

HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE AGENDA

Friday 7th September 2018 at 10am in the Council Chamber, The Arc, Clowne

Item No.	<u>PART A – FORMAL</u>	Page No.(s)
	<u>PART 1 OPEN ITEMS</u>	
1.	<u>Apologies for Absence</u>	
2.	<u>Urgent Items of Business</u> To note any urgent items of business which the Chairman has consented to being considered under the provisions of Section 100(B) 4(b) of the Local Government Act 1972	
3.	<u>Declarations of Interest</u> Members should declare the existence and nature of any Disclosable Pecuniary Interest and Non Statutory Interest as defined by the Members' Code of Conduct in respect of: a) any business on the agenda b) any urgent additional items to be considered c) any matters arising out of those items and if appropriate, withdraw from the meeting at the relevant time.	
4.	Minutes of a meeting held on 27 th July 2018.	To Follow
5.	List of Key Decisions & Items to be Considered in Private. <i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information).</i>	3 to 8
6.	Corporate Plan Targets Performance Update; April to June 2018 (Quarter 1 – 2018/19).	9 to 15
7.	Joint Corporate Enforcement Policy.	16 to 30
8.	Scrutiny Committee Work Programme 2018/19.	31 to 40
	<u>PART B – INFORMAL</u>	
	The formal meeting of the Healthy, Safe, Clean and Green will meet informally as a working party to carry out their review work. This meeting is closed to the public, so members of the public should leave at this point.	
9.	Review Work.	

HEALTHY, SAFE, CLEAN AND GREEN COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Healthy, Safe, Clean and Green Communities Scrutiny Committee of the Bolsover District Council held in the Council Chamber, The Arc, Clowne, on Friday 27th July 2018 at 1300 hours.

PRESENT:-

Members:-

Councillor C. Moesby in the Chair

Councillors J.E. Bennett, J.A. Clifton, Mrs P.A. Cooper and K.F. Walker.

Officers:- S. Gordon (HR and OD Manager) (to Minute No. 0118), S. Gillott (Environmental Health Manager), V. Dawson (Team Manager (Legal)), J. Wilson (Scrutiny & Elections Officer) and A. Bluff (Governance Officer).

0112. APOLOGIES

Apologies for absence were received on behalf of Councillors T. Munro, P. Smith and S. Peake.

0113. URGENT ITEMS OF BUSINESS

There were no urgent items of business to consider.

0114. DECLARATIONS OF INTEREST

There were no declarations of interest made.

0115. MINUTES – 29TH JUNE 2018

Moved by Councillor K.F. Walker and seconded by Councillor C.R. Moesby
RESOLVED that the Minutes of a Healthy, Safe, Clean and Green Communities Scrutiny Committee held on 29th June 2018 be approved as a true record.

0116. LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE

Due to the summer recess, the next List of Key Decisions and Items to be considered in private document would be published on 10th August 2018.

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Moved by Councillor K.F. Walker and seconded by Councillor C.R. Moesby
RESOLVED that the update be noted.

0117. HEALTH AND WELLBEING STRATEGY – UPDATE ON ACTION PLAN

Committee considered a report which provided an update on progress with the Council's Health and Wellbeing Framework 2017-2020.

The Health and Wellbeing Framework set out how the Council's employees would be supported to ensure a healthy, motivated and high performing workforce to achieve the Council's aims and priorities. A copy of the Framework was attached as an appendix to the report.

A key feature of the Framework was the action plan which detailed the following three key aims;

- Create a Healthy Work Environment
- Develop a supportive Workplace Culture
- Encourage employee engagement in healthy lifestyles

To ensure steps were being taken to achieve the above aims, officers were working with Senior Management Team, service managers and employee representatives and a number of significant activities had taken place.

These activities included lunch-time walks and sessions such as yoga, quizzes, sports, childcare vouchers and facilitating access to Council leisure facilities. There was also access to an Employee Assistance Programme which offered 24/7 telephone and on-line support to employees covering a range of topics including confidential telephone counselling.

In relation to sickness absence, the outturn figure for 2017/18 was 9.3 days per employee. This was a slight reduction on the previous year's outturn (2016/17) of 10.75 days but higher than the Council's target of 8.5 days per employee.

However, long term sickness absence had significantly reduced at the Council whereas short term sickness absence had remained steady. For 2017/18, 2239.5 days were attributed to long-term sickness absence and 1335.5 days attributed to short-term sickness absence.

The top three reasons stated for sickness absence in 2017/18 were stress/mental health, musculo/skeletal and operations and hospital. With regard to stress, the HR and OD Manager asked Members to note that the majority of sickness cases regarding stress were not work related.

The following actions were being undertaken to address sickness absence;

- HR link officers were working directly with service managers and providing monthly sickness analysis reports,
- action plans had been produced for service areas to assist Managers in awareness of actions required and support needed for employees concerned,

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- work was commencing on a more in depth analysis of sickness absence patterns and trends,
- procurement of a new Occupational Health Provider from August 2018 with onsite clinics at the Arc,
- regular sickness absence management training.

A strategic group led by the HR & OD Manager ensured that a holistic and corporate approach to organisational development enabled the Council to make better use of professional expertise, bring together all strands of organisational development with a view to building towards next year's employee survey and ongoing workforce development, bring together relevant key officers to discuss feedback, ideas and proposals relevant to organisational development and action them as appropriate, directly link back to Strategic Alliance Management Team (SAMT) and build on the Council's commitment to Organisational Development.

Although it was recognised that further work needed to be undertaken, the importance of health and wellbeing was growing across both councils and positive feedback was being received regarding the activities provided by the Authority. Employees were also recognising that they had a responsibility for their own wellbeing and that they could play a key role in supporting the wellbeing of others.

Members asked various questions.

The HR & OD Manager advised the meeting that definitive figures which determined the split between sickness absences for work related stress and non-work related stress were not currently available, however, this could be looked at and provided to Members on an annual basis as to produce monthly or quarterly figures could identify individual employees. The HR & OD Manager further advised the meeting on the Authority's process for supporting an absent employee with either work or personal stress whilst being aware that each case was individual.

The HR & OD Manager confirmed that Members as well as employees could access the 24 hour employee assistance line and further publicity in relation to advertising all of the Council's health and wellbeing services was being developed with the Communications and Marketing team for the Council's new intranet site. A report on organisational development would be taken to a future meeting of the Union Employee Consultation Committee (UECC) and through the Transformation Programme, the Strategic Director – People, would be covering how employees and managers could manage restructure changes in departments to reduce impact on stress.

A Member referred to the Action Plan in the report and requested that 6 monthly outcome milestones be included so Members could see if the Plan was on track.

In response to a Member's question regarding the Council's figures on its ageing work force, the HR & OD Manager agreed to provide data to Committee at a future meeting.

Moved by Councillor K.F. Walker and seconded by Councillor J.A. Clifton

RESOLVED that the report be noted and that the HR & OD Manager attend a future meeting to provide the additional information requested.

The HR & OD Manager left the meeting.

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0118. ENVIRONMENTAL ENFORCEMENT REVIEW – FINAL REPORT

Committee considered a draft report circulated at the meeting in relation to their Review of Environmental Enforcement.

The report had been updated with 'service responses' to the recommendations made from the review and replaced the version printed in the agenda.

The Scrutiny and Elections Officer took Members through the recommendations and the service responses for comment by Members. Lengthy discussion took place and the following was highlighted;

Recommendation 1

A Member requested clarification as to whether the emerging Corporate Enforcement Policy would be a joint policy with North East Derbyshire District Council. The Team Manager (Legal) advised the meeting that this had not yet been confirmed by SAMT but would either be a joint policy or mirror policies with separate council's logos.

Recommendation 2

The Team Manager (Legal) advised the meeting that the Council's Information and Policy Officer was collating a list of all Council policies and a timetable would be devised which set out when a policy was due for revision or renewal. Any new or revised policies would then be presented to the relevant Scrutiny Committees for their consideration.

Recommendation 3

A Member requested a list of the delegated powers which the CAN Rangers had in relation to enforcement before the next meeting of the Committee.

Recommendation 4

Committee noted that an additional staffing report would be necessary in relation to this recommendation.

Recommendation 9

Committee agreed that the second option as provided in the service response be the preferred option for the recommendation and that the word 'environmental' be added in.

Recommendation 11

It was noted that Streetscene lead on the organising of educational initiatives in schools and each school in the District was approached, however, it was the choice of the school to decide if they wished to take up the offer of the educational initiative or not. A Member requested a list of schools in the District which had turned down the offer of the initiatives. The Environmental Health Manager noted that different approaches were needed between primary and secondary schools.

Recommendation 13

It was noted that the Head of Housing and Community Safety had requested an extension to the timescale for the recommendation. The Scrutiny and Election Officer would follow this up with the Head of Housing and Community Safety.

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Recommendation 14

A Member noted that the 'Report It' function on the Council's website was not user friendly. However, the service response noted that the 'Report It' function was being fully revamped towards the end of 2018. The Scrutiny and Elections Officer advised the meeting that Members could be part of the development process of the 'Report It' function outside of the Committee.

Recommendation 15

The Environmental Health Manager noted that the Council's Driving Policy prevented staff from using the 'hands free' function whilst they were driving in Council owned vehicles.

Recommendation 17

It was agreed that this recommendation had been addressed and the Scrutiny and Elections Officer would amend the narrative in the recommendation.

The Scrutiny and Elections Officer would also add in 2017/18 data at section 6.1 in the Review document.

Moved by Councillor J.A. Clifton and seconded by Councillor J.E. Bennett

RESOLVED that the recommendations of the Committee's Review of Environmental Enforcement be subject to the amendments agreed and the report be submitted to Executive for endorsement.

(Scrutiny and Elections Officer)

0119. SCRUTINY COMMITTEE WORK PROGRAMME 2018/19

Committee considered their Work Programme for 2018/19.

Moved by Councillor C. Moesby and seconded by Councillor J.A. Clifton

RESOLVED that the Work Programme be noted.

The formal meeting concluded at 1500 hours and Members then met as a working party to continue their review work. The working party concluded at 1545 hours.



The Arc
High Street
Clowne
Derbyshire
S43 4JY

Key Decisions & Items to be Considered in Private

To be made under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

Published on: 10th August 2018

INTRODUCTION

The list attached sets out decisions that are termed as “Key Decisions” at least 28 calendar days before they are due to be taken by the Executive or an officer under delegated powers.

Preparation of the list helps Executive to programme its work. The purpose of the list is to give notice and provide an opportunity for consultation on the issues to be discussed. The list is updated each month with the period of the list being rolled forward by one month and republished. The list is available for public inspection at the The Arc, High Street, Clowne, S43 4JY. Copies of the list can be obtained from Sarah Sternberg, Assistant Director – Governance, Solicitor to the Council & Monitoring Officer at this address or by email to sarah.sternberg@bolsover.gov.uk. The list can also be accessed from the Council’s website at www.bolsover.gov.uk.

The Executive is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at The Arc and on the Council’s website explaining the reasons for the urgent decisions. Please note that the decision dates are indicative and are subject to change.

The names of Executive members are as follows:

Councillor A.M. Syrett - Leader
Councillor M. Dooley
Councillor S.W. Fritchley
Councillor H.J. Gilmour
Councillor D. McGregor – Deputy Leader
Councillor B.R. Murray-Carr
Councillor M.J. Ritchie
Councillor B. Watson

The Executive agenda and reports are available for inspection by the public five clear days prior to the meeting of the Executive. The papers can be seen at The Arc at the above address. The papers are also available on the Council’s website referred to above. Background papers are listed on each report submitted to the Executive and members of the public are entitled to see these documents unless they contain exempt or confidential information. The report also contains the name and telephone number of a contact officer.

Meetings of the Executive are open to the public and usually take place in the Council Chamber at The Arc. Occasionally there are items included on the agenda which are exempt and for those items the public will be asked to leave the meeting. This list shows where this is intended in Part 2 and the reason why the reports are exempt or confidential. Members of the public may make representations to the Assistant Director – Governance, Solicitor to the Council & Monitoring Officer about any particular item being considered in exempt.

The list does not detail all decisions which have to be taken by the Executive, only “Key Decisions. In these Rules a “Key Decision” means an Executive decision, which is likely:

(1) **REVENUE**

- (a) Results in the Council making Revenue Savings of £75,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £75,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £150,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £150,000 or more

(3) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the District.

In determining the meaning of “significant” the Council must have regard to any guidance for the time being issued by the Secretary of State. The Council has decided that revenue income or expenditure of £75,000 or more and capital income or expenditure of £150,000 or more is significant.

The dates for meetings of Executive for 2018/19 are as follows:

2018 – 10 th September	2019 - 7 th January
8 th October	18 th February
5 th November	4 th March
3 rd December	1 st April

The Council hereby gives notice of its intention to make the following Key Decisions and/or decisions to be considered in private:

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Medium Term Financial Plan	Executive	10 th September 2018	Report of Councillor B. Watson - Portfolio Holder for Finance & Resources and Sustainable Energy	Joint Head of Finance and Resources	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Exempt – Paragraph 3
Medium Term Financial Plan	Executive	10 th September 2018	Report of Councillor B. Watson - Portfolio Holder for Finance & Resources and Sustainable Energy	Joint Head of Finance and Resources	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open
Fleet Vehicle Replacements	Executive	10 th September 2018	Report of Councillor B.R. Murray-Carr – Portfolio Holder for Street Scene	Joint Head of Streetscene	Yes – involves revenue income or expenditure of £75,000 or more and/or capital income or expenditure of £150,000 or more.	Open

Matter in respect of which a decision will be taken	Decision Maker	Date of Decision	Documents to be considered	Contact Officer	Is this decision a Key Decision?	Is this key decision to be heard in public or private session
Alder House, Shirebrook	Executive	10 th September 2018	Report of Cllr H Gilmour – Portfolio Holder for Housing and Community Safety	Joint Strategic Director - Place	No	Exempt – Paragraph 3
BDC Contact Centre Team Restructure	Executive	10 th September 2018	Report of Councillor D. McGregor - Deputy Leader and Portfolio Holder for Corporate Governance	Joint Strategic Director - People	Yes	Exempt – Paragraph 1
Safe and Warm Works to Orchard Close and Sandhills Road, Bolsover	Executive	10 th September 2018	Report of Cllr H Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety	Yes	Open
Asbestos Removal and re-roofing to Hides Green, Bolsover	Executive	10 th September 2018	Report of Cllr H Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety	Yes	Open
Asbestos removal and re-roofing to The Paddock, Bolsover	Executive	10 th September 2018	Report of Cllr H Gilmour – Portfolio Holder for Housing and Community Safety	Joint Head of Housing and Community Safety	Yes	Open

SCHEDULE

SCHEDULE 12A

ACCESS TO INFORMATION: EXEMPT INFORMATION

PART 1

DESCRIPTIONS OF EXEMPT INFORMATION: ENGLAND

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes –
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) To make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

Bolsover District Council

Healthy, Safe, Clean and Green Communities Scrutiny Committee

7th September 2018

**Corporate Plan Targets Performance Update – April to June 2018
(Q1 – 2018/19)**

Report of the Information, Engagement & Performance Manager

This report is public

Purpose of the Report

- To report the quarter 1 outturns for the Corporate Plan 2015-2019 targets.

1 Report Details

1.1 The attached contains the performance outturn for targets which sit under the 'supporting our communities to be healthier, safer, cleaner and greener' corporate aim as of 30th June 2018. (Information compiled on 15/08/18)

1.2 A summary is provided below:

1.3 Supporting our Communities to be Healthier, Safer, Cleaner and Greener

- 17 targets in total (5 target previously achieved – H06, H08, H13, H14, H16, 1 target previously withdrawn – H15)
- 10 targets on track
- 1 target completed

H 05 - Support 417 inactive 16+ individuals per year & increase their activity levels to more than 30 minutes of moderate intensity physical activity per week. This project has ended. See appendix for outturn.

2 Conclusions and Reasons for Recommendation

2.1 Out of the 17 targets, 10 are on track, 1 completed this quarter, 5 have been achieved previously and 1 withdrawn previously.

2.2 This is an information report to keep Members informed of progress against the corporate plan targets noting achievements and any areas of concern.

3 Consultation and Equality Impact

3.1 Not applicable to this report as consultation was carried out on the original Corporate Plan.

4 Alternative Options and Reasons for Rejection

4.1 Not applicable to this report as providing an overview of performance against agreed targets.

5 Implications

5.1 Finance and Risk Implications

No finance or risk implications within this performance report.

5.2 Legal Implications including Data Protection

No legal implications within this performance report.

5.3 Human Resources Implications

No human resource implications within this performance report.

6 Recommendations

6.1 That progress against the Corporate Plan 2015-2019 targets be noted.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	N/A
Links to Corporate Plan priorities or Policy Framework	Links to all Corporate Plan 2015-2019 aims and priorities

8 Document Information

Appendix No	Title
1.	Corporate Plan Performance Update – Q1 April to June 2018
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
All details on PERFORM system	
Report Author	Contact Number
Kath Drury, Information, Engagement and Performance Manager	01246 242280

Report Reference –

**Bolsover District Council
Corporate Plan Targets Update – Q1 April to June 2018**

Status key

	On Track	The target is progressing well against the intended outcomes and intended date.
	Achieved	The target has been successfully completed within the target date.

Aim – Supporting our Communities to be Healthier, Safer, Cleaner and Greener

Key Corporate Target	Directorate	Status		Progress	Target Date
H 01 - Deliver a minimum of 8000 hours of positive activity through community based culture and leisure engagement per year.	People	On track		Q1 - The target figure for the year is 8000 hours, actual performance to date is 2245 on track to meet the annual target figure.	Sun-31-Mar-19
H 02 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	People	On track		Q1 – Year-end target is 300,000 attendances. Actual to date is 90,092 on track to exceed annual target.	Sun-31-Mar-19
H 03 - Deliver a health intervention programme which provides 900 adults per year with a personal exercise plan via the exercise referral scheme.	People	On track		Q1 - Bolsover District Council is commissioned by Bolsover Partnership and County Public Health to deliver a Health Intervention programme, the combined number of people starting this programme in the first quarter is 221.	Sun-31-Mar-19
H 04 - Tackle childhood obesity through the delivery of a child focused health intervention	People	On track		Q1- The new financial year sees the Five:60 programme's final term of the current academic year and the programme will have been delivered to all key stage 2 pupils within the	Sun-31-Mar-

Key Corporate Target	Directorate	Status		Progress	Target Date
programme to all Key Stage 2 year groups by the end of each academic year.				28 schools in the Bolsover Schools Sports Partnership	19
H 05 - Support 417 inactive 16+ individuals per year & increase their activity levels to more than 30 minutes of moderate intensity physical activity per week.	People	Project completed		<p><u>For information</u></p> <p>Q1. The Active 4 Life Project was completed at the end of March 2018.</p> <p>1098 individuals engaged during the project period (Dec 2014 to March 2018).</p> <p>The work carried out in Bolsover District over the last 3 years has provided a large amount of learning and developed a new approach to tackling physical inactivity. This work has resulted in further investment from Sport England which will build on the learning and successes of Active 4 Life. The last 3 years have been crucial to this process in demonstrating the impact of working at community level and building upon what is strong.</p>	Sun-31-Mar-19
H 07 - Assist partners in reducing crime by delivering 12 Crime Cracking events in the community each year.	Place	On track		<p>Q1 - 1 event attended this quarter:</p> <p>24.05.18 - South Normanton SNT at South Normanton Co-op</p>	Sun-31-Mar-19
H 09 - Achieve a combined recycling and composting rate of 49% by March 2019.	People	On track		<p>Q1 (2018\19) Estimated based on like performance at ending March 2017 due to Waste Data Flow information not being available until September 2018. It is estimated that 4,335tonnes of recyclable\compostable waste was collected between April-June 2018, yielding a combined recycling rate of 46.9%.</p>	Sun-31-Mar-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				2017/18 = 40.2% Actual To review target status at Q2	
H 10 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	People	On track		Q1 - LEQS's established 2% of streets and relevant land surveyed for litter fell below grade B cleanliness standards resulting in 98% meeting the target standard.	Sun-31-Mar-19
H 11 - Sustain standards of dog fouling cleanliness to ensure 98% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	People	On track		Q1 - LEQS's established 0% of streets and relevant land surveyed for dog fouling fell below grade B cleanliness standards resulting in 100% meeting the target standard.	Sun-31-Mar-19
H 12 - Annually undertake 10 local environmental enforcement and educational initiatives in targeted areas to deal with dog fouling, littering or fly tipping.	Place	On track		Q1 – 2 initiatives 1. South Normanton - educational initiative dog ownership/micro chipping 2. Shirebrook - educational initiative dog ownership/micro chipping	Sun-31-Mar-19
H 17 - To deliver the Building Resilience Programme by September 2019	People	On Track		Q1: The Building Resilience programme continues to make good progress and the different strands of activity are making headway. Some outcomes achieved to date include: • Excellent uptake of English lessons at Shirebrook Academy for Polish speakers • Ongoing development of community events and engagement of volunteers, including a partnership with Leisure to create an Extreme Wheels Academy • Condition survey of Shirebrook market square shops	Sep-19

Key Corporate Target	Directorate	Status		Progress	Target Date
				<p>undertaken to help inform funding requirements</p> <ul style="list-style-type: none"> • Excellent response to the works undertaken at Rainbow Park including a reduction in anti-social behaviour • List of property inspections in the NG20 area prepared • Reduction in the number of double appointments at the Shires GP surgery • Healthy Workplace Adviser in place to work with businesses in the NG20 area <p>Members of the Partnership recently attended the Migration Conference hosted by the Ministry for Housing, Communities and Local Government and delivered a workshop session on evaluation.</p> <p>The mid-term evaluation is underway, and the results will be available next quarter.</p>	

North East Derbyshire District Council

Healthy, Safe, Clean and Green Communities Scrutiny Committee

7th September 2018

Joint Corporate Enforcement Policy

Report of the Joint Strategic Director for Place

This report is public

Purpose of the Report

Recommendations

- To recommend for approval the Joint Corporate Enforcement Policy which will set overarching principles for enforcement activities across the Council.

1 Report Details

- 1.1 The Council is responsible for ensuring that a wide range of legislation is being properly complied with, by businesses and individuals to protect the rights and safety of the Districts residents, workers, visitors and local environment. Individual service areas are required to follow a range of legislation and regulations when considering enforcement activity and as such, many of these areas have specific enforcement policies in place. These are reviewed regularly to ensure that they reflect the most recent legislative requirements.
- 1.2 Whilst there are service specific enforcement policies, it is considered that an overarching Corporate Enforcement Policy which sets out the broad principles to be adopted by all departments and officers when exercising any enforcement functions on behalf of both councils, is good practice. It will ensure that the Council ensures fairness, openness, and consistency in the enforcement action it takes.
- 1.3 Bolsover District Council last reviewed the Corporate Enforcement Policy in June 2013. This was a review of the 2008 policy was written in accordance with the Enforcement Concordat, which has since been superseded, first by the Regulators' Compliance Code, and more recently by the Regulators' Code.
- 1.4 The Legislative and Regulatory Reform Act (2006) requires Local Authorities to have regard to the principles of good regulation when exercising a specified regulatory function. The principles provide that regulatory activities should be carried out in a way that is transparent, accountable, proportionate and consistent and should be targeted only at cases in which action is needed
- 1.5 A Regulators Code came into force in April 2014, as a regulatory body, the Council is under a duty to have regard to the Code when developing policies and the operational procedures that guide their regulatory activities.

- 1.6 The proposed policy, attached as appendix 1 to this report, creates one single, joint Corporate Enforcement Policy and brings it in-line with current requirements. The intention of the Policy is to ensure that any enforcement action is compliant with the relevant legislation, codes of practice and government guidance. Also it must be transparent and accountable, proportionate, targeted, consistent in approach and appropriate.
- 1.7 The proposed Policy is designed to make sure that everyone knows the main principles that the council applies when carrying out enforcement work. It starts from the premise that most businesses and individuals want to comply with the law. Help and support will be provided to enable them to meet their legal obligations without unnecessary expenses, while firm action will be taken against those who flout the law or act irresponsibly.
- 1.8 This policy sets out the approach to be followed by authorised officers when making decisions in respect of compliance and enforcement activities. It sets out the levels of enforcement action available to the Councils, how we will determine which action is appropriate in the event of non-compliance and how we will conduct our investigations.
- 1.9 The diversity of regulatory powers makes it difficult to provide detailed processes in this policy. Often there are detailed and differing processes that need to be followed depending on the service. For this reason, whilst the policy sets out principles that will be followed, and more detail is contained in service specific policies which will be referenced into the policy by way of a web link. This list of policies will be reviewed and updated annually and any review of specific policies, or creation of new policies will have regard to the Corporate Enforcement Policy.

2 Conclusions and Reasons for Recommendation

- 2.1 To ensure legal compliance and to ensure that enforcement action taken by the Council is better able to resist a challenge in the courts. The policy will also ensure all departments follow the same principles when carrying out enforcement action.

3 Consultation and Equality Impact

- 3.1 The draft Corporate Enforcement Policy has been developed in consultation with all service areas of the Council involved in regulatory work.
- 3.2 The Policy will be considered by Scrutiny at both authorities and the Strategic Alliance Joint Committee before being formally approved and adopted by Executive.
- 3.3. An equality impact assessment will be undertaken once feedback has been received, from the scrutiny committees of both authorities.

4 Alternative Options and Reasons for Rejection

- 4.1 Do nothing and retain the previous published Corporate Enforcement Policy dated 2013 is contrary to current regulatory requirements and statutory guidance.

5 Implications

5.1 Finance and Risk Implications

5.1.1 There are no financial implications associated with the recommendation.

5.2 Legal Implications including Data Protection

5.2.1 The preparation and publishing of the policy is not in itself a legal requirement. However, the Regulators' Compliance Code, issued in accordance with section 22 of the Legislative and Regulatory Reform Act 2006, requires regulators to have regard to this Code. The code came into statutory effect on 6 April 2014. The adoption of a policy is considered to be best working practice and will assist the Council to demonstrate that it has regard to the Code.

5.3 Human Resources Implications

5.3.1 There are no human resource implications associated with the recommendation.

6 Recommendations

6.1 That Members review the attached draft Joint Corporate Enforcement Policy documents and recommend it for approval and adoption.

7 Decision Information

Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds: <i>BDC: Revenue - £75,000</i> <input type="checkbox"/> <i>Capital - £150,000</i> <input type="checkbox"/> <i>NEDDC: Revenue - £100,000</i> <input type="checkbox"/> <i>Capital - £250,000</i> <input type="checkbox"/> <input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i>	No
Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)	No
Has the relevant Portfolio Holder been informed	Yes
District Wards Affected	All indirectly
Links to Corporate Plan priorities or Policy Framework	All

8 Document Information

Appendix No	Title
1	Draft Joint Corporate Enforcement Policy
Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)	
Report Author	Contact Number
Victoria Dawson Solicitor (Contentious Team Manager)	01246 242231

Report Reference –



Corporate Enforcement Policy

2018



We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

我们会说你的语言

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Bolsover District Council on

01246 242424 or

North East Derbyshire District

Council on **01246 231111**

CONTROL SHEET FOR CORPORATE ENFORCEMENT POLICY

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Corporate Enforcement Policy
Current status – i.e. first draft, version 2 or final version	First Draft
Policy author (post title only)	Solicitor (Contentious team manager)
Location of policy (whilst in development) – i.e. L-drive, shared drive	S Drive
Relevant Cabinet Member (if applicable)	
Equality Impact Assessment approval date	TBC
Partnership involvement (if applicable)	
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Executive - BDC Cabinet – NEDDC
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	

1. Introduction

Bolsover District Council and North East Derbyshire District Councils are responsible for ensuring that a wide range of legislation is being properly complied with, by businesses and individuals to protect the rights and safety of the Districts residents, workers, visitors and local environment.

This policy sets out the approach to be followed by authorised officers when making decisions in respect of compliance and enforcement activities. It sets out the levels of enforcement action available to the Councils, how we will determine which action is appropriate in the event of non-compliance and how we will conduct our investigations.

Bolsover District Council and North East Derbyshire District Councils are required under the Legislative and Regulatory Reform Act 2006 (2006 Act) to have regard to the Regulators Code when developing this policy and the operational procedures sitting beneath it taking into consideration the six core principles listed below which underpin the Corporate Enforcement Policy;

- Supporting those regulated to comply and grow
- Simple and straight forward engagement
- Risk based regulation
- Information sharing re compliance and risk
- Provision of clear information, guidance and advice to assist in achieving compliance
- Transparency

2. Scope

The Councils takes a positive, proactive and balanced approach to ensure compliance. This policy helps to promote an efficient and effective approach to regulatory enforcement to ensure that we act in a consistent, balanced and fair manner.

This is an overarching policy which covers the whole of the Councils enforcement activities. Individual service areas will require specific enforcement policies and procedures which reflect the principles set out in this policy.

3. Principles of enforcement

3.1 Minimum Standards

It is important that there is consistent, balanced and fair enforcement across the service areas of the Councils. This Policy sets out the minimum standards to be applied by officers of the Councils in relevant circumstances.

Proportionate – all action taken by the Councils will be proportionate to the risk to the public and enforcement action will relate to the seriousness of any breaches of the law

Accountable – our activities will be open to public scrutiny, with clear and accessible policies, procedures and fair and efficient complaints procedure

Consistent but flexible – we will carry out duties in a fair and consistent manner but recognise that every situation will have its own particular circumstances and the correct course of action can only be arrived at after full and careful consideration of the facts and circumstances. Officers will need to exercise a professional judgement in determining the correct course of action.

Transparent – we will ensure that those we regulate are able to understand what is expected of them, and what they can anticipate in return. Where there is a right of appeal or other redress officers will advise those affected individuals or businesses.

Openness – the Councils will ensure information, advice and guidance is accessible and that anyone affected by enforcement actions are aware what the result of those actions will be.

Targeted – we will target our enforcement action primarily on those activities which give rise to the most serious risks to the public, workers and the environment, reflecting local need and national priority.

Shared Enforcement – in some circumstances, risks to public, workers and the environment are also dealt with by other authorities. Where appropriate we will liaise with other authorities before taking enforcement action. Joint enforcement may be required, or we may determine one body to be the enforcing authority.

Whilst the Councils seek to deliver a consistent and proportionate approach to the use of its enforcement powers, tools and actions, on occasions this is not possible. This policy is therefore not over prescriptive and allows for an element of flexibility in officers judgement.

3.2 Investigations

When the Councils investigate matters that arise we will use a range of methods for collecting evidence including but not limited to, visits to sites or premises, CCTV, interrogation of social media, noise monitoring equipment, the use of body cameras, historical data, and information sharing with other agencies.

Investigations and enforcement decisions will be carried out under the relevant legislation and in accordance with guidance or codes of practice including (but not limited to) the following;

- The Police and Criminal Evidence Act 1984
- The Criminal Procedure and investigations Act 1996
- The Regulation of Investigatory Powers Act 2000
- The Criminal Justice and Police Act 2001
- The Human Rights Act 1998
- Data Protection Act 2018
- Government Concordat on Good Enforcement
- The Equality Act 2010

4. Enforcement options

Enforcement decisions must be fair and proportionate. They must be consistent and taken in the context of ensuring that individuals, the community and the environment are adequately protected, whilst at the same time seeking to change the behaviour of the offender and encourage good practise.

There are a variety of enforcement options available to the Councils. The Council's enforcement officers will have regard to the principles contained in this policy when taking enforcement action. They will take a staged approach to the enforcement of legislation and where appropriate and in the first instances individuals or businesses should be given the opportunity to discuss and remedy the problem unless immediate action is required.

Urgent action will be taken when there is a significant risk to public safety or safeguarding issues.

The various methods of enforcement are explained below. It is important to remember that whilst the Councils adopts a staged approach, the list below is not necessarily an absolute order of escalating seriousness relative to each other. In some circumstances a combination of these methods may be a way of dealing with an offence. Every case shall be judged on its own merits and the appropriate enforcement options decided on accordingly. This is not an exhaustive list, and other enforcement options may be available and be used by the Councils.

4.1 No action

It may be appropriate not to take any action if no offence has been committed, where the offence is not causing harm or where it is not expedient to take action. The Councils must consider whether the cost of compliance to the offender outweighs the impact of the contravention on the community and where the cost of taking action to the Councils outweighs the impact of the offence on the community.

It may also be inappropriate to take formal action where a trader has ceased to trade, or the offender is elderly or frail or where formal action could seriously damage their wellbeing.

4.2 Informal action and advice

When the offence being committed is not serious enough to warrant formal action or where the investigating officer has good reason to believe that informal action will be successful this is the preferred approach. Compliance advice, guidance and support is used as a first response in many cases taking into account matters such as (but not limited to):

- Previous history of compliance
- Confidence in the individual or management
- The risk of none compliance
- the risk to the general public

4.3 Issue of a fixed penalty notice

The Councils have power to issue Fixed Penalty Notices (“FPN”) in respect of some breaches, normally for more minor offences and breaches of statutory Orders or Notices. If the FPN is not paid, the Councils may commence criminal proceedings in respect of the original offence. Where this is a repeat offender, or the FPN was ineffective, escalating the enforcement action may include the possibility of a prosecution for the original offence under the primary legislation.

4.4 Voluntary Undertakings

The Councils may accept voluntary undertakings that breaches will be rectified and/or recurrence prevented. Any breach of voluntary undertaking will be taken seriously and is likely to lead to enforcement action.

4.5 Formal notices and orders

The Councils have powers to issue statutory notices and orders. These are legally binding and failure to comply can be a criminal offence. The Statutory Notice/Order will set out the actions required and timescales for compliance, and may list the actions that the Councils may take or are considering taking.

These are likely to be used, for example, in cases of sustained or repeated non-compliance, where the consequences of non-compliance are potentially serious or remedial measures are essential.

4.6 Seizure of goods or equipment

Certain legislation enables authorised Officer’s to seize goods, animals, equipment or documents for example unsafe food, sound equipment which is being used to cause a statutory nuisance, unsafe products or any goods which might be required as evidence for possible future court proceedings. This list is not exhaustive.

4.7 Works in default

Works in default are works which have been specified in a legal notice served on an individual or company. If the notice expires and these works have not been carried out the Councils may carry them out in default of the business or individual on which the notice was served. Where legislation allows, the Councils will seek to recover the cost the Council has incurred in carrying out the work.

4.8 Suspension, revocation or refusal to renew a licence

The Councils issue a number of licences and permits, many contain conditions which require the licence holder to adhere to. Breach of these conditions may lead to a refusal or a renewal, revocation or suspension of a licence.

4.9 Prosecution

The Councils recognises that the decision to prosecute is serious and could have far reaching consequences for the offender and/or a business. We will prosecute in respect of serious or recurrent breaches, or where other enforcement actions have failed to secure compliance.

Before a prosecution is considered the Councils will have regard to the provisions of The Code for Crown Prosecutors as issued by the Director of public Prosecutions: https://www.cps.gov.uk/sites/default/files/documents/publications/code_2013_accessible_english.pdf

The Code for Crown Prosecutors is a public document that sets out the general principles to follow when decisions are made in respect of prosecuting cases. The Council's prosecutor will consider the following two tests;

Is there enough evidence against the Defendant? The prosecutor must be satisfied that there is enough evidence for a "realistic prospect of conviction" against each defendant

Is it in the public interest for the Council to bring the prosecution? Prosecution will normally happen unless the public interest factor clearly outweighs those in favour of prosecution.

4.10 Prosecution without warning

As a general rule, a person or business will be given a reasonable opportunity to comply with the law, although in some circumstances, prosecution may be undertaken without prior communication or contact, e.g.

- The contravention is a particularly serious one
- There has been a particularly blatant disregard of the law
- statutory notice has previously been issued for a similar offence

4.11 Administrative penalty

Where an allegation of Housing/Council Tax Support fraud has been investigated and officers are satisfied that an offence has been committed, it may, dependant on the severity of the offence and other factors of the case, be considered more appropriate to give the offender opportunity to pay an Administrative Penalty instead of prosecution.

4.12 Simple cautions

Simple Cautions can be an alternative to prosecution (the offender being over the age of 18 years). These can be issued in order to deal quickly and simply with less serious offences, or to reduce the chance of repeat offences. A simple caution would not be an option where an individual or business denies the offence.

4.13 Deductions from ongoing benefits or other state benefits

The Councils treat the recovery of overpayments as a serious matter and will pursue full repayment of any benefit deemed to have been overpaid and recoverable. However each case is considered individually and on its own merits.

4.14 Proceeds of crime applications

The Councils either through its own enforcement officer or in connection with the police may make an application under the Proceeds of Crime Act 2002 to restrain and/or confiscate the assets of an offender and/or seize cash. The purpose of any

such proceedings is to recover the financial benefit that the offender has gained for the criminal conduct.

4.15 Enforcement agents

The Councils will instruct Enforcement Agents to recover monies and sums due to the Council and to enforce its common law powers. The Councils will keep a record of such instructions and the reasons why such a service is required.

4.16 Injunctive and other civil sanctions

An injunction is an order from court which requires a breach to be rectified and/or prevented from occurring. Injunction applications will be made in accordance with relevant legislation.

In cases involving anti-social behaviour, where early and informal intervention has been used and failed or is not appropriate, a civil injunction will be sought to include prohibitive and positive requirements.

Injunctions may also be used to exclude people from specified locations (including their normal residence) and include a power of arrest if there is use or threatened use of violence or there is a significant risk of harm. Injunction applications may be made without notice to the individual depending on the circumstances of the case and taking into account the statutory criteria.

A failure to comply with an injunction constitutes contempt of court, this is a serious offence any may lead to imprisonment and/or a fine.

4.17 Possession order

A possession order may be sought in the County Court to enforce a breach of the tenancy agreement or recovery of business premises where there is a breach of a lease.

4.18 Closure Order

A closure order may be sought in the Magistrate's court to prohibit access to a property to prevent disorderly, offensive criminal behaviour, nuisance or disorder.

4.19 Money judgement

Where a money judgment has been ordered by the Court, the Councils will seek to enforce such an order through the various enforcement options available and may include an application to force the sale of that individual's property if a charging order is obtained. The Councils may also seek to transfer the judgment to the High Court and seek to recover monies owed by instructing a High Court Enforcement Officer.

4.20 Warrant applications

If an officer needs to enter and search premises or undertake works in default, an application for a warrant will be made at the Magistrates Court if voluntary entry is not provided. Such applications are usually made without notice to the person concerned but only after reasonable efforts have been taken to secure peaceful entry. Applications will only be made by officers with authority to do so.

5. Decision making

The decision to take action will be taken by those with authority to do so in accordance with the Council's Constitution and Scheme of Delegations.

All appropriate officers will be authorised by the Councils to exercise powers under specific statute and subordinate legislation. The level of authorisation will differ depending on qualification, experience and competence.

All decisions to prosecute will be fully documented.

6. Training

The Councils will ensure that officers have the necessary knowledge and skills to support those we regulate. All officers undertaking enforcement duties will be suitably trained and qualified to ensure that they are fully competent to carry out enforcement activities.

7. Partnership working

The Councils will ensure liaison between Council services is coordinated and effective enforcement is carried out where the matter is related to more than one of the Council's Services.

The Councils will liaise with other regulatory bodies, enforcement agencies and partner agencies where appropriate and to maximise the effectiveness of any enforcement. This may be where an enforcement matter extends beyond the Districts boundary of where the Council shares responsibility with other organisations.

Other agencies include but are not limited to the Police, Fire and Rescue Service, other Local Authorities, Government agencies, Trading Standards, and Health and Safety Executive.

Where other organisations or individuals carry out enforcement on the Council's behalf they will be required to do so in accordance with the principles set out in this Policy.

8. Data Protection

The Councils need to hold and process personal information so that it may properly perform its statutory functions. The Data Protection Act 2018 requires that the Councils look after personal information it holds securely and processes that information strictly in accordance with the conditions of the legislation. The Councils may keep only what information is needed and must dispose of it in accordance with the Council's Data Retention Schedule.

The Councils may share personal information held where legislation allows and will have information sharing protocols in place where required. Prior to sharing information, the Councils will consider the proposed use of the information, the secure transfer of information and measures that are in place to keep the information secure once it has left the Council's control.

The Councils are signatories to the Derbyshire Partnership Forum Information Sharing Protocol which is an overarching document that sets out the framework for partner organisations across Derbyshire to manage, process and share personal and sensitive personal information on a lawful, fair and transparent basis to enable them to meet both their statutory obligations and the needs and expectations of the people they serve.

9. Link to other policies

The Corporate Enforcement Policy is an overarching policy that applies to all Bolsover District Council and North East Derbyshire District Council services. Specific service areas may have additional and more tailored policies or procedures for enforcement in their specific service areas and these should be read in conjunction with this policy, the Joint Equality and Diversity Policy for Service Delivery and any other relevant Council policies. A list of current Council Policies can be found at [LINK TO BE INSERTED](#)

10. Appeals and Complaints

Any appeals in relation to enforcement action should be taken in accordance with the statutory appeals process as outlined in the relevant legislation. Where there is a right of appeal, we will ensure individuals/business are made aware.

The Council has its own Compliments, Comments and Complaints procedure.

We want you to complain if you feel you've been poorly or unfairly treated by any of our services and we will do our best to put things right when things have gone wrong. Please be aware if you are unhappy with a decision, you should follow the appropriate appeal procedure, further information can be found from the appropriate service area. If you are unhappy with the *process* then you can make a complaint about us or any of our services by completing the on-line Compliments, Comments and Complaints form.

For **Bolsover District Council** you can write to us at The Arc, High Street, Clowne, Derbyshire S43 4JY, call into any one of our Contact Centres and asking one of our employees to put your complaint in writing for you ,or call the Contact Centre on 01246 242424.

For **North East Derbyshire District Council** you can write to us at, Mill Lane, Wingerworth, Chesterfield, S42 6NG, or call the Contact Centre on 01246 231111.

Bolsover District Council

Healthy, Safe, Clean & Green Communities Scrutiny Committee

7th September 2018

Scrutiny Committee Work Programme 2018/19

Report of the Scrutiny & Elections Officer

This report is public

Purpose of the Report

- To provide members of the Scrutiny Committee with an overview of the meeting programme of the Committee for 2018/19.

1 Report Details

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2018/19 and planned agenda items (Appendix 1).
- 1.2 This programme may be subject to change should additional reports/presentations be required, or if items need to be re-arranged for alternative dates.
- 1.3 Attached at Appendix 2 is the draft scope for the Review of The Authority's Perception of Young People.
- 1.4 Review Scopes will be agreed within Informal Session in advance of the designated meeting for Member approval to ensure that there is sufficient time to gather the information required by Members and to enable forward planning of questions.
- 1.5 Members may raise queries about the programme at the meeting or at any time with the Scrutiny & Elections Officer should they have any queries regarding future meetings.

2 Conclusions and Reasons for Recommendation

- 2.1 This report sets the formal Committee Work Programme for 2018/19 and the issues identified for review.
- 2.2 The Scrutiny Programme enables challenge to service delivery both internally and externally across all the Corporate Plan Ambitions.
- 2.3 Part 3.6(2) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

- 2.4 Committee is required to formally approve review scopes in advance of commencing a review.

3 Consultation and Equality Impact

- 3.1 All Scrutiny Committees are committed to equality and diversity in undertaking their statutory responsibilities and ensure equalities are considered as part of all Reviews. The selection criteria when submitting a topic, specifically asks members to identify where the topic suggested affects particular population groups or geographies.

- 3.2 The Council has a statutory duty under s.149 Equality Act 2010 to have due regard to the need to advance equality of opportunity and to eliminate discrimination.

- 3.3 As part of the scoping of Reviews, consideration is given to any consultation that could support the evidence gathering process.

4 Alternative Options and Reasons for Rejection

- 4.1 There is no option to reject the report as Part 3.6(2) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 None from this report.

5.2 Legal Implications including Data Protection

- 5.2.1 In carrying out scrutiny reviews the Council is exercising its scrutiny powers as laid out in s.21 of the Local Government Act 2000 and subsequent legislation which added/amended these powers e.g. the Local Government and Public Involvement in Health Act 2007.

5.3 Human Resources Implications

- 5.3.1 None from this report.

6 Recommendations

- 6.1 That Members note this report and the Programme attached at Appendix 1. All Members are advised to contact the Scrutiny & Elections Officer should they have any queries regarding future meetings.

- 6.2 That Members review the draft scope attached at Appendix 2, and approve the document, with amends if required, so the Review can commence.

7 Decision Information

<p>Is the decision a Key Decision? A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:</p> <p><i>BDC: Revenue - £75,000 <input type="checkbox"/></i> <i>Capital - £150,000 <input type="checkbox"/></i></p> <p><i>NEDDC: Revenue - £100,000 <input type="checkbox"/></i> <i>Capital - £250,000 <input type="checkbox"/></i></p> <p><input checked="" type="checkbox"/> <i>Please indicate which threshold applies</i></p>	No
<p>Is the decision subject to Call-In? (Only Key Decisions are subject to Call-In)</p>	No
<p>Has the relevant Portfolio Holder been informed</p>	N/A
<p>District Wards Affected</p>	All
<p>Links to Corporate Plan priorities or Policy Framework</p>	All

8 Document Information

Appendix No	Title
1.	Work Programme 2018/19
2.	Scope – The Authority’s Perception of YP
<p>Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
<p>Previous versions of the Committee Work Programme.</p>	
Report Author	Contact Number
Joanne Wilson, Scrutiny & Elections Officer	2385

Report Reference –

Healthy, Safe, Clean and Green Communities Scrutiny Committee

Work Programme 2018/19

Vision: To enhance and improve the wealth profile, well-being and quality of life for the communities of Bolsover District

Corporate Aim: Supporting our Communities to be Healthier, Safer, Cleaner and Greener

Performance Review	Policy Development	Policy/Strategy Programme Monitoring	Review Work	Call-In/Review of Executive Decisions	Petition

Date of Meeting	Items for Agenda		Lead Officer
1st June 2018 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Agreement of Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Scoping of Review Work 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Final Draft Report 	Scrutiny & Elections Officer
29th June 2018 *2:00PM start	Part A – Formal	<ul style="list-style-type: none"> Licensing Act – Statement of Licensing Policy 2019-2024: Policy Review 	Licensing Team Leader/ Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Gambling Act – Statement of Principles 2019-2022: Policy Review 	Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work – Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Final Draft Report 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Training Session – Analysis/Evidence Interpretation Skills 	Monitoring Officer/Legal Team

Date of Meeting	Items for Agenda		Lead Officer
27th July 2018 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Health and Well Being Strategy – update on the action plan. 	HR& OD Manager
		<ul style="list-style-type: none"> Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Approval of Final Report 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work – Agreement of Scope 	Scrutiny & Elections Officer
7th September 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Quarter 1 – Performance Update 	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> Anti-Social Behaviour Policy – Policy Review 	Joint Head of Housing & Community Safety/ Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Corporate Enforcement Policy – Policy Review 	Solicitor (Contentious Team Manager)
		<ul style="list-style-type: none"> Work Programme 2018/19 (inc. Approval of Scope) 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
5th October 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Executive Response 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
2nd November 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Quarter 2 – Performance Update 	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer

Date of Meeting	Items for Agenda		Lead Officer
30th November 2018 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Homelessness – Update on approach at BDC to meet new legislative duty 	Housing Needs Manager
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
25th January 2019 *10:00AM start	Part A – Formal	<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Preparation for Annual Review of the Community Safety Partnership. 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
1st March 2019 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Quarter 3 – Performance Update 	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
29th March 2019 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Annual Review of Community Safety Partnership 	Housing Enforcement Manager & Community Safety Officer
		<ul style="list-style-type: none"> Post-Scrutiny Monitoring: Review of Enforcement action undertaken by Bolsover District Council to improve the quality of the environment across the District – Interim Report 	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer
26th April 2019 *1:00PM start	Part A – Formal	<ul style="list-style-type: none"> Work Programme 2018/19 	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> Review Work 	Scrutiny & Elections Officer

BOLSOVER DISTRICT COUNCIL

SCRUTINY PROJECT MANAGEMENT – REVIEW SCOPE

NAME OF COMMITTEE:	Healthy, Safe, Clean & Green Communities
SUBJECT TO BE REVIEWED:	Review of The Authority's Perception of Young People
REASON(S) FOR THE REVIEW:	Issue raised by Bolsover Youth Council (Young Voice) and suggested as an area for review by scrutiny. Scrutiny could add further momentum/support to the existing work of Youth Council on stereotypes.
IDENTIFY APPROPRIATE CORPORATE PLAN AIMS, PRIORITIES AND TARGETS:	<p>CORPORATE PLAN AIM – Supporting Our Communities to be Healthier, Safer, Cleaner and Greener</p> <p>PRIORITY – N/A Links to the area of Social Inclusion as per the Committee Terms of Reference in the Constitution</p>
DIRECTORATE/SERVICES INVOLVED:	<p>People – Performance & Communications (Engagement and Equalities)</p> <p>People – Partnerships & Transformation (Customer Services, Leisure)</p> <p>People – Corporate Governance (Elections)</p> <p>People – Streetscene (Street Cleansing, Waste/Recycling)</p> <p>People – Human Resources</p> <p>Place – Housing and Community Safety</p>
AIMS AND OBJECTIVES OF REVIEW:	<p>Aim: To establish the current approach across frontline services when interacting with young people and to ensure the Council portrays a positive image.</p> <p>Objectives:</p> <ul style="list-style-type: none"> • Clarify existing protocols when working with young people to ensure a positive approach is taken which values their involvement/interaction. • Clarify current satisfaction with council services by young people – specifically where the service is solely for them i.e. leisure programmes. • Ensure practices are in place which encourage young people to engage with the Council and that accessing services is a positive experience.

<p>KEY ISSUES:</p>	<ul style="list-style-type: none"> • How should the Council engage with Young People? • What is the experience of Young People accessing our services? • What is the problem of 'stereotyping' and what effect does it have? • What can we do to influence how we operate/communicate to improve how Young People access services? • Do we portray a positive image of Young People?
<p>METHOD(S) OF REVIEW:</p>	<p>Internal enquiries to frontline service areas to establish existing protocols for dealing with service users under 18 and 18-24.</p> <p>Internal enquiry to CCC/HR to establish level of complaints received in relation to service access via young people.</p> <p>Questions to Youth Council at 20th June meeting, plus follow-up questions where required.</p> <p>Information request/Survey to EM Network regarding reviews by neighbouring authorities.</p>
<p>IMPLICATIONS: (legislative, regulatory, etc.)</p>	<p>Equalities Act 2010 – age is one of the protected characteristics</p> <p>Safeguarding (CYP and Vulnerable Adults)</p>
<p>DOCUMENTARY EVIDENCE: (Internal/External)</p>	<ul style="list-style-type: none"> • BDC Customer Standards • BDC Work Experience Placements Policy, January 2011 • BDC Child Protection Policy, 2016-19 • BDC Safeguarding Adults Policy, 2016-19 (this would cover young vulnerable adults) • Derbyshire Safeguarding Children Board – Neglect Strategy • Derbyshire Safeguarding Children Board – On Line Strategy • Derby City Review • DCC approach

STAKEHOLDERS:	<p>RELEVANT PORTFOLIO HOLDER MUST BE INVOLVED IN THE REVIEW</p> <ul style="list-style-type: none"> • Portfolio Holder – Cllr Dooley (Partnerships & Transformation) • Joint Strategic Director – People • Joint Strategic Director – Place • Youth Council Members • Improvement Officer (Equalities) • Head of Housing & Community Safety • Head of Streetscene <p>Managers of Front-line teams:</p> <ul style="list-style-type: none"> • Electoral Services Manager • Environmental Health Manager/Environmental Enforcement Team Leader • Streetscene • Community Outreach Service (Bolsover ONLY) • Community Safety Officer/ASB • Leisure Operations Manager/Senior Sports Development Officer • Housing Needs Manager • Customer Services Manager • HR & OD Manager
CONSULTATION/ RESEARCH:	Analysis of Citizen Panel Surveys/Customer Satisfaction results to gauge satisfaction in young people with front line services.
SITE VISITS:	Possible attendance at Youth Council meeting (this could be off-site depending on meeting location).

TIMESCALE	ESTIMATED	REVISED	ACTUAL
Commencement	September 2018		
Interim Report/ Recommendations			
Finish	March 2019		
Report	March 2019		

SCRUTINY REVIEW OUTCOMES

<u>SCRUTINY REVIEW OUTCOMES</u>	
CONCLUSIONS:	
RECOMMENDATIONS:	
DRAFT REPORT SENT TO DIRECTOR & ANY RELEVANT OFFICERS FOR COMMENT:	
DRAFT REPORT CONSIDERED BY PORTFOLIO HOLDER:	
SIGNED OFF BY COMMITTEE/CHAIR:	
REVIEW OF PROCESS/COMMENTS:	
EXECUTIVE CONSIDERED:	
OUTCOME:	
FOLLOW UP:	
DATE:	