interactive, virtual sessions to share the insight gathered over the last four years around areas of inactivity across Derby and Derbyshire, including;
    1. People that are less active – adults.
    2. People that are less active - children and young people.
    3. How people are active.
    4. Trying to change behaviour through working with less active communities.
  - County-wide talking spaces hosted across a range of topics including Recover and Reinvent and Building Back Better engaging a wide range of partners.
  - An additional financial resource totalling £12,000 for Community Use of Schools work continuing to be undertaken, alongside supporting last year's investments to reach those who are less active.
  - County Schools Games offer created virtually with the School Games Organiser network across Derbyshire and Nottinghamshire in partnership with National Governing Bodies.
  - A place-based approach to work in the District has been supported.

- A Strategic Lead post being resourced to support Active South Derbyshire's strategy delivery.

## **5.0 Financial Implications**

- 5.1 Active Derbyshire has requested a Council contribution for 2022-23 of £12,191. This can be met from the current Active Communities and Health budget.
- 5.2 Any future request for funding for future years would be brought to Committee for consideration.

## **6.0 Corporate Implications**

### **Employment Implications**

- 6.1 There are no direct employment implications of this paper, other than the hosting of relevant Active Derbyshire staff to fulfil their commitments into the District when required.

### **Legal Implications**

- 6.2 None directly from this report.

### **Corporate Plan Implications**

- 6.3 The proposed contribution will support the Council to deliver services to the residents of South Derbyshire and fulfil elements of Our Environment, Our People and Our Future themes of the Corporate Plan.

### **Risk Impact**

- 6.4 The Corporate and Departmental risk registers will be updated with any risks identified if they arise from this report.

## **7.0 Community Impact**

### **Consultation**

- 7.1 Active Derbyshire will make positive contributions to the Active South Derbyshire Physical Activity, Sport and Recreation Strategy 2017-2022 and all key themes within the Sustainable Community Strategy - Children and Young People, Healthier Communities, Safer Communities, Stronger Communities and Sustainable Development. These documents were developed in consultation with South Derbyshire residents and organisations.

### **Equality and Diversity Impact**

- 7.2 This SLA supports targeted interventions with an evidence led approach.

### **Social Value Impact**

- 7.3 Physical inactivity can cost the economy millions of pounds per year. By supporting the District's least active population to become active it will work to improve an individual's

/ community's health and wellbeing and potentially reduce wider costs to society such as the health service.

## **Environmental Sustainability**

- 7.4 Where appropriate, delivery of opportunities take place within local communities to reduce the barrier of rural isolation but also to enable people to cycle and walk to opportunities locally, which will potentially reduce traffic congestion and pollution.

## **8.0 Conclusions**

- 8.1 The proposal for continuing the Council's contribution to Active Derbyshire will result in a joined-up approach to the aforementioned Corporate and District-wide strategies and support the County-wide approach to this partnership work.

## **9.0 Background Papers**

Appendix 1 - Draft SLA for 2022-2024

# Funding Partners' Agreement 01 April 2022 - 31 March 2024

## South Derbyshire District Council

## Agreement between the Funding Partners of Active Derbyshire and Active Partners Trust 01/04/2022 - 31/03/2024

### 1. INTRODUCTION

- 1.1. In November 2004, the members of the Derbyshire and Peak Park Sport and Recreation Forum, formally adopted the Strategic Framework for Derbyshire Sport. Derbyshire Sport was established when the new constitution was adopted on 23 June 2005 and revised again April 2016.
- 1.2. The Derbyshire Sport Board at its meeting in April 2017, agreed to independence and formal collaboration with Sport Nottinghamshire (discussion having been undertaken from 2016 in line with a Sport England review of County Sports Partnerships). This was reported to the Partners' Group Annual General Meeting (AGM) held on 18 July 2017.
- 1.3. The new overarching company Active Partners Trust (APT) was incorporated on 20 July 2017 and became operational on 1 October 2017, with two operational units, two offices and two brands: Active Derbyshire and Active Notts. Active Partners Trust is the legal entity. Active Derbyshire is the operational brand.
- 1.4. All funding from Derbyshire Funding Partners is ring fenced to be spent in Derbyshire.
- 1.5. The Articles of Association for APT allocates one place on the Active Partnership Board for Local Authority Funding Partners from Derbyshire (councillors or officers) plus the independent chair of the Active Derbyshire Panel.
- 1.6. The Active Derbyshire Panel has eight members (plus co-options) and at least two of these are recruited from Funding Partners. See appendix 1 for details of current APT and Active Derbyshire Panel membership.

### 2. FUNDING PARTNERS

- 2.1. The Funding Partners of Active Derbyshire for the period covered by this Funding Partners' Agreement are shown in Table 1 below.
- 2.2. Schedule 1 details the agreed priorities for joint working in 2022/23. Regular meetings will be held between members of the Active Derbyshire team and South Derbyshire District Council (SDDC) officers to review progress and confirm priorities and actions.
- 2.3. Each Funding Partner will be invited to send representatives, councillors and officers, to Active Derbyshire Partner Group meetings which will take place at least annually.
- 2.4. The purpose of the Active Derbyshire Partner Group meetings will be to :-
  - 2.4.1. Engage Local Authority partners in the delivery of the Derbyshire strategic plan for physical activity
  - 2.4.2. Update on the meetings of the Active Derbyshire Panel and membership of this Panel and the Board
  - 2.4.3. Share good practice and learning
  - 2.4.4. Update on national agendas/trends

#### 2.4.5. Training and CPD opportunities

- 2.5 The annual Funding Partner fees\* for are shown in Table 1. These fees were agreed at the Derbyshire Sport AGM in July 2016 and will remain the same going forward.

Table 1

Funding Partners	Fees for 01/04/20 - 31/03/23
Derbyshire County Council	£104,000
Derby City Council	£25,056
Amber Valley Borough Council	£15,701
Bolsover District Council	£12,075
Chesterfield Borough Council	£14,610
Derbyshire Dales District Council	£11,823
Erewash Borough Council	£15,117
High Peak District Council	£13,603
North East Derbyshire District Council	£14,450
South Derbyshire District Council	£12,191
<b>Total</b>	<b>£238,626</b>

\* Historical figure based on population and have remained fixed for over 15 years.

### 3. OBLIGATIONS OF FUNDING PARTNERS TO ACTIVE DERBYSHIRE

#### 3.1 Funding Partners of Active Derbyshire agree:

- 3.2.1 to recognise Active Derbyshire's role, in providing a strategic lead for physical activity and sport in Derbyshire;
- 3.2.2 to pay the Funding Partners' fees for 2022/23 as agreed at the July 2016 AGM and to agree in principle to payment of fees for 23/24 as detailed in Table 1

### 4. FINANCIAL CONSIDERATIONS

- 4.1. Financial risk is managed by the APT Board and Audit sub-committee on a regular basis and all costs, claims, demands and liabilities are assessed as part of this rigorous process and a sinking fund is managed to cover any such liabilities.
- 4.2. In the event of any winding up of APT any net assets, after all its debts and liabilities have been paid, shall be transferred:
- 4.2.1. directly for the Objects of the company set out in the Articles of Association
- 4.2.2. transferred to any charity or charities for purposes similar to the Objects.
- 4.2.3 In making these decisions the Board of APT will consider the percentage of any net assets which are ring-fenced for Derbyshire.

## 5. DATA PROTECTION

- 5.1 To meet the terms of this agreement there may be a need to share Personal Data between the Funding Partner and employees of APT. An example of this could be during the organisation of the annual Derbyshire Physical Activity and Sports Awards.
- 5.2 Both parties may share Personal Data, when it is within the legitimate interest of either party to process that data and is necessary for the fulfilment of the Funding Partner Agreement.
- 5.3 Both parties will duly observe all their general obligations under the Data Protection Legislation, which arise in connection with delivery of this Funding Partner Agreement. Consideration will be given as to whether a separate Data Sharing Agreement or Data Processing Agreement is required to allow delivery of a specific joint work area. In the Data Agreement the responsibilities of the Data Controller and Data Processor would be confirmed.
- 5.4 Notwithstanding these general obligations, where Personal Data is shared, both parties shall ensure that it has in place appropriate technical and procedural measures to ensure the security of the Personal Data.

## 6. DECLARATION AND FINANCIAL COMMITMENT

- 6.1. The undersigned are duly authorised to sign this Funding Partner Agreement on behalf of the Funding Partner.

**Funding Partner:** South Derbyshire District Council

Authorised Officer Name:

Position:

Signature:

Date:

### Active Derbyshire

Authorised Officer Name: Stuart Batchelor

Position: Strategic Director

Signature:

Date:

## Schedule 1

### 1. Agreed support for joint working in 2022/23

#### Core Offer

- To provide Strategic Lead support to work across the local authority area to develop physical activity and sport
- To share good practice from the local authority area across the county and region
- To lobby, advocate and promote Derbyshire to secure resources from Sport England and other national, regional, and county organisations, including the Health and Wellbeing Boards, Place Alliances and forming Integrated Care Partnerships.
- To provide support in terms of funding advice and promotion of funding opportunities to the local authority and its communities
- To deliver Sport England funded programmes such as:
  - Children and Young Peoples' programme
  - Active Lives Young People's Survey - a nationwide survey to measure sport and physical activity levels of school children
  - Together Fund.
- To share and promote good practice and celebrate stories and achievements
- To provide support and guidance in the development of a marketing led approach to the physical activity offer in the local authority area, including:
  - Workforce training to develop marketing skills
  - Support and training to create digital tools such as videos
  - Opportunities to promote district work through Business-to-Business (B2B) Active Derbyshire communications e.g. website, newsletters and social media
  - General marketing and communications advice and support
  - To provide specific marketing approaches that support and encourage the least active populations to become active.
- To provide support and guidance in the development of safe and accessible spaces including:
  - Championing the use of engagement of local communities in facility provision
  - Provide support for the use of Active Design principles

- Provide support, advice and comment on facility project and strategy groups
- Delivering the Walk Derbyshire programme

### Specific Offer

As agreed between Strategic Lead and LA lead officer

- Support the proposals/requirements of the Council's wider strategic review utilising Sport England's Strategic Outcomes Planning Model (SOPM) to inform how the Council can transform its local play, sport, physical activity and wellbeing services etc. sustainably and the following being undertaken/refreshed as the evidence base for the SOPM to be completed by April 2023:
  - 
  - Facilities Planning Model (FPM)
  - Built Facilities Strategy (BFS)
  - Playing Pitch Strategy (PPS)
  - Local Football Facility Plan (LFFP)
  - Recreation Facilities Strategy (RFS)
- Following the SOPM, Active Derbyshire will support the Council's Leisure Services Delivery review with the aim of transforming local services and support the wider roll-out of Sport England's Moving Communities agenda which in collaboration with partners will track progress, performance and improvement of leisure services in the District.
- Support the development of the Active South Derbyshire Strategy refresh considering National and County strategy adoptions, following the SOPM work
- Support work across the District, encouraging the inactive to become active by enabling and widening the local physical activity system.
  - Supporting a person-centred approach and the community voice being heard and informing future direction.
  - Support the development of place-based working. Following an insight-led approach, supporting local models and advocacy.
  - Support community infrastructure to tackle inequalities in participation across the District to help those groups supporting the less active enable physical activity by connecting them to funding, training and other resources.
- Work with South Derbyshire District Council to achieve carbon neutrality by 2030, by supporting the developments of this agenda and wider Active Travel opportunities.
- Support the development of the districts paid and volunteer workforce by providing opportunities and safe spaces to be active.

- Support a key theme area and focus on young people through various pieces of work including Community Use of Schools, Moving on with Covid and Healthy Weight collaboration.

## 2 Measurement Objectives and Key results

OKR 1 Support the facilitation of the Locality Active Partnership to develop and sustain a strategic approach to physical activity across South Derbyshire.

OKR 2 Develop and strengthen locality physical activity partnership working and delivery of 'Insight-Led' working to support local priority setting and decision-making.

## 3 Monitoring Information, Management and Review Arrangements:

- 3.1 An annual delivery plan of OKR 1 and OKR 2 is to be agreed with the Council.
- 3.2 Monitoring reports will be provided as agreed with a minimum of and an annual Year End Report.
- 3.3 Annual review meeting with APT and the Council.

## Appendix 1

Board and Active Derbyshire Panel membership as of March 2021.

Name	Director Position
Chair of the Board of Directors	Derek Higton
Senior Independent Director from Nottinghamshire, Derbyshire or outside	Louise Bainbridge
Resident Directors from Nottinghamshire, 1 of whom chairs the Active Notts Panel, *other is a member of the AN Panel	Graham Feek Danny Bouckley
Resident Directors from Derbyshire, 1 of whom chairs the Active Derbyshire Panel	Sarah Fowler Richard Irons
Local Authority Funding Partner Director who is a councillor or officer of the Local Authority Funding Partners in Derbyshire	Cllr Carol Hart
Resident Directors from Nottinghamshire	Jane Laughton Mark Shardlow
Directors from Nottinghamshire, Derbyshire or outside	Vacant

### ACTIVE DERBYSHIRE PANEL

All Panel members are recruited by open advertisement and on the basis of his or her skills and experience

1 x Resident Independent Board Director from Derbyshire <i>(Panel Chair)</i>	Sarah Fowler
1 x Local Authority Funding Partner Board Directors from Derbyshire	Cllr Carol Hart
1 x Non-Director Panel Member from Derbyshire <i>who is a councillor or officer from a Local Authority Funding Partner)</i>	Rachel North
5 x Resident Non-Director Panel Members from Derbyshire	Debbie Chesterman Kevin Lane Dr Sally Akehurst James Bromley Iain Little
Co-opted	Ben Williams

<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM:7</b>
<b>DATE OF MEETING:</b>	<b>10 MARCH 2022</b>	<b>CATEGORY: *HS07</b>
		<b>RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>IAN HEY (EXT 8741) SECTION 106 OFFICER <a href="mailto:ian.hey@southderbyshire.gov.uk">ian.hey@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMUNITY AND ENVIRONMENTAL PARTNERSHIPS GRANT SCHEME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HCS</b>

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## **1.0 Recommendations**

1.1 That the Committee accepts the recommendations of the Community and Environmental Partnerships Grant Scheme Assessment Panel, to award grants as detailed in section 4 of this report.

## **2.0 Purpose of Report**

2.1 To inform the Committee of the applications for Community and Environmental Partnership Grant Scheme (CEPGS) funding received by the Council.

2.2 To seek approval to award grants in line with the recommendations of the Committee's appointed Assessment Panel, established to consider such applications.

## **3.0 Executive Summary**

3.1 The CEPGS is continuing to operate according to processes and procedures as previously agreed and reported to the Committee.

3.2 In total, four new capital grant applications were reviewed by the Assessment Panel, requesting £48,000 against a remaining unallocated budget of £90,469 which is available until end of March 2023.

3.3 Four applications have been recommended for grant support by the Assessment Panel, with a total value of £48,000.

3.4 The four projects recommended to receive grant support are as follows:

- a) £10,000 to Belmont Bowls Club, as a contribution towards the installation of a sprinkler system and new specialist mower. The aim is to improve the quality of the playing surface to allow for additional members requiring more playing time.

- b) £25,000 to Church Broughton Tennis Club to support the building of a Padel Tennis court. The aim is to increase the capacity of the club. The club draws membership from surrounding areas that have seen large scale development such as Hilton and Hatton. This is a new, rapidly growing sport that provides an easy entry to tennis.
- c) £2,949 to John Port Alms Houses to support the installation of a new sun dial. This is a key feature on a listed building within the Etwall conservation area.
- d) £10,000 to Newton Solney Parish Council as a contribution towards the development of the Newton Solney Jubilee Orchard. Specifically, the grant will contribute towards the cost of a pavilion and trees. The pavilion will act as a multi-use community space.

#### 4.0 Detail

- 4.1 The CEPGS offers capital grants of up to £25,000 to support projects brought forward from the voluntary and community sector (VCS). An annual sum of £250,000 has been allocated to the Scheme since October 2019, to enable grants to be made in support of applications received during the current funding cycle.
- 4.2 An Assessment Panel comprising four Councillors, with support from the S106 Officer, met to consider applications that had been submitted. The Panel is Chaired by the Chairman of the Housing and Community Services Committee.
- 4.3 Submitted applications were assessed against the published set criteria and recommendations about grant distribution are proposed for approval by the Committee.
- 4.4 The Council has commenced a wider strategic review of its local play, sport, physical activity, and wellbeing services to form part of the evidence base of the next Local Plan.

As part of this review, the following documents will be refreshed:

- Facilities Planning Model (FPM)
- Built Facilities Strategy (BFS)
- Playing Pitch Strategy (PPS)
- Local Football Facility Plan (LFFP)
- Recreation Facilities Strategy (RFS)

Additionally, as part of the review a standardised Community Use Agreement (CUA) template is being developed. CUA's provide certainty and clarity about the intentions concerning community access to facilities. CUA's cover such matters as hours of availability, management arrangements, repairs, and maintenance, sinking fund, pricing policy etc.

Once these strategic documentations are in place the CEPGS criteria will be reviewed, and any recommended changes will be brought to a future meeting of this Committee.

#### **Applications**

- 4.5 The following applications were received and considered for capital funding:

- a) **Belmont Bowls Club**: grant applied for £20,000.  
*(This is 100% of the project costs. As no other applications for funding have been made that were unsuccessful the fund criteria only allow an application for up to 50% of costs. The panel considered the application for £10,000 - 50% application.)*

The aim of the project is to grow interest in the sport of Bowls, providing opportunities for both juniors and families. The improvements to the playing surface will also improve the experience for existing participants.

The sprinkler system will use rainwater harvesting to reduce the amount of processed water used which also contributes to the environmental targets of the grant scheme.

The grant will act as a contribution towards the installation of a sprinkler system and new specialist mower. The aim is to improve the quality of the playing surface to allow for additional members requiring more playing time.

- b) **Church Broughton Tennis Club:** grant applied for £25,000 (*30% of total project costs of £82,515*).

The club is registered as a Community Amateur Sports Club. The aim of the project is to install an outdoor Padel Tennis court providing a sport facility to promote health and well-being to the local community through fitness and social contact. It will enable the Club to introduce a racquet sport, which is becoming increasingly popular since it is fun, sociable, and easy to play.

Padel Tennis is easier to learn and play than most racquet sports and is played on a smaller court. It is ideal for children, those less active, older people and those wanting an introduction to tennis. Padel Tennis can be played with four players of mixed ages and abilities so is suitable for families and will encourage family play and interaction. The Project hopes to bring people in the local community closer together by offering facilities for social interaction and improve the physical health and well-being of participants through introducing them to a fun and easy to play racket sport. The Club will supply equipment for people to use free of charge, whilst at the club, to encourage participation.

Planning permission has previously been granted.

- c) **John Port Alms Houses, Etwell:** grant applied for £3,000 (*Recommended offer 50% of total eligible costs of £5,898. VAT is reclaimable, limiting the maximum grant that can be offered to £2,949*).

This project will support the installation of a new sun dial. This is a key feature on a listed building within the Etwell conservation area at the heart of the community.

The homes have been providing local accommodation for people in need since 1681. The trust has upgraded all the properties and is looking to restore the outside to reflect the original façade.

This project will contribute towards “taking pride in our place” within the Council’s Corporate Plan.

- d) **Newton Solney Parish Council:** grant applied for £10,000 (*38.5% of eligible projected expenditure of £25,900*).

The aim of the overall project is twofold:

1. To increase biodiversity within the village through tree planting, and
2. To provide a multi-use facility for the community on the recreation ground.

As well as improving biodiversity the tree planting is intended to improve the visual aspect of the recreation ground and provide a focus for community activity.

The village primary school have identified that it would also use the pavilion to support outdoor learning.

### **Assessment Panel**

- 4.6 The Community and Environmental Partnership Grant Scheme Assessment Panel met on 10 February 2022 to review the applications against the questions and criteria previously agreed. The criteria included links with corporate priorities, security of external funding, sustainability, value of other contributions, value for money, community involvement, risk and commitment to equal opportunities.
- 4.7 Prior to making a recommendation, the Assessment Panel considered the Scheme's current budget position regarding capital monies. The Scheme had a remaining unallocated budget of £90,469 prior to the allocation of any grants. It was, therefore, identified that there was sufficient funding for all recommended grants to be covered in full, should they meet the Scheme's criteria.

### **Assessment Panel Recommendations**

- 4.8 The Assessment Panel's recommendation for distribution of grant is as follows:
- **£10,000 to Belmont Bowls Club**, as a contribution towards the installation of a sprinkler system and new specialist mower.
  - **£25,000 to Church Broughton Tennis Club** to support the building of a padel tennis court.
  - **£2,949 to John Port Alms Houses** to support the installation of a new sun dial.
  - **£10,000 to Newton Solney Parish Council** as a contribution towards the development of the Newton Solney Jubilee Orchard.
- 4.9 All grant offers for building-based projects are required to evidence appropriate planning / building control permissions
- 4.10 VAT on project costs are only covered where the organisation is not VAT registered and cannot reclaim VAT paid.
- 4.11 All offers made are subject to the current published standard terms and conditions.

### **5.0 Financial Implications**

- 5.1 The award of grants falls within the remaining unallocated CEPGS budget of £90,469. The total of the grants recommended for award is £47,949, allowing a balance of £42,520 (17% of initial allocation of funds) to be allocated prior to March 2023.
- 5.2 It is anticipated that all remaining funds will be recommended for allocation at the next grant panel, date to be identified, during 2022/2023.

### **6.0 Corporate Implications**

- 6.1 The scheme contributes to all the priority areas in the Council's Corporate Plan, with individual projects contributing to Our Environment, Our People and Our Future

through delivering inward investment, independent living, leisure, and cultural activity and focus on the community as residents and customers.

- 6.2 The projects supported will also address outcomes that contribute to the Sustainable Community Strategy themes of Children and Young People, Healthier Communities, Safer and Stronger Communities, as well as Sustainable Development.

## **7.0 Community Implications**

- 7.1 The scheme maximises funding available for community investment by providing both direct funding and enabling leverage from other funding sources. It also continues to offer a direct line of communication with the voluntary and community sector.
- 7.2 The impact on the community and amount of community involvement in each individual project has been assessed as part of the appraisal process.

## **8.0 Conclusions**

- 8.1 The Community and Environmental Partnership Grant Scheme continues to provide the Council with an excellent means to support a variety of community partners in improving the quality of life for residents. It also enables community partners to lever additional external funding to the District.

<b>REPORT TO:</b>	<b>(HOUSING AND COMMUNITIES COMMITTEE)</b>	<b>AGENDA ITEM:8</b>
<b>DATE OF MEETING:</b>	<b>10 MARCH 2022</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>ALLISON THOMAS STRATEGIC DIRECTOR - SERVICE DELIVERY</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>CHRISTOPHER WORMAN PARKS AND GREEN SPACES MANAGER</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>TREE, WOODLANDS, AND HEDGEROW MANAGEMENT POLICY</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL WARDS</b>	<b>TERMS OF REFERENCE: (HCS10)</b>

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## **1.0 Recommendations**

- 1.1 That the Committee adopts the Tree, Woodland and Hedgerow Policy (Appendix 1) including appendices (Appendix 2).
- 1.2 That the resource implications outlined in this report are referred to the Finance and Management Committee for approval.

## **2.0 Purpose of the Report**

- 2.1 To highlight issues, risks, opportunities, and solutions related to management of the Council's trees.
- 2.2 To request that the Committee adopts the Tree, Woodland and Hedgerow Management Policy (incl. Appendices) which is a revised and updated version of the 2010 Tree Management Policy previously approved.

## **3.0 Executive Summary**

- 3.1 The Council has a duty to effectively manage its many trees, which have been pro-actively mapped, inspected, and maintained according to available resource following the approval of a Tree Policy in 2010. Better data, an ever-increasing tree stock, increased environmental awareness, capacity issues, the desire for best practice and the passage of time mean a review of the original policy and custom and practice is due.
- 3.2 The original 2010 Tree Management Policy has been updated and replaced with a refreshed Tree, Woodland and Hedgerow Policy (Appendix 1) including appendices (Appendix 2). These are companion documents which have been created to provide the Council with a planned way forward for managing its trees safely, efficiently,

effectively, and economically by providing current, medium, and long-term direction and action.

3.3 The recommended revised Policy documents outline issues and essential actions for dealing efficiently, effectively and economically with the District's tree, woodland and hedgerow issues, in particular:

- to optimise the protection and management of its tree stock
- to improve its service to residents
- to protect members of the public and employees
- to reduce the number of tree-related service enquiries and complaints
- to mitigate the potential for future negligence claims resulting from tree failure or subsidence
- to support planning policy and development
- to increase tree canopy cover according to achieve National Forest targets, meet carbon neutrality targets to mitigate global overheating and assist meeting the Council's Climate Emergency commitments
- to protect and enhance biodiversity in relation to trees, woodlands, and hedgerows
- to ensure that the important role of trees in providing ecosystem services is developed and is well understood and appreciate.

3.4 The Policy documents aim to realise the stated proposed Vision:

*“South Derbyshire will be a District where the natural capital of its trees, woodlands and hedgerows are fully valued, properly managed and well-maintained so that they can make their optimum contribution to ecosystem services and the health and well-being of the community, whilst providing aesthetic and seasonal pleasure to today's residents and visitors and future generations.”*

3.5 There are several risks and opportunities facing the Council which are highlighted by an examination of current issues. These issues include risks associated with achieving current policy response times, lack of a dedicated and defined tree work budget, an expanding tree management workload, unrecorded trees, uninspected trees, increasing adoption of trees, non-completed essential tree work, commissioning and procurement practice, handling of tree enquiries and complaints, and criminal damage.

3.6 There are financial implications of managing the Council's trees, much of which is covered within existing resources, but to meet its responsibilities there is a further requirement for dedicated budget for external arboricultural services.

#### **4.0 Detail**

4.1 The Council's Tree Management Policy was adopted in 2010. The current policy, attributes priority timescales to when tree works must be undertaken and has, in part, created a backlog of tree maintenance works that must now be resolved.

4.2 The current priority timings in the (2010) policy is creating unnecessary procedural risk. Changing the priority timings in the revised Management Policy would reduce the

Council's procedural risk, by introducing a traffic Red/Amber/Green (RAG) system of priority would be put in place rather than a specific timeframe approach.

- 4.3 If the recommended revised Policy is adopted this would go some way to better managing the identified risks. However, there are still trees that still require some form of works, so whilst the risk process is managed the backlog of tree work will not disappear - if anything these will continue to accumulate.
- 4.4 Therefore, the recommended response is to provide appropriate and dedicated resource that will allow the appointment of external approved arboricultural contractors that will solely work on clearing the identified backlog of priority tree works promptly and efficiently, over an initial two to three-year period (as set out in 5.4), whilst the Council implements its revised Policy approach and meaningfully operationalise this.
- 4.5 In common with most local authorities, South Derbyshire District Council is responsible for many areas of land which often contain trees, woodland, and hedgerows. These valuable natural capital assets, which are critical to the ecosystem need careful management.
- 4.6 The Policy documents have been created with due consideration to current legislation and national, regional, and sub-regional policy. In addition to relevant UK legal case law and applicable non-governmental organisations' policy and guidance which is dedicated to ensuring health and wellbeing of the public whilst protecting trees and related biodiversity. Furthermore, advice has been sought from the Council's insurers, Zurich and incorporated into the documents and proposals.
- 4.7 Although the Tree Officer post sits within Cultural and Community Services, it should be noted that management of trees impacts on many other Council service areas including Housing, Planning, Corporate Property, Operational Services, Environmental Services, Legal Services etc. as such the Tree Management Policy documents are critical cross-cutting strategic documents.
- 4.8 Given the impact of tree management across service areas, considerable emphasis has been placed on a more integrated approach to managing the Council's trees using guidance from several industry bodies and organisations, including:
  - The Forestry Commission UK Forestry Standard 2017
  - The Health and Safety Executive - Management of the risk from falling trees.
  - UK Road Liaison Group - Well-managed Highway Infrastructure Code of Practice
  - National Tree Safety Group - Common sense risk management of trees
  - Tree and Design Action Group - Trees in the Townscape: A Guide for Decision Makers.
- 4.9 Those involved in caring for the Council's trees are in the front-line of a challenging national industry to manage a range of potentially very damaging pests and diseases, many of which have arrived from abroad.
- 4.10 In addition to the Council's duty of care and requirement for policies and procedures for managing its tree stock, district councils have a regulatory role in ensuring the preservation of trees and woodlands that offer high public amenity value, regardless of their public or private ownership and the provision and protection of adequate green infrastructure in new developments.

4.11 The new Policy documents bring together all these themes to ensure that the Council can properly manage its trees into the long-term future and provide a framework which details the Council's approach to the management and enhancement of its tree stock. It outlines the mechanism by which the Council will achieve a proposed vision for trees.

4.12 The routine management of the Council's trees will involve:

- Surveying the tree stock on a regular basis to maintain a database that tracks the condition of individual trees or group of trees and assigns a risk-rating based on that condition
- Planned cyclical maintenance based on a minimum four-year inspection cycle which will identify tree pruning and tree felling where required
- Reactive maintenance in response to health and safety issues and customer requests.
- Emergency work such as that following storms and gales.

4.13 The new Policy is set out as overarching documents, whilst specific requirements are dealt with in detail within the appendices. These policies should provide clear principles for the management and maintenance of the District's trees for the future.

## **5.0 Financial Implications**

5.1 The Council's Tree Management Policy was adopted in 2010. As outlined at 4.2 above, the current policy, attributes priority timescales to when tree works must be undertaken and has, in part, created a backlog of tree maintenance works that must now be resolved.

5.2 To address this backlog, it is proposed to provide a dedicated resource that will allow the appointment of external approved arboricultural contractors that will solely work on clearing the identified backlog of priority tree works promptly and efficiently, over an initial two to three-year period, whilst the Council implements its revised Policy approach and meaningfully operationalise this.

5.3 The average annual spend (based on the current tree policy) for tree works over the previous five years (contractors) is c.£40k per annum.

5.4 The funding required to undertake identified priority tree works are as follows:

- Year 1 - 2022/3 £60,000
- Year 2 - 2023/4 £20,000
- Year 3 - 2024/5 £20,000 (contingency)

5.5 In the medium-term, the continued implementation of new strategic and policy approach will help the Council manage identified future risks.

5.6 There is currently an annual budget of £10k for dedicated tree works within the General Fund Parks and Green Spaces.

5.7 An earmarked reserve for Operational Services has been set-aside from maintenance sums through S106 totalling £154,740 which to-date has not been utilised and has no committed spend against.

5.8 The Housing Revenue Account (HRA) contributes £120k pa to Grounds Maintenance for works including grass cutting and trees. This recharge was due to be reviewed in

2020/21 but due to the pandemic never progressed. This will be undertaken during 2022 with a dedicated Accountant and the new Head of Operational Services.

- 5.9 It is proposed to fund the backlog works by utilising the £5k of the Parks and Green Spaces budget allocation in 2022/23 and 2023/24, £10k of the recharge from the HRA to Grounds in 2022/23 and 2023/24 with the balance, the majority of the funding, to be drawn from the earmarked reserve.
- 5.10 Grounds Maintenance underspends each year due to vacant posts. If, however the team was up to full complement, the HRA recharge could not be utilised as it would negatively impact the General Fund. Any shortfall in funding from either Parks or Grounds would need to be sourced from the earmarked reserve.
- 5.11 A full review of the budgets in Parks and Green Spaces and the Grounds Maintenance needs to be undertaken prior to the next budget round and in line with the new tree policy to ensure any opportunities are maximised and all risks are covered.

## **6.0 Corporate Implications**

### **Employment Implications**

- 6.1 An Assistant Tree Officer was approved as part of the previously approved and now implemented Cultural and Community Services restructure. A team of officers is being established with the requisite skills and expertise to effectively manage the Council's trees.
- 6.2 In addition to the current Tree Officer, there is a vacant Tree Inspector post, which has been repositioned as an Assistant Tree Officer to attract and retain candidates.
- 6.3 Furthermore, a Biodiversity Officer has recently been appointed, who has arboricultural experience. These are additional to the wider support of the Parks and Green Spaces team, within Cultural and Community Services.

### **Legal Implications**

- 6.4 Under UK law, in England and Wales, the Occupiers' Liability Act 1957 and 1984 governs liability. The earlier Act deals with any liability relating to visitors, i.e., persons who enter the land or premises either by invitation or by permission. The later Act deals with liability to other persons, including trespassers. Occupiers can be held negligent in their duty of care even if injury or damage occurs on land where people do not have access by right or invitation. Under General Liability, a tree owner has a 'Duty of Care' to its 'neighbours' with regards to the regular inspection and hazard abatement of its tree stock. This duty is laid down in;

- Occupiers Liability Acts of 1957 & 1984
- Highways Act 1980 (especially section 130),
- The Miscellaneous Provisions Act 1976 'Dangerous Trees and Excavation'
- Health & Safety at Work Act 1974 (for bystanders' sec 3(1)).
- Criminal Liability can be pursued under Section 3 of The Health and Safety at Work Act 1974, where there is a general duty of care at Common Law to take reasonable care to avoid injury to your neighbour.
- Corporate Manslaughter and Corporate Homicide Act 2007

- 6.5 The Government consulted last year on the need for Councils to adopt tree strategies and policies, and the proposed response was agreed by this Committee in August 2020. This could be the subject of future legislation. In addition, the Natural Environment and Rural Communities Act 2006 places a statutory duty to consider biodiversity in all Council functions, which the forthcoming Environment Bill may change to “evidence net biodiversity gain”.
- 6.6 The proposed new Management Policy seeks to better meet the legal implications of tree management.

### **Corporate Plan Implications**

- 6.7 The Management Policy contributes significantly to the Corporate Plan Priorities and Key aims including:

#### **Our Future**

- a. Support economic growth and infrastructure
  - i. Enable the delivery of housing across all tenures to meet Local Plan targets
  - ii. Influence the improvement of infrastructure to meet the demands of growth
- b. Transforming the Council
  - i. Provide modern ways of working that support the Council to deliver services to meet changing needs

#### **Our People**

- c. Supporting and safeguarding the most vulnerable
  - i. Promote health and wellbeing across the district
- d. Deliver excellent services
  - i. Ensure consistency in the way the Council deals with its service users
  - ii. Have in place methods of communication that enables customers to provide and receive information
  - iii. Ensure technology enables us to effectively connect with our communities
  - iv. Invest in our workforce

#### **Our Environment**

- e. Improve the environment of the district
  - i. Enhance biodiversity across the District
- f. Tackle Climate Change
  - i. Strive to make South Derbyshire District Council carbon neutral by 2030
- g. Enhance the attractiveness of South Derbyshire
  - i. Enhance the appeal of Swadlincote town centre as a place to visit
  - ii. Improve public spaces to create an environment for people to enjoy

### **Risk Impact**

- 6.8 There is no nationally recognised practice or prescribed methodology for tree management, although Forestry England’s - Operational Guidance Book #1 (Tree Safety Management) sets out a good baseline for inspecting trees on the public forest estate. As a result, much guidance derives from established professional practice and case law, which identifies the need for landowners to put in place pro-active defensible systems for managing tree risk as part of its general duty of care, particularly for open spaces. If the Council does not have adequate measures in place, it may be liable to substantial financial and reputational consequences, if found to be negligent in its management.

- 6.9 The new Policy allows the Council to protect itself against potential claims for damage or injury, but also allows a much more integrated and pro-active approach to managing trees on its land.
- 6.10 There is currently a Government consultation on the need for councils to create and adopt tree policies and strategies and the matter could be the subject of future legislation. By adopting this Management Policy, the Council will be fulfilling this future need ahead of potential legislation.

## **7.0 Community Impact**

- 7.1 Effective management of its tree stock is of critical importance to all South Derbyshire residents who benefit from the positive impact of trees in many areas of life including the environment, biodiversity, housing, amenity and leisure. Similarly, effective management is of critical importance to a variety of partners and community stakeholders including the National Forest Company, Forest England, Parish Councils the private sector and a plethora of Voluntary and Community Sector organisations.

### **Consultation**

- 7.2 Consultation has taken place across relevant service areas within the Council

### **Equality and Diversity Impact**

- 7.3 None Known

### **Social Value Impact**

- 7.4 Use of local tree contractors can promote local businesses.
- 7.5 Working closely with developers to enable the delivery of housing across all tenures to meet Local Plan targets.
- 7.6 Potential to involve communities in planting schemes etc.

### **Environmental Sustainability**

- 7.7 Trees are crucial to the environmental sustainability of the District and by extension the planet, by:
- Capturing atmospheric carbon
  - Cleaning the air that we breath
  - Filtering atmospheric pollution
  - Stabilising river/stream sides and attenuating flow
  - Stabilising soils and moderating rainfall absorption
  - Improving the quality of contaminated land
  - Providing a barrier to noise and screening poor views; trees and other vegetation can play an important role in reducing noise
  - Providing shelter from the sun, wind, rain, and other weather events
  - Shading out harmful solar radiation, reducing “heat island” effects.

## **8.0 Conclusions**

8.1 Trees are an immensely valuable asset for the environment and people of South Derbyshire. The new Tree Management Policy provides a robust framework for their effective management.

## **9.0 Background Papers**

9.1 Tree Management Policy - 2010.

# Tree, Woodland and Hedgerow Management Policy

**Cultural and Community Services**

**March 2022**

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## Version Control

Version	Description of version	Effective Date
1	Original draft for CCS HOS	July 2019
2	Revised draft with HOS amends included	October 2020
3	Revised draft for circulation to all HOS	January 2021
4	Revised version including HOS amendments	May 2021
5	Revised version including Zurich amendments	Jan 2022
6	Final officer revisions	March 2022

## Approvals

Approved by	Date

## Associated Documentation

Description of Documentation

## Executive Summary

S1 In common with most local authorities, South Derbyshire District Council is responsible for many parcels of land, many of which contain trees, woodland, and hedgerows. These features are valuable natural capital assets which are critical to our ecosystem services (see 1.2 below). They need careful management, not least because the Council has legal duties of care to keep open spaces safe and to protect and enhance biodiversity. This Tree Policy has been created to provide the Council with both current, medium, and long-term direction, guidance and matters for action in dealing with tree, woodland, and hedgerow issues, in particular:

- to ensure the protection of members of the public and Council employees from tree hazards
- to optimise the protection and management of its valuable tree stock
- to improve its service to residents,
- to reduce the number of tree-related complaints
- to mitigate the potential for future claims against the Council resulting from tree failure, alleged negligence, or subsidence
- to support planning policy and development
- to increase tree canopy-cover according to UK and National Forest targets
- to protect and enhance biodiversity in relation to trees, woodlands, and hedgerows
- to ensure that the important role of trees in mitigating climate change and providing ecosystem services is fully developed, well understood, and appreciated

This document has been created with due consideration to current international, national legislation and national, regional, and sub-regional policy, relevant UK legal case law, and applicable non-governmental organisations' policy and guidance dedicated to protecting trees and related biodiversity. It includes policy statements which build on, but will supersede, the existing Tree Management Policy 2011. This Policy is a companion document to the Tree Woodland and Hedgerow Management Plan. Where appropriate, it should be assumed that the use of the term 'tree' will also include woodland, hedgerows, and tree-based habitats.

This document sets out policies to underpin how the Council will:

- Manage and maintain the Council's tree stock on the highways\*, housing estates, cemeteries and closed churchyards, parks, open spaces, woodlands, and hedgerows via a proactive cyclical work-delivery regime to ensure that trees are maintained in a safe and healthy condition. (*\*Not including trees owned and maintained by Derbyshire County Council*)
- Limit the felling and pruning of trees to those circumstances where it is essential or advisable.
- Establish specifications and service level agreements for tree work based on professionally accepted standards of practice
- Establish best practice to ensure adequate biosecurity in the District to prevent, control and manage the effects of tree pests and diseases
- Undertake pruning works following best arboricultural practice and where possible for this to be scheduled so as not to be detrimental to the tree species affected.
- Increase the role of street and open space trees, woodland, and hedgerows in providing connected, biodiverse habitats and healthy ecosystem services, minimising the impacts of and adapting to climate change.
- Provide public information, where possible, in advance of planned tree works and in advance of planting schemes.
- Develop Woodland Management Plans for all Council woodlands.
- Survey and prescribe improvement and connectivity plans for Council hedgerows

- Use current planning legislation to protect those trees it considers to be threatened or that it values. Applications to carry out work to protected trees will be evaluated carefully before permission is given.

Although the Council will deliver this wide range of services in its management of the tree stock, like most other Council's, it will not usually provide services relating to several common issues related to tree "litter" and other annoyances (identified in Section 4) though Health and Safety shall always be paramount.

The Council will seek compensation from any external organisation or individual responsible for significant damage to, or removal of, any Council owned tree(s) to the value as calculated by Capital Asset Valuation for Amenity Trees (CAVAT).

Considerable emphasis has been placed on a more integrated approach to managing the District's trees.

## Introduction

As tree owners with regulatory and duty of care obligations, the Council has direct responsibility to ensure that its trees do not pose an unacceptable hazard or level of risk to the public or property. Tree safety management requires limiting the risk of harm from tree failure while maintaining and protecting the benefits conferred by trees. To manage and address these risks and discharge the Council's statutory duties associated with trees it has to:

- Establish best practice in surveying, mapping and regularly inspecting trees as part of a robust risk management procedure
- enable consistency in the quantity and quality of tree works being carried out and predictability in outputs/ outcomes.
- provide a basis for supporting robust planning policy in relation to trees.
- offer effective mechanisms to manage public expectations.
- handle ad-hoc requests efficiently and effectively.
- contribute to ensuring positive environmental outcomes from new developments.
- protect and enhance biodiversity related to trees, woodlands, and hedgerows.

Those involved in the care for the Council's trees are in the front line of a challenging national struggle to manage a range of potentially very damaging and harmful pests and diseases, many of which have arrived from, or are an imminent threat from, abroad.

In addition to its statutory biodiversity duty and general duty of care, district councils have a regulatory role in ensuring the preservation of trees and woodlands that offer high public amenity value, regardless of their public or private ownership and the provision and protection of adequate green infrastructure in new developments.

The Council's Corporate Plan sets out its ambition *"to improve the environment of the District, to tackle climate change, to enhance the attractiveness of South Derbyshire and deliver excellent services"*

This document brings together all these themes to ensure that the Council can properly manage its trees into the long-term future and provides a framework which details the Council's approach to the management and enhancement of its tree stock. It outlines the mechanism by which the Council will achieve its strategic vision for trees:

## **Vision**

*“South Derbyshire will be a District where the natural capital of its trees, woodlands and hedgerows are fully valued, properly managed and well-maintained so that they can make their optimum contribution to ecosystem services and the health and well-being of the community, whilst providing aesthetic and seasonal pleasure to today’s residents, visitors and to future generations.”*

## **Mission**

*“To protect, improve, increase and sustain the tree population and canopy cover of the Council and the National Forest for the benefit and enjoyment of current and future generations.”*

## **Core Aims and Objectives**

The aims of this Management Plan are ultimately to:

1. To ensure the Council complies with its duties to protect members of the public, Council employees and property from tree hazards;
2. To value, protect and improve the quality and safety of the District’s tree stock through the legal and physical protection and management of trees;
3. Ensure that trees, woodlands, and hedgerows contribute fully to a healthier and more attractive local environment;
4. Develop and improve the District’s natural capital, tree canopy, ecological network and biodiversity where trees are included or impacted;
5. Effectively manage the impact of trees on residents, businesses and organisations;
6. Raise the profile, value and understanding of trees, woodland and hedgerows (and their issues) for the benefit of the District;
7. To ensure that sufficient resources are available to deliver the agreed objectives and action plan

## **Objectives**

To achieve the vision, mission and aims the Council has the following objectives:

1. To ensure that there is an efficient, effective, and economically sound programme of management to keep the Council’s trees safe and healthy and in good order;
2. To ensure that there is an efficient, effective, and economically sound programme of delivering maintenance to keep the Council’s trees safe and healthy;
3. To continue to protect the District’s trees, woodlands, and hedgerows by improving and strengthening partnerships and legal and physical processes and procedures;
4. To ensure the proper protection, management and augmentation of the District’s ecological network, tree canopy, tree-based habitats, and biodiversity which relates to trees;

5. To deal effectively with tree-related community issues and customer enquiries

## 1.0 The Policy

### 1.1 Purpose of this Tree, Woodland and Hedgerow Management Policy

1.1.1 This Policy defines the Council's agreed approach to managing its trees, woodlands and hedgerows and will be the document which may be used when any legal or policy tree matters are considered. It is intended to act as a point of reference for the public, Councillors, officers and professionally interested people to enable informed discussion. It establishes a clear, consistent, and structured approach to managing tree-related issues. This is a companion document to the Tree Woodland and Hedgerow Management Plan and includes policy statements which build on, but will supersede, the existing Tree Management Policy 2010. Where appropriate, it should be assumed that the use of the term 'tree' will also include woodland and hedgerows

1.1.1 The Council will respond to tree enquiries, complaints, and service requests, within the parameters set out in this document and Council procedures

Policies are set out as **overarching policies** or **management policies**, and some are dealt with in additional **specific policy points**

Together with the Tree, Woodland and Hedgerow Plan, these policies should provide clear guidance for the management and maintenance of the District's trees for the future

#### 1.1.2 Natural Capital and Ecosystem Services

This Policy is framed using the concepts of "natural capital" and "ecosystem services" to link in with the Council's aim to improve its environmental and sustainability performance through its commitment to maintaining success in achieving ISO 14001 and improving biodiversity and nature recovery. The emergence of the concept of 'natural capital' in recent decades reflects a recognition that environmental systems (in particular, trees, woodland, and hedgerows) play a fundamental role in determining a council's economic output and social well-being — providing resources and services, and, preventing flooding, absorbing emissions and toxins.

The many environmental, social, and economic benefits of trees and woodlands are well-recognised and are identified in the Management plan, but factors such as the pressures on existing trees, opportunities for new tree planting and the impact of development etc. should not be dealt with in isolation, or in a reactive manner, but as part of an integrated approach to tree management.

### 1.3 Tree Challenges

1.3.1 Road surfaces and Infrastructure - Trees can have negative effects on the surface of footways, carriageways and built structures such as walls, fences etc. through annual stem growth and/or direct root damage which can cause subsidence, disturb or block drains and ditches etc.

1.3.2 Leaf litter - Trees can shed bud cases, blossom, seeds, fruit, leaves, needles etc. depending on the season. These can be problematic for street-cleansing, disposal, gutter and drain clearance etc

1.3.4 Trees, like many plants, are a source of pollen which can be allergens for certain people.

- 1.3.5 There has been a significant increase in the number of non-native tree pests and diseases being introduced to the United Kingdom since the early 2000s. Many of these are having a serious impact on human health such as Oak Processionary Moth and Brown-tail Moth, and tree health, for example, Ash Die-Back, Acute Oak Decline and Bleeding Canker of Horse Chestnut. There is a need for the Council to take action to provide our trees, woods, and forests with greater protection. Implementing appropriate biosecurity measures, can significantly reduce the risk of introducing and spreading tree pests and diseases, and having to deal with the consequent financial impact. The Council should also plan to provide a coordinating role in ensuring the safety of the public in the District as a result the future impact of any of these diseases, especially where other landowners' trees pose a hazard to the public.
- 1.3.6 As part of the Council's Climate Emergency declaration it recognises the importance of the role of trees, woodlands, and hedgerows in sequestering carbon dioxide. The Council will need to make provision to adjust its planting programmes and tree selection according to changing conditions.

## 2.2 Key Passages from Key Documents

### 2.3.1 Local Plan Policies

- 2.3.2 Key Local Plan policies included in the South Derbyshire Part 1 Local Plan includes Policy BNE1 (Design Excellence); BNE3 (Biodiversity); LBNE4 Landscape Character and Local Distinctiveness and INF8 (The National Forest). In addition, the Council's Part 2 Local Plan includes a specific policy to manage the likely effects of development on trees and hedgerows. This is Policy BNE7 (Trees, Woodland and Hedgerows). Corporate Plan Statements

### 2.4.1 Corporate Priorities and Key aims

#### 2.4.2 Our Future

- a. Support economic growth and infrastructure
  - i. Enable the delivery of housing across all tenures to meet Local Plan targets
  - ii. Influence the improvement of infrastructure to meet the demands of growth
- b. Transforming the Council
  - i. Provide modern ways of working that support the Council to deliver services to meet changing needs

#### 2.4.3 Our People

- c. Supporting and safeguarding the most vulnerable
  - i. Promote health and wellbeing across the district
- d. Deliver excellent services
  - i. Ensure consistency in the way the Council deals with its service users
  - ii. Have in place methods of communication that enables customers to provide and receive information
  - iii. Ensure technology enables us to effectively connect with our communities
  - iv. Invest in our workforce

#### 2.4.4 Our Environment

- e. Improve the environment of the district
  - i. Enhance biodiversity across the District

- f. Tackle Climate Change
  - i. Strive to make South Derbyshire District Council carbon neutral by 2030
- g. Enhance the attractiveness of South Derbyshire
  - i. Enhance the appeal of Swadlincote town centre as a place to visit
  - ii. Improve public spaces to create an environment for people to enjoy.

## Tree Policy Statements

### 3.1 Over-arching Policy Statements

3.1.1	The Council shall adopt a proactive approach to protecting and managing the District's trees. These policies will apply to all the Council's trees. The Council's Tree officer will be the primary point of contact for all District tree issues in the first instance.
3.1.2	The Council shall undertake the recording, surveying and mapping of individual trees, groups and woodlands on Council-managed land within the boundaries of the District and will arrange their regular and routine inspection as required for each type and situation
3.1.3	The Council shall undertake the regular and routine risk assessment of its sites and trees and carry out re-inspection as required by its agreed procedures and programmes
3.1.4	The Council shall identify the work required on its trees in a regularly updated programme and shall ensure that the Council's tree stock is maintained in a cost-effective manner, which maximises natural capital, visual amenity, and associated benefits whilst minimising risks to public safety. The Council will work to create a balance between the needs of the residents, whilst still preserving the amenity of the area. The Council will provide public information, where appropriate, in advance of planned tree works and in advance of planting schemes.
3.1.5	The Council shall use current planning legislation to protect those trees it considers to be threatened and/or that it values. Applications to carry out work on protected trees will be evaluated carefully before permission is given. The Council shall also develop adequate procedures to protect its trees from damage by residents, developers etc. and will seek compensation from any organisation or individual responsible for significant damage to, or removal of, any council owned tree(s). Damage value may be calculated using the UK Court validated Capital Asset Valuation for Amenity Trees (CAVAT) process.
3.1.6	The Council shall ensure that every Council-owned tree that is the subject of any enquiry or complaint will be inspected on an individual basis. An inspection will be undertaken for any such tree, and the Council will undertake any works identified in line with best practice and this policy. Where possible, appropriate advice will be given.
3.1.7	The Council shall establish best practice to ensure adequate biosecurity in the District to prevent, manage the effects, and control serious tree pests and diseases which cause harm to public health or the tree stock
3.1.8	The Council will develop Woodland Management Plans and/or management prescriptions for all Council woodlands and survey and prescribe improvement and connectivity plans for Council hedgerows
3.1.9	The Council shall always use professionally recognised methods and standards of arboricultural practice as recommended in the British Standard 3998: 2010 -

	Recommendations for Tree Work document in its tree management and maintenance work programmes and develop specifications, schedule of rates and service level agreements to ensure efficiency, effectiveness, and economy. Work shall be scheduled and timely so as not to be detrimental to the tree species affected.
3.1.10	The Council shall always use professionally recognised standards and/or arboricultural techniques to ensure environmental/ ecological best practice and will always identify and ensure appropriate management of trees in line with its plans for nature recovery, biodiversity, its Biodiversity Network, wildlife corridors or as landscape features, and using guidance from BS42020
3.1.11	The Council shall promote and communicate the positive contribution and benefits made by trees to the district
3.1.12	The Council shall replant at least one tree, preferably three, whenever one is removed, whether due to health and safety, planting loss or other reasons. The newly planted tree will be positioned as close as practicable to the removed one. BS 8545 will be used as guidance for best practice
3.1.13	The Council shall aim to increase tree canopy cover* to a minimum of National Forest (or other legally required) targets, improve habitat connectivity, and meet carbon offset/ climate emergency targets, by undertaking the planting of new trees, woodlands, community orchards, nutteries and hedgerows where suitable opportunities arise.  *Canopy cover is an emerging issue for inclusion within the Councils Climate and Environment Action Plan and this issue is likely to be the subject of objectives and targets in future versions of the Climate and Environment Action Plan”
3.1.14	The Council shall make adequate resources available to ensure that it complies with its duty of care in respect of tree safety and other legal obligations and will develop a claims process for infrastructure damage and/or personal injury claims
3.1.15	The Council shall ensure that this Policy is reviewed at least every five years or when there are major changes to legislation or best practice in respect of tree management.
3.1.16	The Council shall inspect, risk assess and prioritise tree work according to methodology defined in Section 4.
3.1.17	All tree work shall comply with, and will be quality assessed against, the Council’s Tree-Work Specification (Appendix 1) and the appropriate British Standards.
3.1.18	The delivery of tree management and maintenance work and customer enquiry and complaint management will be assessed and measured using a Quality Assurance and Performance Management System

### 3.2 Tree Work Management Policies

Decisions on tree work will be made according to the policies listed below:

3.2.1	Where a tree poses a safety risk	The Council will remove dangerous trees or parts of trees in its ownership. Safety considerations will always be given priority.  Where trees on private land represent an immediate threat to people or property the Council will use its powers/ duty to legally intervene, alert the owner and, when necessary, arrange for work to be carried out and, where possible, recharge the landowner
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		Where trees on unregistered land represent an immediate threat to people or property the Council will assess the severity of the risk and the site location and conditions and take appropriate action, at its own expense, if necessary, pro bono publico, to meet its duty of care responsibilities
3.2.2	Council trees touching buildings and structures	The Council will cut back its trees from properties where they touch windows, walls, roofs or gutters and to avoid light structures such as aerials, tiles or gutters being damaged by its trees moving in the wind and prevent property being engulfed. Preventative measures will be undertaken to avoid future damage where necessary.
3.2.3	Where Council trees are interfering with pedestrian or vehicular movement on footpaths or highways.	The Council will maintain clearance for pedestrians and vehicles over footways and roads respectively. Guidance recommends that a minimum clearance of 2.1m over footpaths and 5.2m above the carriageway of adopted highways be maintained. Trees on open spaces, which are not blocking the highway or sightline, will be left with a more natural shape where the branches may extend down to the ground
3.2.4	Council tree blocking sightlines or road signage, streetlights and any other street furniture.	The Council will clear any sightline where it is being blocked by low branches. To maintain vehicular and pedestrian safety.  The Council will cut branches that are impeding streetlights, road signs and other street furniture, etc. To maintain vehicular and pedestrian safety.
3.2.5	Roots/growth affecting hard surfaces, infrastructure or property	Where it has been identified that roots or stems of Council trees growing under footpaths or close to property are the cause of problematic surface lift or subsidence, blocked or disturbed drains/ ditches etc. the Council will, or encourage the owner to, find an engineering solution. Felling will only be considered where the repair is essential and all other solutions have been considered and dismissed, usually when a satisfactory result cannot be achieved without damage to the root system that will undermine the future health and stability of the tree
3.2.6	Previously inappropriately planted Council trees on Public Open Spaces.	Where it has been clearly identified by the Tree Officer and/or external professional expertise, that trees have been planted too close to structures and are outgrowing their surroundings, pruning will be undertaken. Where trees are growing close to fences and/or boundary walls, engineered solutions will always be considered before felling. If future growth potential means that damage is foreseeable and unavoidable as the tree grows, pre-emptive felling may be the only long-term solution. There may also be an occasion where, because of essential works, situation or species, the tree is considered inappropriate to the site and may be removed. This may include thinning out tree plantings to allow other species to develop. Retained trees pre-dating a development site, due to poor planning/ inappropriate development, will not normally be considered for removal.

3.2.7	New planting schemes and the impacts on biodiversity.	The Council will give due consideration to the retention, recovery, connectivity, and creation of habitats when planning new tree planting schemes, to increase the biodiversity and amenity value of the District.
3.2.8	Council trees affecting solar panels.	Works will only be carried out on trees which are restricting the efficiency of solar panels where the solar panel pre-dates the presence of the tree.
3.2.9	Liveability issues regarding natural phenomena.	Tree work and clearance work <b>will not</b> be carried out solely to alleviate problems caused by natural and/ or seasonal tree litter phenomena such as follows: <ul style="list-style-type: none"> <li>• fallen leaves, pine needles, twigs etc.</li> <li>• sap exudation (e.g., honeydew)</li> <li>• falling fruits, nuts, blossom, bud cases etc</li> <li>• bird droppings</li> <li>• reduction or increase moisture to gardens</li> <li>• sucker growth</li> <li>• germinating seeds from trees</li> <li>• blocked or obstructed drains, gutters, flat roofs from tree deposits and leaves; presence of algae, moss build up</li> </ul>
3.2.10	The Council <b>will not</b> carry out tree-pruning or tree removal directly attributable to:	<ul style="list-style-type: none"> <li>• TV or satellite/Wi-Fi signal reception.</li> <li>• blocking of sunlight or man-made lighting during any part of the day.</li> <li>• blocking or obstruction of a view from a residence.</li> <li>• Interference with telephone or electricity cables (this is the responsibility of utility providers)</li> </ul>
3.2.11	Pruning to prevent/ alleviate crime, youth nuisance and anti-social behaviour	The Council will not fell or prune Council-owned trees solely to alleviate problems caused by crime, youth nuisance or anti-social behaviour, unless there is clear evidence that all other approaches have been tried and have not been successful. These measures would include, surveillance, Public Spaces Protection Orders (PSPOs), attempts to arrest/ prosecute offenders, youth street-worker interventions, SARA model (Scanning, Analysis, Response, Assessment) etc. The preservation of the tree will take precedence over such considerations.  Unauthorised tree swings, structures etc. will be removed where necessary for safety reasons.
3.2.12	Third party sponsorship	The Council will consider accepting third party sponsorship for tree work only where there are good arboricultural reasons but are not priority work for the Council. Such work shall be carried out using sound arboricultural practice by approved professional contractors with Tree Officer supervision if required.
3.2.13	Overhanging branches	The Council has the same responsibility as a private landowner or neighbour in respect of overhanging branches and is only obliged to cut them back in circumstances where damage is being caused to adjacent structures or where the tree has been identified as being hazardous. Notwithstanding neighbours can cut back branches to their property boundary, this should be completed using

		good arboricultural practice, must not damage/ unbalance the tree and only with prior consent from the Council
3.2.14	Tree planting – trees, woodlands, hedgerows, and small shelter belts	<p>The Council will plant specimen trees and new, species rich, native woodlands and hedgerows in appropriate locations to meet a variety of objectives, including habitat creation and connectivity, carbon capture, the screening of unsightly development, the provision of shelter and the enhancement of the landscape ensuring planting the right tree in the right place</p> <p>The Council will work closely with The National Forest Company in securing grants to help support the Council's tree planting vision</p> <p>All specimen trees will be planted and cared for according to the Council's Planting Specification and BS 8545: 2014 (<i>Trees: from nursery to independence in the landscape</i>)</p>
3.2.15	Veteran, aging, notable, trees and semi-natural ancient woodlands	The Council will manage veteran, aging and notable trees in a way that preserves their unique characteristics. When managing trees and woodlands, due consideration will be given to biodiversity issues in line with the Biodiversity Duty for Public Authorities enshrined in the Natural Environment and Rural Communities Act 2006 and other relevant legislation
3.2.16	Standards of tree work	All works to Council trees will be carried out to comply with British Standards 3998: 2010 'Recommendations for Tree Work'. Any tree work for the Council shall be carried out by operatives fully trained to undertake arboricultural tree work and should be Arboricultural Association approved, or able to demonstrate that they have achieved a similar standard of competency. All personnel engaged in undertaking tree works must be adequately trained and hold all the accepted minimum qualifications and be fully competent with relevant experience in undertaking such tasks.
3.2.17	Customer enquiries	Customer enquiries and complaints received will be considered sympathetically and the Council will deal with each case on an individual basis.
	Scope of Policy	This Policy applies to all Council-owned trees
<b>Additional Specific Policy Points</b>		
	Housing Trees*	<p>Tenants shall not undertake arboricultural works (pruning or felling etc.) without written approval from Tree Officer, in accordance with tenancy agreements. Tenancy agreements will make clear who is responsible for managing existing trees on each property, including those planted by current tenants and previous tenants.</p> <p>Tenants must obtain Council permission before planting any trees.</p> <p>Where housing land ownership is in dispute investigations will be made aiming to resolve tree ownership issues.</p>

		<p>The new planting of fast-growing conifers, for example, Leyland Cypress, will be actively discouraged on Housing Dept. land. Only in exceptional circumstances will such planting be allowed.</p> <p>Tenants that are less able to maintain their gardens may be given assistance by the in-house Operational Services team and /or Housing Officers who would be able to report any issues.</p> <p>Therefore, proactive inspections and tree work shall focus on properties with substantial trees where the risk is more significant. These properties will be identified, and the trees assessed, and re-inspections set accordingly.</p> <p>*All council-owned and managed estates throughout the District have open spaces and gardens which have been planted with trees. It is here that tenants and housing communities come into the closest contact with trees. This Policy applies to all the Council's Housing land.</p>
	Corporate Property	All Corporate Property owned trees will be managed in line with SDDC Tree Policy.
	Planning and Strategic Housing	<p>The Council shall manage its trees, hedgerows and tree-related habitats in line with the Council's Tree Policy to maximise their contribution to the development opportunities in the District.</p> <p>The Council will rationalise and review its TPO processes and systems and review regularly to meet changing demands and regulation.</p> <p>The Council will review conditions relating to newly planted trees in developments.</p> <p>The Council will review the protection status of trees on Public Open Space maintained by management entities/ companies.</p> <p>TPOs will be placed on all trees growing on public open space which is transferred to management companies for maintenance.</p>
	Environmental Health	<p><b>Dangerous Trees on Private Land</b></p> <p>The Council will use its discretionary powers under the Local Government (Miscellaneous Provisions) Act 1976, Section 23, to deal with trees in private ownership that are dangerous. This legislation only allows the Council to become involved with trees that pose an imminent threat to people or property.</p> <p>(The Local Government (Miscellaneous Provisions) Act 1976 does not enable the Council to become involved with private trees causing a nuisance to a neighbouring property by causing shade, blocking views, or dropping leaves, flowers or fruit etc. unless the trees are imminently dangerous.)</p>

		Problems associated with High Hedges and covered by the Anti-Social Behaviour Act 2003 and will be dealt with by the Environmental Health Department as advised by the Tree Officer.
	Closed Churchyards* and Ecclesiastical Law	<p>Regard must be given to guidance issued by the Church Buildings Council as to the planting, felling, lopping and topping of trees in churchyards as required by the Faculty Jurisdiction (Amendment) Rules 2019</p> <p>*The Council maintains a number of closed churchyards throughout the District. These churches are receiving no further burials. In addition, the Council manages the large tree collections at Newhall and York Road Cemeteries as well as the trees at its smaller cemeteries i.e., Etwall, Marston on Dove.</p> <p>The closed churchyards contain some of the oldest and finest specimen trees in the District and contain typical long-lived species such as Yew. The Cemeteries and majority of churchyards are fully accessible to the public during the daytime.</p>
	Biosecurity	The Council shall ensure best practice biosecurity practice in managing its trees, woodlands, hedgerows, and tree-related habitats in to minimise the effects of harmful invasive pests and diseases
	Biodiversity	The Council shall ensure best practice biosecurity practice in managing its trees, woodlands, hedgerows, and tree-related habitats in to aid nature recovery and improve ecosystem services

## 4.0 Inspections, Risk Assessment and Records

### Classification of Risk

- 1 The Council owns and controls three large parks and numerous recreation grounds, allotments, cemeteries and closed churchyards, woodlands, common land, sheltered housing estates, council houses and industrial sites. Most of these green spaces contain a tree population of varied age, species, and condition. Each area is given a classification code and then sub-divided into category 1, 2 or 3 in descending order of risk, depending on the potential risk to the public and property that the tree stock poses.

### A.2 Council tree work priorities

- A.2.1 Risk scoring is used to prioritise work by identifying the trees likely to cause the greatest harm. Those trees with a higher score will generally be dealt with first but this may be modified by species, age and location. For example, practical management goals and replanting requirements may mean some lower scoring trees may become a higher priority for work.

Each area will be given a classification code and then sub divided into category 1, 2 or 3 depending on the potential risk to the public that the tree stock poses.

This classification then determines the frequency of future inspection.

The factors affecting the classification include the age of the tree stock on a particular site, the amount and nature of public usage and the trees proximity to roads, footpaths or constructions within or adjacent to the site.

## Risk Zones

It is essential that all areas for which the Council is responsible are categorised in relation to the risk they represent. This is in conformity with industry best practice and is a significant step in ensuring a defensible system of tree management is implemented. This will be, in the main, a desk-based exercise, with Risk zones being mapped and recorded as a dataset on the Council's Ezytreev (Tree Management software) System.

### 4 e) Inspection Records

The results of tree inspections will be recorded on the 'Ezytreev' Tree Management System.

Each job will be categorised and will reflect on the urgency of the situation, the degree of inconvenience being caused and the best time of year for the work to be undertaken. Unscheduled site inspections will be carried out following extreme weather events, or in response to a request from a third party.

The Council will use its Risk Management and the Tolerability of Risk Framework for tree risk-benefit assessment and management. It will manage the risk from trees and branches falling and other tree problems using four easy to understand 'traffic light signal' coloured risk ratings.

- **Red - High / intolerable** risks will be reduced to an **Acceptable** level as soon as possible
- **Amber - Medium / action required** risks will be reduced to an **Acceptable** level, within a scheduled work programme
- **Yellow - Tolerable / incipient risks** will not be reduced but will require an increased frequency of assessment than green - **Acceptable** risks
- **Green - Acceptable** risks will not be reduced unless the identified work is in line with policy conditions and is within council budgets and resources

The Council has limited resources for carrying out identified tree work, and there are many factors which influence how quickly required work can be realistically achieved, including available workforce and/or contractors, weather/ ground conditions, access issues, bird/ bat protection etc. High risk work will be carried out as soon as practically possible. All other work will be classed as non-high risk.

The Council will make risk reduction work the priority. However, this will be done pragmatically, for example, where it makes economic sense, it will avoid sending a tree crew from one side of the operating area to another to carry out two different jobs where more time is spent travelling than doing the work. The Council also must deal with a variety of tree tasks and range of risks from trees, such as low branches, obscured road signs and sightlines, formative pruning, reversion removal, tree staking etc. If it means more can be done with its tree budget, the Council will synchronise this kind of work with other important tree work in the neighbourhood.

Outside of emergencies, the Council will carry out risk reduction work in accordance with the results from the planned tree inspections. Required identified work will be scheduled on a regular basis. The Council will assess how much risk reduction work there is, where it is, and how much of its tree management budget is needed to spend on it. This will help prioritise the work, and coordinate it with other tree maintenance so that work can be planned in a practical and cost-effective way

Where tree work completion is not possible within the planned schedule it will be recorded as outstanding and will be carried forward and completed as soon as achievable/ practicable.

These policies have been designed and created in line with government and august body guidance and have been benchmarked against other local authority policies and best practice. They are based on the previously agreed South Derbyshire District Council Tree Management Policy (2010).

# Appendices to the Tree, Woodland and Hedgerow Management Policy

Cultural and Community Services  
March 2022

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### Version Control

Version	Description of version	Effective Date
1	Original draft for CCS HOS	July 2019
2	Revised draft with HOS amends included	October 2020
3	Revised draft for circulation to all HOS	January 2021
4	Revised version including HOS amendments	May 2021
5	Revised version including Zurich amendments	January 2022
6	Revised condensed version	March 2022

### Approvals

Approved by	Date

### Associated Documentation

Description of Documentation

## Appendix A: Specification for Tree Works

### A.1 Pruning and Felling Operations:

#### A.1.1 Appendix 2 Specification for Tree Works

All tree work carried out on behalf of the Council shall comply with and will be quality assessed against this tree-work specification. This provides general instructions on how tree work will be carried out, particularly pruning, by describing different pruning techniques and how they shall be used and for what reasons. It supplements Policy point; 'Standards of Tree Work'. The quality of tree work undertaken is key to successful tree management and are the minimum standards the Council will accept. It could also be utilized for providing additional information to private tree owners and managers, particularly those with protected trees.

The British Standard Tree Work - Recommendations BS3998:2010 is referred to through this document. It is a more comprehensive guide to tree management techniques and will also be used to provide expected standards in relation to tree work.

#### Introduction

Pruning is the most common tree maintenance procedure. Pruning is often desirable or necessary improve tree structure, limit nuisance or maintain safety. Poorly executed or unnecessary pruning can do more harm than good since each cut has the potential to change the growth of a tree, cause damage or allow the entry of wood decaying organisms, therefore no branch should be removed without a good reason. Older trees do not tolerate pruning as well as younger trees and substantial pruning can be very damaging. The effect of pruning also varies between species and some are not naturally tolerant of cutting, notably beech and birch.

There should be a good reason to remove more than a quarter of a tree's leaf area in a single year, as this could seriously damage the tree (there are exceptions for practices such as pollarding). It is important to consider pruning over the entire lifespan of the tree or trees involved and not as a one-off single operation. Many trees generate adventitious sprouts, in response to over-pruning, as they attempt to replace the stored energy. However live-branch pruning is an essential part of forming good crown structure and is a necessary procedure in the management of specimen trees within residential parks and gardens.

This good practice guidance outlines the acceptable standards of tree work at the present time. It is based on various guidance but primarily on the British Standard Recommendations for Tree Work (BS3998:2010) and the Arboricultural Advisory and Information Service's Arboriculture Research Note 48, 'A Definition of the Best Pruning Position'. Any reputable service provider will be aware of and familiar with these publications and will be able to carry out work to the required standard. This guidance deals with the most common procedures undertaken in tree work, however more specialised pruning may occasionally be specified.

The type of pruning will vary according to the tree species, age, condition, past works and the nature of any fault or complaint associated with the tree.

A.1.2 When is pruning justified? Pruning is usually found to be necessary because of the following reasons:

- To maintain health and safety of the tree.
- Obstruction to users of the highway and/or private property.
- To abate actionable nuisance.

A.1.3 Intervals for Pruning - Pruning can take place at most times of the year but ideally leaf

flushing and fall should be avoided as well as flowering periods. Certain species have more specific times because of the risk of disease and/or bleeding. (See table B1)

- A.1.4 Although most minor pruning can be carried out at any time of the year, where possible it is desirable to avoid pruning operations when deciduous trees are coming into leaf and in the autumn when they are losing their foliage as the trees ability to close wounds is depleted and the tree can lose valuable energy reserves. This is particularly important if it is necessary to carry out heavy pruning or work on older trees.
- A.1.5 The pruning of maples (including sycamore), lime and birch should be avoided in the early spring when the sap is starting to rise as they will bleed sap from the pruning wound. This bleeding is harmless but wastes the trees resources and is unsightly.

## **A.2 Working Arrangements: General**

### **B.2.1 Work Categories**

- B.2.1.1 All instructions under this Service will be given in writing by the Authorised Officer to the Service Provider except in the case of Emergency works where the instruction may be given orally and will be confirmed in writing
- B.2.1.2 Each such instruction will indicate the time within which the work must be completed. The Service Provider will be given as much notice as possible of tasks to be carried out with the intention of providing an even workload throughout the year.

### **B.2.2 Emergency Callouts**

- B.2.2.1 The agreed Service Provider shall provide all emergency callout cover outside normal working hours, including Bank Holidays, with response times being developed as part of service level agreements
- B.2.2.2 The Authorised Officer shall be informed of any emergency callouts undertaken by the Service Provider with information on the circumstances around the call-out. The Service Provider will remove all arisings from such operations, being cleared within 12 hours. Service Providers will be given and be expected to understand the Council's Emergency Plan – TBC. Major tree incidents will be tackled with reference to this Plan

## **B.3 Communications**

- B.3.1 The Service Provider shall ensure that a suitable member of its own staff is contactable by the Authorised Officer during all tree work operations, including tree planting
- B.3.2 All gangs working under this Service shall be contactable via a mobile telephone linking the Service Manager to his employees. This is to enable the Authorised Officer to obtain a prompt response from the Service Provider when required.

## **B.4 Access**

- B.4.1. Access to the sites shall be by public roads or other defined routes, which shall be identified by the Authorised Officer either on plans or on site. The Service Provider will be responsible for ensuring that its operatives' vehicles and those of suppliers and others employed on the works use only agreed routes
- B.4.2 Where it is necessary to enter or cross land which is not the Council's property, or which is in the possession of another party, the Service Provider shall normally be responsible for making their own arrangements for access. Where difficulties arise the Authorised Officer may assist in making suitable arrangements.

- B.4.3 The Service Provider must ensure that where vehicular access has been gained to a site by unlocking a gate or removing a bollard or barrier, the access is re-secured and locked where applicable immediately behind the Service Provider's vehicles using the access.
- B.4.4 The Service Provider shall ensure that site transport directly or indirectly involved in the works shall at all times when leaving the site be in a state of cleanliness to prevent the fouling of public or private roads leading to and from the site.

## **B.5 Statutory Services**

- B.5.1 The Service Provider shall be held responsible for locating and marking the position of all statutory undertakers' apparatus and private supplies e.g. water, gas, electricity, telephone, mains and service connections and is to arrange with the appropriate authority for the disconnection of services and removal of fittings and equipment where required and also for reconnection.

## **B.6 Work in Public Places**

- B.6.1 Where works are to be undertaken at locations to which the public have access, the Service Provider shall take every precaution to ensure their safety. This shall include providing sufficient staff to restrict or redirect the public and erecting signs, cones, barriers and the like as necessary.
- B.6.2 The Service Provider shall not leave any Plant unattended on any location without the prior consent of the Authorised Officer in which case it will be left in a safe condition with adequate warning signs, lamps, cones and the like provided to safeguard the public. Any liability will reside with the service provider

## **B.7 Protection of Trees, Shrubs and Other Site Features**

- B.7.1 The Service Provider shall take all reasonable precautions against damage to the remaining trees and shrubs on the area or in any neighbouring woods, or to buildings, walls, gates, fences, hedges, drains and other public services, watercourses, roads, rides and tracks in the vicinity of its work and shall be liable for any damages thereto due to any act of default of the Service Provider and shall make good any damage at their own expense
- B.7.2 At no time shall the Service Provider use climbing irons (spikes) when climbing live trees, except where those trees are to be felled. Standing trees must not be used as an anchor point for winches unless prior consent is received from the Authorised Officer
- B.7.3 Ruts and damage to grass areas shall be made good before the Service Provider leaves the site and to the satisfaction of the Authorised Officer.
- B.7.4 The Service Provider shall be responsible for all expenditure incurred for any reinstatements or replacement required following works.

## **B.8 Disposal of Timber And Other Arisings**

- B.8.1 Brushwood (Up to 125mm diameter)

Unless otherwise specified by the Authorised Officer or the site is inaccessible, all brushwood shall be chipped, and the chippings disposed of by the Service Provider at a site of its own discretion

- B.8.2 Cordwood and Timber (in excess of 125mm diameter)

Unless otherwise specified by the Authorised Officer, the Service Provider shall dispose of all cordwood and timber. If the council requires such wood to be retained the Authorised Officer will inform the Service Provider of the specifications the wood will be cut to and the site, if any, to which it is to be removed. This site may be different from that indicated in 8.1.

The Service Provider shall ensure that any timber or cordwood left at a specified storage site shall be stacked in a safe and neat condition.

- B.8.3 All arisings, including stakes, ties and tree guards (where applicable) shall be removed from the site daily unless prior permission to do otherwise is received from the Authorised Officer. Where permission is given to leave arisings, timber and cordwood on site, the Service Provider shall be fully responsible for ensuring that they are left tidy and in a safe and secure condition. Any cordwood and timber not required by the Council will be removed by the Service Provider and disposed of at their own expense
- B.8.4 All removal and disposal must be carried out safely and the movement and disposal of material must comply with all relevant legislation which is in force at the time of the work being carried out including provision of waste transfer notes where applicable.
- B.8.5 Any tipping fees or other charges or costs incurred in the removal or disposal of any arisings will be assumed to have been included in the Service Providers rates.
- B.8.6 The working site shall be left clean, tidy and in a safe condition at the end of each working day.

## **B.9 Health and Safety**

### **B.9.1 General**

The Service Provider in all operations will comply at their own expense with all current and future relevant codes, Statutory Instruments, European legislation, regulations and statutes relating to health, safety and welfare in forestry, arboriculture, biodiversity, landscape and agricultural operations.

### **B.9.2 Work Wear**

Whilst in any work location all of the Service Provider's employees shall wear appropriate safety footwear for the conditions and type of work undertaken, in accordance with their risk assessments.

B.9.3 The Authorised Officer requires there to be two experienced operatives on site at all times whilst either chainsaw or chipping machine are employed. At least one grounds operative must be equipped and able to climb in order to undertake aerial rescue should the need arise.

- B.9.4 Reflective/ high visibility clothing shall be worn at all times when engaged in work on public highways.

### **B.9.5 First Aid**

At least one member of a work team should have a recognised First Aid qualification to comply with the H&S (First Aid) Regulations 1981

### **B.9.6 Use of Chemicals**

In this document the term "pesticides" includes products such as herbicides, fungicides and insecticides. The use, application and storage of pesticides shall be carried out in accordance with the provisions laid down in the Control of Pesticides Regulations 1986, Food and Environment Protection Act 1985 and the Control of Substances Hazardous to Health Regulations 1988 and as defined in the Provisional Code of Practice for the Use of Pesticides in Forestry 1989 and subsequent reviews of this legislation.

- B.9.7 The Service Provider and all its employees involved in the storage, transport or application of any pesticide shall be fully trained and certificated to undertake the required operation.

The Service Provider shall supply the Authorised Officer with a list of employees who hold the relevant certificates, together with copies of those certificates before the commencement of the Service. The Service Provider shall keep the Authorised Officer updated should any employee gain certification during the course of this Service.

- B.9.8 Should the use of any pesticide result in any damage whatsoever to any turf, plants, trees or soil other than those intended specifically to be controlled by the product or to any other flora or fauna within or outside the area to be treated, then the Service Provider shall be held fully liable and shall fully indemnify the Council accordingly.
- B.9.9 The Service Provider shall ensure that all operatives involved with the application of pesticides are supplied with, and wear at all times, appropriate protective clothing complying with the recommendations for the chemical being handled.
- B.9.10 All operators must be supplied with and must use appropriate equipment to apply the pesticides concerned.
- B.9.11 All pesticides shall be kept safe under lock and key when not in use. Empty containers shall be removed from site, washed out and disposed of safely. Suitable records shall be kept for all stock and its use.
- B.9.12 Use of pesticides shall only be undertaken during suitable weather conditions.
- B.9.13 The Service Provider shall take all necessary precautions to protect rivers, streams, waterways and the like against silting, erosion and pollution which may be likely to damage water supplies or cause injury to fish or plant life.
- B.9.14 Operators shall have sufficient water supply for drinking, personal washing, washing down equipment and diluting pesticides as necessary.
- B.9.15 Fires

No fires shall be lit in any park, garden, open space or woodland, without the prior consent of the Authorised Officer. Where fires are permitted, the Service Provider shall:-

- ensure that the fire is controlled to prevent damage to surrounding trees and shrubs (crown, canopy, stem and root) and property and to prevent nuisance from smoke.
- ensure that fires are not lit under or near to overhead power lines or close to highways
- ensure that the fire is not allowed to burn unattended at any time.
- At the end of the working day, the Service Provider must completely extinguish and liberally douse with water all fires so that when going off site, the fire site cannot constitute a danger to the public and the environment.
- ensure that on completion of all works, the fire site shall be tidied nearly and all non-combustible debris removed to a legal tip.
- that the local Fire Service is informed of the location of fires before they are lit.

#### B.9.16 Noise

The greatest care shall be taken by the Service Provider to keep noise to a minimum at all times, having regard for nearby offices, houses and flats and they shall abide by the requirements of the 1989 Noise at Work Regulations and the working hours requirements.

#### B.9.17 Tools and Equipment

The Service Provider may use such tools and equipment as deemed suitable. All tools shall be kept sharp and in serviceable condition.

B.9.18 The Service Provider shall ensure that all staff engaged in the use of chainsaws hold the appropriate Chainsaw Certification for the task being undertaken.

B.9.19 Defects in Trees

The Service Provider shall not be expected to have foreknowledge of less obvious defects in trees but, where applicable, they shall report any defects to the Authorised Officer to agree on any necessary variation to the work. Failure to report any obvious defects may result in the Service Provider being liable should any claim against the Council be made.

## WORKING ARRANGEMENTS: SPECIFIC

### B.10 Highways

B.10.1 This work is carried out under a cultivation licence agreement with the Highway Authority, Derbyshire County Council.

B.10.2 Where work is to be carried out adjacent to a public highway, the Service Provider shall arrange the works so as to avoid traffic congestion and public inconvenience and shall make all necessary arrangements with Police, Fire Service, Ambulance Services and Bus Companies. The Service Provider shall be responsible for all prior erection of notices and "no parking" cones where clear working sites are required.

B.10.3 The Service Provider shall comply with the recommendations contained in the booklet "Safety at Street Works and Road Works - A Code of Practice" (1992) issued by HMSO.

### B.11 Cemeteries

B.11.1 The Service Provider shall give at least 48 hours' notice of any work to be carried out in any cemetery, whether open or closed to the Cemetery Manager. The Service Provider on arrival at the Cemetery should contact the Cemetery Manager. The Service Provider shall stop work if requested either by the Cemetery Manager or Authorised Officer should any burials be taking place in the cemeteries in which he is working at the time. Contact numbers are given at the end of this Section.

### B.12 Pond Works

B.12.1 The Service Provider may occasionally (1 or 2 days per year), be required to carry out works on or around areas of water which shall require use of a boat. In such instances, the Service Provider shall be required to undertake an appropriate risk assessment, to supply a boat in a suitable and safe condition and also to provide all necessary safety equipment e.g., life jackets.

### B.13 Residential Areas

B.13.1 Where work may affect occupiers living in an area e.g., if access to their property is required, the Service Provider must give 48 hours' notice to the relevant occupants except in the case of life/property-affecting emergency.

### B.14 Pruning

B.14.1 General

Subject to General Condition 16, unless specified otherwise, tree works should conform to British Standard 3998: 1989 - Tree Work, or any subsequent revision thereof.

B.14.2 When carrying out work to trees, growth shall be cut approximately one metre clear of any streetlamps, or cables of suspended street lighting, traffic signs, traffic lights, street name plates etc. Growth should be cut approximately 2 metres clear of any window or adjacent

property. Growth shall be lifted 3 metres clear over pavements and 5.5 metres clear over carriageways, or as directed by the Authorised Officer.

B.14.3 In removing growth, branches shall be cut back to another branch or limb to give a natural formation and presentation, the angle of the cut should be the mirror image of the branch bark ridge (see Fig1)

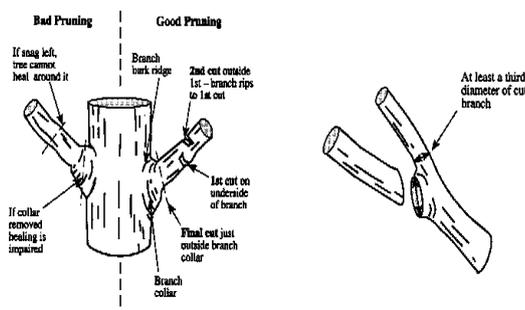


Fig 1

B.14.4 Appearance of Trees

Each tree shall be individually considered and the general description of the work to be done shall be interpreted in relation to the shape, size, character, condition, and species of each tree. All operations carried out shall be completed so as to leave each specimen with a pleasing and well-balanced appearance, compatible with safety. The Authorised Officer shall determine this.

B.14.5 Timing

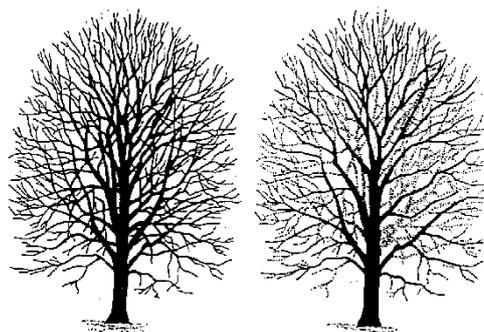
The Service Provider shall ensure that the species indicated below are not pruned otherwise than during the circumstances specified. Further information is given in BS3998:2010 British Standards 3998: 2010 'Recommendations for Tree Work'. For the purposes of this policy, other genera can be pruned all year round. Pruning should be avoided when any tree is under stress from environmental factors for example during or soon after a period of drought or waterlogging.

Table B1

Genera	Times
Corylus spp Acer spp Betula spp Alnus spp Carpinus spp	Only to be pruned in full leaf and before October
Juglans spp	After 23 <sup>rd</sup> July and before <u>late September</u>
Prunus spp	Following flowering and before 31 <sup>st</sup> August

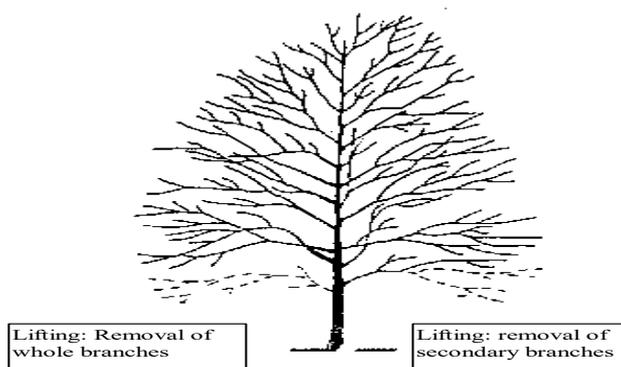
B.14.6 Crown Thinning

Crown thinning is generally undertaken, when there is a desire to improve light through the canopy of a tree. It involves the removal of a percentage of secondary and small live branch growth from throughout the crown to produce an even density of foliage around a well-spaced and balanced branch structure. Crossing, weak, duplicated, dead and damaged limbs are removed. **Fig 2**



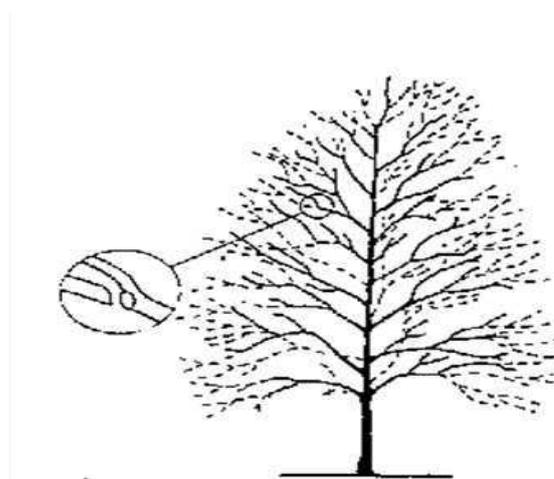
**B.14.7 Crown Lifting**

The removal of lower branches or parts of branches in the crown to achieve adequate height clearance, considering for each individual tree the total tree height, the site, traffic (pedestrian and vehicular) and good Arboricultural practice. This operation may also include the removal of major limbs. (This should be carried out in a way that maintains an acceptable, balanced crown shape and a branch structure conducive to the future development of a healthy, mechanically sound crown.) **Fig 3**



**B.14.8 Crown reduction**

Crown reduction is defined as the reduction of the complete outline dimension of the canopy, from the tops of limbs and branches toward the main trunk, by pruning growth to an appropriately sized lateral branch, twig, or bud to leave a flowing silhouette. In addition, all soft growth from the tree’s trunk shall be removed from those trees being subject to a crown reduction. **Fig 4**



#### B.14.9 Coronet Cuts

A coronet cut is a technique for producing a natural fracture effect in cut stubs ends. It is carried out as a pruning treatment to a stub or reduced limb to mimic natural breakage. The form of the coronet cut is designed to shape the branch or trunk end-surface to resemble the fracture that might be imagined following a storm, such as Beaufort storm force 9/10 and is cut to resemble a broken or shattered appearance.

#### B.14.10 Pollarding

This practice is mainly carried out on trees which have a history of pollarding (e.g. Lime trees in Churchyards). All the regenerated shoots and branches of the tree or shrub are cut back to the main stem over the entire Pollard with the objective of producing a quantity of vigorous shoots from the bole. When correctly done, this form of pruning enables trees, which normally grow much larger, to be kept in restrictive locations. Pollarded trees can often outlive natural un-pollarded specimens'

#### B.14.11 Re-Pollarding

This work will usually apply to re-grown Lime trees. These trees historically managed as pollards have fully re-grown crowns. This work will then return these trees to bi-annual pollard management.

#### B.14.12 Retrenchment Pruning

Retrenchment pruning is term used to describe the technique that has been developed in the field of environmental arboriculture to imitate the natural process of ageing. Crown retrenchment is used to describe the way in which peripheral dieback occurs as the tree redirects energy and growth to the formation of a consolidated lower region of the crown.

#### B.14.13 Ivy Removal

In cases where trees are colonised by ivy, this can be left undisturbed unless the tree is becoming visibly suppressed or is likely to be vulnerable to wind damage. Ivy provides valuable habitat and should not be removed during the bird nesting season.

#### B.14.14 Epicormic Growth Removal

This operation involves the removal of epicormic growth from the base and main stem to 1m above the 1st. main limb, or 5m whichever is the greater. (Removal of epicormic growth must be kept to a consistent height, considering the different type and size of trees on each site). All final cuts are made level with the source branch, stem, or root so as not to leave a stub and are made with hand tools.

#### B.14.15 Removal of Dead Wood

All dead, dying or diseased branch wood, broken branches or stubs left from previous tree surgery operations are removed from the tree, and from within any cavities within the tree.

#### B.14.16 Reinstatement of Holes

Holes in the ground resulting from stump grinding or grubbing operations shall be treated as follows: -

- all arisings from the chipping operation to be removed (see Section 16.4.)
- the hole to be backfilled and compacted with topsoil according to BS3882: 2007. Soil to be supplied by the Service Provider.
- topsoil should be of medium texture, neutral to slightly acid and stone free.
- topsoil should be raised to 100mm proud of the surface of all holes to allow for settlement.

B.14.17 Stump Treatment

Broadleaves: in order to prevent re-growth, the stumps of broadleaf trees shall be treated with an approved herbicide, unless instructed that coppice regrowth is required.

Conifers: in order to prevent infection by Heterobasidion annosum (Syn: Fomes annosus), the stump of conifers shall be treated with an approved herbicide where instructed.

Before the application of herbicide, the cut surface of the stump should be scored with a chainsaw in order to expose a greater surface area to the chemical being applied.

B.14.18 Service Providers must ensure that use of chemicals does not compromise compliance with the Wildlife and Countryside Act 1990, or any subsequent legislation.

Tree Species	Stump Diameter (cm)	Number of Ecoplugs
Group 1: Alder, Aspen, Beech, Birch, Elm, Lime, Maple, (Sycamore), Mountain Ash, Willow	3-6 cm	1
	6-10 cm	2
	10-14 cm	3
	14-18 cm	4
	>20 cm	6-8 cm between plugs
	Each buttress root	1
Group 2: Ash, Cherry, Bird Cherry, Oak	3-6 cm	2
	6-10 cm	3
	10-14 cm	4
	14-18 cm	6
	>20 cm	5-6 cm between plugs
	Each buttress root	2
Group 3: Poplar, Rhododendron, Elder, Tree of Heaven	3-6 cm	2
	6-10 cm	4
	10-14 cm	6
	14-18 cm	8
	>20 cm	3-4 cm between plugs
	Each buttress root	2

Please Note: The Plug Pack and the **Ecoplug 13 mm Drill Bit** are sold separately



## Appendix B

### N.1 Legislative Context

South Derbyshire District Council's Legal Position in Relation to Trees in its Ownership/Duty owed by landowners regarding responsibility and risk

- N.1.1 Owners of trees have a legal duty of care and are obliged to take reasonable care to identify risks and ensure that any foreseeable hazards can be identified and made safe. Although it is not possible to completely eliminate the risk of a tree falling, there are often indications that a tree may be in decline, have structural faults, is damaging property or is suffering from decay or pests and diseases. Many of these signs can be recognized by first-line trained inspectors who can then instigate further investigations by a qualified arboriculturist.
- N.1.2 Under UK law, in England and Wales, the Occupiers' Liability Act 1957 and 1984 governs liability. The earlier Act deals with any liability relating to visitors, i.e. persons who enter the land or premises either by invitation or by permission. The later Act deals with liability to other persons, including trespassers. Occupiers can be held negligent in their duty of care even if injury or damage occurs on land where people do not have access by right or invitation. Under General Liability, a tree owner has a 'Duty of Care' to its 'neighbours' with regards to the regular inspection and hazard abatement of its tree stock. This duty is laid down in
- Occupiers Liability Acts of 1957 & 1984
  - Highways Act 1980 (especially section 130),
  - The Miscellaneous Provisions Act 1976 'Dangerous Trees and Excavation'
  - Health & Safety at Work Act 1974 (for bystanders' sec 3(1)).
  - Criminal Liability can be pursued under Section 3 of The Health and Safety at Work Act 1974, where there is a general duty of care at Common Law to take reasonable care to avoid injury to your neighbour.
  - Corporate Manslaughter and Corporate Homicide Act 2007
- N.1.3 In the event of a claim arising from personal injury or other damage involving a tree, the occupier of land will, in most cases, be liable if found negligent in meeting their duty of care.
- N.1.4 Without any system of inspection or maintenance, the consequences to the Council are not simply monetary but could lead to conviction under the Corporate Manslaughter and Corporate Homicide Act 2007. For proof of negligence, it will usually have to be shown that it was reasonably foreseeable that the tree might do damage and that mitigation measures were insufficient. It for this reason that trees identified on a schedule for treatment should be dealt with within the required timescales. If a tree has not been dealt with in the recommended 'foreseeable' timescales the council is likely to be deemed liable
- N.1.5 Liability claims can be made against the Council if it is alleged that the Council's negligence is deemed to have caused injury, loss or damage to a third party or their property, for example if a tree branch falls and damages a car. Claims of this nature will be decided on the facts of each claim. The Council puts itself in the best possible position possible to defend any claims if it can demonstrate that it has a reasonable risk-based approach to inspection and a thorough pro-active maintenance programme for its trees and keeps accurate records to demonstrate that this has been adhered to. The Council must prove it adheres to its approved policy, processes and work programmes to mitigate its risk of proven negligence. Where negligence is not proven, the failure of a tree would be deemed an "Act of God".

- N.1.6 Trees in Towns II (a study carried out for the Department of Communities and Local Government by ADAS (Agricultural Development and Advisory Service) and Myerscough College in 2008) states that at least 40% of the local authorities' tree maintenance work should be done on a systematic, regularly scheduled cycle. This is in contrast to work that is done 'on demand' in response to requests, complaints or hazardous situations. The 40% level is now generally recognised as a benchmark indicating a relatively systematic and planned approach to tree maintenance work.
- N.1.7 Generally, legal precedents from the courts appear to indicate that the standard of inspection is proportional to the size of and resources available (in terms of expertise) to the landowner. The courts have not defined the standard of inspection more precisely than the standard of "the reasonable and prudent landowner". The HSE states in the HSE sector information minute Management of the risk from falling trees (HSE 2007), that: "for trees in a frequently visited zone, a system for periodic, proactive checks is appropriate. This should involve a quick visual check for obvious signs that a tree is likely to be unstable and be carried out by a person with a working knowledge of trees and their defects, but who need not be an arboricultural specialist. Informing staff who work in parks or highways as to what to look for would normally suffice".
- N.1.8 Recent court cases have concluded that landowners of trees adjacent to high-risk zones such as highways should ensure a minimum of 18-monthly inspections are undertaken
- N.1.9 Pro-active, defensible tree management
- N.1.10 All tree-owning Council's should operate a pro-active defensible system for managing trees and tree risk (for court/ tribunals/ ombudsman/ insurance purposes). Accepted good practice, as benchmarked with similar councils, usually includes the following elements
- A Tree Management/ Maintenance Policy
  - A stock inventory of all owned trees (preferably on an e-database)
  - All owned trees are mapped (preferably using a GIS-based system)
  - All trees are risk-assessed using a recognized assessment system
  - All trees are inspected according to the priorities of risk assessment system
  - A system for collating tree concerns from members of the public etc. with appropriate follow-up inspections
  - All essential safety work and required treatments collated into a tree work programme based on inspections, priorities and identified risks/hazards etc.
  - Resources made available to deliver the identified essential tree work programmes

#### N.1.11 **Wildlife and Countryside Act 1981(Trees)**

The *Wildlife & Countryside Act 1981* is one of the most important pieces of Wildlife legislation in the UK. It states it is an offence to:

- Intentionally kill, injure or take any wild bird
- Intentionally take, damage or destroy the nest of any wild bird while that nest is in use or being built
- Intentionally take or destroy an egg of any wild bird

The *Wildlife & Countryside Act 1981* has several subsequent amendments the most important being the - The *Countryside and Rights of Way Act 2000* (CROW) which under Schedule 12 of the Act strengthens the legal protection for threatened species. It also makes certain offences 'arrestable' and importantly and significantly creates a new offence of **reckless disturbance**. It also confers greater powers to police and wildlife inspectors for entering premises and obtaining wildlife tissue samples for DNA analysis, and also enables heavier penalties on conviction of wildlife offences.

### N.1.12 The Natural Environment and Rural Communities Act 2006

Section 40 of the NERC Act places a duty to conserve biodiversity on public authorities in England. It requires local authorities and government departments to have regard to the purposes of conserving biodiversity in a manner that is consistent with the exercise of their normal functions such as policy and decision-making. 'Conserving biodiversity' may include enhancing, restoring, or protecting a species population or a habitat

### N.1.13 Bats and Roost Sites

All bat species and their roosts are legally protected in the UK. All bats are listed as European protected species of animals in the European Union's Council Directive 92/43/EEC of 21 May 1992 on the Conservation of Natural Habitats and of Wild Fauna and Flora, better known as the Habitats Directive.

This Directive is implemented in the UK under the Wildlife and Countryside Act 1981 (Schedule 5). They are also included in Schedule 2 of the Conservation (Natural Habitats, &c) Regulations 1994, and The Countryside and Rights of Way Act 2000. The Acts and Regulations include provisions making it illegal to:

- Recklessly or deliberately kill, injure or capture (take) bats.
- Recklessly or deliberately disturb bats (whether in a roost or not)
- Damage, destroy or obstruct access to bat roosts

A Bat roost is interpreted as 'any structure or place which is used for shelter or protection', whether or not bats are present at the time. If proposed work is likely to destroy or disturb bats or their roots the appropriate Statutory Nature Conservation Organisation (SNCO) MUST be notified and allowed a reasonable time to advise on whether the proposed work should be carried out and, if so, the method to be used.

## N. 2 The National Context

**N. 2.1 The Climate Change Act 2008 (2050 Target Amendment) Order 2019** – amends the 2008 Climate Change Act to commit the UK to a net zero emissions target by 2050. Environment Bill 2020 – enhances legal protections for existing trees and woodlands.

**N.2.2 Defra's 25 Year Environment Plan** – recognises importance of ecosystem services derived from trees, sets out ambition to protect and plant more trees, and highlights the natural capital approach as a tool to help make key choices and long-term decisions about the environment.

**N.2.3 National Planning Policy Framework (NPPF) 17** - to be read in conjunction with the 25 Year Environment Plan. The NPPF recognises the importance of trees and requires that planning authorities have plans in place to enhance the natural and local environment.

**N.2.3 The England Tree Strategy** which is currently being drafted relates to the governments targets for planting trees and woodlands. Woodland, which includes plantation forests, more natural forested areas, and lower density or smaller stands of trees, accounts for 13.1<sup>1</sup>% of the total UK land area. Land covered by forestry has increased steadily by 4.4% from 3.05 million hectares in 2009 to 3.19 million hectares in 2019. Scotland has 46% of the UK's woodlands, England has 41%, Wales has 10% and Northern Ireland has 4%<sup>2</sup>. As a percentage of the total land area, woodlands account for:

- 10% of England

<sup>1</sup> <https://www.forestresearch.gov.uk/tools-and-resources/statistics/forestry-statistics/> Table 1.2 Woodland area in the United Kingdom

<sup>2</sup> <https://www.ons.gov.uk/economy/environmentalaccounts/bulletins/woodlandnaturalcapitalaccountsuk/2020#size-of-the-area-covered-by-woodland>

- 15% of Wales
- 18% of Scotland
- 8% of Northern Ireland

N.2.3.1 In addition to woodland areas, which make up the figures above, the [Forestry Commission estimates](#) there are 390,000 hectares of small woods in Great Britain (non-national forest inventory wooded areas of over 0.1 hectare in extent). There are also 255,000 hectares of groups of trees (that is, clusters and linear tree features of less than 0.1 hectare in extent) and an estimated total canopy cover of 97,000 hectares from lone trees in Great Britain accounting for 2.6% of the 'wooded area'. For Great Britain, that is a total woodland area of 3,719,000 hectares.

N.2.3.2 Forestry is a devolved matter and so the government is working with the devolved administrations in Scotland, Wales and Northern Ireland to determine how best to achieve the UK manifesto commitment to plant 30,000ha of woodland per annum.

N.2.3.4 The requirement to plant 30,000ha (116 square miles) of woodland per year in the UK up to 2050 is a recommendation made by the Committee on Climate Change to assist in the Government's commitment to reduce greenhouse gas emissions to Net Zero Carbon by 2050. The recent budget held in March 2020 included a commitment to plant around 30,000 hectares of trees over the next five years in England<sup>3</sup>. The technical paper released alongside the England Tree Strategy indicates that the Government estimates '*that planting 10,000 hectares per year by 2025 is the highest possible planting rate for conventional forestry (i.e. excluding planting energy crops) in England*'.<sup>4</sup> Whilst the draft of the strategy does not include any tree planting targets for England, it seems likely that England's future apportionment for the targeted 30,000ha of new planting per year will be somewhere between one fifth and one third of the total UK requirement (i.e. 6,000-10,000ha per annum). The remaining four fifths to two thirds of the committed planting will therefore be delivered in Scotland, Wales and Northern Ireland.

N.2.3.5 Recent tree planting across the UK has averaged less than 15,000 hectares per year since 2002 and for eight of the past 18 years been less than 10,000 ha<sup>5</sup>. In recent years 10-15% of total UK planting has taken place in England, with the vast majority happening in Scotland<sup>6</sup>.

## N.2.4 The Local Context

N.2.4.1 South Derbyshire has slightly less woodland and wooded areas than the UK and England average<sup>7</sup>. This figure is based solely on woodland within the national forest inventory (NFI) which is a national inventory of woodlands over 0.5ha and so could exclude some smaller areas of tree cover. However, based on the NFI, 9.3% of the District is covered in woodland. Woodland cover is also comparatively low in many of the surrounding districts and boroughs and reflects the lowland character of the broader area, the urban nature of many of the districts and the competing land uses facing local areas.

N.2.4.2 The headline figure of 9.3% tree cover in South Derbyshire hides a clear difference in tree and woodland cover within the District. This is best shown visually in the map below, but the differences shown on the map are attributable to the southern half of the District falling within the National Forest, which over the past 30 years or so has tripled tree cover within its operational area<sup>8</sup>.

The Council shall comply with all current legislation and good practice guidance in managing its trees, woodlands, hedgerows, and tree-related habitats

## Appendix C

### S.1 Summary of Capital Asset Value for Amenity Trees (CAVAT)

- S.1.1 At present trees only show on a local authority's balance sheets as a drain on their financial resources. There is no way either to account for their contribution to the public good, or to measure how the value of the tree stock may change as a result of management.
- S.1.2 To remedy this, a system has been adopted by many Local Authorities to place an asset value on the public tree stock. It is called Capital Asset Value for Amenity Trees (CAVAT).
- S.1.3 There are two variants of the method, one designed to allow the stock as a whole to be managed in relation to its value, and the second intended for cases relating to individual trees, or groups, where a more detailed consideration is necessary.
- S.1.4 The basis of both methods is the American 'trunk formula' method. The value calculated is in effect a notional replacement value. In CAVAT this has been revised to reflect the public value of the tree. A basic value calculated from the trunk diameter is modified by its functionality, in broad terms defined as how complete the crown is relative to what would be expected for a tree with the same trunk diameter, and in what functional condition it is found to be. A range of other factors, reflecting the Helliwell system and recent research are also taken into account in the case of individual trees.
- S.1.5 It has been developed and tested by a user group formed from London Tree Officer Association (LTOA). Tree Officers using this system found it to be robust and reliable. As a result of the testing the methods have evolved in particular to include consideration of life expectancy. The social value of trees are very important, therefore included in the CAVAT system a factor relating to population density called the Community Tree index (CTI).
- S.1.6 The Community Tree Index has been included in the CAVAT calculations on the basis that the more people who see and experience a tree the more valuable it is to the community in which it stands. Recently the concept of valuation of ecosystem services and tree valuation in particular has been gaining ground among tree management professionals. The CTI is a pragmatic method of introducing the social importance of trees into the calculations.
- S.1.7 The CAVAT variant used for individual cases, including those relating to subsidence, is the 'Full' method. This has four stages. In the first a basic value for the tree is calculated from its trunk diameter. This is then converted to a functional value by consideration of the crown area. Special factors which may increase or decrease the value of the tree are then taken into account to produce an adjusted functional value.
- S.1.8 The final value is then calculated by adding consideration of life expectancy, using the Safe Life Expectancy (SLE) method. The method has a particular use in relation to root related subsidence claims because it allows a robust ranking of tree value to be established and hence lower value trees can be objectively separated from medium or high value trees.
- S.1.9 While the method does rely on judgement and as a result there is a capacity for disagreement, the method is designed specifically to minimise the effect of such potential disagreements by ensuring that the judgements that have to be made are ones on which a majority of arboriculturists with suitable training are likely to agree.
- S.1.10 There is a need for familiarisation training in order to use the method. However, this is not unduly onerous, and it is anticipated that it will be made readily available through local tree

officer groups. Once tree officers are confident in the use of CAVAT it will allow the Council to specify the levels of evidence required dependent on the value of the implicated tree.

#### Five steps and sets of key variables:

1. Basic value/ unit value x size;
2. CTI value/ location, in terms of population and use, and accessibility;
3. Functional value/ functional status;
4. Adjusted value/ amenity factors, both positive and negative; and
5. Full value/ safe life expectancy.

## Appendix D

### T.1 Links To Useful Websites

DCLG–Trees in Towns II	<a href="http://www.communities.gov.uk/publications/planningandbuilding/treesintownsii">www.communities.gov.uk/publications/planningandbuilding/treesintownsii</a>
Arboricultural Association	<a href="http://www.trees.org.uk">www.trees.org.uk</a>
Forestry Commission	<a href="http://www.forestry.gov.uk">www.forestry.gov.uk</a>
The Tree Council	<a href="http://www.treecouncil.org.uk">www.treecouncil.org.uk</a>
Arboricultural Information Exchange	<a href="http://www.aie.org.uk">www.aie.org.uk</a>
Trees for Cities	<a href="http://www.treesforcities.org">www.treesforcities.org</a>
Woodland Trust & Ancient Tree Forum	<a href="http://www.woodland-trust.org.uk">www.woodland-trust.org.uk</a>
British Standards Institute	<a href="http://www.standardsuk.com">www.standardsuk.com</a>
The National Forest Company	<a href="http://www.nationalforest.org">www.nationalforest.org</a>
Natural England	<a href="http://www.naturalengland.org.uk">www.naturalengland.org.uk</a>
Derbyshire Wildlife Trust	<a href="http://www.derbyshirewt.org.uk">www.derbyshirewt.org.uk</a>
DEFRA	<a href="http://www.defra.gov.uk">www.defra.gov.uk</a>
Barcham Trees	<a href="http://www.barcham.co.uk">www.barcham.co.uk</a>
Bat Conservation Trust	<a href="http://www.bats.org.uk">www.bats.org.uk</a>
Plantlife	<a href="http://www.plantlife.org.uk">www.plantlife.org.uk</a>
Royal Forestry Society (RFS)	<a href="http://www.rfs.org.uk">www.rfs.org.uk</a>
Biodiversity Action Plans	<a href="http://www.ukbap">www.ukbap</a>
Butterfly Conservation	<a href="http://www.butterfly-conservation.org">www.butterfly-conservation.org</a>

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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE (SPECIAL-BUDGET)</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>10 MARCH 2022</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>DEMOCRATIC SERVICES 01283 595 5848/5722 <a href="mailto:democraticservices@southderbyshire.gov.uk">democraticservices@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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## **1.0 Recommendations**

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

## **2.0 Purpose of Report**

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

## **3.0 Detail**

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

## **4.0 Financial Implications**

4.1 None arising directly from this report.

## **5.0 Background Papers**

5.1 Work Programme.

## Housing and Community Services Committee – 10 March 2022 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
<b>Reports Previously Considered By Last 5 Committees</b>		
Corporate Plan 2020-24 Performance Report Quarter 1	19 <sup>th</sup> August 2021	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Memorial Safety Policy	19 <sup>th</sup> August 2021	Malcolm Roseburgh Cultural Services Manager (01283) 5955774
Revised Housing Repairs Policy	19 <sup>th</sup> August 2021	Paul Whittingham Head of Housing (01283) 595984
Repair and Maintenance Review 20/21	19 <sup>th</sup> August 2021	Paul Whittingham Head of Housing (01283) 595984
Future Delivery of New Council Housing	19 <sup>th</sup> August 2021	Eileen Jackson Strategic Housing Manager (01213) 595763
Derbyshire County Council Telecare/ Independent Living Update	30 <sup>th</sup> September 2021	Paul Whittingham Head of Housing (01283) 595984
Corporate Plan 2020-24 Performance Report Quarter 2	18 <sup>th</sup> November 2021	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Community and Environmental Partnership Grant Scheme	18 <sup>th</sup> November 2021	Ian Hay Community Partnership Officer Ext 8741

Recruitment of Bikeability Co-Ordinator	18th November 2021	Ian Gee / Chris Smith Communities Team Manager (01283) 595 924
Housing Domestic Abuse Policy	18 <sup>th</sup> November 2021	Paul Whittingham Head of Housing (01283) 595984
Bid for Government Rough Sleeper Accommodation Programme Funding	18 <sup>th</sup> November 2021	Paul Whittingham Head of Housing (01283) 595984
Service Base Budgets 2022/23 – General Fund	6 <sup>th</sup> January 2022	Vicki Summerfield Head of Finance (01283) 595939
Service Base Budgets 2022/23 – Housing Revenue Account	6 <sup>th</sup> January 2022	Vicki Summerfield Head of Finance (01283) 595939
Recruitment of ASP PE and Physical Sport Coach	27 January 2022	Ian Gee Active Sports Partnership Officer (01283) 288751
Novus Contract – Update	27 January 2022	Paul Whittingham Head of Housing (01283) 595984
<b>Provisional Programme of Reports To Be Considered by Committee</b>		
Contribution to ActiveDerbyshire	10 March 2022	Hannah Peate Active Communities & Health Partnership Manager (01283 595973)
Corporate Plan 2020-24 Performance Report Quarter 3	10 March 2022	Clare Booth Corporate Performance & Policy Officer (01283) 595788
Tree, Woodlands, And Hedgerow Management Policy	10 March 2022	Eugene Minogue Head of Cultural & Community Services 07917 541274

Community And Environmental Partnership Grants Scheme	10 March 2022	Eugene Minogue Head of Cultural & Community Services 07917 541274
Health and Housing Strategy 2021-23	TBC	Eileen Jackson Strategic Housing Manager (01213) 595763
Tenant Satisfaction Survey and Housing Regulator Proposals	TBC	Paul Whittingham Head of Housing (01283) 595984
Swadlincote Woodlands Local Nature Reserve Status	TBC	Eugene Minogue Head of Cultural & Community Services 07917 541274
Policy on Access to Allotments	TBC	Eugene Minogue Head of Cultural & Community Services 07917 541274
DCC Careline Consultation – Independent Living Services Working Group	TBC	Paul Whittingham Head of Housing (01283) 595984
Careline Services Digital Switch Strategy	TBC	Paul Whittingham Head of Housing (01283) 595984