

Public Document Pack



**North East
Derbyshire**
District Council

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Date: 5 November 2019

To: **Members of the Growth Scrutiny Committee**

Please attend a meeting of the Growth Scrutiny Committee to be held on **Thursday, 14 November 2019 at 1.00 pm in the Chamber 1**, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield.

Yours sincerely

A handwritten signature in black ink that reads "Sarah Steuberg".

Joint Head of Corporate Governance and Monitoring Officer

Members of the Committee

<u>Conservative Group</u>	<u>Labour Group</u>	<u>Independent Group</u>
Councillor Carolyn Renwick Councillor Diana Ruff Councillor Stephen Clough Councillor Anthony Hutchinson Councillor Nick Whitehead	Councillor Jayne Barry Councillor Suzy Cornwell Councillor Lee Hartshorne	Councillor John Funnell

For further information about this meeting please contact: Damon Stanton

AGENDA

1 Apologies for Absence

2 Declarations of Interest

Members are 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.

3 Minutes of Last Meeting (Pages 4 - 8)

To approve as a correct record and the Chair to sign the Minutes of the Growth Scrutiny Committee held on 26 September 2019

4 Growth Discussion - Portfolio Holder

Discussion on Growth including Town Centre Regeneration – Councillor J Kenyon, Portfolio Holder for Business Strategy, Commerce & Assets and K Apps, Acting Head of Service

5 Growth Discussion - Chief Executive

Discussion on Growth including Commercialisation – D Swaine, Chief Executive

6 Six Monthly Growth Report

To consider the report from the Improvement Officer – Performance, Amar Bashir – **To Follow**

7 Scrutiny Review 2018/19 - Business Centres and Industrial Units (Pages 9 - 20)

To consider the previous year's review report.

8 List of Key Decisions - Issue No 89 (Pages 21 - 28)

To consider the list of Key Decisions – Issue No 89

9 Work Programme (Pages 29 - 34)

To consider the Work Programme for the Growth Scrutiny Committee 2019/20 and review the proposed workload.

10 Additional Urgent Items

To consider any other matter which the Chair of the Committee is of the opinion should be considered as a matter of urgency.

11 Date of Next Meeting

The next meeting of the Growth Scrutiny Committee will be held on Thursday, 16 January 2020 at 1.00 pm in Chamber 1.



***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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GROWTH SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 26 SEPTEMBER 2019

I N D E X

Page No	Minute No	Heading
1	264	Apologies for Absence
1	265	Declarations of Interest
1	266	Minutes of Last Meeting
1	267	Joint Ventures
2	268	The Council's Transformation Agenda
2	269	Leisure Facilities
3	270	Scrutiny Review
3	271	List of Key Decisions – Issue No 88
3	272	Work Programme
4	273	Additional Urgent Items
4	274	Date of Next Meeting

GROWTH SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 26 SEPTEMBER 2019

Present:

Councillor C Renwick	(Chair)
Councillor A Hutchinson	(Vice-Chair)
Councillor S Cornwell	Councillor D Ruff
“ L Hartshorne	“ N Whitehead

Also Present

Grant Galloway – Head of Service – Property and Commercial Services (for Min No 267)
Lee Hickin – Strategic Director – People (for Min Nos 268 & 269)
Sue Veerman – Overview and Scrutiny Manager
Damon Stanton – Governance Officer

264 Apologies for Absence

Apologies for absence were received from Councillors J Barry, S Clough and J Funnell.

265 Declarations 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.

There were no declarations of interest at this meeting.

266 Minutes of Last Meeting

RESOLVED – That the Minutes of the meeting of the Growth Scrutiny Committee held on 18 July 2019 be approved as a correct record and signed by the Chair.

267 Joint Ventures

The Committee received a presentation from the Head of Property and Commercial Services that outlined Joint Ventures and how they worked within the District.

Members heard that a Joint Venture Company was a company which was set up with a private sector partner, in which the Council owned 50% and the private partner owned 50%. The Officer stated that the Joint Venture Board comprised of two Directors from the Council and two Directors from the private company.

The Officer informed the Committee of the benefits of a Joint Venture Company to the Council, how a Joint Venture Company worked, partner inputs and partner outcomes. Members noted some examples of Joint Venture projects, such as Ankerbold Road, Manor Farm, and the Mill Lane Development Site.

The Committee discussed the offices and industrial units at Coney Green Business Centre, and the opportunities for further growth. Members were reminded that a previous Growth Scrutiny Committee had reviewed the Council's industrial units. Members reiterated that it was crucial the Council had a clear objective and strategy when seeking to buy new units.

Councillor L Hartshorne entered the meeting.

Members commented that they would like to see a strategy when the Council invested in new units, as well as when it invested in existing market units. The Officer informed Members of a number of documents available for them to view, such as the Avenue Area Strategic Framework (AASF) at Mill Lane, which was a mixed development site.

Members thanked the Officer for attending the meeting.

The Officer then left the meeting.

RESOLVED – That the presentation be noted.

268 The Council's Transformation Agenda

The Committee received a presentation from the Joint Strategic Director – People that outlined the Council's Transformation Agenda.

Members heard that there was a number of factors that influenced growth, which included housing, employment, skills, cultural infrastructure and the environment. The Officer stated that the Council needed to transform in order to adapt to increasing pressures on services such as a growing and ageing population, a growing funding gap, and increased customer expectations.

The Officer explained some of the key themes within the Transformation Programme, such as a digital theme, a low carbon theme, an organisational theme and an investment theme. Members also noted the Council's financial progress in relation to the Transformation Programme.

RESOLVED – That the presentation be noted.

269 Leisure Facilities

The Committee received a presentation from the Joint Strategic Director – People that outlined how the Council's Leisure Services was supporting growth.

Members heard that the Council's Leisure Services played an important role in the reduction of health inequalities and promotion of active lifestyles, as well as generating economic growth and encouraging community engagement.

The Officer informed the Committee that there was over 750,000 visits to the Council's Leisure Centres each year, and the District had seen a 100% growth rate in memberships over the past few years. Members noted that the leisure centres had a customer satisfaction rating of 85.9%.

The Officer stated that there had been a significant reduction in the cost of the subsidy in providing the Council's leisure services. This had been achieved despite a membership price freeze since 2014.

The Committee discussed ICT transformation, and the use of technology in improving the Authority's leisure services. The Officer informed Members of some of the technological efficiencies the Council had achieved, and stated that technology would play an increasingly crucial part in allowing the leisure services to become more profitable and efficient. The Strategic Director – People used North East Derbyshire District Council and Bolsover District Council leisure facilities as examples where they used increasing amounts of technology including virtual fitness instructors and enabling customers to book classes on-line. Members noted that there had been a 60% increase in the use of on-line transactions at NEDDC in recent months.

Members thanked the Officer for attending the meeting.

The Officer then left the meeting.

RESOLVED – That the presentation be noted.

270 Scrutiny Review

Members discussed the importance of the Council having a clear plan for growth, and looked forward to the release of the Growth Strategy. The Committee reiterated that it was important to balance the commercial activity of the Council so that risks were mitigated and that the Committee and other Members of the Council had a vision for where the Authority would be in 5 – 10 years time.

Members felt that the wide ranging evidence that had been gathered so far in the municipal year had been informative, and considered other officers who could be informative to the Committee in gathering further evidence on growth.

271 List of Key Decisions – Issue No 88

RESOLVED – That the List of Key Decisions – Issue No 88 be noted.

272 Work Programme

RESOLVED – That the Growth Scrutiny Committee Work Programme be noted.

273 Additional Urgent Items

There were no additional urgent items to be discussed at the meeting.

274 Date of Next Meeting

The date of the next meeting of the Growth Scrutiny Committee is 14 November 2019 at 1.00 pm in the Executive Meeting Room.

Growth Scrutiny MINS 0926

**NORTH EAST DERBYSHIRE
DISTRICT COUNCIL**

OVERVIEW AND SCRUTINY

**BUSINESS CENTRES AND
INDUSTRIAL UNITS**

APRIL 2019

Contents

	Page
Chair's Foreword	2
1. Recommendations	3
2. Introduction	3
3. Scope of Review	3
4. Method of Review	4
5. Evidence and Research	4
6. Key Findings	4-9
7. Conclusions	10
Appendix 1 Stakeholders Engaged During the Review	11

Chairs Foreword

I am pleased to present this report on behalf of the Growth Scrutiny Committee. It details the findings, conclusions and recommendations of the Committee from its review of Business Centres and Industrial Units

The review panel found this review interesting and felt it was timely given the focus on growth within the Authority. I would like to thank all members of the Committee for their input and support during the review.

I would also like to take this opportunity to thank the officers, who took the time to speak to members of the Committee, for their advice, support and cooperation provided through the review process.

Finally I would like to say thank you to Sue Veerman, the Scrutiny Manager, for the planning and organising done on the Committees behalf. Thanks also to Democratic Services for the support they have provided.

Councillor J Windle
Chair of Growth Scrutiny Committee

Review Panel

The review panel comprised the following members:

Councillor J Windle	-	(Labour) – Review Panel Chair
Councillor S Boyle	-	(Labour)
Councillor S Cornwell	-	(Labour)
Councillor C Cupit	-	(Conservative)
Councillor A Powell	-	(Conservative)
Councillor B Rice	-	(Labour)
Councillor C A Smith	-	(Labour)
Councillor K Tait	-	(Conservative)
Councillor C Tite	-	(Labour)

1. Recommendations

That:

- 1.1 The Council consider the introduction of a mission statement setting out a clear statement of the purpose for the service
- 1.2 The Council considers undertaking a branding exercise to consider how it can effectively best market its business centres and industrial units
- 1.3 The Council ensures that it has a rolling programme of maintenance that has a sufficient level of investment to keep its business premises fit for purpose
- 1.4 The Council review the provision of security at Council owned industrial sites
- 1.5 The service introduce some meaningful performance indicators to monitor delivery of the service
- 1.6 A checklist for letting of premises be created
- 1.7 The Council ensures that any contractors or sub-contractors it uses are adhering to all the requirements set out in the relevant Councils policies
- 1.8 Additional signage be provided at Coney Green Business Centre to improve car parking at busy periods
- 1.9 Consideration be given to the potential for the provision of container storage units for tenants at Coney Green Business Centre
- 1.10 Tenant Surveys be undertaken at Industrial Units

2. Introduction

- 2.1 At its meeting on 19 July 2018 the Growth Scrutiny Committee agreed to undertake a review of Business Centres and Industrial Units.
- 2.2 The review panel thought it timely to review this area to ensure it was supporting the Councils Growth Agenda.

3. Scope of Review

- 3.1 The review aimed to:
 - Review the current approach of the Council to the letting and management of business centres and Industrial units
 - Consider how it was meeting the corporate aims of the Council;

- Assess how the service is performing;
 - Consider whether it is meeting the needs of customers currently and whether it will be fit for purpose into the future;
 - Assess whether the Council is getting value for money from the service;
1. Identify any areas for improvement.

4. Method of Review

- 4.1 The review panel met on five occasions to consider the scope of the review, key issues they wanted to discuss and key people they wished to interview.
- 4.2 Evidence was gathered in a variety of ways including written sources and interviews with a range of stakeholders.

5. Evidence and Research

- 5.1 A number of documents and evidence were provided to the review panel for consideration. Details are provided below:
 - Scene Setting Presentation by the Head of Property and Commercial Services, the Business Centre Manager and the Estates Manager on 27 September 2018;
 - Asset Management Survey;
 - Satisfaction Survey from Coney Green Business Centre Tenants.

6. Key Findings

6.1 Strengths/Observations

6.1.1 The provision of business sites – Tenants

Stakeholders were asked what they thought about the Council's business centres and industrial units' provision. A number of positive comments were made across all stakeholders. This included that the facilities were good, management of the business centre were considered approachable and were available to deal with issues arising for tenants. The attractiveness of the rent and rates of the premises was mentioned by a number of stakeholders as a reason they had chosen to let units from the Council.

6.1.2 The provision of business sites - Officers

Interviews with officers of the Council identified that a common view was that the Council was providing business accommodation that the local commercial market would not find economically an attractive investment venture. One manager commented that as a public organisation we can provide small business units that are needed. It was felt that businesses were attracted to the Council premises by the flexible terms available. This was supported by evidence heard from tenants. Additionally the Council's reputation was referred to as an organisation that could be trusted and therefore provided risk free service for tenants. Again this was supported by comments made by tenants. The role of the Council in this market was also seen as important as it helped supported local business, including many start-ups. This helped the Council in promoting growth within their area. Officers expressed views that having the balance of Council being in this market was a good thing and something the Council should be doing. It was felt that the main market for the Council should be industrial rather than retail due to the problems the retail sector was facing. The industrial market was considered more stable. It was felt that the Council should look to increase its ownership of industrial properties where appropriate. Statements were made such as we are about people being helped into business and the Council provides quality business units and service that attract and retains tenants.

Details of how the rents charged were assessed was provided and to ensure consistency an in-house valuer undertook this work. It was noted however, that the Council now had only one valuer remaining. It was stated that there was a lot of work in setting rents, valuing properties and land purchase. It was commented that more resource might present an opportunity for the Council to generate more income for example from sale of small plots of land. This did not always mean necessarily selling of parcels of land as it could mean working in partnerships, joint ventures and with Rykneld Homes to make them commercially viable.

6.1.3 Suitability of sites

The general consensus from external and internal stakeholders was that the units provided by the Council are fit for purpose. Officers advised that they generate a decent income for the Council as well as meeting the Council economic growth aims. Several stakeholders referred to the Asset Management Survey that had recently been undertaken to assess the status of current assets with a view to ensuring that they were maintained by a measured programme of work. One stakeholder stated that the survey helps the service and the Council understand what maintenance, refurbishments and investment were needed for our assets. It was important to understand the need to keep sites attractive as this then attracts more tenants and increases income. This income can then be reinvested into properties.

6.1.4 Coney Green Business Centre

Tenants interviewed felt that the Coney Green Business centre units were redecorated to a high standard and the public areas were in good condition. The panel undertook a site visit of some of the units at Coney Green and saw for themselves the standard of refurbishment of the occupied units and those unoccupied units being refurbished for new tenants. The panel also heard from the Concierge service provided at Coney Green. Twenty four hour cover was provided and the site was considered safe, secure and clean. Other facilities mentioned by tenants as being available to them included meeting rooms for hire, services like a post franking service, a post-delivery facility and refreshment provision if required for meetings or events. This was viewed as a useful provision. Tenants spoke highly of the management and also appreciated the opportunity that the facility provided to interact with other businesses. When asked about what attracted them to the site, replies included the location and price, more space to grow organically, works better than my previous place, modern facilities, would recommend it. One stakeholder commented it meets my current needs but for future will need double the size unit. Another said I see the value in being at a centre, it was a good move coming here. Other comments were I have suitable office space and a warehouse facility for cold storage. I want to stay with the Council and will remain if possible. One stakeholder also commented that he was very pleased that the panel had taken the time to discuss this issue with tenants as he did not think it would happen with a private company.

The Business Centre Manager advised the panel that the office accommodation was at a good occupancy when it was in the region of 85 to 90% let. The industrial units were often at 100% let due to the demand for such space. She felt the rent and rates were very attractive for businesses. This was supported by discussions with the tenants.

6.1.5 Commercial Agents

The panel heard from stakeholders regarding how the Council advertised and let units. This had changed from previously and the Council now employed the services of a commercial lettings agent. It was felt that this made more economic sense and the coverage that the Council was now able to obtain for advertising premises through a main online real estate and letting websites such as Right Move, was far more effective and beneficial. The agent currently procured to undertake this service is Boxall, Brown & Jones who not only provide on line access which would not be directly available to the Council, but also offer a wide range of other letting and commercial rent advise, which has helped the Council effectively manage the number & duration of voids properties and maximise rental revenue across the service.

6.1.6 Documentation

The panel heard from a couple of stakeholders on how documentation processes within the service were being improved. This included the use of the uniform system to replace paper records with a digital archive. It also provided the service with management information which was useful. New work was being done digitally and most of the previous paper documents had been scanned onto the new system. The service was also in the process of rolling out a revised format of lease which was clearer and identified the role and responsibilities of both landlord and tenant. It aimed to give tenants a sense of responsibility for their own unit.

6.2 Areas for Improvement/Observations

6.2.1 Mission statement

A couple of stakeholders said they would like to see the introduction of a mission statement for the service as there was currently no written policy. They thought this would help provide a clear statement of purpose for the service. A main part of this would be obtaining a clear steer from members on what their vision for the service was and what they wanted it to be in the future.

6.2.2 Branding

A number of comments made by officers were that the Council could improve the branding of sites so prospective tenants know it is a Council premise. One stakeholder said that his general impression was we could sign our premises better and make it clear they are North East Derbyshire District Council premises. There was an opportunity to highlight the Council had this commercial arm in addition to its housing element. Another said we could improve the overall image of the sites generally. Additionally, although it was acknowledged the use of online agents was working well, one officer said he would reinstate the use of lettings boards as these were successful in the past when we used them. They also provided an opportunity to highlight that it was a Council unit that was being let. This sense of the value of the Council's reputation and reliability in lettings of business units was a recurring theme and the general feeling was we should promote this.

6.2.3 Maintenance and investment

The panel heard that funding and resources can be an issue. Several stakeholders commented that historically estates have lacked investment and only reactive repairs have been undertaken. The Committee was also informed of the measures the Council has taken to maintain its premises fit for purpose and attract tenants. This has been successful for most of the time but at times of market contraction and downturn it was important to continue to provide fit for purpose premises.

Following the production of the Asset Management Survey and Strategy for the Capital Programme there was now a clearer picture of what maintenance was required and the cost of it. This information was very useful and allowed the Council to plan its expenditure over a number of years. Replacement of asbestos roofing long term was one example provided. One stakeholder when discussing this strategy said if we look after our assets with trickle investment over time they will last for many years. Another stakeholder said we needed to dispose of properties that cost the Council money. The panel also heard from one stakeholder who said he felt that compared to private sector investment in maintenance the Councils funding was much lower. The Committee therefore felt it was important to ensure that the level of Investment for property maintenance was sufficient.

6.2.4 Security of Sites

The review panel undertook a tour of some of the key business unit sites as part of their review. They observed that the overall standard of sites was good with some of the newer units providing very good accommodation. One issue raised was the provision of security on site and a discussion took place on the levels of security at different sites. The Coney Green Business Centre was a very secure site enclosed by fencing and covered by CCTV and surveillance arrangements. Midway Business Centre also had CCTV coverage. Other sites with industrial units had perimeter fencing that provided a good level of protection. However, this was not the case in all locations and it was explained that the nature of some sites made this difficult and for others the installation costs were significant. The panel felt that it would be useful to review this area and see whether any further actions could be taken to safeguard some sites.

6.2.5 Performance monitoring

Relevant stakeholders were asked how they measured the performance of the service. Reference was made to profit created at business centres and commercial revenue received from the business estates. This was considered important as if profit was not being made it would need to be reviewed, otherwise the Council would be subsidising the provision. A good indication for the quality of the units and the demand was how many units were let and the number of vacant units. Facilities advised that they had no performance indicators currently but were considering software for Key Performance Indicators. They advised they were a member of the Local Authority Group which helped them compare what they do and see if they can improve the service. The panel felt it would be beneficial to develop some meaningful indicators to measure how the service was performing. A comparison exercise with other comparable councils should also be considered.

6.2.6 Documentation

One stakeholder said it would be helpful if a checklist for letting could be provide so any member of the team would know which documents to retain, even if only electronically. This would ensure accuracy and consistency with archiving documents.

6.2.7 Website

The panel heard a mixture of views on how well the Councils website worked in this area. One stakeholder thought it could be improved, although he acknowledged that people did not look on the website usually for commercial property, which was an interesting observation. Another stakeholder suggested that better links could be made with parishes .One member of the panel undertook a search on the website to see how well it was presented. His view was that he thought it was fairly easy to navigate.

6.2.8 Contractors

The panel heard from one stakeholder about the Facilities Contract. The panel was concerned that parts of this contract were also sub-contracted. A subsequent explanation was received from the service that the contract aimed to cover the majority of statutory compliance areas, including responsive and out of hours repairs. It was considered that it would be unreasonable to assume a single contractor would be able to deliver the full contract requirements in house. The officer also stated that at tender stage contractors were required to identify areas where sub-contractors would be utilised in order to demonstrate their ability to adequately deliver the contract. The panel accepted this explanation but were keen to ensure that any contractor or sub-contractor being used on a Council contract was adhering to the policies the Council had in place on issues such as health and safety.

6.2.9 Car Parking - Coney Green

During interviews with tenants of units at Coney Green one consistent issue raised was the provision of car parking, especially on conference/training days. This made the car park very busy and sometimes tenants and their staff found it difficult to park. It was acknowledged that the car parking area at the rear of the building was not always used which would help the situation. It was suggested that better signage was required to highlight to visitors the extra space available. One tenant also mentioned a particular problem that he had during recent flash floods at the site. The area had not drained properly which had caused difficulties with accessing his unit.

6.2.10 Storage – Coney Green

Tenants were asked whether the site met their future needs. All commented that they may need larger premises in the future as their businesses grew and were happy to remain if the site continued to meet their business needs. One suggested improvement that was raised by tenants was the need for more storage space. Containers was one suggestion that would help with storage of equipment. Another suggestion was that the Council needed to keep building a range of facilities as he felt there was not enough workshop/semi industrial spaces.

6.2.11 Tenants Survey

The panel considered the results of a tenant survey recently undertaken at Coney Green. The panel thought this was useful to gather feedback from tenants on their views on the service. They appreciated that regular informal discussion also took place with tenants, particularly when issues arose. The panel agreed that the service should consider a similar survey process for tenants of the industrial units. It was understood that this had happened in the service in the past but not currently. The manager advised that when renewing leases and undertaking property inspection he did have discussions with the tenants on any issues they wanted to raise. The Panel thought it would be useful to have this information available for the service.

7. Conclusions

7.1 The review panel heard views from a wide range of stakeholders during the review process. This included officers directly involved or supporting the service. The views of tenants of Coney Green Business Centre were also gathered by interviews and consideration of the in house survey. The review process identified a number of measures the Council was taking to support local businesses within its District and promote economic growth.

7.2 However, some areas for improvement which would enhance the current provision were identified around branding, investment, performance monitoring and keeping the units fit for purpose in the future for tenants.

Appendix 1

Stakeholders Engaged During the Review

D Broom	-	Facilities and Contracts Manager
M Broughton	-	Head of Partnerships and Transformation
B Butterfield	-	Concierge – Coney Green
F Campbell	-	Estates Technician
N Etches	-	Business Centre Manager
G Galloway	-	Head of Property and Commercial Services
G Harper	-	Estates Manager
J Knight	-	Senior Estates and Valuation Officer
B Walker	-	Property Services Manager

Discussion with tenants at Coney Green Business Centre:
Craig Ashcroft – Wiltshire Farm Foods
Duncan Robinson – Pillbox Design Ltd
Stephen Slater – Stal Ltd



**North East
Derbyshire**
District Council

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: 9 October 2019
Issue No: 89**

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 Cabinet or an officer under delegated powers.

Preparation of the list helps Cabinet 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 District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG. Copies of the list can be obtained from Sarah Sternberg, Joint Head of Corporate Governance and 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.ne-derbyshire.gov.uk. The Cabinet is allowed to make urgent decisions which do not appear in the list, however, a notice will be published at the District Council Offices 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.

Cabinet Portfolio responsibilities are as follows:

Councillor M E Thacker MBE	-	Leader and Portfolio Holder for Overall Strategic Leadership
Councillor A Dale	-	Deputy Leader and Portfolio Holder for Council Services
Councillor C Cupit	-	Portfolio Holder for Environment & Climate Change
Councillor J Kenyon	-	Portfolio Holder for Business Strategy, Commerce & Assets
Councillor B Lewis	-	Portfolio Holder for Partnerships & Leisure
Councillor P Parkin	-	Portfolio Holder for Finance
Councillor A Powell	-	Portfolio Holder for Communications
Councillor R Welton	-	Portfolio Holder for Housing

The Cabinet agenda and reports are available for inspection by the public five clear days prior to the meeting of the Cabinet. The papers can be seen at the District Council Offices 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 Cabinet 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 Cabinet are open to the public and usually take place in the Committee Rooms at the District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG. 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 and the reason why the reports are exempt or confidential. Members of the public may make representations to the Joint Head of Corporate Governance and Monitoring Officer about any particular item being considered in the private session of the meeting.

The list does not detail all decisions which have to be taken by the Cabinet, 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 £100,000 or more; or
- (b) Results in the Council incurring Revenue Expenditure of £100,000 or more

(2) **CAPITAL**

- (a) Results in the Council making Capital Income of £250,000 or more; or
- (b) Results in the Council incurring Capital Expenditure of £250,000 or more

- (3) Be significant in terms of its effect on communities living or working in an area comprising two or more wards in the District.

The dates for the meetings of Cabinet in 2019/2020 are as follows:

2019 - 13 June	2020 - 9 January
11 July	13 February
5 September	12 March
3 October	9 April
7 November	7 May
5 December	28 May

The Council hereby gives notice of its intention to make the following Key Decisions:

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Medium Term Financial Plan</p> <p>To update Members regarding the current position and to agree the process for securing financial savings whilst maintaining service delivery, together with any implications this may have for the Council's staffing establishment.</p>	Cabinet	November 2019	Report of Councillor P Parkin, Portfolio Holder for Finance.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraphs 1, 3 and 4 of Schedule 12A to the Local Government Act 1972 (as amended)
<p>Medium Term Financial Plan</p> <p>To update Members regarding the current position and to agree the process for securing financial savings whilst maintaining service delivery.</p>	Cabinet	November 2019	Report of Councillor P Parkin, Portfolio Holder for Finance.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Public

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Land Sales</p> <p>To consider offer(s) to sell Council owned General Fund land.</p>	Cabinet	November 2019	Report of Councillor J Kenyon, Portfolio Holder for Business Strategy, Commerce & Assets.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more or making Capital Income or incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Rykneld Memorandum of Association and Articles of Association</p> <p>Report to Cabinet providing details of the Memorandum of Association and Articles of Association.</p>	Cabinet	November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	No	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Governance Agreement between the Council and Rykneld Homes Ltd</p> <p>Report to Cabinet providing details of the Governance Agreement between the Council and Rykneld Homes Ltd.</p>	Cabinet	November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	No	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Parking Solutions for Holymoorside</p> <p>Report to Cabinet on parking solutions for Holymoorside.</p>	Cabinet	November 2019	Report of Councillor C Cupit, Portfolio Holder for Environment and Climate Change.	No.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Empty Property Trial Update and Contract Extension</p> <p>To extend the Empty Property Trail operating within North East Derbyshire District Council.</p>	Cabinet	November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	Yes – likely to result in the Council making Revenue Savings of £100,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

Matter in respect of which a decision will be taken	Decision-maker	Date of decision	Documents to be considered	Is this decision a Key Decision?	Is this decision to be heard in public or private session
<p>Strategic Alliance Management Team Review</p> <p>To update Cabinet on the Strategic Alliance Management Team Review.</p>	Cabinet	November 2019	Report of Councillor M E Thacker MBE, Leader of the Council and Portfolio Holder for Overall Strategic Leadership.	No	Exempt under Paragraph 1 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Housing Management Update</p> <p>To inform Cabinet of proposed review of Housing Management.</p>	Special Cabinet	14 November 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	Yes – likely to result in the Council making Revenue Savings or incurring Revenue Expenditure of £100,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Proposed Construction of additional new homes at Pine View, Danesmoor</p> <p>Report to Cabinet detailing a proposed construction of additional new homes at Pine View, Danesmoor.</p>	Cabinet	December 2019	Report of Councillor R Welton, Portfolio Holder for Housing.	Yes – likely to result in the Council incurring Capital Expenditure of £250,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).

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.

GROWTH SCRUTINY WORK PROGRAMME 2019/20
THURSDAY AT 1:00 PM

Chair CII Carolyn Renwick Vice Chair CII Anthony Hutchinson

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
13 th June, 2019	Remit of the Committee		<ul style="list-style-type: none"> • Briefing on Scrutiny: <ul style="list-style-type: none"> - Scene setting - The terms of reference for the Committee - How the Committee operates, ways of working – Discussion 	Committee Members / Sue Veerman -Overview and Scrutiny Manager
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To consider suggestions for review and select a topic for the Scrutiny Review • Consider what we want to look at • Consider stakeholders who we want to see 	Committee Members
	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the draft work programme for the year and any suggested items for inclusion 	Committee Members/ Sue Veerman - Overview and Scrutiny Manager
	Growth Summary 2018/19	Monitor and challenge	<ul style="list-style-type: none"> • To consider the Growth Performance Indicators 	Amar Bashir – Improvement Officer - Performance
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman- Overview and Scrutiny Manager

18th July, 2019	Town Centre Regeneration New Homes Bonus and , Council Tax on Housing Developments	Monitor and challenge	<ul style="list-style-type: none"> • To consider Town Centre Regeneration within the District • To consider New Homes Bonus and Council Tax on Housing Developments 	Bryan Harrison – Senior Regeneration Officer and Urban Designer Karl Apps – Acting Head Of Service Economic Development
	Section 106's	Monitor and challenge	<ul style="list-style-type: none"> • To discuss how Section 106 works within the Authority 	Richard Purcell – Head Of Service Planning
	Business Support	Monitor and challenge	<ul style="list-style-type: none"> • To consider what support the Authority provides to Business 	Julian Cosgrove – Economic Development and Growth Manager
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> • To consider whether the Committee has identified a Scrutiny Review topic 	Committee Members
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
26th September, 2019	Joint Ventures	Monitor and challenge	<ul style="list-style-type: none"> • To consider how joint ventures are working within the District 	Grant Galloway – Head Of Service Property and Commercial Services
	The Councils Transformation Agenda	Monitor and challenge	<ul style="list-style-type: none"> • To consider how the Transformation Programme is supporting Growth 	Lee Hickin – Strategic Director People

	Leisure Facilities	Monitor and challenge	<ul style="list-style-type: none"> To consider how the Councils Leisure Service is supporting Growth 	Lee Hickin – Strategic Director People
	Scrutiny Review	Review	<ul style="list-style-type: none"> To consider a topic for Review - discussion 	Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
14th November, 2019	Growth Discussion – including Town Centre Regeneration	Monitor and challenge	<ul style="list-style-type: none"> 1:00 pm Councillor J Kenyon. Portfolio Holder Business Strategy, Commerce and Assets 	K Apps – Acting HOS attending also
	Growth Discussion, including Commercialisation	Monitor and challenge	<ul style="list-style-type: none"> 1:45 pm Dan Swaine, Chief Executive 	
	Performance Management Report	Monitor and challenge	<ul style="list-style-type: none"> To consider the report from the Improvement Officer - Performance 	Amar Bashir
	Previous Review – Business Centres and Industrial Units	Review	<ul style="list-style-type: none"> To consider this previous Scrutiny Review Report 	Committee
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee,	<ul style="list-style-type: none"> To consider the Committees' work 	Sue Veerman

		monitor and challenge	programme	Overview and Scrutiny Manager
16th January, 2020	D2N2	Monitor and challenge	<ul style="list-style-type: none"> 1:00 pm Sajeeda Rose – Chief Executive Officer D2N2 	
	Hs2	Monitor and challenge	<ul style="list-style-type: none"> 2:00 pm Marcus King Engagement Manager Hs2 	
	Discussion on service in relation to Growth	Monitor and challenge	<ul style="list-style-type: none"> 2:45 pm Karen Hanson – Director of Place 	
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committee's Work Programme 	Sue Veerman - Overview and Scrutiny Manager
27th February 2020	Partnership Activities in Support of Growth	Monitor and challenge	<ul style="list-style-type: none"> To consider an update on the Partnership team activities in support of growth 	Steve Lee- Strategic Partnership Co-Ordinator
	Scrutiny Review	Review	<ul style="list-style-type: none"> Triangulation of evidence – Scrutiny Review 	Committee Members
	Item to be identified by Committee			
	Previous Scrutiny Review – Business Centres and Industrial Units	Monitor and challenge	<ul style="list-style-type: none"> Scrutiny Review action plan – consider progress 	Grant Galloway – HOS Property and Commercial Services - Sign off?

	Previous Scrutiny Review – Tourism and Growth	Monitor and challenge	<ul style="list-style-type: none"> Scrutiny Review action plan – consider progress 	Karl Apps – Acting HOS Economic Development – Sign off?
	List of Key Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and	<ul style="list-style-type: none"> To consider the Committee’s Work Programme 	Sue Veerman - Overview and Scrutiny Manager
9 th April, 2020	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	Committee
	Local Plan Update	Monitor and challenge	<ul style="list-style-type: none"> To consider progress of the Local Plan 	Helen Fairfax – Planning Policy Manager
	Item to be identified by Committee			
	Item to be identified by Committee			
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> To monitor the implementation of previous committee and review recommendations 	Sue Veerman - Overview and Scrutiny Manager
	List of key decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the list of key decisions 	Sue Veerman - Overview and Scrutiny Manager
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider whether the Committees’ work programme has been completed at year end 	Sue Veerman - Overview and Scrutiny Manager

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