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**North East
Derbyshire**
District Council

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Date: Thursday, 4 July 2019

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

Please attend a meeting of the Communities Scrutiny Committee to be held on **Friday, 12 July 2019 at 1.00 pm in the Chamber 1**, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, S42 6NG.

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>Liberal Democrat Group</u>
Councillor Kevin Tait Councillor Oscar Gomez Reaney Councillor Lilian Deighton Councillor Mark Foster Councillor Roger Hall	Councillor Joseph Birkin Councillor Clive Hunt Councillor Jeff Lilley	Councillor David Hancock

For further information about this meeting please contact: Damon Stanton, 01246 217011

A G E N D A

- 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 - 11)

To approve as a correct record and the Chair to sign the Minutes of the Communities Scrutiny Committee held on 7 June 2019.

4 Scrutiny Review

- a. Scene Setting
- b. Approval of Project Plan and Timetable (Pages 12 - 15)
- c. Drafting of Questions
- d. Documentation

5 Animal Welfare Policy (Pages 16 - 33)

To consider the draft Policy

6 Scrutiny Review

Discussion with the Joint Head of Planning on residential parking provision.

7 List of Key Decisions (Pages 34 - 40)

To consider the List of Key Decisions – Issue No 86

8 Scrutiny Work Programme (Pages 41 - 46)

To consider the Work Programme for the Communities Scrutiny Committee 2019/2020 and make any suggestions for items.

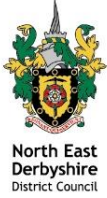
9 Additional Urgent Items (if any)

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

10 Date of Next Meeting

The next meeting of the Communities Scrutiny Committee will be held on Friday, 13 September 2019 at 10.00 am in Chamber 1, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield.

The next meeting of the Communities Scrutiny Committee will be held on Friday, 17 January 2020 at 10.00 am in Chamber 1, District Council Offices, Mill Lane, Wingerworth.



North East
Derbyshire
District Council

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*Hablamos su
idioma*

Slovak

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COMMUNITIES SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 7 JUNE 2019

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7	39	List of Key Decisions – Issue No 85
7	40	Additional Urgent Items (if any)
7	41	Date of Next Meeting

COMMUNITIES SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON 7 JUNE 2019

Present:

Councillor K Tait (Chair)
Councillor O Gomez-Reaney (Vice-Chair)

Councillor L Deighton
“ M Foster

Councillor R Hall

Also Present

Tracy Buckland - Senior Engineer (for Minute No 37a only)
Matt Broughton - Joint Head of Partnerships & Transformation (for Minute No 37b only)
Tris Burdett - Partnership Development Officer (for Minute No 37b only)
Steve Lee - Strategic Partnership Co-Ordinator (for Minute No 37b only)
Chris Mills - Leisure Operations Manager (for Minute No 37b only)
Victoria Vernon - Senior Engineer (for Minute No 37a only)
Sue Veerman - Overview and Scrutiny Manager
Nicola Calver - Governance Manager

33 Apologies for Absence

Apologies for absence had been received from Councillors D Hancock and E A Hill.

34 Declarations of Interest

Members were requested to declare the existence and nature of any disclosable pecuniary interest and/or other interest, 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 interests declared at this meeting.

35 Minutes of Last Meeting

As none of the Members present had been appointed to the Committee for the previous meeting none were able to confirm the accuracy of content, however, the consensus was to note the content for information and resolved for it to be approved.

RESOLVED – That the Minutes of the meeting of the Communities Scrutiny Committee held on 1 March 2019 be approved as a correct record and signed by the Chair.

36 Scrutiny Review

The Overview and Scrutiny Manager outlined the role and remit of Scrutiny and enabled a discussion around effective Scrutiny and selecting Scrutiny Review topics. She further defined her role in supporting the Committees and gave a presentation to Members, which included Principles of an Effective Scrutiny Work Programme, the Methodology used to consider topics for Scrutiny Reviews and the different types of Reviews that could take place.

Members also gave consideration to the Terms of Reference for the Committee and noted how this might work in practice, including Committee crossover. The Overview & Scrutiny Manager advised that officers would regularly be requested to attend meetings of the Committee and offered advice to Members on this process as well as effective questioning and the key things they should be considering. Members were very much in agreement with the advice offered around respect for Officers attending and the confidentiality of the views expressed during the meeting.

In considering examples of previous Reviews, the Overview and Scrutiny Manager pledged to provide Members with a list of these reviews, along with some further information around conducting spotlight reviews. It was noted that issues could be looked at through items on the agenda or by conducting a scrutiny review. Issues could also be considered by more than one Scrutiny Committee where they cut across Committee remits.

Scrutiny Committees could call witnesses to attend Scrutiny meetings and gather evidence. It was noted that Scrutiny had no decision making powers but could seek to influence by undertaking evidence based work.

RESOLVED –That the Communities Scrutiny Committee notes the update on the Remit of the Committee from the Overview and Scrutiny Manager.

(Overview & Scrutiny Manager)

37 Selection of Scrutiny Review Topic

The Committee gave consideration to two topics presented for review by the Committee, with a view to selecting one as their main topic for the forthcoming municipal year. As a result of the meeting of Annual Council held on 20 May 2019, where a Motion was put in regard to a district wide parking review, the Scrutiny Committee had been asked to consider this as one of their topics for the forthcoming year.

(a) Parking Review

The Committee welcomed Tracy Buckland and Victoria Vernon from the Engineering Section to discuss known parking issues within the District.

It was noted that Council was mainly aware of parking issues within Council run car parks and housing estates managed by Rykneld Homes. They were aware of some

on-street parking issues where damage to verges was taking place. However, it was noted that this was mostly a Derbyshire County Council matter. The issues made known to Members included:-

- Over-running (refuse vehicles);
- Parking on verges (DCC matter);
- Parking on open spaces;
- Lack of on-street space;
- Lack of off-street space; and
- Parking areas.

Over the years, the Team had looked at various schemes to address a number of the apparent issues and had put recommendations and bids for money to Rykneld to implement parking solutions within the estates managed on behalf of the Council.

Members noted that no recommendations had been approved by Rykneld Homes within the last year. Recommendations for improvement works at Holmesfield and Pilsley were made through the Asset Management Group and funded through the HRA. The Overview and Scrutiny Manager undertook to provide the Committee with a copy of the decisions taken.

Members reported that they had witnessed a lot of the issues highlighted around lack of on-street space. Some of the solutions and constraints were discussed and the following points were noted:-

- The car park at Eckington Pool was being extended;
- Some parking areas set aside for residents only were being used by non-residents (not enforceable);
- The budget for remedial works was controlled by Rykneld Homes;
- CPOs would be needed to procure land for parking if no NEDDC owned land was available;
- Extra bays on NEDDC owned land were the cheapest solution up to £2,000 per space;
- Putting in driveways on properties costs between £3,000 and £4,000;
- Allocated spaces – not a viable option as can be identified as Right to Buy;
- Within 2018/19 no additional spaces were created.

Members were informed that a parking review took place in Dronfield in 2013, to which the response was minimal and did not result in many changes. It was felt that social media as a tool for engaging with the public may help to remove barriers to communications with local residents and the review may be reconsidered.

Enforcement of parking issues was contracted to Derbyshire County Council. Members were advised that the contract was intended to be cost neutral but currently runs at a financial deficit.

Maintenance of parking areas was discussed and Members were advised that a competitive tender took place each year which appointed a local supplier for

delivering maintenance on behalf of the authority. Any insurance claims made in relation to parking spaces were paid for from Council budgets, however, Rykneld Homes held the budget for delivering that maintenance.

Members thanked both the Senior Engineers for attending the meeting and for their honest accounts.

(b) Health and Well Being/Child Obesity

The Committee welcomed Matt Broughton, Steve Lee, Chris Mills and Tris Burdett to the meeting to update Members on the current national position in regard to child obesity and the facilities and services the Council ran (including the Partnerships to which it belonged) that promoted healthy activities for young people.

In opening the discussions, Councillor M Foster highlighted that national figures in relation to child obesity had recently sky rocketed with evidence emerging of the correlation between high levels of child obesity and more deprived areas of the country.

The District Council had limited methods to help tackle this national issue, however, it could influence the siting of take-away restaurants, including their proximity to schools, and the leisure services available to children within the Council's run leisure facilities. It was noted that the School Meals Programme was run by Derbyshire County Council.

Officers advised that 12.8% of reception children that took part in a recent survey were classed as obese. It was noted, however, that a number of children were not permitted to be measured to provide this national statistic, and therefore there was reason to believe that the percentage was potentially higher than that stated.

Chris Mills, the Leisure Operations Manager advised that the Council was affiliated with a number of bodies who worked towards targets to reduce child obesity by 2030. This was not a target that the Council could manage on their own and were a contributing factor.

The Council owned leisure facilities at Sharley Park Leisure Centre, Clay Cross, Eckington Pool & Fitness Centre and the Dronfield Sports Centre and offered under 5s free swimming at all venues. It was approximated that 15,000 free swimming sessions were taken advantage of within the previous municipal year. It was also noted that any young persons who took part in swimming lessons was able to swim free during casual public sessions at any of the leisure centres, over two thousand children were currently registered for swimming lessons within North East Derbyshire. With three large swimming pools North East Derbyshire was able to host the Northern County Swim Squad who would train in North East Derbyshire's facilities along with our three competitive swimming clubs (Rykneld, Dronfield Dolphins and Eckington Swimming Club).

The Leisure Operations Manager also updated Members in relation to the Leisure Pass Scheme which offered reduced rates for residents with disabilities or those

claiming benefits. Members were also reminded that the concessions offered within the leisure service were influenced and set by Members as part of the annual fees and charges review. The concession scheme could be reviewed/utilised to target health priorities such as child obesity but this needs consideration against the potential loss of income.

Nutrition was an area which could be developed within the leisure offer. There has been some nutrition/healthy eating outreach delivery in communities, generally funded with Public Health resource but no co-ordinated link with the leisure facilities.

More recently Derbyshire County Council had withdrawn funding for the 5/60 Scheme promoting five a day nutrition with 60 minutes of exercise. Despite the withdrawal of funding the Council continue to provide the scheme in 19 schools within North East Derbyshire funded by NEDDC.

The Committee were advised that the Council had just developed the PALS Scheme (physical activity and lifestyle support) and recruitment was still taking place to support delivery of this programme. The programme is a behaviour change approach engaging with long-term inactive people and through partners, addressing personal barriers to physical activity. The scheme offers direct support to overcome barriers to physical activity and assist the individual/families to undertake physical activity. The pilot scheme is in Clay Cross due to very low activity levels and considerable health, deprivation and has strategic support from Sport England, Active Derbyshire and Public Health.

Officers further advised that the Council was currently in partnership with Derbyshire County Council on the Healthy North East Partnership, with the current focus being older people. However, the Headteacher of Sharley Park School was also appointed to that Partnership, looking at initiatives to change lifestyles of families.

Whilst the Council was actively working with clinical partners to deliver the priorities within the older person sector, however, the authority was working in partnership with DCC Public Health to address to get child obesity on the local agenda.

The current Health and Well Being Strategy 2015-19 was coming to an end and there were no plans for a review or reproduction of the strategy. The focus of the strategy has been diamond communities and silver communities with childhood obesity not identified as a priority area compared to some other issues based on the statistics available. However, in setting the strategic priorities in the future, members could prioritise childhood obesity either in an updated Health and Well Being Strategy, or any other strategy document under development such as the Council Plan.

When questioned about Partnerships it was advised that a Tackling Obesity Group was being led by DCC Public Health and the Committee requested to receive the Minutes of the previous two meetings and all Minutes from this Group going forward.

In addition to facilities (formal activity) and health interventions, further areas of influence for the Authority is the development of its open spaces trail networks and parks (e.g. developing a 'park run' type event at The Avenue utilising Council Office facilities and new trails around the site). Derbyshire County Council had also ran a scheme in the past such as the Play Strategy which could bring investment into local play areas.

A conversation commenced in regard to the price of swimming lessons and it was confirmed that a junior swim cost £2.45, concessions £1.70 and under 5s swam for free. It was highlighted by Officers that cost was not the barrier/solution to inactivity. The example used was a previous Labour Government initiative (2009) to provide free swimming for under 16s and over 60s in England. The impact of swimming numbers in the District was negligible and resulted in a loss of income as regular swimmers were able to access the pool for free. It was considered that free swimming under the previous Labour Government proved that little difference was made by offering this as a free service and that price was not always a barrier to attending leisure facilities.

On consideration of both the topics presented to the Committee, Members were minded to accept the parking review as their first review topic for the 2019/20 municipal year considering the indication from Council that this was a priority area for review. However, the Committee felt that consideration of child obesity was also a priority for the District and wished to keep this review on the radar and defer it until later in the municipal year if time was available.

RESOLVED – That a review in to parking facilities within the District be commenced.

(Overview and Scrutiny Manager)

38 Draft Work Programme

The Committee considered its draft Work Programme for 2019/20. In light of the agreement to commence a review in to parking and schedule a review in to child obesity the Work Plan would be amended to accommodate this. Further areas for consideration were identified as One Public Estate, Licensing Policies and Manor Farm.

In connection with the Scrutiny Review, as a result of the discussions, it was agreed that feedback would be sought from Eckington Parish Council, Dronfield Parish Council, Killamarsh Parish Council, Clay Cross Parish Council and Derbyshire Constabulary on parking issues within those areas. Councillor Cupit would also be asked whether she would share the results of a survey she undertook in regard to parking within her constituent area.

RESOLVED – That the Communities Scrutiny Committee draft Work Programme for 2019/20 be agreed as amended.

(Overview & Scrutiny Manager)

39 List of Key Decisions – Issue No 85

The Committee considered Issue No 85 of the List of Key Decisions which set out the major decisions being taken over the next few months.

RESOLVED – That the List of Key Decisions, Issue No 85, be noted.

40 Additional Urgent Items (if any)

There were no urgent items to be discussed at this meeting.

41 Date of Next Meeting

The next meeting of the Communities Scrutiny Committee would take place on Friday, 12 July 2019 at 10.00 am in Chamber 1. Members were asked to note that a Scrutiny Workshop would take place on Wednesday, 12 June 2019 at 2.00 pm.

NORTH EAST DERBYSHIRE DISTRICT COUNCIL
SCRUTINY PROJECT MANAGEMENT
DRAFT PROJECT PLAN

<u>NAME OF COMMITTEE:</u> Communities Scrutiny	<u>SCRUTINY OFFICER:</u> Sue Veerman
SUBJECT TO BE REVIEWED	Residential Parking in the District
REASON(S) FOR THE REVIEW	<ul style="list-style-type: none"> • To respond to the Motion at Council on 20th May, 2019 asking that a review be undertaken on this issue <p><i>“Council notes that residents in all parts of the District experience daily problems over the lack of residential parking; particularly where private driveways are difficult or impossible to site.</i></p> <p><i>Council resolves to undertake a strategic review of residential parking problems around the District, prioritising areas where concerns have been raised by residents and report on practical solutions – such as allocation of parking spaces and development of unused Council owned land to provide off road parking.</i></p> <p><i>Council resolved that Scrutiny undertake this review.</i></p>
IDENTIFY APPROPRIATE CORPORATE OBJECTIVES	<ul style="list-style-type: none"> • Supporting our Communities to be Healthier, Safer, Cleaner, Greener • Providing our Customer with Excellent Service
TERMS OF REFERENCE	<ul style="list-style-type: none"> • To consider the provision of residential parking within the District
AIMS AND OBJECTIVES OF REVIEW	<ul style="list-style-type: none"> • To gain an understanding of what the resident parking issues are within the District • To identify any actions the Council could consider to resolve these resident parking issues
KEY ISSUES	<ul style="list-style-type: none"> • Allocation of spaces • Unused Land • Converting Gardens and dropping kerbs on drives

TIMESCALE	ESTIMATED	REVISED	ACTUAL
Commencement	12 th July, 2019		
Finish			
Report			

METHOD(S) OF REVIEW:	<ul style="list-style-type: none"> • Stakeholder interviews • Review of relevant documentation
IMPLICATIONS: (legislative, regulatory, etc)	
DOCUMENTARY EVIDENCE: (Internal/External)	<ul style="list-style-type: none"> • Briefing note – Senior Engineer • Scene setting presentation – Director of Property and Development – Rykneld Homes • Asset Management Minutes • Parking Survey – Councillor C Cupit • Information on sites within the District • List of spaces lost and gained within the District • List of Council garages sites and their general condition • Tenant request form to lower kerb
WITNESSES:	<ul style="list-style-type: none"> • Victoria Vernon – Senior Engineer • Tracy Buckland – Senior Engineer • Niall Clarke – Director Property and Development – Rykneld Homes • Richard Purcell – Head of Service – Planning • Steve Brunt – Head of Service – Street Scene
CONSULTATION/ RESEARCH:	<ul style="list-style-type: none"> • Parish Councils at Dronfield, Eckington, Killamarsh and Clay Cross
SITE VISITS	

PROJECT OUTCOMES

CONCLUSIONS:

RECOMMENDATIONS:

**CABINET
CONSIDERED:**

OUTCOME:

FOLLOW UP:

**REVIEW OF
PROCESS/COMMENTS:**

**SIGNED OFF BY
CHAIR:**

DATE:

Draft Timetable
Communities Scrutiny Review: Residential Parking

DATE OF MEETING	ITEMS TO BE COVERED
12 th July, 2019	<ul style="list-style-type: none"> • Scene setting by Lead Officer – Niall Clarke • To consider and agree the Project Plan and Timetable • Members to consider the questions they want to ask stakeholders at interview or through questionnaire • Documentation: • Discussion with Head of Service - Planning
13 th September, 2019	Interviews: <ul style="list-style-type: none"> • Head of Service – Street Scene
22 nd November, 2019	Interviews:
17 th January, 2020	Interviews:
28 th February, 2020	<ul style="list-style-type: none"> • To consider the review evidence gathered to formulate recommendations
1 st May, 2020	<ul style="list-style-type: none"> • Consider draft report and finalise
7 th or 28 th May, 2020	<ul style="list-style-type: none"> • Report submitted to Cabinet

North East Derbyshire District Council

Communities Scrutiny

12 July 2019

<h3>Animal Welfare Policy</h3>

Report of the Environmental Health Manager

This report is public

Purpose of the Report

- The purpose of this report is for Communities Scrutiny Committee to consider and feedback on the proposed Animal Welfare Policy. Committee's comments will be consideration as part of the formal consultation of the Policy.

1 Report Details

- 1.1 North East Derbyshire District Council is responsible for the licensing and inspection of Animal Welfare establishments (Pet Shops, Boarding Kennels and Catteries, Home Boarding of Dogs, Doggy Day Care, Dog Breeding, Riding Establishments and Keeping or training animals for exhibition) across the District.
- 1.2 On 1 October 2018 the **Animal Welfare (Licensing of Activities involving Animals) (England) Regulations 2018** came into force and replaced the previous legislation applicable to:
 - Pet Shops
 - Kennel / Cattery Boarding of Dogs and Cats
 - Home Boarding of Dogs
 - Breeding of Dogs
 - Riding Establishments
 - Keeping or training animals for exhibition
- 1.3 This new legislation is designed to raise standards and promote consistency in Animal Welfare, and to ensure that those who participate in any of the above Trades "**where there is a view to make financial gain; or where a commission or fee is taken**" are licensed and monitored.
- 1.4 Under the new laws, animal boarding businesses (including home boarders and day carers), dog breeders, pet shops riding establishments and keeping or training animals for exhibition will be covered under a single type of licence from that date. This Animal Activity Licence has nationally-set licence conditions for businesses

providing animal-related services, and can be granted for periods of 12 months to 3 years.

- 1.5 Those businesses operating under licences issued prior to 1st October 2018 will be able to continue to do so until the expiry date as shown on their licence. All applications to renew licences will be made under the new legislation, and as such deemed to be “**new applications**”.
- 1.6 Applications made by businesses from 1st October 2018 for an Animal Activity Licence will need to comply with the mandatory conditions of the new legislation, and will be assessed by way of an inspection before the new licence is granted, in order to ensure that the businesses are compliant with the mandatory conditions.
- 1.7 The draft policy sets out the legislative framework, the fees and charges which have already been approved by DD/078/18/PC, the application process, the inspection process, and how premises with lower star ratings can appeal these decisions.

2 Conclusions and Reasons for Recommendation

- 2.1 It is considered good practice to have a policy which sets out how the Council will inspect and licence establishments under these new regulations.
- 2.2 The proposed policy is fit for purpose, follows the best guidance contained within The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Procedural guidance notes for local authorities October 2018.

3 Consultation and Equality Impact

- 3.1 The approved draft policies will be subject to a full public consultation. Current licence holders and relevant agencies/organisations will be consulted via the Council’s website and by direct mailing. The list of consultees can be found at Annex 2.

The feedback will be presented to members of the cabinet later this year to approve final versions of the policies.

- 3.2 Similarly an equality impact assessment will be undertaken once feedback has been received, before the matter goes to Cabinet.

4 Alternative Options and Reasons for Rejection

- 4.1 The policy is considered necessary so that members of the public are aware of the standards and how we operate and so that animal licensed premises are aware of what is expected of them.

5 Implications

5.1 Finance and Risk Implications

- 5.1.1 There will be a minor cost associated with carrying out the consultation, which can be accommodated from existing budgets.

5.2 Legal Implications including Data Protection

5.2.1 Having a policy which is up to date and compliant with the legislation, and fit for purpose and clearer to Applicants could assist in implementing the new regulations.

5.3 Human Resources Implications

5.3.1 The introduction of this legislation has had ongoing implications to workloads due to the application and inspection regime. It is essential that staffing levels of suitably qualified inspectors and support staff are provided and then maintained to ensure these regulations are complied with.

6 Recommendations

6.1 That Members review the attached policy documents and provide comments for consideration as part of the consultation.

7 Decision Information

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

8 Document Information

Appendix No	Title
1	North East Derbyshire District Council – Animal Welfare Policy
2	List of consultees
<p>Background Papers (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
<p>The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 Procedural guidance notes for local authorities October 2018.</p>	
Report Author	Contact Number
Victoria Dawson, Solicitor (Contentious Team Manager)	Ext 2231
Helen Rawson, Senior Environmental Health Officer (Commercial)	Ext 7849

Animal Welfare and Licensing Policy

August 2019

We speak your language

Polish

Mówimy Twoim językiem

French

Nous parlons votre langue

Spanish

Hablamos su idioma

Slovak

Rozprávame Vaším jazykom

Chinese

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CONTROL SHEET FOR [policy title here]

Policy Details	Comments / Confirmation (To be updated as the document progresses)
Policy title	Animal Welfare and Licensing Policy
Current status – i.e. first draft, version 2 or final version	Draft V1
Policy author (post title only)	Senior /Environmental Health Officer
Location of policy (whilst in development) – i.e. L-drive, shared drive	NEED TO AMEND
Relevant Cabinet Member (if applicable)	Councillor Charlotte Cupit
Equality Impact Assessment approval date	
Partnership involvement (if applicable)	
Final policy approval route i.e. Joint Strategic Alliance Committee, Cabinet/Executive/Council	Scrutiny Committee, Executive
Date policy approved	
Date policy due for review (maximum three years)	
Date policy forwarded to Improvement (to include on Intranet and Internet if applicable to the public)	

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ANIMAL WELFARE AND LICENSING POLICY

1. Introduction

1.1 Background

North East Derbyshire District Council (“The Council”) have responsibility for licensing all operators of businesses, also known as licence holders, where the activities of that business, relates to the care, sale, hiring, or exhibition of animals. It also includes the breeding of dogs, the keeping of dangerous wild animals and extends to the licensing of Zoos. These are defined as licensable activities.

When considering the granting of a license relating to a licensable activity, the contents of this policy, the appropriate legislation and guidance notes for conditions applicable to that licensable activity must be considered.

The Council is also the enforcing authority for those activities relating to animal welfare that are subject to the above licence process. Licensing, compliance and enforcement of the legislation will be the responsibility of the Environmental Health Commercial Section.

Legislative changes introduced on the 1st October 2018 will impact on how businesses and the Council’s animal welfare licensing process interact in the future. At the heart of the legislation is a drive to raise the standards relating to animal welfare, but it also aims to reduce the legislative burden, and therefore costs, on those businesses meeting the higher standards of animal welfare care.

1.2 Scope

In setting out its policy the Council seeks to promote the following objectives -

- The protection and promotion of animal welfare standards
- The protection of staff and public safety
- The establishment of a professional and respected animal activities licensing regime.
- Access to a safe and effective service for all activities defined in the legislation involving animals
- The protection of the environment

The licensing of activities involving animals aims to protect the public, to promote animal welfare.

The licensing process includes inspection of establishments. For establishments arranging and / or boarding cat and dogs, selling animals, hiring out of horses, breeding dogs and exhibiting animals, the process also includes allocating a risk-based “Star Rating” to each establishment based on the findings at the inspection visit. This will enable the public to make an informed choice when selecting which establishment to use.

Its purpose therefore, is to ensure the operator is a fit and proper person, that any conditions applicable to the individual activity are being met, that welfare standards and management controls are in place and being maintained, so the animals are protected from harm.

1.3 Role of Animal Welfare Establishments – Operators/Licence Holder

The operators of animal welfare establishments have an important role to play not only in the licensing process, but by maintaining and improving standards at their premises ensuring the highest level of animal welfare protection as possible.

The level of compliance with the relevant licence conditions has a direct effect on the “Star Rating” allocated to the establishment, and therefore, the operator. In turn the “Star Rating” influences the duration of the licence and therefore the overall licensing cost to the operator as fewer licence fees need to be paid for a longer-term licence.

Responsibility for ensuring that the correct licence has been obtained and is kept up to date with the relevant local authority, falls to the licence holder or prospective licence holder.

In addition to the licence application and fee, the applicant is required to provide supporting documents to the Council. Failure to supply such documents may delay the process or may result in the application being refused.

The licence holder must apply to renew their licence at least 10 weeks before their current licence expires if they wish to continue to operate the licensable activity without a break.

1.4 Criminal Record Checks & Safeguarding

Before an application for a licence will be considered, the applicant (or the controlling mind and/or manager in the case of a business) must provide a current (less than 3 months old) Disclosure & Barring Scheme basic criminal disclosure.

Where the applicant is a company, any person with day to day control of that company or partnership (where appropriate) will be required to submit the information above.

If at any time the Council considers it appropriate to require a further DBS disclosure be provided the relevant individual must provide one, at their own expense, as soon as reasonably practical.

1.5 Best Practice Guidance

A number of guidance documents have been produced by DEFRA, aimed at assisting local authority officers and business operators interpret the legislation and what is needed in applying the relevant conditions to their particular licensable activities. They can be used by those who currently have a licence or wish to apply for one.

All guidance documents should be read in conjunction with the relevant legislation such as:

- The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018
<https://www.legislation.gov.uk/ukdsi/2018/9780111165485>
- The Dangerous Wild Animals Act 1976 (as amended)
<http://www.legislation.gov.uk/ukpga/1976/38>
- Zoo Licensing Act 1981
<http://www.legislation.gov.uk/ukpga/1981/37>
- The Animal Welfare Act 2006
<http://www.legislation.gov.uk/ukpga/2006/45/contents>

1.6 **Departure from policy**

In exercising its discretion in carrying out its regulatory functions, the Council will have regard to this policy.

Notwithstanding the existence of the policy and any other relevant Council policy, each application or enforcement measure will be considered on its own merits. Where it is necessary for the Council to depart substantially from its policy, it will give the reasons for so doing and retain a record of the decision.

1.7 **Organisational arrangements**

The process for the licensing of animal welfare establishments includes not only the administrative process of the licence application and collection of the appropriate fee but also includes a physical inspection of the premises to verify compliance with welfare standards and management controls.

The inspecting officer will complete a relevant inspection pro forma and report.

For licence activities coming under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, the inspection also informs the risk score and star rating allocated to the business and therefore the duration of the licence period.

All administration processes will be the responsibility of the Environmental Health Technical Support Section.

All inspections and enforcement will be the responsibility of the Environmental Health Commercial Section.

1.8 **Enforcement**

All enforcement activities will have due regard to the Animal Welfare legislative framework, any relevant guidance documents issued by central government (e.g. DEFRA) and the Councils Corporate Enforcement Policy.

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 not only introduce new enforcement powers and measures that officers may use to secure compliance of some licensable activities, such as variations and suspensions of licences, but also provide safeguards to applicants and operators if they feel aggrieved by the process or decisions of the Council.

Wherever possible, the Council will adopt a graduated, education approach to enforcement however, where necessary it will take appropriate and proportionate action against non-compliant businesses.

Special Vet Requirements

Where ever the legislation specifies that a veterinary inspection must be carried out then the charge for this will be the responsibility of the applicant/operator. In certain situations and at the discretion of the Council a veterinary inspector will be used and this will be charged to the licence operator/applicant where applicable. The veterinary inspector used will be at the discretion of the Council who may use an appointed Veterinary or enlist the help of a specialist in certain situations.

1.9 **Delegated Powers and Authorisations**

Those Officers of the Council, duly authorised under the Council's Scheme of Delegations, are responsible for the day to day operation of the Council's Animal Welfare Policy, and the enforcement of the legislation and conditions relating to the licensable activities.

In order for the Council to function and to inspect specified licensable activities, a "listed veterinarian" will be duly appointed to undertake such inspections and provide any necessary report as required by the legislation.

1.10 **Fees**

The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations requires to set any fees and charges on a full cost recovery basis. Regulation 13 explains the criteria that should be considered. The Council has used this guidance in setting the fees and charges for animal licensing but has also ensured that they are consistent with other enforcement activities where we charge for a service.

This reflects current government policy whereby none compliant businesses are required to contribute more towards enforcement cost.

The structure of the new licensing systems allows those businesses who are fully compliant to have a 3-year licence and therefore benefit from a saving over the period.

The setting of fees and charges in relation to animal welfare activities is the subject of delegated authority (see DD/078/18/PC) giving powers to duly authorised officers to determine the fees and charges in respect of that function.

The fees and charges are published on the Animal Welfare pages of the Council's website.

1.11 Register of Animal Welfare Establishments

The Council holds a register of premises licensed under animal welfare legislation which is available on the Council's website.

The register will be amended to include the Star Rating allocated to premises licenced under The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018.

2. Licensable Activities and Legislative Framework

2.1 The Animal Welfare (Licensing of Activities involving Animals) Regulations 2018

The Animal Welfare (Licensing of Activities Involving Animals) Regulations provides the legal framework for the following licensable activities:

- Dog Breeding
- Boarding of Dogs in Kennels
- Home Boarding of Dogs
- Dog Day Care
- Boarding of Cats
- Selling Animals as Pets
- Hiring of Horses
- Keeping or Training of Animals for Exhibition

Along with the regulations, guidance documents for each licensable activity have been published. All of which are available on the Council's website.

2.2 Dangerous Wild Animals Act 1976

The Dangerous Wild Animals Act 1976 defines all the species that require the owner to have a licence to keep such animals. The controls required to keep individual species will vary dependant on that species.

The licensing process will include veterinary inspection of the animals. The contents of the veterinary officer's report will inform the decision-making process when considering such applications.

2.3 Zoo Licensing Act 1981

The Zoo Licensing Act 1981 specifically sets out the licensing process for Zoos. The licensing process will include extensive contributions by veterinary officers including veterinary inspection of the animals. The contents of the veterinary officer's report will inform the decision-making process when considering such applications.

2.4 **Licensing Process**

All licence applications include the following:

- Administration of licence and payment of fee
- Processing of licence application and an initial inspection of the premises
- Placing appropriate conditions on licence
- Issue of licence

The duration of the licence may be legislative specific. , however, The Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 requires inspecting officers to produce a risk rating score and a star rating to every licensable activity. The star rating allocated will have a direct impact on the duration of the licence and therefore the costs to the operator and the enforcement burden placed on the licence holder. *See 2.5 below.*

The enforcement of Animal Welfare licences will generally include a secondary inspection of the business during the life of the licence, which may include a visit by the veterinary officer. Officers may also visit where the Council receives information or a complaint raising concern about animal welfare issues.

2.5 **Risk Scoring, Star Rating and Duration of Licences**

The officer must access the standards on animal welfare and the management controls in place, including previous compliance. The process includes ascertaining whether the business is meeting the minimum or higher standards and whether some minor failing exists. The officer completes a risk score matrix and the star rating will be determined from those findings. Where a veterinary inspection is required, the contents of the report will have a direct influence on the star rating allocated to that activity.

The star rating allocated will have a direct impact on the business, therefore it is in the interest of the operator to have and maintain the highest possible welfare standards and management controls in place.

Further information is available in the DEFRA document - Procedural guidance notes for local authorities, which is available on the Council's website.

2.6 **Competent Officers**

The Council must appoint suitably qualified and competent officers to undertake any inspections and enforcement activities in relation to animal welfare. This duty extends to the Council in respect of the appointment of suitable qualified and "listed" veterinary officers to undertake inspections of specified licensable activities.

3. **Grievance Safeguarding Processes**

The Council has in place a customer complaints and comments procedure which allows all users of the Council's services to raise concern about the way they have been treated by the Council.

The business operator has recourse to the complaints procedure (including taking the matter to the Local Government Ombudsman where appropriate) if they consider that a council service has not been properly delivered and in accordance with its policy.

In addition, the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 contain a number of safeguarding measures where a business operator who is aggrieved by the process can appeal a rating or ask for a re-score, and to ensure business operators are treated appropriately.

3.1 Right to Appeal Star Rating

The business operator has the right to appeal the star rating allocated to their business through the licencing process.

The procedures on the right to appeal the star rating are available on the North East Derbyshire District Council website, along with the appeal form.

3.2 Requesting a Star Rating Re-Score Visit

The business operator can request a re-score visit, where they have completed the work outlined in their inspection report.

There are no limits on the number of re-score visits a business operator can request.

The procedures on the requesting of a re-score visit are available on the North East Derbyshire District Council website, along with the request form.

3.3. Right to Appeal– Suspensions and Variations

Where the business operator is aggrieved by the decision of the Council to vary or suspend an animal welfare licence, they have the right to appeal that decision, in the first instance to the Council and secondly to a first-tier tribunal.

The procedures for varying or suspending a licence are available on the Council's website.

3.4 Right to Appeal, First-tier Tribunal – Refusal, Suspensions, Variations and Revocations

Where the business operator is aggrieved by the decision of the Council to refuse, revoke, suspend or vary an animal welfare licence, they have the right to appeal that decision to a First-tier tribunal.

The procedures for refusing, revoking, varying or suspending a licence are available on the Council's website.

3.5 **Transfer of Licence in the case of the Death of the Licence Holder**

If a licence holder dies, the procedure in regulation 12 of the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 applies. It allows the personal representative of the deceased to take on the licence provided that they inform the Council, within twenty-eight days of the death, that they are now the operators of the licensable activity. The licence will then remain in place for three months from the death of the former holder, or for the rest of the time it was due to remain in force, if that time period is shorter. The new licence holder should then apply for a new licence one month before the expiry of this new period.

Additionally, the Council can extend the three-month period by up to another three months, if requested by the representative and if they believe this time is needed to wind up the estate of the former licence holder.

If the personal representative does not notify the Council within 28 days of the death of the licence holder the licence will cease to have effect after those 28 days.

3.6 **Transitional Arrangements**

Any unexpired licences granted under the Pet Animals Act 1951, Animal Boarding Establishments Act 1963, Riding Establishments Act 1964 and Riding Establishments Act 1970 will continue in force for the rest of their terms under the relevant Act.

An unexpired licence granted under the Breeding of Dogs Act 1973 will continue in force for the rest of its term subject to the provisions of that Act, the Breeding of Dogs (Licensing Records) Regulations 1999, the Breeding and Sale of Dogs (Welfare) Act 1999 and the Breeding and Sale of Dogs (Welfare) Act 1999.

Any registration of a person under the Performing Animals (Regulation) Act 1925 will continue in force, for six months from the date on which the Animal Welfare (Licensing of Activities Involving Animals) Regulations 2018 came into force, i.e. 1 October 2018, so the previous registration will expire on 1 April 2019.

4. **References and Access to Information**

The Animal Welfare list of fees and charges, licence application forms, legislation and guidance documents referred to within this Policy can be found on the Animal Welfare page of the Council's website at;

[INSERT NEDDC LINK](#)

DEFRA Website

The Animal Welfare legislation and guidance documents referred to within this Policy can be found at;

<http://www.cfsg.org.uk/layouts/15/start.aspx#/The%20Animal%20Welfare%20Licensing%20of%20Activities%20Involvi>

5. Glossary of terms

Within the application of The Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018 (the “Regulations”) - A **“licensable activity”** means one of five activities involving animals: selling animals as pets, providing for or arranging for the provision of boarding for cats or dogs (includes boarding in kennels or catteries, home boarding for dogs and day care for dogs), hiring out horses, dog breeding and keeping or training animals for exhibition.

For the purposes of this Policy a **“licensable activity”** will also include activities involving animals where such activities are licensable under the Dangerous Wild Animals Act 1976 (as amended) and the Zoo Licensing Act 1981

An **“operator”** means an individual who—

(a) carries on, attempts to carry on or knowingly allows to be carried on a licensable activity, or

(b) where a licence has been granted or renewed, is the licence holder;

“working day” means any day other than a Saturday, a Sunday, Christmas Day, Good Friday or a day which is a bank holiday in England and Wales under section 1 of the Banking and Financial Dealings Act 1971(c).

A **“listed veterinarian”** means a veterinarian who for the time being is listed as being authorised to carry out an inspection on the list of veterinarians drawn up by the Royal College of Veterinary Surgeons.

‘puppy’ means a dog aged less than 6 months

6. Appeals and Complaints

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

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

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

You can write to us at, Mill Lane, Wingerworth, Chesterfield, S42 6NG, or call the Contact Centre on 01246 231111.

Animal Welfare Policy

Consultee List

All premises currently licensed by NEDDC

Vets in the district or those to be used for inspections

- Park Hall Vets Park Hall Stables, Park Hall Road, Mansfield NG19 8QX
- Portland House Vets 53 Churchgate, Retford DN22 6PA
- Matt Smith Vets 6 Florence Rd, Clay Cross, Chesterfield S45 9ND
- The Charlesworth Veterinary Surgery 55-59 Broadleys, Clay Cross, Chesterfield S45 9JN
- The Charlesworth Veterinary surgery 11 Market Pl, South Normanton, Alfreton DE55 2BN
- Dronfield Veterinary Clinic Unit 5, 39 Pentland Rd, Dronfield S18 8ZQ
- Carrick Veterinary Group Holywell House, Holywell St, Chesterfield S41 7SD
- Vets4pets Littlemoor, Chesterfield S41 8QN
- Croft Veterinary Centre 36 Market Pl, Bolsover, Chesterfield S44 6PN
- Morley Vets, 261 High Lane East, West Hallam, Ilkeston DE7 6HZ
- Premier Pets Hotel, Asher Lane , Ruddington, Nottingham, NG11 67X

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: 12 June 2019

Issue No: 86

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
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	July 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	July 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	July 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>Proposed Disposal of Five Properties on Whiteleas Avenue, North Wingfield</p> <p>To advise Cabinet on the details of the proposal to dispose of five non-traditional homes at Whiteleas Avenue, North Wingfield.</p>	Cabinet	July 2019	Joint Report of Councillor P Parkin, Portfolio Holder for Finance and Councillor R Welton, Portfolio Holder for Housing.	Yes – likely to result in the Council making Capital Income of £250,000 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>Manor Farm – Investment Report</p> <p>To seek approval to invest shareholder equity and make available a commercial loan to fund the development of Manor Farm Dronfield.</p>	Cabinet	July 2019	Report of Councillor J Kenyon, Portfolio Holder for Business Strategy, Commerce & Assets .	Yes – likely to result in the Council making Revenue Savings of £100,000 or more or making Capital Income of £250,000 or more.	Exempt under Paragraph 3 of Schedule 12A to the Local Government Act 1972 (as amended).
<p>Mechanical Sweeping Machine Replacement</p> <p>Receipt of tenders for the replacement of 4No Compact Mechanical Sweeping Machines.</p>	Cabinet	July-September 2019	Report of Councillor C Cupit, Portfolio Holder for Environment.	Yes – likely to result in the Council incurring Capital Expenditure of £250,000 or more.	Public

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.
-

COMMUNITIES SCRUTINY WORK PROGRAMME 2019/20

Friday at 10:00 am

(except 7th June, 2019 meeting which is at 2:00pm)

Chair: Cll Kevin Tait Vice Chair: Cll Oscar Gomez-Reaney

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
7 th June, 2019	Remit of the Committee		<ul style="list-style-type: none"> Briefing on Scrutiny : <ul style="list-style-type: none"> setting the scene the terms of reference for the Committee How the Committee operates, ways of working– Discussion 	Sue Veerman -Overview and Scrutiny Manager/Committee Members
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> To consider the Committees topic for a Scrutiny review Consider what we want to look at Consider stakeholders who we want to see 	Committee Members <ul style="list-style-type: none"> Decision at Council on resident car parking review topic. Officers to be present to provide background Further topic for discussion <ul style="list-style-type: none"> Health & Wellbeing and Child Obesity. Officers to be present to provide background
	Draft Work Programme		<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
	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

12th July, 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> • Scene setting for Review 	Niall Clarke - Director of Property and Development – Rykneld Homes
	Scrutiny Review	Review	<ul style="list-style-type: none"> • Approval of Project Plan and timetable • Drafting of questions • Documentation 	Committee Committee
	Animal Welfare Policy	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the draft Policy 	Victoria Dawson – Team Manager (Legal) Environmental Health representative will be in attendance
	Scrutiny Review	Review	<ul style="list-style-type: none"> • Discussion with Head of Service – Planning on residential parking provision 	Richard Purcell – HOS - Planning
	List of key decisions	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	Monitor and challenge	<ul style="list-style-type: none"> • To consider the Committees' work programme 	Sue Veerman Overview and Scrutiny Manager
13th September, 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> • Interviews <ul style="list-style-type: none"> ➤ 10:00 am - Head of Service –Street scene ➤ 10:30 am - 	Discussion with Steve Brunt – HOS Street scene
To be confirmed	Action plan – lead officer response	Monitor	<ul style="list-style-type: none"> • To consider progress against the action plan – Scrutiny Review of Domestic Abuse 	Karen Hanson – Strategic Director Place

To be confirmed	Previous Scrutiny Review	Monitor	<ul style="list-style-type: none"> To consider Cabinets response to the Scrutiny Review of Homelessness – action plan 	Lee Pepper – Housing Options Team Manager
	List of key decisions	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
22nd November, 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> ➤ Interviews ➤ 10:00 am - ➤ 10:30 am - ➤ 11:00am - 	
	Sex Establishments		<ul style="list-style-type: none"> To consider the draft Policy 	Victoria Dawson – Team Manager (Legal)
	List of key decisions	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

17th January, 2020	Scrutiny Review	Review	<ul style="list-style-type: none"> ➤ Interviews: ➤ 10:00 am - ➤ 10:30 am - ➤ 11:00am - ➤ 11:30 am - 	
	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
28th February, 2019	Scrutiny Review	Review	<ul style="list-style-type: none"> • Triangulation of evidence – Scrutiny Review 	Members
	Financial Inclusion Activities	monitor and challenge	<ul style="list-style-type: none"> • Update from the Partnership Team on their work in support of Financial Inclusion 	Steve Lee -Partnership Co-Ordinator
	Healthy North East Derbyshire	monitor and challenge	<ul style="list-style-type: none"> • To consider progress on the Healthy North East Derbyshire Approach 	Tris Burdett Partnership Officer
	Previous Scrutiny Review	monitor	<ul style="list-style-type: none"> • To consider progress against the action plan – Scrutiny Review of Homelessness 	Lee Pepper – Housing Options Team Leader – 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 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
1st May, 2020	Community Safety Partnership	Review	<ul style="list-style-type: none"> To consider the work of the Partnership for the year against the partnership plan 	Faye Green – Community Safety Partnership Manager
	Street scene	monitor and challenge	<ul style="list-style-type: none"> To consider the services performance including recycling 	Steve Brunt, HOS - Street scene
	Draft Scrutiny Review report	Review	<ul style="list-style-type: none"> To agree the draft report for Scrutiny Review 	Committee Members
	Action plan - lead officer response	Monitor and challenge	<ul style="list-style-type: none"> To consider progress against the action plan -Scrutiny Review of Domestic Abuse 	Karen Hanson – Strategic Director Place – sign off
	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 the Committee's Work Programme 	Sue Veerman - Overview and Scrutiny Manager

Consultation:

- Various Licensing Policies currently being reviewed – Chair wishes to see all policies except civic permits in draft format to come back to Committee – Solicitor (VD) advised and asked for timetable
- CCTV to come back to Committee – Solicitor (KS) advised