

Date: 20th April 2022

Dear Councillor,

Finance and Management Committee

A Meeting of the **Finance and Management Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote, DE11 0AH on **Thursday, 28 April 2022 at 18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Labour Group**
Councillor Pearson (Chair), Councillor Rhind (Vice-Chair) and
Councillors Richards, Southerd and Taylor.

Conservative Group
Councillors Ackroyd, Bridgen, Lemmon, Redfern and Watson.

Independent Group
Councillors Fitzpatrick and Roberts

Non-Grouped
Councillor Wheelton

AGENDA

Open to Public and Press

- 1** Apologies and to note any Substitutes appointed for the Meeting
- 2** To note any declarations of interest arising from any items on the Agenda
- 3** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 4** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 5** Reports of Overview and Scrutiny Committee
- 6** PUBLIC OPEN SPACE (POS) – HISTORICAL ADOPTIONS **5 - 11**
- 7** D2N2 FUNDING PROGRAMME FOR A PILOT HYDROGEN FUELLED WASTE COLLECTION SERVICE **12 - 16**
- 8** COVID ADDITIONAL RELIEF POLICY **17 - 32**
- 9** COMMITTEE WORK PROGRAMME **33 - 40**

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

UNDER COUNCIL PROCEDURE RULE 11 COUNCILLOR WATSON
HAS RAISED THE FOLLOWING QUESTION

- 12** COLLECTION RATES, DEBT RECOVERY AND WRITE OFFS
- 13** HOUSING DIRECT LABOUR ORGANISATION (DLO) TEAM –
MODERNISING EMPLOYMENT CONDITIONS
- 14** ACQUISITION OF NEW COUNCIL HOUSING AT MOAT STREET
- 15** FORMER TENANT ARREARS WRITE OFF
- 16** SUSTAINABLE WARMTH FUNDING AND LOW CARBON HOMES
- 17** ACTIVE COMMUNITIES AND HEALTH STAFFING
- 18** RE-GRADING OF POST – TECHNICAL OFFICER (DS160)
- 19** CREATION OF ADDITIONAL PLANNING ASSISTANT POSTS

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM:6
DATE OF MEETING:	28 APRIL 2022	CATEGORY: RECOMMENDED
REPORT FROM:	ALLISON THOMAS STRATEGIC DIRECTOR - SERVICE DELIVERY	OPEN
MEMBERS' CONTACT POINT:	CHRISTOPHER WORMAN PARKS AND GREEN SPACES MANAGER Christopher.worman@southderbyshire.gov.uk	DOC:
SUBJECT:	PUBLIC OPEN SPACE (POS) – HISTORICAL ADOPTIONS	
WARD(S) AFFECTED:	ALL WARDS	TERMS OF REFERENCE: (FM01)

1.0 Recommendations

1.1 That the Committee agrees to officers negotiating the transfer of parcels of unadopted land at the following locations:

- Grampian Way/Nairn Close, Stenson Fields
- Auden Close, Church Broughton
- Eureka Park, Belmont Primary School
- Kingfisher Lane, Willington
- Bretby Heights, Newhall.

1.2 That the Committee agrees to the Strategic Director – Service Delivery negotiating the transfer of land at Manor Farm Cadley from the developer into the Council's ownership with an accompanying additional S106 contribution.

1.3 That the Committee endorses the process by which land is transferred to Management Companies and monitored thereafter be fully reviewed and a new policy statement be included in the new Local Plan.

1.4 That Committee confirms the Council's general policy not to sell public open space and authorises officers to take all appropriate action to recover land subject to encroachment.

2.0 Purpose of the Report

2.1 To seek approval to resolve a number of historical issues related to the adoption of Public Open Space. The report has been previously considered and approved by the Housing and Community Services Committee on 19 April 2022.

- 2.2 To outline work being undertaken to review the processes and procedures by which land is transferred to Management Companies and monitored thereafter to form part of a future policy in the District's new Local Plan.

3.0 Executive Summary

- 3.1 The Council can acquire land by agreement or gift under section 120 of the Local Government Act 1972 for the purposes of any of their functions under this or any other enactment or the benefit, improvement, or development of their area.
- 3.2 In addition, the Council can adopt new POS as part of the section 106 planning process.
- 3.3 There are several examples across the District, where for a variety of historical reasons land was not initially adopted by the Council. This has resulted in subsequent issues for the Council and residents. In addition, there are 'buffer strips' and boundaries disputes that have raised concerns for the Council and residents.
- 3.4 This report outlines some of the challenges and issues associated with the Council's current position relating to several outstanding historical land adoption issues and recommends action to address these.

4.0 Detail

- 4.1 There are a number of sites across the District, where for a variety of historical reasons land was not initially adopted by the Council. These are posing some challenges for the Council and for local residents in that there is a lack of clarity as to ongoing maintenance obligations regarding POS. These include:
- a) Public Open Space in residential areas left unadopted following developer liquidation:

Grampian Way/ Nairn Close, Stenson Fields

A small number of parcels of land have been transferred to the Crown due to the developer (FE Woods Bros Ltd) becoming insolvent. The Crown will not maintain the land; therefore, the Council has been maintaining the site for several years, pro bono publico.

It is proposed to negotiate the transfer of these parcels of land from The Crown into the Council's ownership.

Auden Close, Church Broughton

POS is unadopted in part, due to Company liquidation. This is now with The Crown who will not maintain it. The Parish Council does not want to take on responsibility for the POS. Additionally, residents do not want to form a Management Company to have land transferred to. The site contains several mature trees which require safety work. The Council has been undertaking grounds maintenance for several years.

It is proposed to negotiate the transfer of this land from The Crown into the Council's ownership.

The POS has been maintained by the Council for a number of years despite there being no agreement under s106 or otherwise to maintain. This has been raised with the Developer who is keen to transfer the land to the Council together with an appropriate commuted sum. The land is planted with mature trees and there are also retaining walls.

It is proposed to negotiate the transfer of this land to the Council, with an appropriate commuted sum for maintenance and negotiations are undertaken regarding the repair and possible transfer (together with a commuted sum) of the retaining wall(s).

b) Unregistered Public Open Space which impacts on Council land/ activities:

Eureka Park/Belmont Primary School.

There is a parcel of 'unregistered' land between the park and the school. It was planted many years ago with a row of approximately 40 Lombardy Poplar trees which became dangerous, many falling in recent storms. The trees provide a screen/shelter for the benefit of the school. Due to the potential risk of harm to school children and park users the Council arranged for the trees to be pollarded pro bono publico. The parcel of land is a valuable wildlife/biodiversity corridor with a ditch/water course flowing from nearby Swadlincote Woodlands and the trees and hedges provide good nesting and roosting habitat. The ditch has overflowed on occasions causing flooding in the park.

It is proposed to apply to HM Land Registry (HMLR) for possessory title of the parcel of land.

Kingfisher Lane, Willington

The Council is due to adopt the POS associated with this development. There is a small parcel of unregistered land adjacent to POS which could be considered for inclusion in the land holdings on the site. It has a large willow next to a busy footpath which the Council recently pollarded to make safe pro bono publico. The land adjacent to POS is a valuable wildlife site with a brook flowing through it and the trees and grassland provide good nesting opportunities for birds. The land is prone to flooding.

It is proposed to apply to HMLR for possessory title of the area.

c) Public Open Space designed as 'buffer strips' as part of developments which the Council is being asked to adopt.

Many developments require/include 'buffer strips', usually of tree or hedgerow planting to act as visual screens, noise insulation barriers and/or green corridors as part of the ecological network required by the Local Plan. These can prove to be problematic and costly in terms of future maintenance if not well-designed and/or well-managed.

The Council has been approached by the developer of Manor Fields, Cadley requesting that in addition to adopting the POS as provided for under the S106 agreement, the Council also adopts the areas of landscape buffer planting with the provision of additional S106 contributions.

If the Council refuses, as it is quite able to do, it is likely that the buffer planting areas will be transferred to a management company to maintain.

Management companies often fail to maintain buffer planting properly and the Council receives complaints regarding them.

It is proposed to negotiate the transfer of this land from the developer into the Council's ownership.

d) Challenges for the Council relating to the adoption of POS by Management Companies (ManCos).

Typically, where the Council adopts POS land, there is a S106 maintenance sum for 10 years and the Council retains the site assets (and potential problems) in perpetuity:

Typically, where POS land is transferred to a ManCo, there will be funding in perpetuity from a contractual levy on each household. The Council is required to monitor the ManCos compliance to the agreed maintenance plan.

The Council cannot dictate whether it should adopt POS. If the developer is minded to transfer land to a ManCo the Council cannot prevent this.

The transfer of land from a developer to a ManCo is a different process to transfer to the Council for adoption. The transfer to a ManCo and discharge of conditions and implementation of the agreed management plan requires authorisation from a Planning Officer and there is an ongoing need for this to be monitored to ensure compliance. There are currently over thirty such sites in this process.

It is proposed that the process by which land which is transferred to Management Companies and monitored thereafter is fully reviewed and a new policy statement be included in the new Local Plan.

e) Encroachments of POS

The Committee will be familiar with this issue, it resolved to refuse to dispose of land at Sandholes on 21 October 2021

The Council has identified another encroachment and subsequently a request to transfer the POS land. The owner of the adjacent land has enclosed part of the neighbouring POS by planting a laurel hedge. The owner cannot succeed with an adverse possession claim as the appropriation is not of sufficient length.

It is requested that the Committee confirms the Council's general policy not to sell public open space and authorises officers to take all appropriate action to recover land subject to encroachment.

5.0 Financial Implications

5.1 The costs of adopting the sites identified in the report at 4.1a and 4.1b are de minimus in terms of their impact of the Grounds Maintenance budget given that these sites have historically been subject to maintenance by the Council.

- 5.2 Negotiating an appropriate additional S106 contribution for the land at 4.1c Manor Fields, Cadley, will offset the costs of future ongoing maintenance on this site.
- 5.3 Negotiating a relevant commuted sum for the land at 4.19a) Bretby Heights will offset the costs of future ongoing maintenance on this site.

6.0 Corporate Implications

Employment Implications

- 6.1 None arising from this report.

Legal Implications

- 6.2 The Council has power to acquire public open space by virtue of a planning agreement or otherwise by agreement pursuant to s120 Local Government Act 1972. The Council has the power to prevent encroachments by way of possession proceedings or an action in trespass.
- 6.3 The Council has duties to the public in relation to the POS it maintains as follows
- 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)).

Corporate Plan Implications

- 6.4 Both the Policy and Management Plan contributes significantly to the Corporate Plan Priorities and Key aims including:

Our Future

Support economic growth and infrastructure

- Enable the delivery of housing across all tenures to meet Local Plan targets.
- Influence the improvement of infrastructure to meet the demands of growth.

Transforming the Council

- Provide modern ways of working that support the Council to deliver services to meet changing needs.

Our People

Supporting and safeguarding the most vulnerable

- Promote health and wellbeing across the District
Deliver excellent services
- Ensure consistency in the way the Council deals with its service users
- Have in place methods of communication that enables customers to provide and receive information
- Ensure technology enables us to effectively connect with our communities
- Invest in our workforce.

Our Environment

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

Risk Impact

- 6.5 Entering into negotiations to adopt the sites identified in this report will mitigate the risks of this Public Open Space not being appropriately managed.

7.0 Community Impact

Consultation

- 7.1 None directly required for this report, however, any future policies contained in the next Local Plan will be subject to extensive statutory consultation.

Equality and Diversity Impact

- 7.2 None specifically related to this report.

Social Value Impact

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

Environmental Sustainability

- 7.6 Once the areas of public open space are formally adopted they can be managed appropriately and sustainably in line with corporate policies on biodiversity.

8.0 Conclusions

- 8.1 That there are a number of historic issues associated with the adoption of public open space that require resolution. By adopting the sites identified in the report will provide local residents with certainty about their future management.

9.0 Background Papers

None.

REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	28 APRIL 2022	CATEGORY: RECOMMENDED
REPORT FROM:	ALLISON THOMAS, STRATEGIC DIRECTOR – SERVICE DELIVERY	OPEN
MEMBERS' CONTACT POINT:	JOHN KINDERMAN, CLIMATE AND ENVIRONMENT OFFICER john.kinderman@southderbyshire.gov.uk	DOC:
SUBJECT:	D2N2 FUNDING PROGRAMME FOR A PILOT HYDROGEN FUELLED WASTE COLLECTION SERVICE.	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM08

1.0 Recommendations

- 1.1 That the Committee accepts the terms of the D2N2 Future Funding Programmes that will enable South Derbyshire District Council (SDDC) to deliver a Pilot Hydrogen Project for the waste collection services in 2022/23.
- 1.2 That the Committee acknowledges that by accepting the D2N2 Future Funding of £310,000 the Council will commit to match funding of £360,000 for the purchase of two new Refuse Collection Vehicles (RCV's) as part of the Operational Fleet replacement programme within the next financial year.
- 1.3 That the Committee welcomes this Pilot Hydrogen Project for the Waste Collection Service as an external funding opportunity that will support the ongoing transition of the Council's vehicle fleet from diesel to low carbon emission fuel and the overall carbon neutral ambitions of the Council.
- 1.4 That the Committee welcomes the innovative approach that the Council is taking with this Pilot Hydrogen Project which will increase the operational learnings of hydrogen dual fuelled vehicles, the operational adjustments and the refuelling infrastructure required, both for the Council, the D2N2 region and the wider waste collection audience.

2.0 Purpose of the Report

- 2.1 To provide the Committee with details of this current funding opportunity and Pilot Hydrogen Project. This report has previously been considered and approved by Environmental and Development Services Committee on 20 April.

- 2.2 To seek Committee approval for the Pilot Hydrogen Project, the D2N2 funding provided and the match funding required by SDDC and to refer the funding consideration to the Finance and Management Committee.
- 2.3 That the Committee accepts the importance of this innovative Pilot Hydrogen Project, the data and operational experience it will provide and how this data and information will be shared across the larger D2N2 region.

3.0 Detail

Background

- 3.1 As part of the Council's commitment to its 2030 carbon neutral targets, the Council's Climate and Environment Action Plan 2021-30 details the actions required to reduce the Council's carbon footprint across all its services. This includes the decarbonisation of the Vehicle Fleet whose current activities result in estimated carbon emissions of 722 tCO₂e per year.
- 3.2 The Council's vehicle fleet can be categorised into three types: vans, specialist vehicles and RCV's, all of which are currently diesel powered.
- 3.3 The transition of the vans and specialist vehicles from diesel to electric is relatively straight forward, with manufacture of these types of electric vehicles (EV's) becoming mainstream and the required charging infrastructure well established.
- 3.4 The transition of the RCV's to low carbon emission technology is more complex and because of their weight, required geographical range and operational capability, the electrification of RCV's is currently in question.
- 3.5 An alternative potential for low carbon emission power is hydrogen fuel, that can perform much more effectively for the operational requirements of RCV's. Hydrogen fuel technology is also in developmental phase and requires much more research and development around the operational hydrogen infrastructure required, the operational performance of Hydrogen RCV's and the cost benefit analysis compared to diesel RCV's.
- 3.6 This Council is aware that more understanding about hydrogen as an alternative fuel is required, especially as a fuel source in rural districts such as South Derbyshire with large geographies.
- 3.7 On this basis, the Council, in collaboration with its partners (Toyota Motor Manufacturing (UK) Ltd and ULEMco) put forward this proposal for a Pilot Hydrogen Project funded by D2N2 and match funded by the Council, Toyota Motor Manufacturing (UK) Ltd and ULEMco.

Pilot Hydrogen Project.

- 3.8 To convert two new RCV's from diesel to dual fuelled (hydrogen and diesel) powered using ULEMco, a dual fuel conversion specialist organisation. These two RCV's will be based in the north of the District at the Toyota Motor Manufacturing (UK) Ltd site where there is availability and space to install a dedicated hydrogen refuelling station.
- 3.9 The operations of these two RCV's will be specifically selected for the commercial collections and a residential area collection in the north of the District. These collections will give the Pilot Hydrogen Project a broad representation of the

operations required for a rural District as well as promoting innovative low carbon hydrogen fuel technology to business across the District.

- 3.10 The initial step of the Pilot Hydrogen Project will be the acquisition of the two new RCV's, their conversion to dual fuel, the development of the hydrogen refuelling station at the Toyota site, the successful tendering for the hydrogen supply and the development of the Operational plan for delivering the Project.
- 3.11 The second step will be the monitoring of the Project and the collation of data and information on the performance of the dual fuelled RCV's, the delivery of collection services using these RCV's, the operator behaviours required and the experience and technical detail required for operating the hydrogen refuelling station.
- 3.12 The third step of the innovation project will include all the technical experience gained from the operation and supporting partners on this project. This technical data that will be used to compare performance of the dual fuelled RCV's with the diesel equivalents and the practical learnings of operating a hydrogen fleet.
- 3.13 To complete the Project a report of the Pilot Hydrogen Project will be produced for both the Council, the supporting partners, the D2N2 stakeholders and the wider waste fleet audience that will detail the transitioning journey, learnings, and technical requirements of using hydrogen as a low carbon emission fuel for RCV's.
- 3.14 This learning and input from the Project and supporting partners will inform the Council's decision making and the next steps in the decarbonisation of the RCV fleet.

4.0 Financial Implications

4.1 The funding is split in to the D2N2 funding applied for (£310k) and the match funding (£395.8k) required for this Pilot Hydrogen Project:

D2N2 Funding Items	£Amount
Conversion cost of two new RCVs to Dual Fuel (Hydrogen/Diesel)	£100k (£50k per RCV)
WebaspX- In cab performance monitoring hardware and software	£49.6k
Innovation Pilot Operational Costs: *	
Additional cost of hydrogen fuel compared to diesel during pilot	£40.4k
Provision of security and power source (civils and DNO costs)	£10k
Provision of temporary welfare facilities required at site, including utility consumption (power and water).	£80k
Project Management Costs	£30k
Total D2N2 Funding	£310k

*There is no guarantee that these costs will continue to be funded after the innovation pilot is completed.

Match Funding Item	Match Funding	Stakeholders
Two new diesel RCVs	£360k	SDDC
Familiarisation and Training programme for RCV drivers and maintenance fitters	£25k	ULEMco
Providing site of 600m2, pro-bono in kind contribution for 2 years.	£10.8k	Toyota Motor Manufacturing (UK) Ltd
Total Match Funding	£395.8k	

4.1 Part of the project aim is to stimulate demand for hydrogen fuel which in turn will reduce the unit cost of hydrogen to a level more comparable with diesel. If this and

other market forces do not create some cost equivalence between the two fuel types then the fallback position will be to revert the two RCVs back to diesel.

- 4.2 The Council will be the accountable body. The funding application will require the spending (which could mean a contractual commitment to purchase vehicles and fuel) to be completed before 31 March 2023.
- 4.3 The funding is released at the point that the bid is confirmed as successful.

5.0 Corporate Implications

Employment Implications

- 5.1 The Operational Teams required for the two RCV's in this Pilot Hydrogen Project will be based out of the Toyota Refuelling site the duration of the Project.
- 5.2 The employees involved with this Pilot Hydrogen Project will require the necessary health and safety training for hydrogen use and refuelling.

Legal Implications

- 5.3 It is anticipated that the Council will enter into a licence or lease with Toyota to secure the RCVs base at the Toyota site. The agreement will create liabilities for the Council for repair and to insure that part of the site. In addition, an agreement needs to be reached regarding the installation of the hydrogen fuelling station on the site and whether the Council or Toyota are responsible for this station. Written agreements will be required to formalise the agreement reached.
- 5.4 The funding terms are attached as Appendix 1.

Corporate Plan Implications

- 5.5 These Phased proposals meet the Corporate Plan key aims of:
 - 5.5.1 Striving to make South Derbyshire District Council carbon neutral by 2050
 - 5.5.2 Working with residents, business, and partners to reduce their carbon footprint.
 - 5.5.3 Encourage and support business development and new investment in the District.

Risk Impact

- 5.6 The primary risks are identified as:
 - 5.6.1 The operational capability of the dual fuelled RCV's is unknown.
 - 5.6.2 The use of a Hydrogen refuelling station at the Toyota site.
 - 5.6.3 The current increased costs of hydrogen fuel compared to diesel fuel.
 - 5.6.4 What happens at the end of the pilot? This financial risks of this have been mitigated by caveats in the Funding Application Form. This limits additional operational costs as a consequence of this Project to the timeframe of the Project only.

6.0 Community Impact

Consultation

6.1 None

Equality and Diversity Impact

6.2 None

Social Value Impact

6.3 There are several social value impacts to this proposal:

6.3.1 The Council is promoting the transition from diesel RCV's to innovating with dual hydrogen fuel in line with the UK Governments agenda.

6.3.2 The Council is supporting the reduction of carbon emissions from the transport sector across South Derbyshire which supports the mitigation of the climate crisis, reduces air pollution, and improves the health and wellbeing of residents.

6.3.3 The data and learnings from this Pilot Hydrogen Project will be shared with the D2N2 region and the wider waste collection audience.

Environmental Sustainability

6.4 The carbon emissions from the Transport Sector are responsible for 47% of the total carbon emissions of South Derbyshire and are the single highest emitting sector. Any decarbonization action, such as the promotion and increase of low carbon vehicle usage supports the reduction in the overall carbon footprint of the District and the improvement of environmental sustainability across South Derbyshire.

6.5 Developing an innovative Hydrogen infrastructure promotes and supports other local authorities and business that use RCV's and other heavy goods vehicles that will potentially require this type of low carbon technology in the future.

7.0 Conclusions

7.1 That the Committee approves the acceptance of D2N2 funding.

7.2 That the Committee welcomes the innovative approach the Council is taking with this Pilot Hydrogen Project.

8.0 Background Papers

[Climate and Environment Strategy 2020](#)

[Climate and Environment Action Plan 2021 -2030](#)

REPORT TO:	FINANCE & MANAGEMENT COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	28 APRIL 2022	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	ELIZABETH BARTON, elizabeth.barton@southderbyshire. gov.uk	DOC:
SUBJECT:	COVID ADDITIONAL RELIEF POLICY	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: FM12

1.0 Recommendations

- 1.1 The Committee approves the proposed COVID-19 Additional Relief Fund (CARF) Policy as detailed in Appendix 1.

2.0 Purpose of the Report

- 2.1 To notify Committee of the £1,978,743 COVID-19 Additional Relief Fund (CARF) that has been allocated to the Council by Government.
- 2.2 To seek approval for the spend of this funding through the implementation of the proposed COVID-19 Additional Relief Fund (CARF) Policy.

3.0 Executive Summary

- 3.1 In 2021, the Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion.
- 3.2 The fund has been designed to support those businesses affected by the pandemic, but that have been ineligible for other support linked to business rates during the pandemic, such as the COVID-19 business grants distributed by the Council.
- 3.3 The £1,978,743 COVID-19 Additional Relief Fund (CARF) allocated to South Derbyshire needs to be spent by 30 September 2022.
- 3.4 In order to support its distribution, the Council has prepared a COVID-19 Additional Relief Fund (CARF) Policy as detailed in Appendix 1.

4.0 Detail

- 4.1 The Government has allocated £1,978,743 COVID-19 Additional Relief Fund (CARF) to South Derbyshire which must be spent no later than 30 September 2022.
- 4.2 The proposed policy (see Appendix 1) sets out how this funding will be used to reduce the Business Rates liability of businesses who were not eligible for other COVID-19 support linked to business rates during the pandemic, such as the business grants distributed by the Council
- 4.3 In order to be eligible for the relief, it is proposed that businesses will need to be able to demonstrate they were negatively impacted by COVID-19, in line with government guidance. Businesses will be required to provide a letter certified by a chartered accountant that outlines their turnover for 2019/2020 and 2020/2021 and demonstrates a turnover drop in 2020/2021.
- 4.4 Businesses will also be required to demonstrate they were trading during 2021/2022 (through the provision of a bank statement showing business income and outgoings).
- 4.5 Businesses that are in administration, liquidation, subject to a current strike off order, or entered into a CVA or IVA at any time during the course of 2020/2021 and 2021/22, will be excluded from eligibility for this relief.
- 4.6 Unlike the business grants, the relief will be initially used to reduce the Business Rates liability of the business for 2021/2022. If the business is up to date on their rates payments for this year, the funding will then be used to reduce any Business Rates debt from all previous years, relating to that business premises. If there is no debt outstanding, the relief will then be used to reduce the businesses' rates liability for 2022/2023. Only where a business is up to date with their Business Rates payments, will the business be able to request a refund through existing refund procedures.
- 4.7 The Council has identified approximately 630 businesses that may be eligible for the relief. In general, this will include businesses such as warehouses, offices and workshops, many of which are used by local businesses for manufacturing or engineering for example.
- 4.8 Each business will be written to in May 2022 and asked to submit their application no later than 30 June 2022.
- 4.9 Applications submitted without the correct evidence will not be considered as made until the required evidence is submitted. It is the responsibility of the business to ensure that the required evidence is submitted before the deadline date. If the evidence is not submitted by the deadline date, the business will not be eligible for an award. Late submission will not be grounds for appeal.
- 4.10 Once all applications have been received and assessed, the Council will determine the exact award amounts by distributing the funding out across the eligible businesses, based on the impact of COVID-19 on their business and in line with the methodology detailed at 4.11.

4.11 It is anticipated that all applications will receive a minimum award of £1,000 or their net rates liability for 2021/2022 (whichever is the lowest), plus an additional award based on their remaining rates liability (if their net rates liability for 2021/2022 exceeds £1,000). The below table demonstrates the likely award methodology; however, this is subject to change as it will depend entirely on the number of applications the Council receives. Worked examples are included in Appendix 1 for illustrative purposes.

Category	Anticipated award based on 2021/2022 net rates liability*	Criteria
Drop in turnover of up to 10%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 10% of the remaining rates liability (up to a total maximum of £5,000).</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.
Drop in turnover of up to 30%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 20% of the remaining rates liability (up to a total maximum of £5,000).</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.
Drop in turnover of up to 50%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 25% of the remaining rates liability (up to a total maximum of £5,000).</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.
Drop in turnover of over 50%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 30% of the remaining rates liability (up to a total maximum of £5,000).</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.

4.12 Final award* amounts will not be confirmed until all applications are received, as the Council will aim to fully spend the available funding across all eligible businesses. The above percentages and maximum amounts could be subject to change up or down. If all potentially eligible businesses apply/are eligible, the grant relief provided could be lower than detailed in the above table. Any changes will be approved by the Council's Strategic Director (Corporate Services) in their role as Section 151 (Chief Finance) Officer.

4.13 The final distribution of the funding/award amounts granted to businesses via the relief will be approved by the Council's Strategic Director (Corporate Services).

5.0 Financial Implications

- 5.1 The Council has not been notified whether it will receive additional funding to administer the distribution of grants, which the Government have previously supplied with other business grant initiatives.

6.0 Corporate Implications

Employment Implications

- 6.1 None.

Legal Implications

- 6.2 None.

Corporate Plan Implications

- 6.3 The CARF will further assist businesses in the South Derbyshire area and help to support local employment and prosperity.

Risk Impact

- 6.4 The Policy has been designed to negate any risks to the Council arising from the distribution of the CARF.

7.0 Community Impact

Consultation

- 7.1 None required.

Equality and Diversity Impact

- 7.2 None.

Social Value Impact

- 7.3 The CARF will further assist businesses in the South Derbyshire area and help to support local employment and prosperity.

Environmental Sustainability

- 7.4 Not applicable.

8.0 Conclusions

- 8.1 The CARF is a positive initiative for South Derbyshire District Council and the Council seeks the Committee's approval in order to distribute it locally within the required Government timescales.

9.0 Background Papers

Appendix 1 – Proposed Covid-19 Additional Relief Fund Policy.

COVID-19 Additional Relief Fund CARF Policy

Service Area: Customer Services

Date: 28 April 2022



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Version control

Version	Reason for review	Effective Date	Review date
1.0	Draft for Finance & Management Committee	28/04/2022	29/04/2022

Approvals

Approved by (Committee/Leadership Team)	Date
Finance & Management Committee (TBC)	28/04/2022
Final version – delegated to Section 151 Officer	No later than 30 September 2022

This policy may be subject to change. Any changes will be published to www.southderbyshire.gov.uk/carf. Changes will be subject to approval by the Council's Strategic Director (Corporate Services) in their role as the Section 151 Officer.



Introduction

1. The government has introduced a new COVID-19 Additional Relief Fund (CARF) to support businesses adversely affected by the pandemic which have been ineligible for existing support linked to business rates. The responsibility for the distribution of the funding has been mandated to billing authorities.
2. The council has received £1.97m to be allocated to eligible businesses in accordance with guidance provided by the Department for Levelling Up, Housing and Communities (DLUHC). Each council must devise its own policy for the distribution of this funding.
3. The Council will administer relief using its discretionary powers granted under section 47 of Local Government Finance Act 1988.
4. This policy outlines how the Council will operate within government guidance and relevant legislation. The policy references the qualifying criteria, application, and decision-making processes for the relief.



Eligibility

5. Businesses may be eligible if they have not been awarded/were not eligible (for the same period of the relief) for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme.
6. Eligible businesses must be able to demonstrate they have been adversely affected by the pandemic and have been unable to adequately adapt to that impact. The Council may request reasonable information and evidence to support a declaration of adverse impacts of the pandemic on trading, which will include the following (this list is not exhaustive):
 - Businesses will be required to provide a letter certified by a chartered accountant that outlines the business turnover for 2019/2020 and 2020/2021 and states the turnover percentage drop.
 - A bank statement to evidence the business was trading (in 2021/2022).
 - Companies House check to confirm the business was not administration, liquidation, is subject to an ongoing strike-off order, or entered into a CVA or IVA at any time during the course of 2020/2021 and 2021/22.
 - Confirmation the business has not received any other relief or discount mentioned in point 5 above.
 - Confirmation of Subsidy Allowance compliance.
 - All applications will be subject to a Spotlight anti-fraud check via the Cabinet Office.
7. In addition to evidence provided, the Council will use Gross Value Added (GVA) data as provided by the Office for National Statistics, which indicates how individual sectors have been affected by COVID-19.
8. Relief may not be awarded to a hereditament for a period it is unoccupied, other than those which has become closed temporarily due to the government's advice on COVID-19.
9. To be eligible for relief the ratepayer must have been liable for business rates and in occupation of a premises in South Derbyshire District for any period from 1 April 2021 - 31 March 2022. In the case of closed businesses that have ceased trading altogether, awards will only be made if arrears exist on the account, for any year. For any business that has moved premises outside of the district, or any business that has ceased to operate from a rated premise, but continues to trade (e.g., home and mobile or in an unrated setting), claims will be considered on a case-by-case basis and awards are not guaranteed. All decisions will be subject to approval by the Council's Strategic Director (Corporate Services).



Exclusions

10. The following properties will be excluded from eligibility for this relief:
 - Property owned by the billing authority or any precepting authority, including parish councils.
 - Property which is or would have been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Grounds Operations Support Scheme.
 - Property which is unoccupied unless closed on a temporary basis due to government advice on COVID-19.
 - Any business which has already received full Business Rate Relief via the Small Business Rate Relief or other types of Relief (resulting in £0 bill), or they would be entitled to Full Small Business Rate Relief, upon completion of a declaration.
11. Property which is owned, funded or part funded through a public administration body will also be excluded from eligibility for this relief:
 - Fire
 - Police
 - Ambulance
 - NHS or medical care (including surgeries, pharmacies, dentists, and hospitals)
 - Maintained schools, academy schools, further and higher education institutions
 - Government departments
 - Local government facilities (libraries, law courts, public conveniences etc)
 - Armed forces
12. Property where the function of the property does not directly facilitate employment of individuals will be excluded from eligibility for this relief. This may include, but is not exclusive to car parking spaces, advertising boards, communication masts.
13. Any property where the function is in a sector which has not been identified as being significantly adversely affected by the pandemic will be excluded from eligibility for this relief. This includes, but is not limited to:
 - Banks, betting shops, building societies (including ATMs)
 - Financial and legal services
 - Water and waste management (including sewage treatment works)
 - Energy businesses/facilities
 - Real estate activities
 - Storage for personal use or archive business storage (ancillary to the businesses' main activity)
 - Telecommunications and communications stations
 - Advertising displays of any description
 - Cemeteries and crematoriums
 - Storage and distribution (unless 80% of business reliant on closed industries). Further evidence may be required to support claims from such businesses.
14. Any property where the liable business is in administration, liquidation, is subject to an ongoing strike-off order or entered into a CVA or IVA at any time during the course of 2020/2021 and 2021/22 will be excluded from eligibility for this relief.
15. Any property where the business rates liability can be claimed back from another party will be excluded from eligibility for this relief.



Amount of relief

16. The Council will offer four levels of relief payments, directly to be proportionate to the relative impact on turnover as a result of COVID-19 crisis (see Annexe A).
17. In order to claim a relief, a business must be able to demonstrate a loss in turnover for the 2020/2021 financial year compared to the 2019/2020 financial year. This must be evidenced through a letter, certified by a chartered accountant, that outlines the business turnover for 2019/2020 and 2020/2021 and states the turnover percentage drop between 2019/2020 and 2020/2021. The Council will not accept letters from accountants that are not chartered or that contain any disclaimers. No other form of evidence will be accepted.
18. Businesses will also need to supply a bank statement to evidence trading (in 2021/2022). The bank statements must show income and outgoings related to the business. Only full bank statements showing the business name, business account, sort code and full transactions will be accepted. Screen grabs of mobile banking apps will not be accepted.

How to apply

19. All potentially eligible businesses will be sent a letter and application form in May 2022 that sets out the evidence they need to provide. This will be sent to the rated premises.
20. The deadline for applications and submission of evidence is 30 June 2022.
21. Applications should be sent by email to business.grants@southderbyshire.gov.uk. If sending via email, we recommend you send via Egress, which secures your email end to end. Find out more at www.egress.com.
22. Alternatively, applications can be sent by post to **The Revenues Team, South Derbyshire District Council, Civic Way, Swadlincote, Derbyshire, DE11 0AH**. If sending by post, we recommend you send via recorded delivery, so that you have proof of postage.
23. All applications must be made by the business. Any application made by an agent will not be accepted.
24. **Any application received after 30 June 2022 date will not be considered.**
25. Applications submitted without the correct evidence will not be considered as received until the required evidence is submitted. It is the responsibility of the business to ensure the required evidence is submitted before the deadline date. If not submitted by the deadline date, the business will not be eligible, and this will not be grounds for appeal.
26. If a business has more than one hereditament in the Council area, it will be required to submit a separate application for each qualifying hereditament. A single application detailing more than one qualifying hereditament will only be considered for the primary hereditament detailed on the application.



Decision making

27. Complete applications will be evaluated against the qualifying criteria, based on the information supplied within the application. If further information is required, a request will be sent by email to explain what is required and why.
28. Additional information or evidence requested must be supplied within 7 days of the request, otherwise a decision will be made based on the information provided to date.
29. Applications will be assessed by a member of the Revenues Team under guidance from the Revenues Manager. All awards will be approved by the Council's Strategic Director (Corporate Services) in their role as Section 151 (Chief Finance) Officer.

Awards and notifications

30. Awards will be made directly to the business rates account of the hereditament in the application, will only be made for the 2021/2022 (and no future years), and is subject to the property's continuing eligibility.
31. The award will be used to reduce the liability for 2021/22 in the first instance. If payment has been made during the year which places the account into credit, the credit balance will be applied to any remaining liability arrears for previous years, commencing with the earliest year.
32. If any credit balance remains, it will then be used to reduce the liability for the 2022/23 financial year. Should a business have no arrears and has paid its 2022/2023 balance to date, it may claim a refund using the existing refund request process.
33. All decisions will be made by 30 September 2022. Notification of the decision will be issued by email to the address included on the application form, or postal address where an email is not provided.
34. Where an award is made, a new demand notice will be produced and issued in accordance with current mailing instructions on the account.
35. The award will be calculated using the rates liability calculated from the Rateable Value at the time of the decision date.
36. If any court or enforcement costs have been incurred during 2021/22 by a business that would qualify for this relief, it will be entirely at the discretion of the Local Authority whether these are cancelled or not.
37. The award will initially be determined using the table in Annex A, but if there is any residual funding still available then the maximum percentage of relief will be revised to ensure that funding is fully spent.

Fraud and error

38. All information is subject to a series of internal and external checks including government departments to ensure compliance and awards are made accurately.



39. South Derbyshire District Council will not accept deliberate manipulation and fraud. Any business identified falsifying their records or making inaccurate statements to gain relief will face prosecution and any relief awarded will have to be repaid as may any relief claimed or awarded in error.
40. As a condition of the relief being awarded, we will expect the business applying to sign a declaration stating that they are not committing any fraud and that they are fully compliant with the Subsidy Allowance limits.

Disputes

41. Decision on CARF awards will be made under the Council's discretionary powers (Section 47) and are therefore not subject to appeal to the Valuation Office Agency.
42. If an application is refused, a request to reconsider the decision may be made. Any request to ask for a reconsideration must be submitted within 7 days of the decision made by the Council. All appeals must have been submitted no later than 1 September 2022. Any appeal received after 1 September will not be considered.
43. Appeals will be reviewed by the Strategic Director (Corporate Resources) within one week of the revision request. Their decision will be final.
44. Refusal to grant discretionary relief can be challenged by judicial review under section 138 of the Local Government Finance Act 1988.

Sharing information

45. By applying for CARF all applicants give authority to South Derbyshire District Council to share data for efficient administration and protect the public purse.
46. The Council is required to share data with government departments for monitoring and other reasons. Further information on data sharing and our Privacy Notice is located at www.southderbyshire.gov.uk/privacy.

Other information

47. South Derbyshire District Council does not accept any liability for any issues that may arise for businesses because of applying for, receiving, or not receiving relief awards under this scheme.



Subsidy allowance

48. The CARF scheme is subject to the subsidies chapter within the UK-EU Trade and Cooperation Agreement (TCA). However, for CARF there is an exemption for subsidies under the value of approximately £2,243,000 per economic actor (broadly speaking, for example, a holding company and its subsidiaries). This allowance comprises 325,000 Special Drawing Rights (at current exchange rates about £343,000) for Small Amounts of Financial Assistance and a further £1,900,000 for COVID-19 related subsidy.
49. Therefore, to be awarded CARF you must not have claimed over the period 2019/20 to 2021/22 more than £2,243,000 from schemes which fell within the Small Amounts of Financial Assistance or COVID-19 related allowances. COVID-19 business grants you have received from local government and the 2019/20 Retail Relief should count towards this limit, but you should not count any Extended Retail Discount you have received since 1 April 2020. Further details of subsidy control can be found on the [gov.uk website](https://www.gov.uk).
50. You must not apply for CARF if you have already exceeded the £2,243,000 allowance. However, we will still consider applications for support under the CARF scheme if you have reached this limit provided you can evidence that you intend to use the support to fund uncovered fixed costs (costs not covered by profits for insurance etc) during the period of COVID-19. Economic actors may claim for up to 70% of their uncovered costs (although this 70% limit does not apply to small businesses with less than 50 employees and less than £9 million turnover where the limit is instead 90%).
51. You may claim up to a further £10 million of additional allowance (on top of the £2,243,000) if you meet the above tests and you have not claimed any other support from the additional allowance up to an aggregate £10 million limit (such as from the COVID-19 business grants).
52. The Government and South Derbyshire District Council will not tolerate any business falsifying their records or providing false evidence to gain this discount, including claiming support above these thresholds. A ratepayer who falsely applies for any relief or provides false information or makes false representation in order to gain relief may be guilty of fraud under the Fraud Act 2006.

Amendments to the policy

53. This policy may be subject to change. Any changes will be published to www.southderbyshire.gov.uk/carf. Changes will be subject to approval by the Council's Section 151 Officer.

Queries

54. If you have any queries in relation to this policy, please email business.grants@southderbyshire.gov.uk



Annex A

It is anticipated that all applications will receive a minimum award of £1,000 or their net rates liability for 2021/2022 (whichever is the lowest), plus an additional award based on their remaining rates liability (if their net rates liability for 2021/2022 exceeds £1,000). The below table demonstrates the likely award methodology; however, this is subject to change as it will depend entirely on the number of applications the Council receives. Worked examples are detailed overleaf.

Category	Anticipated award*	Criteria
Drop in turnover of up to 10%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 10% of the remaining rates liability (up to a total maximum of £5,000). See worked examples overleaf.</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.
Drop in turnover of up to 30%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 20% of the remaining rates liability (up to a total maximum of £5,000). See worked examples overleaf.</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.
Drop in turnover of up to 50%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 25% of the remaining rates liability (up to a total maximum of £5,000). See worked examples overleaf.</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.
Drop in turnover of over 50%	<p>If a business's net rates liability is less than £1,000, the authority will fund the rates bill for 2021/2022 in full.</p> <p>If a business's net rates bill, is greater than £1,000, they will receive £1,000, plus up to 30% of the remaining rates liability (up to a total maximum of £5,000). See worked examples overleaf.</p>	Based on reduction of turnover for financial year 20/21 as opposed to 19/20.

Final award* amounts will not be confirmed until all applications are received, as the Council will aim to fully spend the available funding across all eligible businesses. The above percentages and maximum amounts could be subject to change up or down. If all potentially eligible businesses apply/are eligible, the grant relief provided could be lower than detailed in the above table. Any changes will be approved by the Council's Strategic Director (Corporate Services) in their role as Section 151 (Chief Finance) Officer.

The final distribution of the funding/award amounts granted to businesses via the relief will be approved by the Council's Strategic Director (Corporate Services).



Worked examples (based on loss of 10%)

Net rates liability for 2021/2022	
£600	Authority pays rates liability in full.
£4,200	£1,000, plus up to 10% of remaining rates liability (£3,200 @ 10% £320) = £1,320.
£28,000	£1,000, plus up to 10% of remaining rates liability (£27,000 @ 10% = £2,700) = £3,700.
£70,000	£1,000, plus up to 10% of remaining rates liability (£69,000 @ 10% = £6,900) = £5,000 (max total award £5,000).



REPORT TO:	FINANCE AND MANAGEMENT COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	28 APRIL 2022	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (CORPORATE RESOURCES)	OPEN
MEMBERS' CONTACT POINT:	KEVIN STACKHOUSE (EXT 5811) kevin.stackhouse@southderbyshire.gov.uk	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

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.

**Finance and Management Committee – Next F&M Committee 28 April 2022
Work Programme for the Municipal Year 2021/22**

Work Programme Area	Date of Committee Meeting	Contact Officer (Contact details)
Corporate Resources & Chief Executive Service Plans	10 th June 2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Corporate Plan Performance Monitoring 2020/21: Quarter 4	10 th June 2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Compliments, Comments, Complaints and FOI Requests	10 th June 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Complaints Policy and Procedure	10 th June 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Climate Emergency Action Planning	10 th June 2021	Matthew Holford, (Head of Environmental Services) matthew.holford@southderbyshire.gov.uk , 01283 595856
Final Revenue Budget Outturn 2020/21	22 nd July 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Treasury Management Annual Report 2020/21	22 nd July 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Final Capital Outturn 2020/21	22 nd July 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Covid 19 Funding: Update	22 nd July 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Chief Executive's Directorate Service Plan 2021-22	22 nd July 2021	Frank McArdle (Chief Executive) frank.mcardle@southderbyshire.gov.uk (01283) 595702
Social Mobility Update	22 nd July 2021	Frank McArdle (Chief Executive) frank.mcardle@southderbyshire.gov.uk (01283) 595702
Corporate Plan Performance Monitoring 2021/22: Quarter 1	26 th August.2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
Revenue Financial Monitoring 2021/22	26 th August.2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Capital Financial Monitoring 2021/22	26 th August.2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Treasury Update 2021/22	26 th August.2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Proposed Local Council Tax Support Scheme 2022/23: Options Paper Timetable	26 th August 2021	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
Freedom of Information Policy & Publication Scheme	7 th October 2021	Kevin Stackhouse (Strategic Director – Corporate Resources) Kevin.stackhouse@southderbyshire.gov.uk
Proposed Local Council Tax Support Scheme 2022/23: Options Paper Update	21 st October 2021	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
Corporate Plan Performance Monitoring 2021/22: Quarter 2	25 th November 2021	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)
General Fund Revenue Monitoring 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
HRA Financial Monitoring 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Collection Fund Position 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Capital Financial Monitoring 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Treasury Update 2021/22	25 th November 2021	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Compliments, Comments, Complaints and FOI Requests	25 th November 2021	Kevin Stackhouse (Strategic Director) Kevin.stackhouse@southderbyshire.gov.uk (01283 595811)
Service Base Budgets 2022/23	13 th January 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Council Tax and Surplus 2022/23	13 th January 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Annual Training Report	13 th January 2022	David Clamp (Human Resources Manager) David.clamp@southderbyshire.gov.uk 07841 533977
Proposed Local Council Tax Support Scheme 2022/23	13 th January 2022	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
General Fund Consolidated Budget 2022/23 and MTFP to 2027	10 February 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)

Housing Revenue Account Budget 2022/23 and Financial Plan to 2032	10 February 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Capital Budget 2022 to 2027	10 February 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Treasury Management Counterparty Limits	10 February 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Proposed Local Council Tax Support Scheme 2022/23	10 February 2022	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
Supporting Aspirations Action Plan	10 February 2022	Mike Roylance (Head of Economic Development and Growth) Mike.Roylance@southderbyshire.gov.uk (01283 595725)
Bikeability Co-Ordinator	10 February 2022	Ian Gee Active Schools Partnership Officer ian.gee@southderbyshire.gov.uk (01283 228751)
Schools' Partnership PE and School Sport Coach	10 February 2022	Ian Gee Active Schools Partnership Officer ian.gee@southderbyshire.gov.uk (01283 228751)
Corporate Plan Performance Monitoring 2021/22: Quarter 3	17 March 2022	Fiona Pittam (Head of Organisational Development & Performance) Fiona.pittam@southderbyshire.gov.uk (01283 595735)

General Fund Financial Monitoring 2021/22	17 March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
HRA Financial Monitoring 2021/22	17 March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Collection Fund Position 2021/22	17 March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Capital Financial Monitoring 2021/22	17 March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Treasury Update 2021/22	17 March 2022	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)
Cadley Urban Park	17 March 2022	Hannah Peate (Active Communities & Health Partnership Manager) Hannah.peate@southderbyshire.gov.uk
Tree, Woodlands and Hedgerow Management Policy	17 March 2022	Christopher Worman Parks and Green Spaces Manager Christopher.worman@southderbyshire.gov.uk
Land in Swadlincote	17 March 2022	Steve Baker Head of Corporate Property steve.baker@southderbyshire.gov.uk

Public Open Space – Historical Adoptions	28 April 2022	Christopher Worman Parks and Green Spaces Manager Christopher.worman@southderbyshire.gov.uk
D2N2 Funding Programme for Pilot Hydrogen Fuelled Waste Collection Service	28 April 2022	John Kinderman Climate and Environment Officer John.kinderman@southderbyshire.gov.uk
Covid-19 Additional Relief Fund	28 April 2022	Lizzie Barton (Head of Customer Services) Elizabeth.barton@southderbyshire.gov.uk (01283 595779)
Annual Statement of Accounts 2020/21	TBC	Victoria Summerfield (Head of Finance) Victoria.summerfield@southderbyshire.gov.uk (01283 595939)