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**North East
Derbyshire
District Council**

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Date: Friday, 3 March 2023

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

Please attend a meeting of the Growth Scrutiny Committee to be held on **Monday, 13 March 2023 at 1.00 pm in the Council Chamber**, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield S42 6NG.

Yours sincerely

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

Assistant Director of Governance and Monitoring Officer

Members of the Committee

<u>Conservative Group</u>	<u>Labour Group</u>	<u>Independent Group</u>	<u>Liberal Democrat Group</u>
Councillor Bentley Strafford-Stephenson Councillor Alex Platts Councillor Michael Roe Councillor Philip Wright	Councillor Nigel Barker Councillor Suzy Cornwell Councillor Lee Hartshorne	Councillor Paul Parkin	Councillor David Hancock

For further information about this meeting please contact: Tom Scott 01246 217045

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 - 9)

To approve as a correct record and the Chair to sign the Minutes of the Growth Scrutiny Committee held on 16 January 2023.

4 Previous Review (Pages 10 - 30)

To consider progress against the Action Plan – Tourism – Business and non-Business – Kirstin Sykes, Town Centre & Regeneration Officer.

5 Scrutiny Review (Pages 31 - 40)

To finalise the Scrutiny Review Report on Business Engagement.

6 Monitoring of Overview and Scrutiny Recommendations (Pages 41 - 46)

To monitor the implementation of previous committee and review recommendations.

7 Forward Plan of Executive Decisions (Pages 47 - 50)

To consider the attached Forward Plan of Executive Decisions dated 15 February to 15 March 2023.

Please note, the most up-to-date Forward Plan of Executive Decisions can be accessed via the following link:-

<https://democracy.norfolk.gov.uk/mgListPlans.aspx?RPId=1137&RD=0&bcr=1>

8 Work Programme (Pages 51 - 54)

To consider whether the Committee's Work Programme has been completed at year end.

9 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.

10 Date of Next Meeting

The next meeting of the Growth Scrutiny Committee will take place in the new Municipal Year.



**North East
Derbyshire**
District Council

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GROWTH SCRUTINY COMMITTEE

MINUTES OF MEETING HELD ON MONDAY, 16 JANUARY 2023

Present:

Councillor Alex Platts (Vice-Chair) (in the Chair)

Councillor Nigel Barker
Councillor Lee Hartshorne
Councillor Michael Roe

Councillor David Hancock
Councillor Paul Parkin
Councillor Philip Wright

Also Present:

K Eastwood	Assistant Director – Environmental Health Service
A Gascoigne	Revenues and Benefits Manager
B Harrison	Senior Regeneration Officer and Urban Designer
D Stanton	Senior Scrutiny Officer
T Scott	Governance and Scrutiny Officer
A Turner	Founder of Amber Mill Furniture Rural Enterprise Centre

GSC/ Apologies for Absence

21/2

2-23 Apologies for absence were received from Councillor S Cornwell and Councillor B Strafford-Stephenson.

GSC/ Declarations of Interest

22/2

2-23 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.

GSC/ Minutes of Last Meeting

23/2

2-23 RESOLVED – That the Minutes of the previous meeting of the Growth Scrutiny Committee held on 31 October 2022 be approved as a correct record and signed by the Chair.

GSC/ Scrutiny Review - Business Engagement

24/2

2-23 The Chair welcomed Ann Turner (owner of the Amber Mill Furniture Rural Enterprise Centre) to the review interviews. The Chair explained that the following questions had been identified by Members to ask:

1. How does the Council update or inform you about available grants and initiatives and does this approach work?

2. Why do businesses contact the Council and do you get support when you do so?
3. How do businesses view the Council and the support that it offers?
4. Do you have any ideas on raising the Council's profile with business?
5. How can the Council better communicate and support business?
6. Do you have any other opinions or suggestions?

In response to Question 1, Ann Turner explained to the Committee that she received funding from the LEADER grant funding programme which she heard about in the NEDi news. Ms Turner felt that the Council could do more when promoting its business support.

In response to Question 2, Ann Turner found that getting hold of the correct officer within the Council for support could sometimes be difficult, and that several officers would need to be contacted before getting through to the right person. It was suggested that a dedicated officer could help solve this. It was stated, however, that the Officers she had been in touch with were very helpful and friendly, and that she was thankful for the help she received in accessing funding.

In response to Question 3, Ann Turner felt that businesses sometimes viewed the Council from a transactional viewpoint, and they were simply not aware of the support being offered. She suggested that more advertising could be done to make people fully aware of the business support the Council offered. She added that the Council had to gain a reputation amongst businesses for being user friendly and ready to help financially.

Members enquired if the Amber Mill Furniture Rural Enterprise Centre had liaised with the Chamber of Commerce. Ann Turner explained that she had been invited to a Derbyshire networking event from the Chamber. The Senior Regeneration Officer and Urban Designer added that the Council used to attend these networking events but ceased in 2018.

Members discussed the spaces offered by the Council for businesses to use, and felt it would be helpful for the Council to maintain a database which included the addresses and cost of each space.

In response to Question 6, Ann Turner suggested that the Council could join the KuKu Connect business networking. Members discussed the suggestion and felt that the Council needed a business enabler to join the network. The Senior Regeneration Officer and Urban Designer added that an evaluation of the Council's networking events would be circulated to Members.

The Chair explained that Ann Turner had provided answers to all of the questions and thanked her for attending the meeting.

The Chair welcomed the Assistant Director – Environmental Health Service to the review interviews. The Chair explained that the following questions had been identified by Members to ask:

1. What are the main elements of the Council's strategy when communicating

with businesses?

2. How does the Council update or inform businesses about available grants or initiatives? Has this approach worked?
3. How do you support businesses that contact the Council for support?
4. What feedback have you received about the way the Council communicates with business?
5. Are there any barriers to success?
6. Do you have any opinions on what the Council could do better?

In response to Question 1, the Assistant Director – Environmental Health Service explained that the Service provided businesses with support, direction and compliance checks. The chief method for the Environmental Health Service to interact with businesses was face-to-face communication, although this had moved more towards e-mail communication because of COVID, and the Service was hoping to use the Council's new GovDelivery service to deliver e-mail bulletin messages to businesses.

The Chair enquired which specific initiatives for businesses had been undertaken by Environmental Health. The Assistant Director – Environmental Health Service explained that recent examples of campaigns were gas safety and taxi safety.

Members enquired how the Service had been in terms of resources. The Assistant Director – Environmental Health Service explained that it was recently helped by an accepted request for funding, but there were still recruitment issues. Members asked if there were any suggestions to improve the recruitment issues, and the Assistant Director – Environmental Health Service suggested that the Council could give more promotion to the package offered by its Environmental Health Service, particularly in terms of development.

In response to Question 4, the Assistant Director – Environmental Health Service explained that satisfaction surveys from businesses were usually positive about communication. Members were also informed how the Service had sought to always keep dialogue open with the taxi trade, particularly during the recent CCTV installation programme.

In response to Question 6, , the Assistant Director – Environmental Health Service felt that the Council could improve engagement with businesses by investing time in a forum and utilising the aforementioned GovDelivery e-mail bulletin service.

Members enquired if the Assistant Director – Environmental Health Service had any ideas about additional ways the Service could support businesses. Members were informed that there was not currently much compliance support on offer for businesses, so this could be an area to expand. Members asked if any other local authorities received a grant to offer additional compliance support, and the Assistant Director – Environmental Health Service stated this would need to be investigated.

The Chair stated that local food retailers had been asked by the Government to produce Safer Food, Better Business (SFBB) information packs, and asked if the

Council helped with these packs. The Assistant Director – Environmental Health Service explained that Environmental Health had helped retailers produce these packs during the COVID pandemic.

The Chair thanked the Assistant Director – Environmental Health Service for attending and providing answers to the Committee's questions.

The Chair welcomed the Revenues and Benefits Manager to the review interviews. The Chair explained that the Revenues and Benefits Manager would be presented with the same questions as the Assistant Director – Environmental Health Service.

In response to Question 3, the Revenues and Benefits Manager explained that the Revenues and Benefits service collected business rates from businesses, and a grant was offered to them during the COVID lockdowns. The service also made sure businesses received (and were informed of) any Business Rates Relief they were entitled to.

Members asked what was done by the service to ensure all businesses were aware of receiving grants. The Revenues and Benefits Manager explained that the service wrote to all businesses eligible for grants during COVID and placed information on the Council website about how to claim them, which was why the Council was 17th highest in the country in the amount paid out to businesses during the COVID pandemic.

Members referred to Relief Grants and asked if the Council could control the amounts. Members were informed that this was now the responsibility of the Business Improvement Districts.

In response to Question 5, the Revenues and Benefits Manager explained that the most significant current barrier for the Council helping businesses was the national economic situation. It was also difficult for the service to forecast anything because the Government was changing rates all the time.

In response to Question 6, the Revenues and Benefits Manager explained that the Council could help struggling businesses by wiping off their rates, but this would have to come out of Council funds.

Members enquired if there was a difference in the number of struggling businesses this year compared to previous years. The Revenues and Benefits Manager explained that collections from businesses this year had stayed at a fairly similar level, but spending a COVID relief fund on businesses in past years meant it was difficult to measure the exact number, because the relief fund meant that some businesses had their rate paying deferred.

Members enquired how the Council reported on the amount of funds given to businesses every year. The Revenues and Benefits Manager explained that the service had to submit a return to the Government for every quarter, and these returns were available on the Council website. Members suggested that these returns could be used to compare amounts given each year and categorise the

different sectors the amounts had been spent on. The Revenues and Benefits Manager agreed that the viability of this suggestion would be investigated.

The Chair thanked the Revenues and Benefits Manager for attending and providing answers to the Committee's questions.

GSC/ 25/2
Scrutiny Review

2-23 The Committee considered all of the evidence which it had received during its review of the Council's engagement with local business.

The Committee identified areas of good practice such as:

- The issuing of grants had been very proactive
- Good feedback from the businesses the Council deal with
- Good use of technology
- Potential for revenue generating
- Promoting Council staff

Members also highlighted a number of areas for improvement. These included:

- The Council was not selling itself enough
- Finding the correct officer to contact for business advice was difficult
- Better utilisation of networking events
- Disconnect in communication between the Council and businesses
- Some businesses had a negative perception of the Council because of regulatory work
- A sub-site or dedicated area could be added on the Council website specifically to help businesses
- More campaigns to bring businesses into the District
- More looking at how other local authorities attract businesses
- Recruitment issues

RESOLVED – That the draft report on the Committee's review be prepared and submitted to Committee for approval.

GSC/ 26/2
Forward Plan of Executive Decisions

2-23 The Committee considered the Forward Plan of Executive Decisions.

RESOLVED - That the Committee noted the information.

GSC/ 27/2
Work Programme

2-23 The Senior Scrutiny Officer explained that a draft report for the business engagement review would be presented to the Committee at its next meeting on 13 March 2023.

The Senior Scrutiny Officer gave Members an update on the 'Connectivity in the

District' item scheduled to be considered on 13 March 2023, and advised them that the Assistant Director - Regeneration and Programmes did not believe the Council had control over placement of the phone masts. Members agreed for the item to remain on the 13 March 2023 agenda, because they believed mobile black spots was an issue the Committee still needed to consider. The Senior Scrutiny Officer stated that he would talk to Senior Officers further about the issue and look into the possibility of a Planning officer attending the 13 March 2023 meeting. He would also hold further discussions with the Chair who was absent from the meeting.

RESOLVED – That the Committee agreed the work programme for the 2022-23 municipal year.

GSC/ Additional Urgent Items

28/2

2-23 None.

GSC/ Date of Next Meeting

29/2

2-23 The next meeting of Growth Scrutiny Committee was scheduled to take place on 1.00pm 13 March 2023.

North East Derbyshire District Council

Cabinet

24 November 2022

Tourism – Business and Non Business Scrutiny Review

Report of Councillor J Kenyon, Portfolio Holder with Responsibility for Economy, Transformation and Climate

Classification: This report is public

Report By: Kirstin Sykes - Tourism Officer

Contact Officer: Kirstin Sykes – Tourism Officer

PURPOSE / SUMMARY

That Cabinet approve the action plan, attached as **Appendix 2** to the report, from the Lead Officer.

RECOMMENDATIONS

- That Cabinet approves the Action Plan attached at **Appendix 2** to this report.
- To carry out a review of the Service Level Agreement (SLA) with Marketing Peak District and Derbyshire (MPDD).

Approved by the Portfolio Holder – Councillor J Kenyon, Portfolio Holder with Responsibility for Economy, Transformation and Climate

IMPLICATIONS

Finance and Risk: Yes No

Details:

On Behalf of the Section 151 Officer

Legal (including Data Protection): Yes No

Details:

On Behalf of the Solicitor to the Council

Staffing: Yes No
Details:

On behalf of the Head of Paid Service

DECISION INFORMATION

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: NEDDC: Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <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
District Wards Significantly Affected	None
Consultation: Leader / Deputy Leader <input type="checkbox"/> Cabinet / Executive <input type="checkbox"/> SMT <input type="checkbox"/> Relevant Service Manager <input type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes Details: Portfolio Holder.

Links to Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.
Supporting growth in the Visitor Economy

REPORT DETAILS

- 1 **Background** *(reasons for bringing the report)*
 - 1.1 The purpose of this report is to detail the Lead Officer's response to the findings of the Tourism – Business and Non Business Scrutiny Review presented to Cabinet on 8th July 2021
 - 1.2 The lead officer's response to the review is contained in the Action Plan (**Appendix 2**), which details proposals of how officers intend to address the recommendations made by the scrutiny panel, as set out at **Appendix 1**.

2. Details of Proposal or Information

2.1 The review aimed to:-

- To review what the Councils overarching strategy for Tourism and Growth is and whether it is being achieved;
- To understand the economic benefits which will accrue from growth relating to the Tourism Strategy;
- To understand the Districts existing delivery arrangements for Tourism;
- To consider whether the Council is getting value for money from current arrangements;
- To understand the role of the District Council and its partners in promoting Tourism in the District;
- To understand how we can effectively support business in this area;
- To identify how do we increase jobs and spending linked to Tourism;
- To identify how are we measuring the contribution to the Council's Growth agenda.

2.2 The recommendations following the review were:-

- That the Council develop a clear brand for tourism within the District and identifies its key Tourism assets
- That the Council consider how it can improve connectivity within the District to help the growth of tourism
- That the Council considers how it can expand its offer to local businesses supporting Tourism
- That the Council develop a plan for promoting the attractions within the District effectively including working in partnership with Parishes and other neighbouring partners
- That the Council produce a set of Performance Indicators that measure the impact of Tourism within the District.

2.3 A copy of the report produced by the Growth Scrutiny Committee is attached at **Appendix 1**.

2.4 The SLA with MPDD concludes in March 2023 therefore it is timely and sensible to review the MPDD SLA. With the added resource allocated to Tourism as well as the visitor economy strategy in place it is appropriate to review existing arrangements.

3 Reasons for Recommendation

- 3.1 Cabinet is asked to confirm their support for the review recommendations.
- 3.2 Cabinet is asked to agree the actions identified in the action plan attached at **Appendix 2**.
- 3.3 As part of the scrutiny review various officers, members and Porfolio Holder were consulted.
- 3.4 The MPDD SLA is due to conclude soon and it is therefore appropriate to begin a review to ensure value for money as well as alignment to NEDDC strategic approach.

DOCUMENT INFORMATION

Appendix No	Title
1	Overview and Scrutiny Tourism – Business and Non Business Scrutiny Review – Report
2	Tourism – Business and Non Business Scrutiny Review - Action Plan
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 you must provide copies of the background papers)	
None	

**NORTH EAST DERBYSHIRE
DISTRICT COUNCIL**

OVERVIEW AND SCRUTINY

TOURISM

BUSINESS AND NON BUSINESS

APRIL 2021

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Chair's Foreword

I am delighted to present this report describing the work of The Growth Scrutiny Committee. It includes a wide range of information about the work elected Members have undertaken over the past year.

Scrutiny continues to play a vital role by holding decision makers to account; developing and reviewing policy; as well as considering how the Council is delivering on its commitments to the residents of North East Derbyshire.

Over the past year The Growth Scrutiny Committee have welcomed the opportunity to work closely with the Cabinet and Senior Officers as they lead the Council. The Committee has sought to concentrate on scrutinising tourism in the district both in business and non-business to provide constructive input in finding ways to improve clarity, growth, monitoring, development of existing policies and support to the Council to produce positive outcomes for residents.

I would like to thank my Vice Chair Michelle Emmens and the committee members as they brought energy and enthusiasm to their involvement. They have provided constructive challenges and recommendations for the Cabinet, Executive Directors and Partners.

I would like to make a special mention of Sue Veerman, Overview and Scrutiny Manager who throughout the year has been there for me as Chair and the Committee when we needed support and sometimes inspiration.

I wish success to the Growth Scrutiny Committee for the next year to help ensure continued improved outcomes for residents and businesses within North East Derbyshire.

Cllr Anthony Hutchinson
Chair of the Growth Scrutiny Committee

Review Panel

The review panel comprised the following members:

Councillor A Hutchinson	-	(Conservative) – Review Panel Chair
Councillor N Barker	-	(Labour)
Councillor S Cornwell	-	(Labour)
Councillor M Emmens	-	(Conservative)
Councillor J Funnell	-	(Independent)
Councillor L Hartshorne	-	(Labour)
Councillor M Roe	-	(Conservative)
Councillor D Ruff	-	(Conservative)
Councillor N Whitehead	-	(Conservative)

1. Recommendations

That:

- 1.1 The Council develop a clear brand for Tourism within the District and identifies its key Tourism assets.
- 1.2 The Council consider how it can improve connectivity within the District to help the growth of tourism.
- 1.3 The Council considers how it can expand its offer to local businesses supporting Tourism.
- 1.4 The Council develop a plan for promoting the attractions within the District effectively including working in partnership with Parishes and other neighbouring partners.
- 1.4 The Council produce a set of Performance Indicators that measure the impact of Tourism within the District

2. Introduction

- 2.1 At its meeting on 8th June, 2020 the Growth Scrutiny Committee agreed to undertake a review of Tourism – Business and Non Business.
- 2.2 The review panel thought it timely to review this area because of the significant potential benefits it could provide economically to the District

3. Scope of Review

- 3.1 The review aimed to:

- To review what the Councils overarching strategy for Tourism and Growth is and whether it is being achieved
- To understand the economic benefits which will accrue from growth relating to the Tourism Strategy
- To understand the Districts existing delivery arrangements for Tourism
- To consider whether the Council is getting value for money from current arrangements
- To understand the role of the District Council and its partners in promoting Tourism in the District
- To understand how we can effectively support business in this area
- To identify how do we increase jobs and spending linked to Tourism
- To identify how are we measuring the contribution to the Council's Growth agenda.

4. Method of Review

- 4.1 The review panel met on six 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 documents and evidence were provided to the review panel for consideration. Details are provided below:
- Scene Setting Presentation by the Director of Growth and Economic Development on 6th July, 2020
 - Economy Visitor Strategy
 - Previous Tourism and Growth Scrutiny Review action plan
 - Presentation on the new Growth Strategy

6. Key Findings

6.1 **Strengths/Observations**

- 6.1.1 The Director of Growth and Economic Development discussed the new draft Visitor Economy Strategy with the review panel. The consensus of the panel was that the strategy was a good well set out document and recognised the hard work both the Portfolio holder and the officers had undertaken to produce the strategy. The Portfolio holder for Economic Growth provided evidence to the Committee of the Council's vision for Tourism in North East Derbyshire. It identified how the Council was aiming to encourage strong and sustainable growth within the Visitor Economy for the District. The District was geographically well placed and attracted approximately three million visitors in 2017. It also generated 1,949 full time equivalent jobs accounting for the sector being worth £147 million in that year. The Committee were advised that the Council was engaging in closer partnership work to grow the District's tourism and visitor economy, such as partnerships with Marketing Peak District, Derbyshire Tourist Board, Derbyshire County Council and D2N2. The strategy included a number of priorities such as creating a year round visitor economy in the District, developing the visitor offer, developing and promoting the cultural and natural heritage of the area and improving the skills of local businesses.
- 6.1.2 The Committee were also advised that the Council was appointing a dedicated officer for tourism. This had been raised at a previous Scrutiny review of Tourism and Growth and was supported by the current review panel as a positive move. It was hoped this dedicated resource would help the Council to focus on driving tourism growth within the District.
- 6.1.3 The Review Panel had considered the potential of the District as a Tourism area. It was recognised that the District did not have major landmarks within its boundaries such as historic houses like Chatsworth or Hardwick Hall. It was however, well positioned in that many of these attractions were nearby including the Peak District. There was also significant numbers of potential day visitors within easy reach of the District including Sheffield and Manchester. It also had potential in its own right in that it was an attractive rural area with a number of interesting villages and towns, some of which held events such as annual well dressings that proved popular for visitors. Chesterfield canal runs through part of the District and it also has walking and cycling routes through its area and a number of public open spaces and country parks. A number of walking festivals are usually held with yearly within the area.

The Review Panel also considered the newly emerging Growth Strategy that would be submitted to Cabinet in April 2021. Both the visitor economy and business engagement and support were priority areas within the Strategy. Additionally the Council's emerging Local Plan 2012-35 identifies how the planning system could help the sector to grow and provide a benefit to the local economy whilst respecting the rural and tranquil nature of the District. Benefits suggested included increase expenditure, significant employment opportunities if the development of the visitor economy was successful.

6.2 Areas for Improvement/Observations

- 6.2.1 During the review the panel had concluded that one challenge was to establish a clear identify and brand for the visitor economy in the area. There was a consensus that North East Derbyshire should be considered an attraction in its own right but faced challenges in regards to creating a uniqueness for the District. Additionally the potential difficulty in attracting visitors to the area whilst caution remains over the Pandemic was considered.
- 6.2.2 The panel heard evidence of a study in Bolsover which had identified that their area should be based around what it offered, such as cycling routes and networks and not solely about geographic location, such as being located near to the Peak District. The Panel felt this was a useful insight that was relevant to North East Derbyshire. They felt that we needed to undertake further work to develop our brand and create a strong identify that supports Tourism within the District.
- 6.2.3 The review panel heard a number of comments made regarding gaps that existed in connectivity within the District. This included a lack of public transport across the area that may make it difficult for visitors to access different locations within the District easily there was also a need to join up of various walking and cycling trails within the District and beyond. Following this discussion the lack of connectivity was identified as an area that needed to be improved. The Committee also highlighted the importance of ensuring that key attractions such as cycle routes remained funded, well maintained and accessible. Members concluded that connectivity was vital for a vibrant and sustainable visitor economy. It was recognised that this was a complex area to progress and would need partnership working to maximise its effectiveness. It was suggested connectivity could be improved by working with other Councils including Parishes and Derbyshire County Council if possible. It was felt that there was a need to have proactive conversations with partners if we were to move this issue forward.
- 6.2.4 One interesting interview session was with the Bolsover Countryside Partnership Manager. The Panel heard that the officer worked on a variety of projects involving sustainable tourism in the Bolsover area, with a view to support and enhance the environment, resident's health and wellbeing, the local economy and carbon reduction and sustainable travel. Projects included the 'visit, sleep, cycle repeat initiative. Funding had been secured to invest in the initiative area which included parts of North East Derbyshire, Bolsover, Chesterfield, Mansfield, Worksop and South Yorkshire. The officer stated that it was important to promote our trails and cycling routes and connect with other trails but also understand they needed to be supported.

The Panel heard evidence that the District lacked infrastructure in country parks and around cycle routes. Two examples provided by members of the panel were small vans serving coffee and food within a country park, which was providing a service that was thriving and encouraging people to be in the park. It was suggested that it would be beneficial to consider how we can support local business provide some of these facilities. An example was also

given of the five pits trail where wardens need to be maintained to stop issues like fly tipping which detracted from the attractiveness of the area

In addition the Visitor Economy Strategy also identified that more support to businesses was needed. It stated that the Council and its partners need to work with the businesses to help them growth, providing guidance and support and access to finance. The review panel supported this aim

- 6.2.5 One of the weaknesses identified in the Visitor Economy strategy was that the Council was not promoting the businesses and attractions the District had. Members agreed with this conclusion. The Panel had considered the District's attractions as part of its evidence gathering. This was an area that the Council could improve by identifying the effective ways to advertise what the District had to offer. The Council had its own website which could be developed further to ensure it made the relevant links to the attractions and facilities that North East Derbyshire had to offer. As well as attracting visitors to the area, who might also stay within the Districts accommodation provision, there was also day visitors and local tourism. Co-ordination of events with the parishes of the District could also be highlighted.
- 6.2.6 The Committee had heard from the Joint Housing Strategy and Growth Manager that during the first lockdown as a result of the Pandemic the Council had launched a Tourism Business Engagement Project. The feedback from the Tourism Business Engagement Project would be used to further shape the Strategy so that businesses were confident that the Plan could assist them. Members were advised that key performance indicators would be included with the Visitor Economy Strategy and would be used to measure the effectiveness of the tourism function at NEDDC. The Committee had discussed a number of KPI's which could be used to determine the success of the plan including overnight visits, events and attractions. The Review Panel felt it was key that a set of meaningful performance indicators were identified.

7. Conclusions

- 7.1 The review panel heard views from a range of stakeholders during the review process. The review identified a number of measures the Council was taking to support local businesses within the District and promote economic growth in support of tourism.
- 7.2 However, some areas for improvement which would enhance the current provision were identified around establishing a clear brand for the area, better promotion of the districts tourism attractions and improved connectivity.

APPENDIX 2**Tourism – Business and Non Business Action Plan**

Item	Recommendation	Action Required	Who by	When by	Progress
1.	That the Council develop a clear brand for tourism within the District and identifies its key Tourism assets	The Council has an SLA with Marketing Peak District and Derbyshire (MPDD) now Visit Peak District and Derbyshire (VPDD). This provides a brand for the Peak District and Derbyshire and associated tourism assets. The Council to review relationship with VPDD.	Tourism Officer Responsibility of ADRP	March 2023.	<p>SLA currently under review - proposed to create robust outcomes appropriate to the agreed level of investment.</p> <p>Regular meetings held with VPDD to reinforce NED events and attractions within their promotional activities. These have increased, although there are still a limited number of NED members.</p> <p>Further consideration also being given to the overall place marketing and its link to economic development. Will be utilising the experience of the NEDDC newly appointed Service Manager who has established tourism expertise.</p> <p>Quarterly meetings also held with VPDD Tourism Officer Group.</p>

		<p>The Council to identify our key Tourism Assets.</p> <p>The Council to work closely with VPDD to develop our branding strategy and improving a year round visitor economy.</p> <p>Review branding with the Communications Team to ensure that all opportunities are maximised for the District.</p>	<p>Tourism Officer</p> <p>Tourism Officer Responsibility of ADRP</p>	<p>March 2024</p> <p>April 2022 – March 2024</p>	<p>Key Tourism Assets being identified – database created and regularly updated. Also establishing relationship with internal departments (Licencing, Comms and Leisure) to utilise our own assets.</p> <p>Tourism Officer has increased communication with VPDD to improve NED presence in terms of Membership and Promotion.</p> <p>Tourism Officer - Regular updates with Communications Team – monthly communications plan for the coming year created. Very positive in terms of working together to promote the Visitor Economy. Ensuring NED is being promoted via the VPDD website and NEDDC social media & The News. Branding to fit under the wider VPDD umbrella - to review with partners.</p>
2.	That the Council consider how it can improve connectivity within the District to help the growth of tourism	To work with DCC and other Key Partners to Develop Green infrastructure, such as Footpaths and Cycleways in the District.	<p>Regeneration Officers / Tourism Officer</p> <p>Responsibility of ADRP</p>	March 2024	<p>Regeneration Officers to participate and facilitate collaborative activity to improve connectivity.</p> <p>Tourism Officer attending Visit Sleep Cycle Repeat (VSCR) stakeholder meetings (DCC) – programme area covering North Derbyshire and North Nottinghamshire. Looking at opportunities to unify the area and</p>

		<p>The Council to provide lobbying and support for leisure facilities and activities such as Active Derbyshire.</p> <p>The Council to influence and continue to respond to DCC with regard to Highways and Planning issues.</p> <p>Love Exploring App launched successfully in Eckington and Clay Cross (events and walks/trails).</p> <p>To be further developed for Dronfield and Killamarsh.</p>	<p>Tourism Officer Responsibility of ADRP</p> <p>Tourism Officer Responsibility of ADRP</p> <p>Tourism Officer Responsibility of ADRP</p>		<p>create a shared identity. Green Triangle concept created to provide that identity and destination plan. Ongoing.</p> <p>Regeneration Officer attending Stakeholder meetings for Walk (Active) Derbyshire. Items discussed:-</p> <ul style="list-style-type: none"> • Netwalking • 20 minute Neighbourhoods • Community engagement • Focus & potential partners <p>Next step is to form a Consortium to take the Active Neighbourhood Pilot work forward. This should be a good mix of partners from across the system.</p> <p>Walking and cycling priorities identified within the UKSPF funding allocation.</p> <p>Launch complete and being used in:-</p> <ul style="list-style-type: none"> • Clay Cross – primarily linked with Healthy Futures Events – 7 games / 2 trails • Eckington – 2 games / 2 trails. • Dronfield – recently added – will go live with trails added by September 2022. Games to be added prior to October half term 2022. • Killamarsh – to be added. <p>Recently promoted in The NEWS Summer Edition – and promoted with</p>
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					specific events through our Social Media.
3.	That the Council considers how it can expand its offer to local businesses supporting Tourism	<p>Vision Derbyshire – collaborative working across the County.</p> <p>Skills Need analysis – a clear understanding of business needs in the District.</p> <p>Partnership working with VPDD –recovery plan.</p>	<p>Tourism Officer Responsibility of ADRP</p> <p>Employment & Skills Officer / Tourism Officer</p> <p>Tourism Officer Responsibility of ADRP</p>	<p>March 2024</p> <p>March 2022</p> <p>March 2024.</p>	<p>Tourism Officer attending quarterly Vision Derbyshire Meetings with all partners. Regular meetings also held with Vision Derbyshire Project Officer and Business Start Up Advisor ref NED business start-ups enquiries & grants. Working closely with NEDDC Comms Team to promote the grants – Case Study in The NEWS summer edition and sharing grant information on Social Media and website.</p> <p>Skills audit report completed March 2022. Limited responses.</p> <p>Ongoing communication with hospitality/town centre businesses helps to identify business needs.</p> <p>Shopfront Enhancement Scheme to be launched end of March 23 – providing business grants.</p> <p>Continue to work with VPDD, regularly attend meetings and networking & member events. New VPDD website launched</p>

		Implementing action points from NEDDC Visitor Economy and Growth strategies	Tourism Officer Responsibility of ADRP	March 2024	January 2023 – higher NED content due to Tourism Officer continued communication. Signposting for ERDF business grants. (Now concluded). Contacts made and connections developed with key partners. Ongoing implementation of VE and Growth Strategies.
4.	That the Council develop a plan for promoting the attractions within the District effectively including working in partnership with Parishes and other neighbouring partners	The Council to create a baseline of existing attractions, NEDDC events, and activities. To work with key partners to develop and promote. To continue to work with strategic partners including Parish Councils to provide updated lists of attractions. To identify key stakeholders for campaigns to create	Tourism Officer and Communication Team Responsibility of ADRP Tourism Officer Responsibility of ADRP	March 2023 March 2024	Tourism Officer building connections with local partners, businesses, accommodation providers and Parish Councils - local events. Database created and regularly updated as connections made. Information used for promotion in The NEWS – '15 things to do for free...' and 'What's On'. Will continue to utilise and build the database and connections. Consistent and continued promotion of VE businesses, events and attractions through the news and social media channels. Encouraged NED VE businesses to connect with VPDD membership manager and Business grant scheme manager.

		<p>a strong, collaborative plan together.</p> <p>To work closely with VPDD to promote the area and ensure information is passed to VPDD to promote widely.</p>	<p>Tourism Officer and Communications Team</p>	<p>March 2024</p>	<p>Regularly meet with and pass information on to various representatives of VPDD. Keep up to date with VPDD website and social media to ensure NED content is available and improved.</p> <p>Tourism Officer recently added a number of events and activities to the VPDD website. Including 'Brackenfield Heritage Trail', The 'Walking Together' Memorial', The 'Five Pits Trail', local Well Dressings, Carnivals and Community/ Heritage Events such as Dronfield Hall Barn/Matlock Farm Park. NEDDC leisure centres also added.</p> <p>This information, including additional promotions such as the Christmas Advent and planned future 'Tourism Week Takeover' in March 2023 is also shared with NEDDC Communications Team for sharing on our own platforms.</p> <p>To appoint a Communications apprentice (Established through UKSPF) to act as a link with Communications Team and Economic Development Unit.</p>
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		<p>To work closely with the Communications Team to develop/review the Visitor Economy section on the Council’s website including detailed information and links to tourist attractions. To develop a long term plan to promote key attractions.</p>	<p>Tourism Officer Responsibility of ADRP</p>	<p>March 2024</p>	<p>Tourism Officer regular meetings with Communications Team. Items discussed:-</p> <p>Regular editorial for The NEWS:-</p> <ul style="list-style-type: none"> - VE items included in all editions of The News as listed above. - Continue to include in future editions of The NEWS - Encourage advertising from local VE businesses - Significant increase in social media promotion of events, activities and VE businesses. - Create new walking routes - Identifying VE assets for promotion - Tourism/Leisure links. - Potential VE section on NEDDC website
		<p>To steer our local businesses to utilise VPDD for their promotional and marketing needs.</p>	<p>Tourism Officer Responsibility of ADRP</p>	<p>March 2024</p>	<p>Two local VE businesses engaged with and made aware of VPDD. This has included signposting to relevant events/workshops and funding opportunities. Tourism Officer also ensuring their events are included within the VPDD What’s On and Events pages. Ongoing.</p>

		To support our local businesses to find alternative ways to promote their businesses and have an online presence.			Encouraging local businesses and attractions to work with us:- <ul style="list-style-type: none"> - Including events in our 'What's On' guide - Placing paid advertisements in The NEWS
5.	That the Council produce a set of Performance Indicators that measure the impact of Tourism within the District	As a member of the VPDD, The Council will receive periodic information regarding the NED Visitor Economy. This will inform our impact, effectiveness, and future actions.	Tourism Officer Responsibility of ADRP	March 2024	Performance Indicators produced as part of Tourism Officer KPI's linked to the VE and Growth Strategy. Plus, regular meeting with VPDD to provide baseline information about the Visitor Economy. As a result of the Tourism Officer being in place and ensuring increased communication channels with VPDD, this has also increased the NED presence on the VPDD website and we are starting to see an increase in the number of events/member trips being offered.

					<p>The SLA is currently under review. We are working with VPDD to agree a future plan. This will be confirmed shortly as a report is being prepared for committee.</p> <p>Indicators will be aligned with the new council plan 2023 – 2027 utilising existing nationally recognised resources as required.</p>
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Legend	
ADRP	Assistant Director Regeneration and Programmes

**NORTH EAST DERBYSHIRE
DISTRICT COUNCIL**



**North East
Derbyshire**
District Council

**OVERVIEW AND SCRUTINY
ENGAGEMENT WITH BUSINESS
MARCH 2023**

DRAFT

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Chair's 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 into the Council's engagement with business.

Members of the Committee felt that following the pandemic, and the emergence of uncertainties surrounding the domestic economy and geo-political events, it was vital that businesses in North East Derbyshire were supported by the Council. A crucial part of demonstrating this was effective engagement.

I would also like to take this opportunity to thank the Committee for their input and also the stakeholders who helped inform the review. Additionally I would like to thank the Senior Scrutiny Officer for his support of the Committee's work and Democratic Services for the help they provided.

*Councillor Bentley Trafford-Stephenson
Chair of Growth Scrutiny Committee*

Review Panel

The review panel comprised the following members:

Cllr. B Trafford-Stephenson	-	(Conservative) – Review Panel Chair
Councillor A Platts	-	(Conservative) – Review Panel Vice-Chair
Councillor N Barker	-	(Labour)
Councillor M Roe	-	(Conservative)
Councillor P Parkin	-	(Independent)
Councillor S Cornwell	-	(Labour)
Councillor D Hancock	-	(Liberal Democrat)
Councillor L Hartshorne	-	(Labour)
Councillor P Wright	-	(Conservative)

1. Recommendations

The Committee agreed that the Council was currently struggling to effectively define and communicate what exactly the Council offered to businesses. To address this, the Council should:

- 1.1 Simplify access to available business support in the District, such as through a business advisor or dedicated responsibilities within existing teams to improve uptake;
- 1.2 Introduce initiatives and projects such as networking events that increase business engagement across the District; and
- 1.3 Improve online engagement with businesses, ensuring available information and support is easily accessible and up to date such as through improvements to the website or the creation of a dedicated microsite.

2. Introduction

- 2.1 At its meeting on 24 January 2022, the Growth Scrutiny Committee agreed to conduct a Review into how the Council engaged with local business.
- 2.2 Economic Development and general business support provided by Local Authorities is a discretionary service and subject to the resources available.
- 2.3 Initially, Members intended on conducting the Review as a Spotlight Review. This is an intensive and short review where a briefing paper and other supplementary documents were considered, evidence gathered and triangulated, and recommendations considered in one meeting. This meeting took place on 14 March 2022.
- 2.4 The Committee then subsequently agreed to extend the review and consider additional evidence. Members agreed that the ways in which the Council engaged with business was often complicated, and extended into a number of different services. Additional evidence was considered at meetings on 09 May 2022, 31 October 2022, and 16 January 2023.
- 2.5 The review panel thought that a review on this issue could assist the Council in better engaging with local business, following low response rates to previous attempts of engagement, and to support them given the challenges they now faced. Members did, however, recognise that business support spanned across multiple organisations and that extensive business support was not the sole responsibility of North East Derbyshire District Council.

3. Scope of Review

3.1 The overall purpose of the review was intended to improve the Council's service offered to local businesses in order to improve the offering to businesses within North East Derbyshire and contribute to the District's economic growth. An understanding of the Council's current relations with local businesses was therefore essential to understand engagement, and thus the review aimed to:

- Review how the Council had engaged with local business;
- Determine what had worked well, and what not so well;
- Listen to the views of local business; and
- Suggest improvements to achieve better engagement with business in the District.

4. Method of Review

4.1 The review panel met to consider the scope of the review, key issues they wanted to discuss and key people they wished to interview. They then considered evidence and formulated their recommendations.

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 Gill Callingham – Director of Growth, and Bryan Harrison – Senior Regeneration Officer and Urban Designer.
- Presentation and interview with Karl Apps – Assistant Director – Economic Development, Regeneration and Housing Delivery.
- Briefing paper on business engagement.
- Business advisor programme project update.
- NED business network evaluation May 2018.
- NED business skills audit – lessons learned.
- Case Study: O'Connor & Co
- Business advisor project update May 2022
- Business Sector analysis of North East Derbyshire provided by Bryan Harrison - Senior Regeneration Officer and Urban Designer
- Stakeholder interviews with NEDDC Officers and external business representatives

6. Key Findings

6.1 Strengths/Observations

- 6.1.1 The Committee noted that the appointment of a Business Advisor, although on a temporary basis, had significantly assisted the Council in reaching out and engaging with local business. A Business Advisor was able to be a single point of contact for businesses who were contacting the Authority and help signpost them to other organisations who offered support.

Marie Cooper, the CEO of CBE+ commented that this was something that businesses often found frustrating with the Council, in that they often could not find the right person to talk to.

Another stakeholder, Ann Turner (owner of Amber Mill Furniture Rural Enterprise Centre), gave similar evidence to the Review Panel in that Mark Ross (Business Advisor) had been extremely helpful in pointing her in the right direction when she had applied for funding.

Both business representatives agreed that a central point of contact links the various Council departments together, making it easier for businesses to contact the Council. Members noted that something similar was done in the private sector.

The Business Advisor was, however, a temporary resource that was funded through covid-19 grants and this was due to end in June 2022. Members agreed that the Council should consider providing its own resources to fund the role once the D2N2 funding had ended.

- 6.1.2 The Business Consultant was currently conducting a skills audit in the District, and Members were informed about generally low response rates which were around 10%. The most effective way of engagement was through door knocking as face-to-face meetings gave more exposure and an ability to gain feedback. Social media was also useful, however this needed to be developed further with a more targeted approach. For example a dedicated social media and/or website channel for businesses would allow them to receive targeted information that would not get lost as the Council promoted its wider services, which were not always relevant to business. The least effective were passive forms of communication such as leaflets and emails. The Authority was also encouraged to continue and increase attendance at networking events so it could update businesses in the region.

- 6.1.3 The Assistant Director – Economic Development, Regeneration and Housing Delivery discussed some of the ways in which the Council supported business which included signposting to other organisations, networking, distributing grants and assisting with grant applications, assisting with start-ups and business unit rentals. The Council had also attempted to associate itself with trusted organisations such as East Midlands Councils to improve its perception. Members also noted the partnership work done with D2N2 Growth hub, Vision Derbyshire Start Up, and University of Derby in encouraging new

business start-ups. For example a support event was recently held and hosted by the Council.

6.1.4 The Committee heard from the Assistant Director – Transformation and Communications about the work of the Partnerships Team in supporting businesses in the District. The Team was responsible for distributing Covid-19 discretionary grants to eligible businesses from May 2020 – April 2022. Over 700 businesses had been supported with a total of 1,985 grants distributed totalling £4,894,510. This involved multiple schemes and bidding rounds with work done including developing online forms, publishing guidance, publicising the grants, assessing applicants and assisting with the process, and delivering payments.

6.1.5 Members heard about the support offered to businesses through the LEADER programme which was EU/UK funding through the Rural Development Programme for England (RDPE). The funding was to assist businesses on priority areas such as rural tourism, farming productivity, micro and small enterprises and farm diversification, and support for cultural and heritage activities. 37 projects were contracted/approved and the total value claimed was £1,222,169.47.

Ann Turner (owner of Amber Mill Furniture Rural Enterprise Centre) spoke highly of the Partnerships Team who assisted her business in accessing the funding which allowed her to conduct restoration work to the Mill. The Committee heard that Ann had heard about the funding in the NEDi news and was subsequently approved for funding after contacting the Council.

6.1.6 The Revenues and Benefits Manager informed the Review Panel about the mandatory business rates relief grants that were provided by Central Government and distributed by his team during the Covid pandemic. The Council was amongst the Country's leaders in fast payments, ensuring that eligible businesses were supported through challenging times. The Committee was impressed by the perseverance of the team, which included writing to businesses, phoning them, and using social media and the website to ensure that qualifying businesses didn't fall through the gaps. North East Derbyshire District Council ranked 17th in the Country at distributing those grants, with 97% of the funding available successfully given out to those eligible.

6.1.7 The Assistant Director of Environmental Health discussed the work of the Environmental Health Team in building relationships with businesses in the District. Members heard that Officers often engaged in face-to-face contact with businesses when carrying out the regulatory role of the Council when inspecting premises. It was stated that this had allowed Officers to build relationships and offer advice, pointing them in the right direction if they needed support from the Council. The Review Panel heard about positive survey results, where 88% of businesses who received a regulatory visit in a 6 month period stated they were satisfied with the services that the Council provided, including 96% of them stating that Officers were polite and friendly.

6.1.8 Members were also impressed with the use of technology such as gov.delivery to better engage with businesses in the District. This involved automated messages to businesses and individuals who have given their consent to be contacted by the Council.

6.1.9 The Director of Economic Growth informed the Committee about Coney Green Business Centre. Coney Green has 94 small business industrial units that are developed, managed and maintained by the Council to ensure that the District's small and micro businesses have space to develop and grow. It was stated that without the Council this type of business accommodation was unlikely to be provided by the private sector. The interim Assistant Director of Property Services discussed the units with Members who heard that the units were very popular and were nearly always fully occupied.

Areas for Improvement/Observations

6.2.1 Evidence given by all stakeholders during the interviews pointed to issues surrounding the Council's image and perception. It was often the case that businesses only dealt with the Council in regards to transactional or regulatory arrangements or when something specific was needed. There was also suspicion when it came to grants and other initiatives in respect of eligibility, and that businesses were often busy and focused on other issues. The Assistant Director of Environmental Health commented that businesses often saw the Council from a regulatory or transactional viewpoint, and that this could overlook the other work that the Council does in supporting business. Thus, businesses could see the Authority as a hindrance as opposed to something that is helpful and provided support.

6.2.2. The current Business Advisor was only a temporary resource and that the Council may want to consider a similar role as a permanent position if it wished to better engage with businesses. Evidence given by stakeholders suggested that business often found a lack of a single point of contact frustrating, and that an advisor would allow a consistent approach to developing relationships and networking.

The Committee also heard during the interviews that response times to general queries could be slow which was mainly due to the time taken to find the right person to speak to, but that this could be rectified with a business advisor or a similar officer who was both reactive and proactive to business need. Members acknowledged that whilst they could understand frustration with long processes when it came to grants, the Authority was obliged to follow due process and protect public money.

6.2.3 The Review Panel noted the existing challenges with recruitment and retention due to a highly competitive labour market. This was affecting services and the ability of the Council to 'go above and beyond' its statutory functions. A number of service managers commented that this was a barrier to

a success. For example, Members noted that effective engagement was challenging when there was currently only a small team of five employees within the economic development team. There were also recruitment issues in a number of key services such as Environmental Health. The Committee was impressed by the attitude of Directors and Service Managers in developing our own staff, which included apprenticeships and career progression roles so talented staff had a pathway to management opportunities.

- 6.2.4 Members agreed that the Council was struggling to define and communicate what exactly it was offering to business, and questioned if the support was being packaged in an effective way. It was suggested that a more targeted approach through its website (such as a micro-site), social media or a mission statement could address those issues. For example, Members noted that the City of Doncaster Council had a micro site themselves that was specifically targeted towards business ([Business Doncaster: The place to do Business](#)).
- 6.2.5 The Committee was informed about networking events which were previously organised by the Council. Both business representatives who gave evidence to the Review Panel agreed that these were useful and often helped them be put in touch with similar businesses, as well as Council Officers. It was also a great way in which the Council could put out there what initiatives and support it was currently doing to assist businesses in the District.

7. Conclusions

- 7.1 The Review Panel heard from a number of stakeholders including external businesses, a business advisor, a business consultant, and internal officers. Members considered a wide scope of opinion to assess how the Council engaged with businesses in the District. The Review process highlighted what the Council was doing to support business and how this was being communicated.
- 7.2 It was, however, determined that a number of changes could be made to improve business engagement such as improvements surrounding image and perception and the way the Council defined and communicated its support. It was apparent that businesses were not fully aware of what the Council offered.

Appendix A

Stakeholders Engaged During the Review

- Gill Callingham – Director of Economic Growth*
- Karl Apps – Assistant Director – Economic Development, Regeneration and Housing Delivery*
- Bryan Harrison – Senior Regeneration Officer and Urban Designer
- Marie Cooper – CEO of CBE+
- Mark Ross – Business Advisor (D2N2)
- Ian Hands – Business Consultant
- Steve Lee – Assistant Director – Transformation and Communications
- Andrew Gascogine – Revenues and Benefits Manager
- Ken Eastwood – Assistant Director of Environmental Health
- Ann Turner – Amber Mill Furniture Rural Enterprise Centre (AMFREC)
- Anthony Kimber – Interim Head of Property and Estates*

*Refers to an Officer who is no longer employed by NEDDC

<u>COMMITTEE MAKING RECOMMENDATION</u>	<u>RECOMMENDATION</u>	<u>DATE OF COMMITTEE</u>	<u>TO BE ACTIONED BY</u>	<u>OUTCOMES OF RECOMMENDATION</u>
AUDIT & CORPORATE GOVERNANCE	Further update on the Car Parking Strategy requested	29 JUNE 2022	Governance Officer/relevant Director	COMPLETE
GROWTH	That the business engagement review be extended into the new municipal year	14 JULY 2022	Senior Scrutiny Officer	Further interviews scheduled – COMPLETE
ORGANISATION	That a review on Planning Enforcement be commenced That the 2021/22 scrutiny review report into ICT & Transformation be approved That an update on the Council's agile working policy, future arrangements for Mill Lane, and staff vacancy rates be added to the work programme	19 JULY 2022	Senior Scrutiny Officer Senior Scrutiny Officer Senior Scrutiny Officer	Review scoped and commenced - COMPLETE Review report submitted to Cabinet on 08 September - COMPLETE Added to work programme - COMPLETE
COMMUNITIES	That a review on leisure provisions for older residents be commenced	22 JULY 2022	Senior Scrutiny Officer	Review scoped and commenced - COMPLETE
AUDIT & CORPORATE GOVERNANCE	That the Committee's comments regarding target ENV 17 (waste crime reduction) be reported to Cabinet	27 JULY 2022	Information, Engagement and Performance Manager	COMPLETE

ORGANISATION	A report to be brought back to the Committee outlining the planning enforcement process	06 SEPTEMBER 2022	Richard Purcell – Assistant Director of Planning	COMPLETE
GROWTH	CANCELLED	19 SEPTEMBER 2022		
COMMUNITIES	To receive further information on leisure membership structures and prices, a breakdown of membership users per age category, and a full list of activities available to older residents The Legal Team Manager to appear at the Committee at the next meeting alongside the Assistant Director of Environmental Health to provide an update on the implementation of the CCTV in Taxis Policy	23 SEPTEMBER 2022	Chris Mills – Assistant Director of Leisure Legal Team Manager	COMPLETE – information provided to Committee at next meeting COMPLETE
AUDIT & CORPORATE GOVERNANCE	RESOLVED – That 1. The Audit and Corporate Governance Scrutiny Committee have considered the draft Annual Governance Statement as set out in Appendix 1 and made any observations or recommendations which they consider to be appropriate prior to the final version being incorporated within the Council's Statement of Accounts. An annual update report shall be taken to Cabinet each financial year (commencing 2023/24) advising on the	28 SEPTEMBER 2022	S151 Officer	COMPLETE

	<p>status of the programme and the proposed schemes to be brought forward for that year.</p> <ol style="list-style-type: none"> 2. The Audit and Corporate Governance Scrutiny Committee approved the local Code of Corporate Governance as set out in Appendix 2. 3. The Audit and Corporate Governance Scrutiny Committee having reviewed the effectiveness of the Governance Framework were satisfied that the Council's governance and internal control arrangements are fit for purpose. 4. That delegated powers were granted to the Chief Financial Officer in consultation with the Chair of the Audit and Corporate Governance Scrutiny Committee to agree any changes which may be necessary in order to ensure the finalisation of the external audit currently being concluded by the Council's external auditors Mazars to ensure completion of the Statement of Accounts by the statutory deadline of 30 November 2022. <p>The Committee received a report on the results of a review of the Internal Audit Charter.</p> <p>RESOLVED – That</p> <ol style="list-style-type: none"> 1. Members noted the outcome of the review of the Internal Audit Charter. 		<p>Head of Internal Audit</p>	<p>COMPLETE</p>
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	<p>2. The Internal Audit Charter was agreed.</p> <p>3. The agreed Internal Audit Charter be reviewed in a years' time or sooner in the event of any significant changes being made to the Public Sector Internal Audit Standards.</p>			
GROWTH	Revised project plan and timetable for the scrutiny review into business engagement approved	31 OCTOBER 2022	Senior Scrutiny Officer	COMPLETE
AUDIT & CORPORATE GOVERNANCE	<p>Members were presented with a report of the Council's External Auditor (Mazars) which outlined the Audit Completion Report and the Letter of Representation for the financial year 2021/22.</p> <p><u>RESOLVED</u></p> <p>(1) That the Audit and Corporate Governance Scrutiny Committee noted the attached report from the Council's external auditors Mazars.</p> <p>(2) That the Audit and Corporate Governance Scrutiny Committee approved the Letter of Representation contained within the Audit Completion Report and authorised the Chief Financial Officer to sign the letter on behalf of the Council</p>	09 NOVEMBER 2022	S151 Officer	COMPLETE

	<p>The Director of Finance and Resources presented a report proposing approval of the audited Statement of Accounts for 2021/22.</p> <p><u>RESOLVED</u></p> <p>(1) That the Audit and Corporate Governance Scrutiny Committee approved the audited Statement of Accounts in respect of 2021/22.</p> <p>(2) That delegated powers were granted to the Chief Financial Officer in consultation with the Chair or Deputy Chair of the Audit and Corporate Governance Scrutiny Committee to agree any changes which may be necessary in order to ensure the finalisation of the external audit currently being concluded by the Council's external auditors, Mazars, to ensure completion of the Statement of Accounts by the statutory deadline of 30 November 2022.</p>		S151 Officer	COMPLETE
COMMUNITIES	<p>The Committee requested further updates in relation to a previous scrutiny review into residential parking</p> <p>Project plan and timetable agreed for the Committee's scrutiny review on leisure</p>	11 NOVEMBER 2022	<p>Assistant Director – Property, Estates, and Assets</p> <p>Senior Scrutiny Officer</p>	<p>ONGOING</p> <p>COMPLETE</p>

	provisions for older residents. Further information regarding demographics and memberships requested			
ORGANISATION	The Committee expressed its concerns with the delay to installing the appropriate AV equipment in the new Council chamber and requested that progress updates be given at future meetings	15 NOVEMBER 2022	Senior Scrutiny Officer/relevant director	COMPLETE
COMMUNITIES	NONE	13 JANUARY 2023		
GROWTH	That a report be prepared following the evidence heard on the business engagement scrutiny review	16 JANUARY 2023	Senior Scrutiny Officer	COMPLETE
AUDIT & CORPORATE GOVERNANCE	NONE	18 JANUARY 2023		
ORGANISATION	Project plan and timetable for the scrutiny review on planning enforcement approved	24 JANUARY 2023	Senior Scrutiny Officer	COMPLETE



North East Derbyshire
District Council

Forward Plan of Executive Decisions for the period 15 February 2023 – 15 March 2023

This Forward Plan sets out all of the decisions that are expected to be taken over the next four months by either: (i) The Cabinet, or (ii) an officer on an Executive function of the Council.

Some of the decisions listed in this plan are 'Key Decisions'. A Key Decision is one that is likely to:

- (a) Result in the Council spending or receiving income of over £100,000 revenue or £250,000 capital, or
- (b) Have a significant impact on two or more wards in the Council's area.

At least 28 calendar days' notice must be given before they are due to be taken by the Cabinet or an officer under delegated powers.

The Cabinet can make urgent decisions which do not appear in the Forward Plan. 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.

The Forward Plan also lists those 'Exempt' Decisions which are going to be taken over the next four months. Exempt Decisions are those decisions which have to be taken in private. This is because they involve confidential or exempt information which cannot be shared with the public.

The contact details for the officers or senior employees responsible for producing the reports and reports for these decisions are included in the plan. Please contact them if you would like more information. If you have any queries about why something is a Key Decision or is going to be taken in private then please contact the Governance Team on 01246 217391 or email: alan.maher@ne-derbyshire.gov.uk.

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Sarah Sternberg
Assistant Director of Governance & Monitoring Officer

Published on: 15 February 2023

Cabinet members and their responsibilities

Member	Portfolio of responsibilities
Councillor A Dale	Leader and Portfolio Holder for Overall Strategic Leadership
Councillor C Cupit	Deputy Leader and Portfolio Holder for Environmental Services
Councillor M Foster	Portfolio Holder for Council Services
Councillor J Kenyon	Portfolio Holder for Economy, Transformation & Climate Change
Councillor A Powell	Portfolio Holder for Leisure, Communities and Communications
Councillor C Renwick	Portfolio Holder for Housing & Community Safety

DECISION TO BE TAKEN	DECISION-MAKER	DATE OF DECISION	KEY DECISION	EXEMPT DECISION (INCLUDING GROUNDS FOR EXEMPTION)	RESPONSIBLE PORTFOLIO HOLDER	RESPONSIBLE OFFICER
Medium Term Financial Plan - Financial Plan Budget Monitoring Report 2022-23 (Q3)	Cabinet	2 Mar 2023	Key	Open	Councillor Jeremy Kenyon	Director of Finance and Resources, Section 151 Officer
North East Derbyshire Local Development Scheme 2023	Cabinet	2 Mar 2023	Non-Key	Open	Councillor Charlotte Cupit	Managing Director
Management of Corporate Debt - Write Off of Outstanding Amounts	Cabinet	2 Mar 2023	Non-Key	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	Councillor Jeremy Kenyon	Director of Finance and Resources, Section 151 Officer
Compulsory Purchase - Empty Property	Cabinet	2 Mar 2023	Key	Fully exempt Information relating to the financial or business affairs of any particular person (including the authority holding that information) Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.	Councillor Carolyn Renwick	Director of Finance and Resources, Section 151 Officer
Proposal for a fully co-mingled	Cabinet	13 Apr	Key	Fully exempt	Councillor Charlotte	Managing Director

DECISION TO BE TAKEN	DECISION-MAKER	DATE OF DECISION	KEY DECISION	EXEMPT DECISION (INCLUDING GROUNDS FOR EXEMPTION)	RESPONSIBLE PORTFOLIO HOLDER	RESPONSIBLE OFFICER
Recycling Service		2023		Information relating to the financial or business affairs of any particular person (including the authority holding that information)	Cupit	
Council Plan Targets Performance Update October to December 2022	Cabinet	2 Mar 2023	Non-Key	Open	Councillor Alex Dale	Managing Director

GROWTH SCRUTINY WORK PROGRAMME 2022/23
MONDAY AT 1:00 PM
CHAIR: Cllr B Strafford-Stephenson VICE CHAIR: Cllr A Platts

MEETING DATE	AGENDA ITEM	SCRUTINY ACTIVITY	WHAT IT WILL COVER	UPDATE/COMMENTS
14 July 2022	UK Shared Prosperity Fund	Consultee, monitor and challenge	<ul style="list-style-type: none"> To receive an update on progress made with the Investment Plan that is due to be submitted as part of the UK Shared Prosperity Fund. 	Karl Apps – Assistant Director – Economic Devp, Regeneration, and Housing Delivery Steve Lee – Assistant Director – Transformation & Communications Accepted
	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 / Damon Stanton – Senior Scrutiny Officer
	Selection of Scrutiny Review Topic	Review	<ul style="list-style-type: none"> To agree the topic for the Committee’s Scrutiny Review. 	Committee Members

	Draft Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider items for the draft work programme for the year and any suggested items for inclusion 	Committee Members/ Damon Stanton – Senior Scrutiny Officer
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive Decisions 	Damon Stanton – Senior Scrutiny Officer

19 September 2022 (Informal) CANCELLED				
31 October 2022	Clay Cross Town Deal and Levelling up Fund	Monitor and Challenge	<ul style="list-style-type: none"> To receive an update on the Clay Cross Town Deal and the Levelling up Fund. 	Karl Apps – Assistant Director, Economic Development Accepted
	Business Sector Analysis	Monitor and challenge	<ul style="list-style-type: none"> To consider a Business Sector Analysis of the District. 	Bryan Harrison – Senior Regeneration Officer & Urban Designer Accepted
	Scrutiny Review – Business Engagement	Review	<ul style="list-style-type: none"> Approval of revised project plan & timetable; Case Study: O'Connor & Co Business Advisor update 	Committee
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Forward Plan of Executive Decisions 	Damon Stanton – Senior Scrutiny Officer
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> To consider the Committees' work programme 	Damon Stanton – Senior Scrutiny Officer
16 January 2023	Scrutiny Review – Business Engagement	Review	<u>Interviews</u> <ul style="list-style-type: none"> 1:00 – Ann Turner – Amber Mill Furniture Rural Enterprise Centre (AMFREC) 	

			<ul style="list-style-type: none"> • 1:30 – Ken Eastwood – Assistant Director - Environmental Health • 2:00 – Andrew Gascoigne – Revenues & Benefits Manager 	
	Scrutiny Review	Review	<ul style="list-style-type: none"> • Triangulation of evidence 	Committee
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Forward Plan of Executive Decisions 	Damon Stanton – Senior Scrutiny Officer
	Scrutiny Work Programme	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Committee’s Work Programme 	Damon Stanton – Senior Scrutiny Officer
13 March 2023	Previous Review	Review	<ul style="list-style-type: none"> • To consider progress against the Action Plan – Tourism – Business and non-Business 	Kirstin Sykes – Town Centre & Regeneration Officer Accepted
	Scrutiny Review	Review	<ul style="list-style-type: none"> • To finalise the Scrutiny Review Report on Business Engagement 	Committee
	Monitoring of O&S recommendations	Monitor	<ul style="list-style-type: none"> • To monitor the implementation of previous committee and review recommendations 	Damon Stanton – Senior Scrutiny Officer
	Forward Plan of Executive Decisions	Consultee, monitor and challenge	<ul style="list-style-type: none"> • To consider the Forward Plan of Executive Decisions 	Damon Stanton – Senior Scrutiny Officer
	Scrutiny Work Programme	Consultee, monitor and	<ul style="list-style-type: none"> • To consider whether the Committee’s Work Programme has been completed at year end 	Damon Stanton – Senior Scrutiny Officer

**08 May 2023
CANCELLED**

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