

To: Chair & Members of the Healthy  
Safe Clean & Green Communities  
Scrutiny Committee

The Arc  
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Monday, 25 January 2021

Dear Councillor

**HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE**

You are hereby summoned to attend a meeting of the Healthy Safe Clean & Green Communities Scrutiny Committee of Bolsover District Council to be held as a Virtual Meeting on Tuesday, 2nd February, 2021 at 10:00 hours.

Members will be sent the details on how to access the Virtual Meeting by email.

Virtual Attendance

I have provided **all Members** with advice that all meetings **must** be held virtually during the National Lockdown. The Council Chamber will not be available for Members to attend the meeting physically during this time. **Should you decide to disregard this advice and potentially be in breach of the law, you will be deemed to have accepted the risk assessments listed for the Arc.**

The Governance and ICT teams supporting the meeting will be working remotely, and can provide assistance to you for joining virtually.



**We speak your language**  
Polish **Mówimy Twoim językiem**  
Slovak **Rozprávame Vaším jazykom**  
Chinese **我们会说你的语言**

**If you require this agenda in large print  
or another format please call us on 01246 217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

## Risk Assessment Disclaimer

The following risk assessments are available on the Modern.Gov App library:

- Covid-19 ARC RTW RA001
- Working in Offices At The Arc During Covid-19 Pandemic Guidance – ARC – SSW001
- Meetings – EM001 - Committee and Council Meetings during the Covid-19 pandemic

Register of Members' Interests - Members are reminded that a Member must within 28 days of becoming aware of any changes to their Disclosable Pecuniary Interests provide written notification to the Authority's Monitoring Officer.

You will find the contents of the agenda itemised from page 3 onwards.

Yours faithfully

A handwritten signature in black ink that reads "Sarah Steuberg". The signature is written in a cursive style with a large, looped 'S' at the beginning and a long, sweeping tail on the 'g'.

Solicitor to the Council & Monitoring Officer

**HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE  
AGENDA**

***Tuesday, 2nd February, 2021 at 10:00 hours taking place as a Virtual Meeting***

<b>Item No.</b>		<b>Page No.(s)</b>
	<b><u>PART A - FORMAL</u></b>	
1.	<b>Apologies For Absence</b>	
2.	<b>Urgent Items of Business</b>	
	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.	<b>Declarations of Interest</b>	
	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.	<b>Minutes</b>	5 - 8
	To consider the minutes of the last meeting held on 15 <sup>th</sup> December 2020.	
5.	<b>List of Key Decisions and Items to be Considered in Private Document</b>	9
	<i>(Members should contact the officer whose name appears on the List of Key Decisions for any further information. <b>NB:</b> If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only).</i>	
6.	<b>Corporate Ambitions Performance Update - October to December 2020 (Q3 2020/21)</b>	10 - 21
7.	<b>Scrutiny Committee Work Programme 2020/21</b>	22 - 35
	<b><u>PART B - INFORMAL</u></b>	

*The formal meeting of the Committee ends at this point. Members 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.*

- 8. Preparation for Annual Review of the Community Safety Partnership**
- 9. Review Work**

# Agenda Item 4

## HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE

Minutes of a meeting of the Healthy Safe Clean & Green Communities Scrutiny Committee of the Bolsover District Council held on Tuesday, 15 December 2020 at 10:00 hours.

### **PRESENT:-**

Members:-

Councillor Anne Clarke, Vice-Chair in the Chair

Councillors Rose Bowler, Tom Munro, Evonne Parkin and Janet Tait.

Officers:- Sara Gordon (HR and OD Manager), Bronwen MacArthur-Williams (Health and Safety Manager), Amar Bashir (Improvement Officer), Joanne Wilson (Scrutiny and Elections Officer), and Alison Bluff (Governance Officer).

Also in attendance at the meeting was Councillor Nick Clarke (Portfolio Holder - Carbon Reduction Efficiencies).

### **HEA17-20/21 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors David Downes, Sandra Peake and Deborah Watson.

### **HEA18-20/21 URGENT ITEMS OF BUSINESS**

There was no urgent business to be considered at the meeting.

### **HEA19-20/21 DECLARATIONS OF INTEREST**

There were no declarations made at the meeting.

### **HEA20-20/21 MINUTES**

Moved by Councillor Anne Clarke and seconded by Councillor Evonne Parkin  
**RESOLVED** that the minutes of a meeting of the Healthy, Safe, Clean & Green Communities Scrutiny Committee held on 6<sup>th</sup> October 2020 be approved as a true and correct record.

### **HEA21-20/21 LIST OF KEY DECISIONS AND ITEMS TO BE CONSIDERED IN PRIVATE DOCUMENT**

Committee considered the List of Key Decisions and Items to be considered in private document.

Moved by Councillor Anne Clarke and seconded by Councillor Tom Munro  
**RESOLVED** that the List of Key Decisions and items to be considered in private document be noted.

## HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE

### HEA22-20/21 CORPORATE AMBITIONS PERFORMANCE UPDATE - JULY TO SEPTEMBER 2020 (Q2 - 2020/21).

Committee considered a report in relation to the Quarter 2 outturns (July to September 2020) for the Council's Ambition Performance Framework 2020-2024 targets and relevant supporting service indicators.

The report explained that there were 13 targets in total. Eight were on track, one target had previously been achieved, one target was not currently able to be reported on and three targets had been affected by Covid-19. For the service indicators of which there were 12 in total, five had positive outturns, four had been affected by Covid-19, two had a negative outturn and one was within target.

Appendix 1 to the report set out the details of each target and the progress to date.

Committee discussed the target ENV03 – *Achieve a combined recycling and composting rate of 50% by March 2023* and considered whether further scrutiny of recycling rates was required. Cllr Nick Clarke, Portfolio Holder – Carbon Reduction Efficiencies reported that bringing the recycling collections in-house was being explored. He also reported that Covid-19 had impacted on refuse and recycling collections.

Committee discussed the target ENV04 – *Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys*. Members commented that they often observed more litter than this report suggested there was. The Scrutiny and Elections Officers explained that the quarterly performance figures had been based on physical surveys for particular areas and would not necessarily provide an accurate reflection for the whole of the District. The details of the areas surveyed for this quarter would be circulated to the Committee. A question was raised about what action could be taken with the owners of premises where litter was an issue. The Scrutiny and Elections Officer confirmed that information regarding what enforcement action was available in respect of litter would be circulated to the Committee.

Moved by Councillor Anne Clarke and seconded by Councillor Tom Munro

**RESOLVED** that the outturns against the Council's Ambition 2020-2024 targets and relevant service indicators be noted.

### HEA23-20/21 HEALTH AND WELLBEING STRATEGY - MONITORING UPDATE AND IMPACT OF COVID-19.

The HR and OD Manager presented a summary of Health and Wellbeing at the Council over the past year, including the impact of Covid-19.

The HR and OD Manager reported that the Health and Wellbeing Framework had been refreshed and rolled out at the beginning of the year. A Health & Wellbeing Bulletin had been issued together with improved information on the Council's intranet and Work Well notice boards. Nutrition and Menopause workshops had been held and there were further events planned for the year ahead but the Covid-19 pandemic had impacted on the planned programme.

At the start of the pandemic business continuity plans and priority services had been initiated. Key workers had been provided with authorisation to travel. Emails had been

## HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE

sent to all staff to keep them updated and Temporary Workplace Measures had been put together and implemented on 26 March 2020. These measures were then refreshed on 6<sup>th</sup> April, 22<sup>nd</sup> May, 14<sup>th</sup> July and 9<sup>th</sup> November 2020. Some staff had been redeployed to work in the Community Support Team and some staff from Leisure had been furloughed.

The HR and OD Manager reported that 127 employees had worked from home, 26 had been shielding (long-term), 28 employees had self-isolated for seven days, 32 employees had self-isolated for 10 days, 59 employees had self-isolated for 14 days. As a large number of staff had been working from home since the start of the pandemic a home working survey had been undertaken as well as a Display Screen Equipment workplace assessment questionnaire for all employees working at home. Individual circumstances had been taken into consideration when looking at remote working options and the flexitime bandwidth had been extended to allow for more flexibility.

A new agile working policy had been approved at Council on 9<sup>th</sup> December 2020 and there would be regular reviews of working arrangements going forward.

The Committee wished to place on record its thanks for all the work that had taken place to support the workforce through this very difficult time. This work had ensured that staff were safe and could continue to provide Council services.

In answer to a question, the HR and OD manager confirmed that the workplace assessment questionnaire had covered common issues with setup and equipment, which had been considered and acted upon by managers where necessary.

The Health and Safety Manager briefed the Committee on the Covid-19 arrangements that had been put in place in respect of working in the workplace. Rotational attendance of staff in the office had been put in place where possible to decrease contact between staff members and risk assessments had taken place and relevant protocols put in place. A consistent message to work at home had been given, in line with government guidance. For those staff who had to work in the office, distance markers had been placed throughout and screens had been provided where there was minimal space between desks. Sanitising stations, which included wipes and sanitising gel had also been provided. Good hygiene practice had been promoted and face coverings could be worn, although they were not mandatory.

Other measures that had been taken included, facilities management displaying posters at entrances to show the maximum capacity for each office area, and the Health and Safety Team had been conducting ad-hoc covid-19 adherence inspections to ensure compliance. The team had also been meeting trade union representatives regularly to ensure adherence to guidance was being maintained and to keep unions up to date with any emerging issues.

Moved by Councillor Anne Clarke and seconded by Councillor Tom Munro  
**RESOLVED** that the Committee note the monitoring update regarding the Health and Wellbeing Strategy and the impact of Covid-19.

### HEA24-20/21 SCRUTINY COMMITTEE WORK PROGRAMME 2020/21

Committee considered its Work Programme for the remainder of 2020-2021.

Moved by Councillor Anne Clarke and seconded by Councillor Rose Bowler

**HEALTHY SAFE CLEAN & GREEN COMMUNITIES SCRUTINY COMMITTEE**

**RESOLVED** that the Work Programme be noted.

The meeting concluded at 11:08 hours.





**List of Key Decisions and items to be considered in private**

The latest version of the Forward Plan can be found here:

<https://committees.bolsover.gov.uk/mgListPlans.aspx?RPId=1147&RD=0&bcr=1>

Members should contact the officer whose name appears on the List of Key Decisions for any further information.

**NB:** If Members wish to discuss an exempt report under this item, the meeting will need to move into exempt business and exclude the public in accordance with the Local Government (Access to Information) Act 1985 and Local Government Act 1972, Part 1, Schedule 12a for that part of the meeting only.

## Bolsover District Council

### Healthy, Safe, Clean and Green Communities Scrutiny Committee

2nd February 2021

<p><b>Council Targets to Deliver the Ambition 2020-2024</b> <b>Performance Update – October to December 2020 (Q3)</b></p>
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### Report of the Information, Engagement & Performance Manager

This report is public

#### Purpose of the Report

- To report the quarter 3 outturns for the targets supporting the Council's Ambition 2020-2024 and relevant supporting service indicators

#### **1 Report Details**

1.1 The attached contains the performance outturn for targets which sit under the 'Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges and enhancing biodiversity council aim as of 31<sup>st</sup> December 2020 and relevant targets from other council aims. Also included are the Q3 outturns for the relevant service indicators (Information compiled on 15<sup>th</sup> January 2021).

1.2 A summary is provided below:

- 13 targets in total
- 8 targets are on track
- 1 target achieved previously (ENV 10)
- 4 targets have been affected by Covid 19

1.3 Service Indicators:

- 12 indicators in total
- 6 indicators have positive outturns
- 5 indicator has been affected by the Covid 19
- 1 indicator has a negative outturn

1.2.1 Details have been provided in the appendix for those at exception including Covid19 affected.

## **2 Conclusions and Reasons for Recommendation**

- 2.1 Out of the 13 council targets 8 (62%) are on track, 4 (30%) have been affected by Covid 19 and 1 (8%) achieved previously.
- 2.2 Out of the 12 service indicators 6 (50%) have a positive outturn, 5 (41%) have been affected by Covid 19, 1 (9%) has a negative outturn.
- 2.3 This is an information report to keep Members informed of progress against the Council plan targets noting achievements and any areas of concern.

## **3 Consultation and Equality Impact**

- 3.1 None

## **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**

None

### **5.2 Legal Implications including Data Protection**

None

### **5.3 Human Resources Implications**

None

## **6 Recommendations**

- 6.1 That outturns against the Council's Ambition 2020-2024 targets and relevant service indicators be noted.

**7 Decision Information**

<p><b>Is the decision a Key Decision?</b>  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></p>	No
<p><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>Has the relevant Portfolio Holder been informed</b></p>	Yes
<p><b>District Wards Affected</b></p>	Not applicable
<p><b>Links to Council Plan priorities or Policy Framework</b></p>	Links to all Ambition 2020-2024 aims and priorities

**8 Document Information**

Appendix No	Title	
1.	Council Ambition Performance Update – Q3 September to December 2020	
<b>Background Papers</b>		
All details on PERFORM system		
<b>Report Author</b>		<b>Contact Number</b>
Kath Drury, Information, Engagement and Performance Manager		01246 242280

**Bolsover District Council**  
**Council Ambition Performance Update – Q3 – October to December 2020**

<b>Target Status</b>	Usage
On Track	The target is progressing well against the intended outcomes and intended date.
Covid Affected	The target has been affected by the Covid 19 Pandemic

**Aim: Our Environment – protecting the quality of life for residents and businesses, meeting environmental challenges and enhancing biodiversity**

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Council Target	Directorate	Status	Q3 2020/21 Progress Update	Target Date
ENV.01 - Develop an externally facing climate change communication strategy targeting communities and stakeholders by October 2020 and deliver an annual action plan	Corporate Resources	On track	We have featured the Bolsover Woodlands scheme in InTouch and on Bolsover TV and created a specific web page for this. The next meeting of the Carbon Reduction Group is in January, when we will have a clearer idea of what the group's focus will be on in terms of communication and publicity.	Sun-31-Mar-24
ENV.02 - Reduce the District Council's carbon emissions by - 100 tonnes CO2 in 20/21 -Reduce the District Council's carbon emissions by - 100 tonnes CO2 in 20/21	Corporate Resources	On track	An Executive report is currently being drafted which summarises all Climate Change actions and impacts. The cumulative carbon reduction is in excess of 660 Tonne reduction (Note this is subject to change as the report is finalised). Due to Covid and the closure of Go Active in particular, there is no value in comparing 20/21 with other years.	Sun-31-Mar-24
ENV.03 - Achieve a combined recycling and composting rate of 50% by March 2023.	Environment	On track	Performance is <u>estimated</u> based on Q3 2019/20 Waste Data Flow figures at 2701.79 tonnes recyclable materials collected, this equates to a combined recycling and composting rate of 35.8%. This will be updated when the actual figures become available from WDF at the end of March.	Fri-31-Mar-23

Council Target	Directorate	Status	Q3 2020/21 Progress Update	Target Date
			Q2 (2020\21) <u>Actual</u> recyclable\compostable material collected within this period was 4229.95 tonnes as reported by way of Waste Data Flow, equating to a combined recycling rate of 45.2%. The amount collected is roughly comparable to 2019/20 Q2 (4275.9t) the lower recycling rate percentage is due to an increase in residual waste collected (5129t) during the Covid-19 lockdown period.	
ENV.04 - Sustain standards of litter cleanliness to ensure 96% of streets each year meet an acceptable level as assessed by Local Environment Quality Surveys (LEQS).	Environment	On track	LEQS's established 4% of streets and relevant land surveyed fell below grade B cleanliness standards and within the 4% target standard set.	Sun-31-Mar-24
ENV.05 - 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).	Environment	On track	LEQS's established 1% of streets and relevant land surveyed fell below grade B cleanliness standards and within the 2% target standard set.	Sun-31-Mar-24
ENV.06 - Increase the number of fixed penalty notices issued for litter and dog fouling offences by 20% per year.	Environment	Covid Affected	Due to lockdown restrictions, much of the proactive patrolling for these offences has been suspended, but as restrictions are lifted, we will be able to progress enforcement in a more organised and proactive manner.  Target to be changed to 'by 20% over a 5 year period'.	Sun-31-Mar-24
ENV.11 - Resolve successfully 60% of cases following the issuing of a Community Protection Warning by 2024	Environment	On track	There have been a further 7 CPWs served.  Of the 21 CPWs served so far this year 15 (71%) have been a success, 1 has failed (5%), 1 was cancelled because the tenancy was terminated (5%) and 4 (19%) are within their	Mar -24

Council Target	Directorate	Status	Q3 2020/21 Progress Update	Target Date
			<p>monitoring period.</p> <p>The cases are continually monitored for the duration of the case (usually 12 months) and are only deemed to be failed if the case progresses to a Community Protection Notice (CPN).</p> <p><b>Combining those within their monitoring period (and the cancelled one) and the successful CPW the outturn is 95%.</b></p>	

**Aim: Our Customers – Providing excellent and accessible services**

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Council Target	Directorate	Status	Q3 2020/21 Progress Update	Target Date
CUS.06 - Prevent homelessness for more than 50% of people who are facing homelessness each year	Environment	On track	<p>April - December 2020 - 103 approaches from people facing homelessness. 69 cases prevented from becoming homeless (this includes 12 cases still open and receiving support). <b>67 %</b> in total.</p>	Sun-31-Mar-24
CUS.07 - Reduce average relet times for standard voids (council properties) to 20 calendar days by March 2021 and maintain thereafter	Development	Covid Affected	<p>Voids continue to remain a priority. We have issued the first Ward void report to ensure Members are kept informed regarding voids in their area. Relevant HoS's are in the process of agreeing new targets in relation to voids. This will be progressed in accordance with arrangements for amending Ambition targets. Housing are still unable to get electronic data out of the open system so the figures have been produced from a manual report. <u>The current void times are 212 days for minors and 159 for majors with 210 days for all voids (days).</u> The turnaround days are very high for a number</p>	Wed-31-Mar-21

Council Target	Directorate	Status	Q3 2020/21 Progress Update	Target Date
			<p>of reasons. Covid-19 has affected both repair and lettings. These figures include a number of voids that have been empty for many days whilst awaiting capital schemes and they in turn falsely inflate the minor works figure significantly (if one of these properties is removed the figure drops to 96 days). Although these figures are far from target we are determined to report figures openly with no properties removed unless agreed with the Portfolio Holder. As can be seen from the current figures, continued impact of Covid-19 and the numbers of properties that have formed part of capital schemes currently in the lettings process, it is unlikely that this target will be achieved by the end of March 2021. Void repairs and lettings are continuing throughout the current lockdown and other measures like pre-termination visits are being drafted ready for when restrictions are lifted which will have a positive impact in reducing these average timescales towards acceptable levels.</p>	
CUS.08 - Maintain high levels of tenant satisfaction with council housing and associated services	Development	On track	<p>We don't capture customer satisfaction formally at present. This is a key area to inform and drive service improvements and this target was discussed at length when we looked at the new business plans. Following this the Tenant Involvement Officer has started some work to look at ways (other than the STAR survey) to capture a range of customer satisfaction. This work also includes commissioning an equivalent full survey if we wish to. We also decided we would like to start the tenants Newsletter (possibly in April 2021) and this can incorporate some questions. Currently we are not collecting customer satisfaction information in relation to repairs due to the reduced working through Covid-</p>	Sun-31-Mar-24


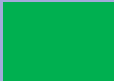
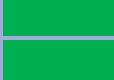



Council Target	Directorate	Status	Q3 2020/21 Progress Update	Target Date
			19. Once the reporting element of the new housing system is implemented we'll be able to report on repair satisfaction.	
CUS.09 - Increase participation/attendances in leisure, sport, recreation, health, physical and cultural activity by 3,000 per year.	Corporate Resources	Covid Affected	The facility was forced to close again in December, but attracted another 7080 customers, giving us a running total for the year of 32,583	Sun-31-Mar-24
CUS.10 - Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme	Corporate Resources	Covid Affected	The health referral programme is still suspended due to the Coronavirus pandemic. We are working closely with colleagues in Public Health to determine when it will be safe to bring clients back into leisure facilities for exercise. In the meantime we are keeping in contact with individuals and have filmed classes that can be accessed by clients through Bolsover TV.	Sun-31-Mar-24

## Service Indicators

<b>Target Status</b>	Usage
 Positive outturn	The outturn is above target or positive (for some targets a positive outturn requires the result to be below the target set).
 Within target	The outturn is within 10% of the target set.
 Negative outturn	The outturn is below target or negative (for some targets exceeding the target results in a negative outturn).
 Covid Affected	The target has been affected by the Covid 19 Pandemic

## Streetscene

Streetscene	Q3 Target	Q3 Outturn	Status	
SS 01 Remove 95% of hazardous Fly Tipping within 24 hours of being reported (Quarterly)	95%	100%		Above Target
SS 02 Remove 95% of non-hazardous Fly Tipping within 5 working days of being reported (Quarterly)	95%	97%		Above Target
SS 03 Undertake Local Environmental Quality Surveys Detritus (Quarterly)	12%	6%		Below Target (Positive)
SS 04 Undertake Local Environmental Quality Surveys Weeds (Quarterly)	14%	5%		Below Target (Positive)

## Environmental Health

Environmental Health	Q3 Target	Q3 Outturn	Status
EH 01 - Percentage of noise complaints responded to within 3 working days. (Quarterly)	90%	91%	Above Target
EH02 - Percentage of complaints about licensable activities responded to within 3 working days. (Quarterly)	90%	95%	Above Target
EH03 - Percentage of high risk food interventions undertaken against programme (A, B and C rated premises) (Quarterly)	100%	0%	COVID-19 Affected
EH04 - Percentage of business enquiries responded to within 3 working days. (Quarterly)	90%	78%	Below Target
EH07 - Percentage of LA-IPPC(A20/LAPPC(Part B) processes inspected in accordance with risk rated inspection programme (Quarterly)	100%	0%	COVID-19 Affected
EH09 - Enforcement visits to business premises to check compliance with waste arrangements	45	0	COVID-19 Affected

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## Exceptions

EH03 - Percentage of high risk food interventions undertaken against programme (A, B and C rated premises) (Quarterly)

Quarter	Value	Target	Commentary
Q3	0%	100%	Food Standards Agency have revised the risk intervention programme due to Covid 19 delays due to national lockdown. All high risk premises will receive an intervention by the end of the financial year (Q4)
Q2	0%	100%	

EH04 - Percentage of business enquiries responded to within 3 working days. (Quarterly)

Quarter	Value	Target		Commentary
Q3	78%	90%		Of the 135 enquiries received for BDC area, 105 were responded to within the target time (78%)  Overall performance for joint service = 82% Note this is a large increase in service requests and those that are the Covid related requests, have taken priority. Also due to the volume of work some database updates are outstanding due to other priority duties, which is misrepresenting the figures.
Q2	87%	90%		

EH09 - Enforcement visits to business premises to check compliance with waste arrangements

Quarter	Value	Target		Commentary
Q3	0	45		This work has been suspended due to COVID-19.
Q2	0	45		

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**Leisure**

Leisure	Q3 Target	Q3 Outturn	Status	
LE1 Number of people participating in Council leisure, sport, recreational, health, physical and cultural activity each year (quarterly)	185,000	32,583		COVID-19 Affected
LE2 Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme (quarterly)	125	0		COVID-19 Affected

LE1 Number of people participating in Council leisure, sport, recreational, health, physical and cultural activity each year (quarterly)

Quarter	Value	Target		Commentary
Q3	32,583	185,000		The facility was forced to close again in December, but attracted another 7080 customers, giving us a running total for the year of 32,583
Q2	25,503	185,000		

LE2 Deliver a health intervention programme which provides 500 adults per year with a personal exercise plan via the exercise referral scheme (quarterly)

Quarter	Value	Target		Commentary
Q3	0	125		The health referral programme is still suspended due to the Coronavirus pandemic. We are working closely with colleagues in Public Health to determine when it will be safe to bring clients back into leisure facilities for exercise. In the meantime we are keeping in contact with individuals and have filmed classes that can be accessed by clients through Bolsover TV.
Q2	0	125		

## Bolsover District Council

### Healthy, Safe, Clean & Green Communities Scrutiny Committee

2<sup>nd</sup> February 2021

<b>Scrutiny Committee Work Programme 2020/21</b>
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#### 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 2020/21.

#### **1 Report Details**

- 1.1 The main purpose of the report is to inform members of the meeting programme for the year 2020/21 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 Appendices 2 and 3 are the draft scopes as agreed at the last meeting in relation to the Council's Policies for Sky Lanterns, Helium Balloons and Fireworks for approval.
- 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 2020/21 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(8) of the Council's Constitution requires each Scrutiny Committee to set an annual work plan.

### **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(8) 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 scopes attached at Appendices 2 and 3, and approve the document, with amends if required, so the Reviews can commence.

## 7 Decision Information

<p><b>Is the decision a Key Decision?</b>  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><b>Is the decision subject to Call-In?</b>  (Only Key Decisions are subject to Call-In)</p>	No
<p><b>Has the relevant Portfolio Holder been informed</b></p>	N/A
<p><b>District Wards Affected</b></p>	N/A
<p><b>Links to Corporate Plan priorities or Policy Framework</b></p>	All

## 8 Document Information

Appendix No	Title
1.	Work Programme 2020/21
<p><b>Background Papers</b> (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 2020/21**

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

<b>Date of Meeting</b>	<b>Items for Agenda</b>		<b>Lead Officer</b>
<b>9<sup>th</sup> June 2020</b>	<b>Part A – Formal</b>	<ul style="list-style-type: none"> <li>CANCELLED</li> </ul>	
<b>7<sup>th</sup> July 2020</b>	<b>Part B – Informal</b>	<ul style="list-style-type: none"> <li>Corporate Plan Targets Performance Update – January to March 2019 (Q4 – 2019/20)</li> </ul>	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> <li>Review Work and Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
<b>2<sup>nd</sup> 8<sup>th</sup> September 2020</b>	<b>Part A – Formal</b>	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – April to June 2020 (Q1 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Impact of Covid-19 on Waste Collection Services</li> </ul>	Joint Head of Streetscene
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	<b>Part B – Informal</b>	<ul style="list-style-type: none"> <li>CANCELLED</li> </ul>	

Date of Meeting	Items for Agenda		Lead Officer
6 <sup>th</sup> October 2020	Part A – Formal	<ul style="list-style-type: none"> <li>Impact of Covid-19 on Leisure Services</li> </ul>	Joint Head of Transformation & Organisation; Leisure Operations Manager; Physical Activity & Sports Development Manager
		<ul style="list-style-type: none"> <li>Consultation on Draft BDC Sex Establishment Policy and Procedure 2020 - 2023</li> </ul>	Acting Head of Environmental Health; Legal Services
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Review work</li> </ul>	Scrutiny & Elections Officer
3 <sup>rd</sup> November 2020	Part A – Formal	<ul style="list-style-type: none"> <li>CANCELLED</li> </ul>	
	Part B – Informal	<ul style="list-style-type: none"> <li>CANCELLED</li> </ul>	
15 <sup>th</sup> December 2020	Part A – Formal	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – July to September 2020 (Q2 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Health and Wellbeing Strategy – Monitoring Update and Impact of Covid-19</li> </ul>	HR& OD Manager / Health & Safety Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Proposed Review: Council’s policy on Sky Lanterns and Balloon releases</li> </ul>	Scrutiny & Elections Officer/ Joint Assistant Director of Environmental Health

Date of Meeting	Items for Agenda		Lead Officer
2 <sup>nd</sup> February 2021	Part A – Formal	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – October to December 2020 (Q3 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21 – Agreement of Review Scopes</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>Preparation for Annual Review of the Community Safety Partnership</li> </ul>	Scrutiny & Elections Officer
		<ul style="list-style-type: none"> <li>Review work</li> </ul>	Scrutiny & Elections Officer
2 <sup>nd</sup> March 2021  27	Part A – Formal	<ul style="list-style-type: none"> <li>Annual Review of Community Safety Partnership</li> </ul>	Joint Strategic Director/ Head of Housing Management and Enforcement/ Housing Enforcement Manager/ Assistant Community Safety Officer
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>TBC</li> </ul>	
25 <sup>th</sup> May 2021	Part A – Formal	<ul style="list-style-type: none"> <li>Corporate Ambitions Performance Update – January to March 2021 (Q4 – 2020/21)</li> </ul>	Information, Engagement and Performance Manager
		<ul style="list-style-type: none"> <li>Work Programme 2020/21</li> </ul>	Scrutiny & Elections Officer
	Part B – Informal	<ul style="list-style-type: none"> <li>TBC</li> </ul>	

# Appendix 2

## BOLSOVER DISTRICT COUNCIL

### SCRUTINY PROJECT MANAGEMENT – REVIEW SCOPE

<b>NAME OF COMMITTEE:</b>	Healthy, Safe, Clean and Green Communities Scrutiny Committee
<b>SUBJECT TO BE REVIEWED:</b>	Review of Council Policy on Sky Lanterns and Helium Balloons
<b>REASON(S) FOR THE REVIEW:</b>	A number of comments received by Leader and Customer Standards & Complaints Officer in relation to Council's Policy and the suggestion of a Council motion in relation to the matter in line with current national campaigns.
<b>IDENTIFY APPROPRIATE CORPORATE PLAN AIMS, PRIORITIES AND TARGETS:</b>	<p><b>CORPORATE PLAN AIM –</b> Environment</p> <p><b>PRIORITIES –</b> Ensuring a high standard of environmental cleanliness, undertaking appropriate enforcement activity where required.</p> <p><b>TARGETS –</b> No specific Corporate Target</p>
<b>DIRECTORATE/SERVICES INVOLVED:</b>	<p>Directorate – Environment and Enforcement</p> <ul style="list-style-type: none"> <li>• Services – Environmental Health</li> </ul> <p>Directorate – Corporate Services</p> <ul style="list-style-type: none"> <li>• Services – Governance</li> </ul>
<b>AIMS AND OBJECTIVES OF REVIEW:</b>	<p><b>Aim:</b> To assess the local impact of Sky Lanterns and Helium Balloons and review local Council policy.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Assess NED Committee report and consider replicating a similar charter/policy for BDC.</li> <li>• Assess the scale of the local environmental impact via consultation with both residents and local agencies/groups.</li> </ul>
<b>KEY ISSUES:</b>	<p>A number of complaints/comments are received per annum from residents in relation to the use of such items and the environmental damage caused. All communications received refer to the national campaigns</p> <p>As the Environmental Health is a joint service, it makes sense to ensure a common approach is being taken across the Alliance area, particularly where enforcement is at a local level.</p>

<b>METHOD(S) OF REVIEW:</b>	Document review of NED Committee documents and charter/policy.  Public consultation via website.  Targeted consultation with local agencies/groups.
<b>IMPLICATIONS:</b> (legislative, regulatory, etc)	There is no national legal requirement to ban the use of such items so any charter/policy approved would need to be enforceable at a local level. As such the Council would only have authority over their own land and property and could not enforce beyond this remit.
<b>DOCUMENTARY EVIDENCE:</b> (Internal/External)	NED Committee documents and charter/policy Consultation results Complaints/Comments data National policy National campaigns
<b>STAKEHOLDERS:</b>	<b>*RELEVANT PORTFOLIO HOLDER MUST BE INVOLVED IN THE REVIEW</b>  Joint Director of Environment and Enforcement Joint Assistant Director of Environmental Health Customer Standards & Complaints Officer Improvement Officer (Consultation) Portfolio Holder of Environmental Health & Licensing Leader
<b>CONSULTATION/ RESEARCH:</b>	Proposed public consultation via website and targeted consultation with specific local agencies/groups.
<b>SITE VISITS:</b>	None planned.

<b>TIMESCALE</b>	<b>ESTIMATED</b>	<b>REVISED</b>	<b>ACTUAL</b>
<b>Commencement</b>	February 2021		
<b>Interim Report/ Recommendations</b>			
<b>Finish (Report to Committee)</b>			
<b>Report to Executive</b>			

**SCRUTINY REVIEW OUTCOMES**

<b>CONCLUSIONS:</b>	
<b>RECOMMENDATIONS:</b>	
<b>DRAFT REPORT SENT TO DIRECTOR &amp; ANY RELEVANT OFFICERS FOR COMMENT:</b>	*DATE AND OFFICERS RESPONDING
<b>DATE DRAFT REPORT CONSIDERED BY PORTFOLIO HOLDER:</b>	
<b>DATE SIGNED OFF BY COMMITTEE/CHAIR:</b>	
<b>DATE CONSIDERED BY EXECUTIVE:</b>	
<b>DATE OF EXECUTIVE RESPONSE TO COMMITTEE:</b>	
<b>POST-SCRUTINY MONITORING PERIOD:</b>	
<b>DATE OF EVALUATION OF PROCESS:</b>	

# Appendix 3

## BOLSOVER DISTRICT COUNCIL

### SCRUTINY PROJECT MANAGEMENT – REVIEW SCOPE

<b>NAME OF COMMITTEE:</b>	Healthy, Safe, Clean and Green Communities Scrutiny Committee
<b>SUBJECT TO BE REVIEWED:</b>	Review of Council Policy on Fireworks
<b>REASON(S) FOR THE REVIEW:</b>	A number of comments received by Leader and Customer Standards & Complaints Officer in relation to Council's Policy and the suggestion of a Council motion in relation to the matter in line with current national campaigns.
<b>IDENTIFY APPROPRIATE CORPORATE PLAN AIMS, PRIORITIES AND TARGETS:</b>	<p><b>CORPORATE PLAN AIM –</b> Environment</p> <p><b>PRIORITIES –</b> Ensuring a high standard of environmental cleanliness, undertaking appropriate enforcement activity where required.</p> <p><b>TARGETS –</b> No specific Corporate Target</p>
<b>DIRECTORATE/SERVICES INVOLVED:</b>	<p>Directorate – Environment and Enforcement</p> <ul style="list-style-type: none"> <li>• Services – Environmental Health</li> </ul> <p>Directorate – Corporate Services</p> <ul style="list-style-type: none"> <li>• Services – Governance</li> </ul>
<b>AIMS AND OBJECTIVES OF REVIEW:</b>	<p><b>Aim:</b> To assess the local impact of Fireworks and review local Council policy.</p> <p><b>Objectives:</b></p> <ul style="list-style-type: none"> <li>• Review the previous motion adopted by Council in 2019 and the action completed to date.</li> <li>• Assess the scale of the local environmental impact via consultation with both residents and local agencies/groups.</li> <li>• Assess the scope for a local level policy and the enforcement that could take place in addition, to the</li> </ul>
<b>KEY ISSUES:</b>	<p>A number of complaints/comments are received per annum from residents in relation to the use of such items and the environmental damage caused. All communications received refer to the national campaigns</p> <p>The Council has previously approved a motion submitted and completed a range of agreed activity – what has been the effect of this?</p> <p>Further debate at a national level has not yet resulted in a change to national policy/legislation in regards to the noise levels of fireworks</p>



	<p>sold to the public and used at displays – this is a key element of various national campaigns by organisations such as RSPCA.</p> <p>Is there an impact on the Dog Warden service in October/November as a result of lost dogs due to fireworks?</p>
<b>METHOD(S) OF REVIEW:</b>	<p>Document review of previous motion to Council and action taken to date</p> <p>Public consultation via website.</p> <p>Targeted consultation with local agencies/groups to include parishes, English Heritage, SAFFA, Cllrs, Trading Standards, Public Health (mental health).</p>
<b>IMPLICATIONS:</b> (legislative, regulatory, etc)	<p>There is national legislation in relation to the sale and use of fireworks but this has been in place for a number of years causing the creation of national campaigns for improved legislation at a national level.</p>
<b>DOCUMENTARY EVIDENCE:</b> (Internal/External)	<p>Past Council papers Letters sent as a result of the motion agreed by Council in 2019. Consultation results Complaints/Comments data National policy National campaigns</p>
<b>STAKEHOLDERS:</b>	<p><b>*RELEVANT PORTFOLIO HOLDER MUST BE INVOLVED IN THE REVIEW</b></p> <p>Joint Director of Environment and Enforcement Joint Assistant Director of Environmental Health Customer Standards &amp; Complaints Officer Improvement Officer (Consultation) Portfolio Holder of Environmental Health &amp; Licensing Leader</p>
<b>CONSULTATION/ RESEARCH:</b>	<p>Proposed public consultation via website and targeted consultation with specific local agencies/groups.</p>
<b>SITE VISITS:</b>	<p>None planned.</p>

<b>TIMESCALE</b>	<b>ESTIMATED</b>	<b>REVISED</b>	<b>ACTUAL</b>
<b>Commencement</b>	February 2021		
<b>Interim Report/ Recommendations</b>			
<b>Finish (Report to Committee)</b>			
<b>Report to Executive</b>			

**SCRUTINY REVIEW OUTCOMES**

<b>CONCLUSIONS:</b>	
<b>RECOMMENDATIONS:</b>	
<b>DRAFT REPORT SENT TO DIRECTOR &amp; ANY RELEVANT OFFICERS FOR COMMENT:</b>	*DATE AND OFFICERS RESPONDING
<b>DATE DRAFT REPORT CONSIDERED BY PORTFOLIO HOLDER:</b>	
<b>DATE SIGNED OFF BY COMMITTEE/CHAIR:</b>	
<b>DATE CONSIDERED BY EXECUTIVE:</b>	
<b>DATE OF EXECUTIVE RESPONSE TO COMMITTEE:</b>	
<b>POST-SCRUTINY MONITORING PERIOD:</b>	
<b>DATE OF EVALUATION OF PROCESS:</b>	