

CABINET

MINUTES OF MEETING HELD ON 27 AUGUST 2014

I N D E X

Page No	Minute No	Heading
1	241	Apologies for Absence
1	242	Declarations of Interest
1	243	Minutes of Last Meeting
1	244	Presentations from Derbyshire Unemployed Workers Centre and Trade Union Safety Team
3	245	Bolsover North East Derbyshire LEADER Programme 2014-2020
4	246	Risk Management Update, Partnership Working and Strategic Risk Register
5	247	Budget Monitoring – Quarter 1: April – June 2014
6	248	Members ICT Charter
8	249	Urgent Business (Public Session)
8	250	Exclusion of Public
8	251	Tenders for the Supply of Compact Sweepers
9	252	Medium Term Financial Plan
11	253	Council Assets for Disposal
13	254	Urgent Business (Private Session)
14		Appendix A
18		Appendix B
20		Appendix C

CABINET

MINUTES OF MEETING HELD ON 27 AUGUST 2014

Present:

Councillor G Baxter MBE Leader (in the Chair)

Councillor N Barker

" N Foster

" M Gordon

" Mrs E A Hill

Councillor P R Kerry

" Mrs L Robinson

" P Williams

241/14Apologies for Absence

There were no apologies for absence from this meeting as all Members were present.

242/14Declarations of Interest

Members were requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

Councillor G Baxter MBE declared another interest which was not significant in the presentation from the Derbyshire Unemployed Workers Centre as he was a member of the organisation. It was noted as Councillor Baxter's interest was not significant he could speak and vote on this item.

243/14Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Cabinet held on 30 July 2014 be approved as a correct record and signed by the Leader.

244/14Presentations from Voluntary and Community Bodies

Cabinet received presentations from Derbyshire Unemployed Workers Centre and the Trade Union Safety Team (TRUST) 2013/2014 on the outcomes of their work in 2013/2014.

Derbyshire Unemployed Works Centre

Cabinet received a presentation from an Officer from the Derbyshire Unemployed Workers Centre on the outcome of its work in 2013/2014. The presentation covered the following areas:

- The work of the Centre: What we do.
- Sites where the organisation's services can be accessed.

Members were advised that in 2013 1,397 people accessed services provided by the Derbyshire Unemployed Workers Centre. The grant received from the District Council was approximately 10% of its unrestricted budget. It had also received

contributions from a number of Parish/Town Councils in the District. The areas of advice requested by people living in the District were:

- Unemployment and Support Allowances
- Disability Living Allowance / Personal Independence Payments
- Working Tax Credits

The Centre worked in partnership with:

- Derbyshire Law Centre
- Citizens Advice Bureau
- Age Concern
- Credit Union
- Pennies and Pounds Project
- Advice Services
- Transition Fund Project

In 2013 the Centre bought in £3,090,167 in lump sum arrears and ongoing weekly payments of benefits / tax credits for the residents of North East Derbyshire.

The Chair on behalf of Members thanked the Officer for the presentation.

Trade Union Safety Team

Cabinet received a presentation from Joanne Gordon the Co-ordinator at the Trade Union Safety Team in respect of the outcomes of its work in 2013/2014. The Trade Union Safety Team provided advice and information on legal, benefits and health issues relating to all aspects of Health and Safety at work. Its work also dealt with all aspects of work related disability discrimination.

The Chair on behalf of Cabinet thanked Joanne Gordon for the presentation.

RESOLVED – That Cabinet:

- (1) Notes the presentations from Derbyshire Unemployed Workers Centre and Trade Union Safety Team in respect of their work during 2013/2014.
- (2) Records its thanks to both the Derbyshire Unemployed Workers Centre and the Trade Union Safety Team for the work both organisations had undertaken for residents of the District in 2013/2014.

Reasons for Decisions:-

The presentations enabled Cabinet to be advised of the work undertaken by the Derbyshire Unemployed Workers Centre and the Trade Union Safety Team in the District during 2013/2014.

(Strategic Partnership Co-ordinator /
Partnership Development Officer)

245/14Bolsover North East Derbyshire LEADER Programme 2014-2020

Cabinet considered report No GBXR//19/14/JW of councillor G Baxter MBE together with a supplementary report on the same matter. The Bolsover North East Derbyshire LEADER Programme (BNED) had operated from 2008 to December 2013 targeting development of the rural economy in the two Districts. This was part of the Rural Development Programme for England overseen by the Department of Environment, Food and Rural Affairs (DEFRA's). LEADER focused primarily on grants to the private sector to assist them with farm diversification, supporting and creating micro-enterprises, tourism activities, rural heritage, culture and the provision of training and information.

In summary £1,904,092.34 had been allocated to 33 projects across the two Districts which had directly created 75 jobs, supported/created 30 businesses and supported 54 tourism events.

The BNED LEADER Programme 2014/2020 would be delivered with a 1.0 Full time Equivalent (FTE) Programme Officer a 0.5FTE Monitoring and Support Officer and a 0.2FTE Strategic Partnership Co-ordinator. This was the minimum staffing level whilst adhering to DEFRA's separation of duties rules which meant that project development, monitoring and payments must be processed by separate staff. Following consultation with a number of stakeholders (Members, businesses, Community and Voluntary Service (CVS) the local priorities for delivery of the BNED LEADER Programme for 2014/2020 had been highlighted as:

- Support for micro and small businesses and farm diversification – 50%
- Support for rural tourism – 23%
- Provision of basic village services – 12%
- Support for increasing farm productivity – 10%
- Support for rural culture and heritage activities – 3%
- Support for forestry productivity – 2%

The supplementary report provided information in respect of the LEADER 2014/2020 Local Development Strategy Application Financial Profile; together with the policy priorities and outputs table. Cabinet was advised that the BNED LEADER Programme 2014/2020 would align with the Joint Growth Strategy of North East Derbyshire and Bolsover District Council's and would complement the priorities of the Growth Plan of the two local enterprise partnerships Derby, Derbyshire, Nottingham, Nottinghamshire (D2N2) and the Sheffield City Region Local Enterprise Partnership.

The options for Cabinets consideration were detailed at paragraphs 1.1 to 5.3 of the report. The alternative options considered and rejected were detailed at paragraphs 4.1 to 4.3 of the report.

RESOLVED – That Cabinet:

- (1) Notes the Bolsover North East Derbyshire LEADER Programme 2014-2020 report.

- (2) Endorses the submission of the application to the European Agricultural Fund for Rural Development (EAFRD) funding through the Rural Development Programme for the Bolsover North East Derbyshire LEADER Programme 2014-2020.

Reasons for Decisions:-

The reasons for the decisions were:

The Bolsover North East Derbyshire LEADER Programme 2014/2020:

- (1) Will align with the Joint Growth strategy of Bolsover and North East Derbyshire District Councils and will complement the priorities of the Growth Plan of the Derby, Derbyshire, Nottingham, Nottinghamshire Local Enterprise Partnership (D2N2) and the Sheffield City Region Local Enterprise Partnership.
- (2) Has a proven track record of delivering and has been recognised nationally by independent evaluators as a top performing programme.

(Assistant Director Economic Growth /
BNED LEADER Programme Officer)

246/14 Risk Management Update, Partnership Working and Strategic Risk Register

Cabinet considered report No PRK/23/14/BM of Councillor P R Kerry. The purpose of the report was to advise Members of:

- The current position regarding Risk Management and to seek approval for the revised Strategic Risk Register as at 30 June 2014 as part of the suite of Finance, Performance and Risk reports.
- The arrangements in place currently to manage the Councils partnership working including the associated risk.

The Council had a well established framework and approach to risk management. The approach to risk management was based on the requirement to secure a number of objectives and to operate in accordance with recognised best practice. The Councils objectives in respect of risk management were detailed at paragraph of 1.2 of the report.

The revised Strategic Risk Register as at 30 June 2014 is attached as Appendix A to these minutes. The intention of the quarterly review of the Strategic Risk Register was to secure the following objectives:

- Identify any newly emerging risks which needed to be added to the Register and remove any risks which had been resolved to maintain the focus on current risks.
- Revising the Risk Register ensured that existing risks were reviewed, that appropriate mitigation remained in place, when necessary the assessment was revisited.

The Strategic Risk Register was structured so that those risks with the highest gross score (before mitigation action was put in place) were detailed first. The main

elements which would continue to impact on the development of the Strategic Risk Register was summarised at paragraph 1.5 of the report. In overall terms a key element which emerged from the review of the Strategic Risk Register was an ongoing requirement to maintain the Councils current performance in respect of service delivery, performance and governance.

The issues in terms of risk relating to the Councils partnership working arrangements were detailed at paragraphs 1.7 to 1.16 of the report. The alternative options considered and rejected were detailed at paragraph 4.1 of the report.

Cabinet was advised there were no additional financial implications arising out of the report at this stage. Where appropriate additional mitigation measures had been identified and implemented during the preparation of the Strategic and Operational Risk Registers, the cost of implementing this mitigation had been met from within budgets agreed previously.

The options for Cabinets consideration were detailed at paragraphs 1.1 to 5.3 of the report. The alternative options considered were detailed at paragraph 4.1 of the report.

RESOLVED – That Cabinet:

- (1) Approves the Councils Strategic Risk Register as at 30 June 2014 attached as Appendix A to these minutes.
- (2) Requests that an update of the Strategic Risk Register as at 30 September 2014 be submitted to a future meeting of Cabinet for its approval.

The options for Cabinets consideration were detailed at paragraphs 1.1 to 5.3 of the report. The alternative options considered were detailed at paragraph 4.1 of the report.

Reasons for Decisions:-

The report enabled Cabinet to consider the risks identified within the Strategic Risk Register in order to assist in maintaining the Councils effective governance service and financial performance arrangements.

(Executive Director Operations)

247/14 Budget Monitoring – Quarter 1: April – June 2014

Cabinet considered Report No: PRK/24/14/BM of Councillor P R Kerry. The purpose of the report was to advise Cabinet of the financial position of the Council following the first quarter budget monitoring exercise for the General Fund, Housing Revenue Account, Capital Programme and the Treasury Management activity.

General Fund Revenue Account

The Councils General Fund Revenue Account summary was shown at Appendix 1 of the report. The Appendix identified that the original savings target for 2014/2015 was £0.371m. The current budget now showed that the position for the savings

target for 2014/2015 stood at £0.381m. The current budget did not yet include any of the budget savings that had been taken from 2013/2014 financial outturn position.

The budget monitoring undertaking in respect of the first quarter against the current budget indicated that actual expenditure to date against the profile budget was underspent by £0.167m.

Housing Revenue Account (HRA)

The summary of the Housing Revenue Account in respect of the first quarter 2013/2014 was set out in Appendix 2 of the report. There were no significant income or expenditure variances within the Housing Revenue Account to report at the end of the first quarter.

Capital Investment Programme

Cabinet was advised that the first quarter monitoring position in respect of the Capital Programme was detailed at Appendix 3 to the report. The Programme had been undated with the Capital Budgets carried forward from 2013/2014. The approved Capital Programme for 2014/2015 was £37.262m. The Capital Programme profile budget for quarter 1 was £9.189m, the actual spend and known commitments totalled £6.625m, which was £2.564m below the budget. The main areas of expenditure at this stage in the financial year related to the Decent Homes Programme. Discussions with colleagues from Rykneld Homes Limited indicated that it was believed that there would be full delivery of the planned work for the year. Accordingly there were no significant issues to report regarding Capital Expenditure at the end of the first quarter 2014/2015.

Capital Resources

Cabinet was advised that the Council had sufficient Capital Resources to finance the actual expenditure and commitments of the Capital Programme at the end of the first quarter 2014/2015. Officers considered that the required level of Capital Receipts was in place to enable the Programme to be funded at the year end, but would also work to generate Capital Receipts in order to secure the funding for the Capital Programme in future years.

Treasury Management

The Council's Treasury Management function covered both its borrowing and investment of monies, this included the management of the Council's day to day cash position and the management of its long term debt. All Treasury Management transactions were conducted in accordance with the Council's approved Strategy and the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice. Good Treasury Management played an important role in the sound financial management of the Council's resources. Appendix 4 of the report detailed the Treasury Management activity undertaken within the first quarter of 2014/2015.

The options for Cabinet's consideration were detailed at paragraphs 1.1 to 5.3 of the report. The report was concerned with monitoring the financial position against the

Councils previously approved budget, it did not set out any other options where a decision was required by Members.

RESOLVED – That Cabinet:

- (1) Notes the monitoring position of the General Fund at the end of the first quarter 2014/2015 as detailed in Appendix 1 of the report and requests that officers continue work designed to deliver the targeted level of savings for 2014/2015.
- (2) Notes the satisfactory position on the Housing Revenue Account, Capital Programme and Treasury Management activity at the end of the first quarter 2014/2015.

Reasons for Decisions:-

The report summarises the financial position of the Council following the first quarter 2014/2015 budget monitoring exercise for the General Fund, Housing Revenue Account, Capital Programme and Treasury Management activity.

(Executive Director Operations)

248/14Members ICT Charter

Cabinet considered report No PW/08/14/MK of Councillor P Williams. The purpose of the report was to request Cabinets approval of the Members ICT Charter attached as an Appendix to the report. The purpose of the Charter was to provide an accessible set of principles that could be used to guide Members in the use of ICT in their role as Councillors. Members were advised that the Charter was a separate document from the recently approved ICT policies. The main change related to the Members IT and Training Officer who had recently been transferred to the Governance Team and who was now the first point of contact for Members IT issues. Matters in respect of the introduction of iPads/Tablets/Smart phones technology for Members were also dealt with.

The options for Cabinets consideration were detailed at paragraphs 1.1 to 5 of the report. There were no alternative options considered and rejected.

RESOLVED – That Cabinet: approves the Members ICT Charter attached as Appendix B to these Minutes.

Reasons for Decisions:-

The decision provides a straight forward, plain English Charter which covers ICT provision for Members.

(Assistant Director Governance – Monitoring Officer /
Deputy Monitoring Officers / ICT Manager /
Members IT and Training Officer)

249/14Urgent Business (Public Session)

There was no urgent business to be considered in the public session at this meeting of Cabinet.

250/14 Exclusion of Public

RESOLVED - That the public be excluded from the meeting during the discussion of the following items of business to avoid the disclosure to them of exempt information as defined in Paragraph 1, 3 and 4 Part I of Schedule 12A to the Local Government Act 1972 (as amended by the Local Government (Access to Information)(Variation) Order 2006). [The category of exempt information is stated after each Minute].

251/14 Tenders for the Supply of Compact Sweepers

Cabinet considered report No NF/04/14/SB of Councillor N Foster. The purpose of the report was to:

- Seek Cabinets approval for the replacement of 4 Compact Sweeping machines to be procured by way of the East Shires Purchasing Organisation (ESPO) at a cost of £275,120.
- To note that the Chief Executive will be requested to utilise his delegated authority to increase the staffing establishment of the Councils Transport Team arising from work on the Compact Sweeper maintenance arrangements in house rather than buying in from a vehicle manufacturer.

The Councils current lease agreements and service period for its Compact Sweeping vehicles finished in December 2014. It was considered that to procure new vehicles by way of financial lease was not good value nor flexible in terms of vehicle utilisation over the medium/longer term. The Council was now able to purchase through a European contract arranged by the East Shires Purchasing Organisation. Evaluation was undertaken on a 50/50, price/quality basis. The Councils in house transport team was able to undertake pre-planned servicing and inspection of Compact Sweepers, the tender had specified the inclusion of operator and maintenance technician training. It was proposed that the maintenance be undertaken by the Councils Transport Team and that the staffing establishment be increased to reflect this.

Cabinet was advised that the Tender submitted by Aebi Schmidt for the supply and delivery of 4 Compact Euro 6 Sweeper vehicles provided the most economically advantageous option and met the Councils requirements. The increase to the Councils Transport staffing establishment would provide greater capacity to meet increased demand from Rykneld Homes Limited new vehicle fleet and demand arising from the repair and servicing of Bolsover District Council's grounds maintenance machinery. The cost of employing a Transport Fitter was £25,090 approximately including Pension and National Insurance contributions.

The options for Cabinets consideration were detailed at paragraphs 1.1 to 5.3 of the report. The alternative options considered and rejected was detailed at paragraph 4.1 of the report.

RESOLVED – That Cabinet:

- (1) Approves that the tender received from Aebi Schmidt for the replacement of 4 No Compact Sweeping Machines at a cost of £275,120, be accepted.
- (2) Approves that the four sweeping machines authorised at resolution (1) above are procured by way of outright purchase funded from Prudential Borrowing, as approved by Council as part of the Medium Term Financial Plan and Treasury Management Strategy at the outset of the current financial year 2014/2015.
- (3) Agrees to fund an increase in the Council's Transport Team staffing establishment by 1 No FTE Fitter to undertake maintenance of Compact Sweeping machines.
- (4) Notes that the Chief Executive will use his delegated powers in order to increase the Council's Transport Team staffing establishment by 1 No FTE in accordance with the resolution at (3) above.

Reasons for Decisions:-

The reasons for the decisions were as follows:

- (1) A review of the Council's procurement arrangements had demonstrated that the purchase of the Council operated fleet vehicles with funding by Prudential Borrowing was a more cost effective option than contract hire and/or finance lease.
- (2) The outright purchase of the Compact Sweeping Machines offers the Council greater flexibility in the utilisation of its fleet vehicles and greater control over the number of years the vehicles are operated for.

(Paragraph 3)

(Executive Director Operations /
Chief Executive / Assistant Director Streetscene)

252/14 Medium Term Financial Plan

Cabinet considered report No PRK/25/14/BM of Councillor P R Kerry. The purpose of the report was to provide information in respect of the following:

- Advise Cabinet of the outcome of the consultation process with the Planning and Debtors Teams and to make recommendations concerning structures proposed in respect of those teams.
- Seek approval for a change proposed in the establishment in the Estates Team to reflect the fact that an officer now had accrued employment rights for additional hours.
- Seek approval to award a contract in respect of extending the Council's telephony system to N G Bailey on the basis that the work was an extension of an existing contract and provided value for money to the Council.

Information in respect of the outcome of the consultation process and proposals for a revised proposed structure for the Planning service were detailed at paragraphs

1.1 to 1.7 of the report. Information on the consultation with the Debtors Team and proposals for changes to the Service were detailed at paragraphs 1.8 to 1.10 of the report.

Information in respect of the Estates Team and proposals for changes were detailed at paragraphs 1.11.

Information in respect of the procurement of an office telephony system for the Councils Mill Lane offices was detailed at paragraphs 1.12 to 1.14 of the report.

In terms of the risk and financial implications of the proposals in the report Cabinet was advised as follows:

- It was considered reasonable to assume that the proposals detailed in the report in respect of the Planning Service would be self financing.
- With respect to the proposals in respect to the Debtors Team and its move into the Revenue and Benefits Service it was anticipated this would lead to an increase level of income from debtors which would cover the increase costs of one of the posts and would generate an additional income of approximately £25,000.
- The increased working hours of a member of the Estates Team would not create any additional financial implications.
- The costs of the extension of the existing telephony solution for the Council's Mill Lane site would be met from within the existing relocation budget for the Mill Lane site.

The options for Cabinets consideration were detailed at paragraphs 1.1 to 5.3.1 of the report. The alternative options considered were detailed throughout the report.

RESOLVED –That Cabinet:

- (1) Supports the proposed structure for the Planning Team attached as [Appendix C](#) to these minutes.
- (2) Supports the proposed structure for the Revenues and Benefits Team as set out within the report to incorporate the three members of the current Debtors Team, with two of the posts continuing to undertake work principally in respect of Sundry Debtors as Debtors Assistants while an additional post of Revenues Recovery Assistant is created.
- (3) Notes the position in respect of the Estates Team and supports the proposed changes to the working hours of the member of staff concerned.
- (4) Requests that the Chief Executive utilise his delegated powers in order to action the revised staffing structures in respect of the Planning, Revenues and Benefits, and the Estates Teams.

- (5) Approves the award of the contract in respect of the extension of the Mitel telephony solution to NG Bailey at a cost of £17,561 on the basis that this is an extension of an existing contract.

Reasons for Decisions:-

The reasons for the decisions were to:

- (1) Improve the service that the Council offers to local residents while securing the financial efficiencies necessary to operate effectively against a background of ongoing reductions in the level of Central Government financial support for local authorities.
- (2) Ensure that the Planning Service is adequately resourced and equipped to provide an effective service in respect of Development Planning, the Planning Policy Team and enforcement.
- (3) Ensure that the debtors function is managed effectively across the Council and in particular that an appropriate level of resources is targeted at addressing debtors in respect of Overpaid Housing benefits.
- (4) Request the Chief Executive to utilise his delegated powers to adjust the Council's staffing establishment in respect of the Planning, Revenues and Benefits and the Estates Teams.
- (5) Enable the Council to ensure that effective telephony arrangements are in place at the Mill Lane Office facility and in particular to help ensure an effective transition during the period of relocation between the Saltergate, Chesterfield and Mill Lane, Wingerworth sites.

(Paragraph 1, 3 and 4)

(Executive Director Operations / Chief Executive)

253/14 Council Assets for Disposal

Cabinet considered report No: PW/09/14/BM of Councillor P Williams. The purpose of the report was to advise Cabinet of:

- (1) The position in respect of the Ridgeway Craft Centre and agreeing an appropriate way forward for the future of the site.
- (2) The position in respect of the former Homeless Hostel at 30 Highfield Road, Chesterfield including the consideration of an offer to purchase the site by Action Housing, a charity working to provide housing for vulnerable people with complex needs.

Information in respect of the Ridgeway Craft Centre was set out at paragraphs 1.1 to 1.6 of the report. Information in respect of the former Homelessness Hostel, 30 Highfield Road, Chesterfield was set out in paragraphs 1.7 to 1.16 of the report. Cabinet was advised that the alternative options considered and rejected were detailed throughout the report.

RESOLVED – That Cabinet:

1. Defers consideration of the report on the Ridgeway Craft Centre to a Special Meeting of Cabinet to take place on Wednesday, 3 September 2014 at 11.00am or the conclusion of the Leadership Team meeting, whichever is the later.
2. Requests that the Executive Director Operations submit a further report on the Ridgeway Craft Centre for consideration at the above Special meeting of Cabinet which includes new information on:
 - Details of a meeting to be held on Friday, 29 August 2014 involving interested parties and Council officers in respect of the site.
 - Details of the likely cost of repayment figures relating to Grant monies received in respect of the site.
 - Details in respect of any Listed Building status, together with any other relevant planning implications relating to the site.
 - Details of the value of the site on the basis of the existing shared access and with the rights to the shared access extinguished.
 - Details of all necessary valuations of the site so that the Cabinet has the appropriate information for its consideration.
3. Approves that the Council does not proceed with the disposal of the former Homeless Hostel at 30 Highfield Road, Chesterfield to Action Housing and requests that the Executive Director Operations proceed to dispose of the property on the open market, utilising the services of a local estate agent to secure a sale by private treaty.
4. Requests that the outcome of the marketing process for the former Homeless Hostel at 30 Highfield Road, Chesterfield detailed at resolution (3) above be reported to Cabinet prior to any sale being agreed.

Reasons for Decisions:-

The reasons for the decisions were to:

- (1) Enable consideration of the Ridgeway Craft Centre report to be deferred to a Special meeting to be held on 3 September 2014, subject to the receipt of new information.
- (2) The decision to dispose of the former Homeless Hostel at 30 Highfield Road, Chesterfield on the open market was made to ensure that the Council receives the best price reasonably obtainable for the site.

(Paragraph 1 and 3)
(Executive Director Operations)

254/14 Urgent Business (Private Session)

There was no urgent business to be considered in the Private Session at this meeting of Cabinet.

APPENDIX A

TABLE 1

STRATEGIC RISK REGISTER SUMMARY

STRATEGIC RISK REGISTER SUMMARY AS AT: 30th June 2014

	Risk	Consequences	Gross Risk (Probability x Severity)	Net Risk (Probability x Severity) Taking into Account Current Controls	Risk Owner / Lead Officer
1	Failure to deliver a balanced budget in line with the MTFP, at a time when the Council's reserves are at an acceptable rather than a robust level.	<ul style="list-style-type: none"> Impact upon ability to deliver current level of services Unable to resource acceptable levels of service. Significant adverse reputational Impact. 	4,4 16	3,4 12	SAMT / Chief Financial Officer
2	External financial / policy developments have an adverse impact on Council (poor financial settlement), or upon the local economy (employment losses / welfare reform), to which Council is unable to adopt an appropriate change of Strategic direction.	<ul style="list-style-type: none"> Unable to deliver the package of services to meet changing local needs and aspirations. Unable to effectively support local communities. <ul style="list-style-type: none"> Increased demands on Council services at a time when the Council resource base is reducing. 	4,4, 16	4,3 12	SAMT / Political Leadership
3	Delivery of the Council's Agenda is dependent upon effective delivery of	<ul style="list-style-type: none"> New initiatives are not delivered in a cost-effective manner. 	4,4 16	4,3 12	SAMT / Chief Executive /

	Risk	Consequences	Gross Risk (Probability x Severity)	Net Risk (Probability x Severity) Taking into Account Current Controls	Risk Owner / Lead Officer
	both a number of major initiatives in the Growth Strategy, the Transformation Agenda, Welfare Reform, the localised HRA Regeneration Initiatives (including Mill Lane), securing major financial savings and implementing a range of new government reforms whilst maintaining service quality, which may overstretch our reduced organisational capacity.	<ul style="list-style-type: none"> • Failure to maintain / improve services in line with local aspirations • Failure to generate the savings required to balance the budget • Financial efficiencies weaken Governance / Internal Control arrangements. • Service deterioration / failure arising from capacity issues. 			Political Leadership.
4	Increasing difficult in recruiting to key posts or to replace key staff who leave	<ul style="list-style-type: none"> • Deterioration in services to the public and loss of productivity • Weakening of Internal Control arrangements. • Ability to deliver Corporate Plan, service improvement falters. 	4,4 16	4,3 12	SAMT / Asst Director HR
5	A major operational (including data protection) risk materialises resulting in a significant impact upon the Council's ability to secure its corporate objectives. Given the efficiency measures that have been introduced to date this is considered to be an increasing issue for the Council.	<ul style="list-style-type: none"> • Deterioration in services to the public, potentially a major initial impact upon a local resident or a group of local residents. • Sever reputational damage to the Council. • Significant staff and financial resources required to resolve position, impacting on other services. • A major service has its operating capacity significantly affected and is required to 	4,4 16	4,3 12	SAMT / Assistant Directors

	Risk	Consequences	Gross Risk (Probability x Severity)	Net Risk (Probability x Severity) Taking into Account Current Controls	Risk Owner / Lead Officer
		introduce major reform in its approach to service delivery.			
6	Failure to resource and deliver acceptable service performance improvement/ reconfiguration to maintain good external reputation.	<ul style="list-style-type: none"> • Pace of external change results in underperforming services with adverse impact on local residents. • Financial viability of the Council potentially undermined. • Significant reputational damage to the Council. 	4,4 16	3,3 9	SAMT / Chief Executive
7	Need to effectively engage with local communities and a range of local partners (through the Strategic Alliance and other Joint services) to deliver cost effective joined up services.	<ul style="list-style-type: none"> • Failure to provide effective community leadership. • Inability to deliver good quality cost effective services targeted at local needs • Failure to achieve the required MTFP savings targets. • Weak outcomes for local residents, due to failure to engage other agencies. 	4,4 16	3,3 9	Political Leadership Team / SAMT
8	Emergency Planning and Business Continuity arrangements fail to meet required standards when tested by flu pandemic, natural disaster (flood), etc	<ul style="list-style-type: none"> • Inability of Council to provide services as a consequence of a severe catastrophic external event (eg flooding, major terrorist incident, flu pandemic, fire at Salter gate). • Failure of IT infrastructure, leading to inability 	3,5 15	2,5 10	SAMT / Director of Health and Well Being

	Risk	Consequences	Gross Risk (Probability x Severity)	Net Risk (Probability x Severity) Taking into Account Current Controls	Risk Owner / Lead Officer
		<p>to effectively operate services and to safeguard income streams.</p> <ul style="list-style-type: none"> • Business Continuity Plans prove ineffective in practice. 			
9	Governance Arrangements including Performance, Finance and Risk Management need to be maintained in order to continue to operate effectively in a rapidly changing environment.	<ul style="list-style-type: none"> • Adverse Impact upon Service Quality. • Failure to deliver high quality services which address national and local priorities. • Significant adverse reputational impact. 	3,4 12	3,3 9	Chief Financial Officer / Monitoring Officer
10	Staff morale / Sickness Levels adversely affected as a result of pace of change, tightening financial circumstances or external circumstances.	<ul style="list-style-type: none"> • Deterioration in services to the public and loss of productivity • Loss of key staff increased sickness levels • Increased pressure on other members of staff • Loss of 'goodwill'. 	3,4 12	3,3 9	SAMT / Assistant Director HR

Members' ICT Charter

The following are points which Members are asked to take into account to make the Council's ICT and smart-phone support streamlined and efficient. It also helps to ensure that the IT equipment provided is fit for purpose.

1. Contact and support – All ICT issues should be raised by contacting the **Members IT and Training Officer, on 7010** in the first instance and otherwise **Service Desk on 3001 (Internal) , 01246 217103 (External)** or by **email** at servicedesk@ne-derbyshire.gov.uk. (Please note members have responsibility for their own broadband arrangements where they have declined Council provided broadband).
2. All new members should undergo induction before receiving their laptop, iPad/tablet or smart-phone so they are aware of the policies and procedures that are pertinent to IT usage at the Council.
3. Specific guidance and advice is available for the use of iPads/tablets and members should familiarise themselves with this. It is available via the Members' Portal.
4. For the convenience of members, the Council has developed a structured plan of regular health checks for laptops, iPads/tablets and smart-phones. All members are requested to agree to this plan which will help keep laptops and iPads/tablets in good condition and minimise problems. Your schedule for health checks will be issued so you can see when these have been arranged. If any of the dates in your plan are inconvenient please contact the Members' IT and Training Officer to schedule a mutually convenient time.
5. Members should not install any third party software. Extra software other than standard build items should have a business requirement. This is because installation of untested software can impact on the performance of the laptop or iPad/tablet and could possibly introduce viruses on to the Council's systems. Please contact the Governance Team if you wish to have additional software installed on your laptop, iPad/tablet and smart-phone. A business case should be made with the request.
6. Laptops, iPads/tablets and smart-phones issued to members by the Council are to be used only by the members themselves. They should not be shared, transferred, loaned or used for access by anyone other than the designated member.
7. Whilst members may use laptops, iPads/tablets and smart-phones for non work web browsing, they must avoid viewing, creating, circulating, distributing, storing, downloading or printing material that might be considered offensive, illegal, pornographic or sexually explicit, that brings the Council into disrepute or that exposes it to legal action. Members should also be careful not to use Council resources for party political purposes.

8. Storage of a limited amount of personal information on the laptop, iPad/tablet and smart-phone is permitted but this is not recommended because it can affect the performance of the device and any information lost cannot be recovered.
9. Members should note that information held by a member on their electronic device is subject to the terms of the Data Protection Act 1998 and the Freedom of Information Act 2000 and therefore such devices are included within the scope of any relevant requests or internal reviews made under the terms of these Acts.
10. It is not considered appropriate for officers to be asked by members to transfer personal information between devices or to provide support for non-Council related activities.
11. The Council can take no responsibility for any information lost on a laptop, iPad/tablet or smart-phone. The loss of any equipment should be reported to the Members' IT and Training Officer and to the Data Protection Officer as soon as possible so that a breach log can be filed and an assessment made as to the risk of such a loss.
12. Members should apply the housekeeping techniques demonstrated at their induction to ensure that their mailbox is available at all times. Advice and guidance on these techniques will be given at the induction. The Members' IT and Training Officer is always available for advice and guidance.
13. Security awareness sessions will be provided by the Governance Team to ensure members can work safely and securely with Council provided ICT services and equipment. Members must make all reasonable endeavours to attend this training.
14. Members should endeavour to attend any user training sessions provided by the Governance Team or Joint ICT Service to help maintain and update their ICT knowledge and skills. These will be flexible and arranged around member needs.
15. Members who are no longer office holders should return their laptop, iPad/tablet, smart-phone and other Council provided equipment within 10 working days of leaving office.
16. Members should endeavour to keep within the 2 GB monthly connection limit when using their iPads/tablets. Usage can be monitored via the My Data Usage App.

By adhering to the above conditions it will help the Council to facilitate its paperless working concept that has been adopted.

APPENDIX C – PROPOSED PLANNING TEAM STRUCTURE