

Dear Councillor,

Environmental and Development Services Committee

A Meeting of the **Environmental and Development Services Committee** will be held in the **Council Chamber**, on **Wednesday, 17 April 2019** at **18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Conservative Group**

Councillor MacPherson (Chairman), Councillor Roberts (Vice-Chairman) and Councillors Billings, Mrs Brown, Mrs Coe, Mrs Patten, Pegg and Watson

Labour Group

Councillors Chahal, Dunn, Taylor and Tilley

Independent / Non Grouped Member

Councillor Coe

AGENDA

Open to Public and Press

- 1** Apologies and to note any Substitutes appointed for the Meeting.
- 2** To receive the Open Minutes of the following Meeting:

Environmental and Development Services Committee 3rd January 2019 Open Minutes **4 - 6**
- 3** To note any declarations of interest arising from any items on the Agenda
- 4** To receive any questions by members of the public pursuant to Council Procedure Rule No.10.
- 5** To receive any questions by Members of the Council pursuant to Council procedure Rule No. 11.
- 6** Reports of Overview and Scrutiny Committee
- 7** SERVICE PLANS 2019-20 **7 - 60**
- 8** KEY PERFORMANCE INDICATORS-LICENSING DEPARTMENT **61 - 62**
- 9** RESOURCES AND WASTE STRATEGY CONSULTATION **63 - 73**
- 10** CORPORATE ENVIRONMENTAL SUSTAINABILITY GROUP **74 - 78**
- 11** FIXED PENALTY NOTICES FOR HOUSEHOLD DUTY OF CARE OFFENCES **79 - 83**

Exclusion of the Public and Press:

13 The Chairman may therefore move:-

That in accordance with Section 100 (A)(4) of the Local Government Act 1972 (as amended) the press and public be excluded from the remainder of the Meeting as it is likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraph of Part I of the Schedule 12A of the Act indicated in the header to each report on the Agenda.

14 To receive any Exempt questions by Members of the Council pursuant to Council procedure Rule No. 11.

15 ENVIRONMENTAL HEALTH BUSINESS SUPPORT

ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE

3rd January 2019

PRESENT:-

Conservative Group

Councillor MacPherson (Chairman) and Councillors Billings, Mrs Brown, Harrison (substituting for Cllr Roberts), Hewlett (substituting for Cllr Mrs Patten), Pegg, Smith (substituting for Cllr Mrs Coe) and Watson

Labour Group

Councillors Dunn, Shepherd (substituting for Cllr Chahal), Taylor and Tilley

EDS/71 APOLOGIES

Apologies for absence were received from Councillors Roberts (Vice-Chairman), Mrs Coe and Mrs Patten (Conservative Group) and Councillor Chahal (Labour Group) and Councillor Coe (Independent Non-Grouped Member)

EDS/72 DECLARATIONS OF INTEREST

The Committee was informed that no declarations of interest from Members of the Council had been received.

EDS/73 QUESTIONS FROM MEMBERS OF THE PUBLIC UNDER COUNCIL PROCEDURE RULE NO 10

The Committee was informed that no questions from Members of the Public had been received.

EDS/74 QUESTIONS BY MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no questions from Members of the Council had been received.

EDS/75 REPORTS OF THE OVERVIEW & SCRUTINY COMMITTEE

There were no Overview and Scrutiny Reports to be submitted.

MATTERS DELEGATED TO COMMITTEE

EDS/76 SERVICE BASE BUDGETS 2019-20.

The Strategic Director (Corporate Resources) presented the report to Committee, outlining the budgetary process through to the meeting of Council on the 27th February 2019. Reference was made to the strong financial

position of the Council, with appropriate reserves earmarked for anticipated risks and service pressures.

Councillor Tilley queried if the budget took into consideration future staffing requirements, particularly an extra neighbourhood warden. The Strategic Director (Corporate Services) advised a separate proposal would be submitted in due course.

RESOLVED:

1.1 The Committee considered and referred the proposed revenue income and expenditure for 2019/20 for the Committee's Services as detailed in Appendix 1 to the Finance and Management Committee for approval.

1.2 The Committee considered and approved the proposed fees and charges as detailed in Appendix 2 for 2019/20.

EDS/77 **AUTHORITY MONITORING REPORT**

The Planning Policy Manager presented the report to Committee.

Councillor Dunn requested an update on Brownfield Regeneration and raised a concern about future generations being unable to afford four and five bedroom homes. The Planning Policy Manager responded to each query, advising the position regarding the Brownfield Regeneration should be moving forward. In regard to the type of homes to be built, this is in line with what developers intend to build and subsequently know what will be sold; a development of only two and three bedroom homes is highly unlikely.

Councillor Taylor sought clarification on how the data regarding the length of journeys to work was captured. The Planning Policy Manager advised the data is not captured by the Council and may derive from the census.

Councillor Watson and Councillor Billings led the Committee in thanking the Planning Policy Manager for her contributions to the Council.

RESOLVED:

1.1 The Committee noted the content of the Authority Monitoring Report at Appendix A of the report.

EDS/78 **MHCLG CONSULTATION ON PLANNING REFORM**

The Planning Policy Manager presented the report to Committee, noting greater clarity is being sought around specific questions as detailed in the report.

RESOLVED:

The Committee endorsed the comments set out in the details section of the report as the Council's response to the proposed reforms.

RESOLVED:-

That, in accordance with Section 100(A)(4) of the Local Government Act 1972 (as amended), the press and public be excluded from the remainder of the Meeting as it would be likely, in view of the nature of the business to be transacted or the nature of the proceedings, that there would be disclosed exempt information as defined in the paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.

EXEMPT QUESTIONS FROM MEMBERS OF THE COUNCIL UNDER COUNCIL PROCEDURE RULE NO 11

The Committee was informed that no exempt questions from Members of the Council had been received.

The meeting terminated at 18:40

COUNCILLOR A MACPHERSON

CHAIRMAN

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES	AGENDA ITEM: 7
DATE OF MEETING:	17th APRIL 2019	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN
MEMBERS' CONTACT POINT:	FRANK MCARDLE (Ext. 5700) Frank.Mcardle@south-derbys.gov.uk ALLISON THOMAS (EXT. 5775) Allison.Thomas@south-derbys.gov.uk	DOC:
SUBJECT	SERVICE PLANS 2019/20	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Service Plans for Service Delivery and Chief Executive's Directorates be approved as basis for service delivery over the period 1 April 2019 to 31 September 2019.

2.0 Purpose of the Report

2.1 To consider the Service Plans for the Service Delivery Directorate and Chief Executive's Directorate.

3.0 Executive Summary

3.1 Service Plans are a key part of the Council's Performance Management Framework, acting as an important link between high-level plans and strategies, such as the Corporate Plan and Sustainable Community Strategy as well as performance objectives established for employees.

3.2 Service Plans have been prepared to cover the first two quarters of the year, to allow for a new Corporate Plan to be introduced and Service Plans to align with it following the District Elections in May.

4.0 Detail

Each Service Plan contains information about:

- The Directorate
- Its workforce and budget
- Service performance, including Key Performance Indicators and projects

- Partnerships
- Aims and Aspirations

4.1 The Service Plans reflect the current priority themes and outcomes within the Corporate Plan 2016-21 and Sustainable Community Strategy 2009-29.

4.2 The Service Plans cover a six-month period and will be reviewed in the summer to link in with the Corporate Plan.

4.3 Progress reports on Service Plans will be made to Elected Members as part of the Performance Management Framework monitoring process.

5.0 Financial Implications

5.1 All implications are detailed in the relevant Service Plans.

6.0 Corporate Implications

6.1 All implications are detailed in the relevant Service Plans.

7.0 Community Impact

7.1 All implications are detailed in the relevant Service Plans.

8.0 Background Papers

8.1 A copy of the draft Service Plan for the Service Delivery Directorate is included at Appendix A. A copy of the draft Service Plan for the Chief Executive's Directorate is included at Appendix B.



South
Derbyshire
District Council



Service Plan 2019/2020

Service Delivery

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All information presented in this Service Plan was correct at the time of publication

Introduction

The Corporate Plan 2016-2021 forms an important part of planning for the future and leads the Council's approach to performance management. As well as enabling effective monitoring, it links strategic priorities and objectives directly to the activities of service areas.

As part of this, Service Plans are created for the three directorates - Corporate Resources, Service Delivery, and the Chief Executive's department.

Covering the 2019-2020 financial year, the Service Plans (updated annually) align current delivery arrangements with changing patterns of demand, making the most effective use of available and future resources.

The importance of service planning

Delivery of public services occurs in an increasingly dynamic environment, with high community expectations, Government priorities and technological advances.

While the budgetary setting is constrained, there are ever-increasing pressures and demands to do more with less. In this context, it is essential that services are well planned, with the capability to evolve in order to meet community needs.

This allows the Council to identify requirements and associated enabling services such as technology, workforce, funding, capital infrastructure and information management.

Performance Management Framework

The Performance Management Framework sets out what needs to be achieved, what is measured and managed and what progress the Council is making.

Council resources must be aligned, focusing effort in the right places and delivering maximum value for people, partners and businesses. The Council must proactively identify and manage any risks that might affect delivery, regularly reviewing performance and taking action where required to stay on target and inform decision-making.

The Performance Management Framework consists of three levels. The Corporate Plan sits at the top and sets out how this makes South Derbyshire a better place to live, work and visit. Objectives and measures to deliver against the key aims of the Corporate Plan are defined in Service Plans and shape the objectives of all employees.

Everyone, from Officers to Managers to Elected Members, has a responsibility for delivery of the Corporate Plan. The Performance Board details the key projects for the year. Milestones for these are broken into quarters to help monitor and manage performance effectively and on an on-going basis.

All actions are essential if the Council is going to achieve its ambitions and aspirations. These are complemented by a set of performance measures which will help gauge whether the Council is meeting its outcomes and providing excellent services.

Key aims

All priorities and activities undertaken by the Service Delivery Directorate complement the collective vision of making 'South Derbyshire a better place to live, work and visit'.

Through the Service Plan, all corporate projects and performance measures for the Directorate contribute to the corporate themes of:

- People - keeping our residents happy, healthy and safe.*
- Place - creating vibrant communities to meet residents' needs.*
- Progress - encouraging inward investment and tourism opportunities.*
- Outcomes - work that underpins all of the Council's activities.*

The Council has a strong understanding of its customers' needs and the directorate performs well across a range of key measures. However, the Council, through its employees, constantly strives to develop and improve its services for the benefit of its customers.

The strategic aims for the Directorate are outlined in each service area summary.

New Structure

The Service Delivery Directorate was formed towards the end of 2017 and has been reviewed further as part of Council-wide restructure and is led by the Strategic Director (Service Delivery). It brings together a large number of highly visible customer-facing services including:

- Cultural and Community Services - Working in partnership with the Police and Community and Voluntary Sector to keep the residents of South Derbyshire safe and to help develop and support local community initiatives; Delivering public events across the District; Delivering physical activity, sport, recreation and health activities. It also oversees leisure contracts, facility, parks and open space development and community engagement and development;
- Operational Services - Waste collection, fleet management, street cleaning and grounds maintenance;
- Environmental Services - Protecting the health of our communities by controlling aspects of the natural and built environment that may affect human health; working across the Council to reduce the environmental impacts of the Council's activities;
- Housing - Providing affordable housing for tenants to rent;
- Planning and Strategic Housing - Determining planning applications; Delivery of affordable housing and delivery of the Local Plan.

The Directorate plays a key role in helping to deliver the Council's strategic objectives of People, Place, Progress and achieving successful Outcomes.

The Directorate works across the District, not only making connections within the Council to improve services, but in collaboration with a wide range of partners and contractors. This is with the aim of delivering effective and efficient services which make a difference to the lives of people who live and work in the District and to visitors.

Service Operations

A significant part of the work undertaken by the Directorate is statutory; however, non-statutory work also contributes significantly to ensure the Council operates within its statutory and regulatory powers.

A breakdown of the main Directorate duties is set out below:

Statutory

- Asbestos Regulations (Housing Services)
- Biodiversity Duty - Natural Environment and Rural Communities Act 2006 (Cultural and Community Services)
- Building Control (Planning and Strategic Housing)
- Closed churchyards re Burial Act 1853 (Cultural and Community Services)
- Common Duty of Care under the Occupiers Liability Act 1957 (Cultural and Community Services)
- Conserving and enhancing the natural environment (Cultural and Community Services)
- Crime Reduction and Anti-Social Behaviour (Cultural and Community Services)
- Dangerous Structures (Planning and Strategic Housing)
- Development Management (Planning and Strategic Housing)
- Designated Waste Collection Authority (Operational Services)
- Disabled Facilities Grants (Housing Services)
- Dog control services (Environmental Services)
- Eviction of illegal encampments on SDDC owned land (Environmental Services)
- Fire Safety Regulations (Housing Services)
- Food hygiene compliance in local food businesses (Environmental Services)
- Gas Safety Checks (Housing Services)
- Homelessness Duty (Housing Services)
- Infectious disease outbreak control (Environmental Services)
- Investigation and control of environmental crime - fly tipping, litter, anti-social behaviour, dog fouling (Environmental Services)
- Investigation and resolution of public health, noise and pollution complaints (Environmental Services)
- Legionella Regulations (Housing Services)
- Maintain Council's Housing Register (Housing Services)
- Maintenance of Vehicle Operations Licence (Operational Services)
- Monitoring and management of air quality/land contamination (Environmental Services)
- Planning Enforcement (Planning and Strategic Housing)
- Planning Policy - generation of on-going policy for the control and management of development and assist with the delivery of housing (Planning and Strategic Housing)
- Principal Litter Authority (Operational Services)
- Regulation of health and safety legislation in lower risk businesses (Environmental Services)
- Regulation of pollution from industrial sites (Environmental Services)
- Taxi Testing (Operational Services)

Non-Statutory

- Advice on the environmental and public health impact of planning applications (Environmental Services)
- Built Conservation and Heritage (Planning and Strategic Housing)
- Children's Play Provision (Cultural and Community Services)
- Civic Duties and Events (Cultural and Community Services)
- Community Engagement and Development (Cultural and Community Services)
- Maintaining the Council's environmental management systems (Environmental Services)
- Cultural/Public Events (Cultural and Community Services)
- Delivery of Affordable Housing (Planning and Strategic Housing)
- Delivery of Health and Housing Agenda (Housing Service/ Planning and Strategic Housing)
- Delivery of Homeless Strategy (Housing Services)
- Delivery of Housing Strategy (Planning and Strategic Housing)
- Delivery of New Council Housing (Planning and Strategic Housing)
- Electrical Testing (Housing Services)
- Environmental Education (Cultural and Community Services)
- Flooding and Drainage (Cultural and Community Services)
- Leisure, Sport, Forestry Centre and Community Facility Management and Provision (Cultural and Community Services)
- Manage the Better Care Fund allocation (Housing Services)
- Maintenance of Bus Shelters (Operational Services)
- Maintenance of Public Conveniences (Operational Services)
- Maintenance of Street Furniture (Operational Services)
- Monitoring Housing needs and commissioning of related research (Planning and Strategic Housing)
- Monitoring and managing Section 106 agreements (Planning and Strategic Housing)
- Parks, Open Space, Cemetery and Tree Management and Development (Cultural and Community Services)
- Pest control treatments (Environmental Services)
- Providing compliance advice and support to the local business community to support business growth (Environmental Services)
- Active Communities and Health (Public) Services and Development (Cultural and Community Services)
- Support for the Voluntary and Community Sector (Cultural and Community Services)



Cultural and Community Services

This area is made up of the Communities Team, Cultural Services and Active Communities and Health.

Communities Team

The team is responsible for facilitating and delivering the work of the local statutory Community Safety Partnership (CSP) and the delivery of its 2017-2020 Community Safety Partnership Plan. The CSP (named the Safer South Derbyshire Partnership) brings together a number of partner agencies who work together to deliver projects and initiatives that will help prevent and reduce crime and disorder in South Derbyshire.

The priorities set out in the Partnership Plan are delivered in accordance with the Derbyshire Constabulary Strategic Threat and Risk Assessment. The priorities set out in the 2017-20 Partnership Plan are:

- Anti-Social Behaviour
- Acquisitive Crime and Offender Management
- Domestic Abuse and Serious Sexual Violence
- Creating Stronger Communities
- Protecting Those Most at Risk
- Alcohol-Related Harm and Substance Misuse

Within the Communities Team is a dedicated Anti-Social Behaviour Officer who investigates complaints received from members of the public. The officer uses tools and powers from the Anti-Social Behaviour, Crime and Policing Act 2014 to take enforcement and can also use a range of early intervention measures, including mediation and target hardening to seek solutions to local issues.

The Communities Team also coordinates the six local Area Forums attended by the police and Council staff and through which funding is provided for local crime reduction projects.

The Community Partnership Officer provides support and advice to the voluntary and community sectors in relation to funding (e.g. funding sources, bid writing and funding strategy) and project development.

The team facilitates the Council's revenue support for local communities, with a total of more than £298,000 granted to eight local organisations across the voluntary and community sector. The grants are managed through a rolling three-year service level agreement.

Neighbourhood planning and Parish Plan support is also provided, along with the development of volunteering across the service.

Cultural Services

Leisure facilities: The unit is responsible for contracts for the management of the Green Bank Leisure Centre and Etwall Leisure Centre. It is also responsible for the management of Midway Community Centre and Swadlincote Town Hall and the development of a new community facility at Stenson Fields and its future management. The unit also leads the development of projects contained within the Open Space and facility development Strategy.

Parks, open space and cemeteries: The unit has responsibility for the management of three urban parks covering approximately 15 hectares, the 30 hectare Swadlincote Woodland Forest Park, 47 equipped play areas owned by the Council, public open space that currently occupies an area in the region of 60 hectares, six cemeteries, various closed churchyards, 11 football pitches, eight allotment sites and large areas of common land. The unit manages the tree stock on these sites and supports other units across the Council in managing trees within their portfolio. The unit is also heavily involved in the process of land adoption including consultation, design, adoption, management and use of Section 106 resources.

Land drainage: The unit is responsible for the Council's statutory and discretionary land drainage functions as the land drainage authority, ancillary services during flooding and for investigating flooding events.

Rosliston Forestry Centre: is owned and managed in partnership with the Forestry Commission. It has attracted more than £3 million in external funding over the past 15 years and draws in around 190,000 daytime and overnight visitors per year. Management of the site has recently been taken back in-house with the intention to go back out to market for an external management contractor in the near future.

Events: The unit leads or supports delivery of major public events, including the Festival of Leisure, which attracts an estimated 10,000 people over a June weekend, the switching on of the Christmas Lights in Swadlincote Town Centre, Liberation Day, South Derbyshire Day, performances at the Glade, parks and other open spaces. The support for the Council Chairman and civic events is also undertaken by this unit.

Environmental Education: is based at Rosliston Forestry Centre. The Environmental Education Partnership between the Council, Rolls-Royce plc and the National Forest Company aims to develop the knowledge, understanding and respect of the environment by young people and adults. In addition to hosting school and other group visits, the team manages events, co-ordinates the District-wide Environmental Forum and Cultural Forum, leads on the local Forest School initiative and delivers contracts for the Woodland Trust and others.

Active Communities and Health

Active Community Development: This involves developing infrastructure, through partnership working, to enable local people to become involved in physical activity, sport and recreation as a vehicle for health improvement, social inclusion and community development. This is principally undertaken through the Council's membership of Active South Derbyshire and Active Derbyshire. This area of work also supports capital projects to ensure that site development plans will achieve funder's outcomes, along with maximising opportunities of new and existing facilities to improve and deliver physical health and wellbeing opportunities.

Play Development and Provision: This work involves delivering a range of outreach provision for young people in the District throughout the holiday periods with numerous participations being achieved annually. This is made possible by working in partnership with Parish Councils and key partners such as Safer South Derbyshire to provide a comprehensive offer, particularly over the School Summer Holidays.

Public Health Development and Improvement: The area of work leads on health promotion and improvement to improve the overall wellbeing of residents. It also delivers a range of Public

Health Contracts including the Live Life Better Scheme locally and works with Public Health to manage the local Health and Wellbeing Group.

Get Active in the Forest: is a project which has engaged local people in activities including walking, cycling, outdoor pursuits and archery. The Project oversees the Walking for Health Scheme across the District and also manages the National Forest Walking Festival in partnership with a range of people including the National Forest Company and Economic Development Unit. The Get Active Project's aim is to engage the least active in the District to increasing their physical activity levels, but also delivers social and community cohesion through a wide range of volunteers.

Active Schools Partnership: The unit is commissioned by the primary and secondary schools in the District to deliver the Active Schools agenda. This includes sport competitions and festivals, curricular and extra-curricular activity, leadership and volunteering, physical activity programmes and teacher training.

Key Aims for Cultural and Community Services

The key aims for the coming year are:

- Work with statutory partners, voluntary sector organisations and local communities to tackle crime and disorder in the District;
- Ensure sustainable future management arrangements are put in place at Rosliston Forestry Centre working in partnership with the Forestry Commission;
- Deliver an enhanced drainage scheme at Melbourne Sports Park;
- Increase commercial income to support the sustainability of services;
- Deliver the Playing Pitch Strategy and the Local Football Facility Plan;
- Review and improve the Section 106 process as it relates to Cultural Services, and facility provision across the District;
- Deliver new/improved community facilities in parks, Stenson Fields and Swadlincote;
- Develop a plan to implement the recommendations of the recent Play Audit;
- Review and improve the management of the Council's tree stock;
- Increase participation in outdoor activity and volunteering;
- Deliver Active South Derbyshire's Physical Activity, Sport and Recreation Strategy;
- Enable partners of Active South Derbyshire and the South Derbyshire Partnership to maximise opportunities for the residents of South Derbyshire;
- Ensure the delivery of the Active Derbyshire Service Level Agreement to lever in resource to South Derbyshire;
- Plan for the management and implementation of the Urban Country Park Project in Swadlincote;
- Enhance neighbourhoods by supporting local community projects and by working with key partners to increase service provision for local people;
- Promote the Swadlincote Heritage Trail;
- Deliver improvements to environmental education facilities at the Rosliston Forestry Centre.

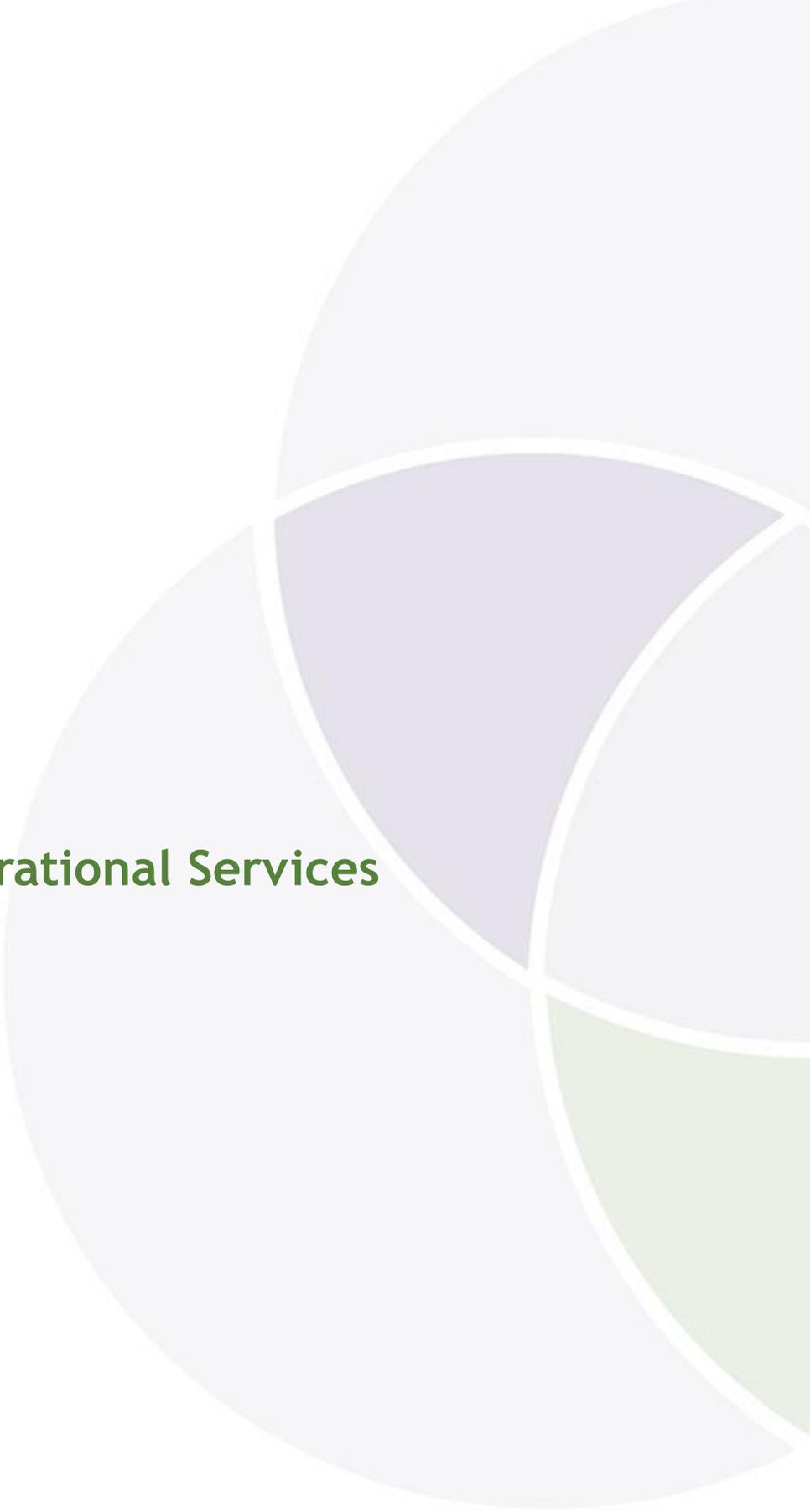
Performance

People

Aim	Project/Measure	Outcomes
Increase levels of participation in sport, health, environmental, cultural and physical activities	PE4.1 Throughput at Etwall Leisure Centre, Green Bank Leisure Centre and Rosliston Forestry Centre and Community Participation opportunities.	Rosliston: Q1. 50,000 Q2. 60,000 Leisure centres: Quarterly target 172,108, as per contract agreement. Walking Festival: 1,250 Community Participation: Q1. 21,465 Q2. 16,022
Increase levels of participation in sport, health, environmental, cultural and physical activities	PE4.2 Delivery of the Active Derbyshire SLA for South Derbyshire.	Q1 Development of an annual delivery plan of KPI 1 and KPI 2 is to be agreed with South Derbyshire District Council. Q2 Monitoring reports will be provided a minimum of every 6 months and an Year End Report.

Place

Aim	Project/Measure	Outcomes
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.9 Capital programme for the delivery of enhancements to public open spaces utilising Section 106 contributions. NEW	Q1. Draw up proposed programme, consult where applicable and match to resources. Q2. Presentation of delivery plan for approval
Help maintain low crime and anti-social behaviour (ASB) levels	PL3.2 Number of ASB incidents in Swadlincote Centre (reported as a rolling figure).	<400 incidents per quarter.
Connect with our communities, helping them feel safe and secure.	PL4.1 Review and update existing plan. Develop and deliver action plan.	Q1. Work with schools to develop delivery plan for community safety input in schools in 2019/20. Q2. Support delivery of summer activities in urban core hot spot areas for young people to participate in.



Operational Services

Street Scene Team

The Council is a designated Principal Litter Authority and has a statutory duty to keep public open spaces, streets and footpaths free from litter, refuse, fly-tipping, weeds and detritus. In order to achieve there is a **Street Cleansing** service which enables the Council to comply with the requirements of the Government's Code of Practice for Litter and Refuse. A team of nine operatives undertake various cleansing activities, from mechanical sweeping to manual removal of fly-tipping.

The team provides a service to remove graffiti from public locations and, on request, from private property. The service endeavours to remove offensive graffiti within 24 hours. The team also undertakes repairs to or replacement/provision of street name plates, bus shelters, public conveniences, litter bins and street furniture.

Grounds Maintenance services are undertaken as the Council's main contractor. Primary internal clients are Cultural and Community Services and Housing Services and the main external clients are Derbyshire County Council and local Parish Councils.

Maintenance services are provided on the Council's main parks, two of which currently hold Green Flag status. The service works closely with clients to deliver a wide range of soft landscaping services including general grass cutting, weed control, sports pitch maintenance, fine turf maintenance, grave digging and cemetery maintenance, playground equipment inspections and repairs, as well as arboriculture services.

Services are delivered, in accordance with agreed Council Service Standards, on public open spaces, highway verges, play areas, parks and recreation grounds, housing open plan areas and sheltered housing schemes.

Waste and Transport Team

The Council is a designated **Waste Collection Authority** and has a statutory duty under the Environmental Protection Act 1990 to arrange for the collection of household waste and the collection of commercial waste if requested. Furthermore, statutory duties include the need to provide for the collection of a minimum of four different waste streams for the purposes of recycling, these being paper, glass, metals and plastics. This includes a statutory duty to recycle and/or compost >50% of all household waste collected by 2020. It is likely that this figure will be increased to 65% by 2030.

A three bin collection service is provided for most households. This is made up of a green bin for the collection of dry recyclable waste; a brown bin for the collection of garden and food waste and a black bin for the collection of residual waste. A service is also provided for the collection of bulky household waste items, for which an extra charge is made, and an additional service for the collection of health care waste for residents being treated at home.

Eight sites are located across the District where householders can deliver excess recyclable materials and deposit them in recycling banks.

The Council provides a commercial waste service to more than 500 local businesses with a range of bin sizes/recycling options.

The Council is required to maintain an operating licence for all vehicles over 3.5 tonnes and currently has 15 vehicles. These vehicles are subject to specific operating and maintenance regimes and the Council must satisfy the Traffic Commissioner that it complies with all requirements of its licence. Two mechanics repair, service and maintain the **Transport Fleet** which is made up of 76 vehicles and 85 items of small plant, used by eight different service areas within the Council.

Key Aims for Operational Services

Over the next five years, Operational Services will invest time in planning service delivery so that it is able to continue delivering services that people want and use against a backdrop of increased expectations and a fast-growing population. It will do so whilst exploring alternative service delivery models and joint working opportunities to develop the commercial potential of the Council's operational services across and outside the District. The service will continue to evolve to meet the challenges faced within the local authority sector, keeping the communities and residents of the District at the heart of what it does and aims to achieve.

The Service will aim to:

- Reduce the amount of waste collected;
- Deliver increased recycling and composting of any waste collected;
- Provide clean streets and improve the built environment;
- Improve the aesthetics of the District through soft landscaping and grounds maintenance.

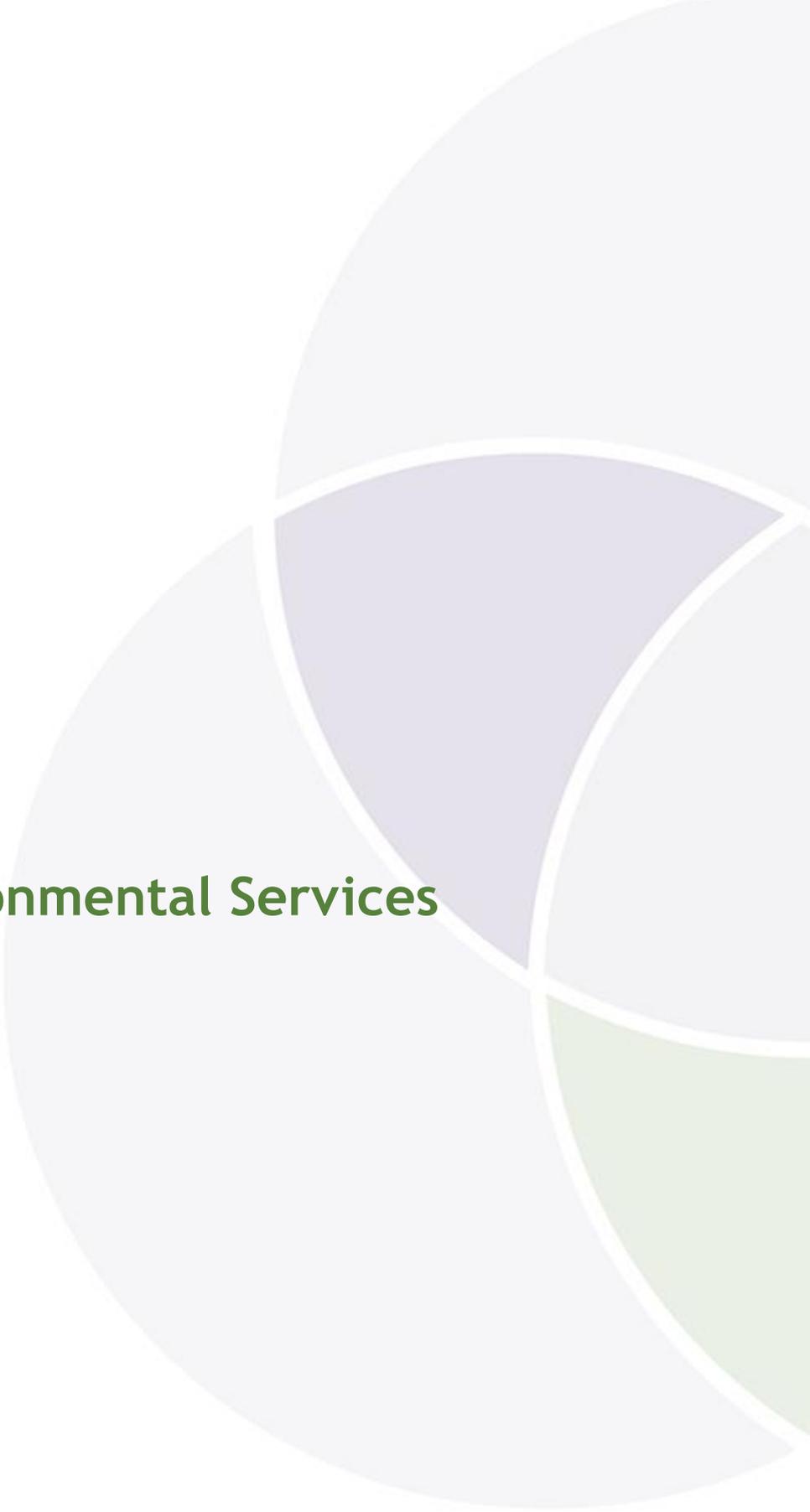
Performance

People

Aim	Project/Measure	Outcomes
Reduce the amount of waste sent to landfill.	PE5.1 Household waste collected per head of population (kg).	Q1 <130kgs Q2 <110kgs
Reduce the amount of waste sent to landfill.	PE5.2 % of collected waste recycled and composted.	Q1 >55% Q2 >53%

Place

Aim	Project/Measure	Outcomes
Deliver services that keep the District clean and healthy.	Monitoring of street scene services (including fly-tipping, grass cutting and litter collection). NEW.	PL6.1 % adherence to service standards for Grass Cutting. (figure TBC)
		PL6.2 Q1. Undertake Local Environment Quality Survey (LEQS). Q2 Report on LEQS and measures set which will be monitored from Q3.
		PL6.3 % of fly-tips cleared within 24 hours (figure TBC)



Environmental Services

The **Commercial Team** undertakes food hygiene, health and safety and infectious disease control in accordance with the Council's duties under UK and EU law. This involves checking legal compliance in local businesses as well as offering advice to help compliant businesses achieve their maximum business potential. The team also investigates infectious disease outbreaks, accidents at work and complaints about unsafe business practices.

The **Pollution Team** carries out the Council's legal duties to prevent and control environmental pollution from all of its different sources. The team investigates complaints about many forms of environmental pollution with the aim of finding a lasting solution, as well as proactively monitoring local environmental conditions such as air quality, land contamination and noise levels to help influence local decision-making in a way which maintains environmental standards.

The **Community Safety Enforcement Team** is on the front-line of making the District's streets safer and cleaner by enforcing laws and changing behaviour around anti-social behaviour, dog control and environmental crime. The team investigates incidents of possible environmental crime, such as fly-tipping and dog fouling. It also works closely with the Police to directly prevent and intervene in incidents of anti-social behaviour as well as offering a reassuring uniformed presence in parks and open spaces.

The **Private Sector Housing Team** works closely with owner-occupiers and private landlords to raise housing conditions, improve domestic energy efficiency and ensure that legal standards are being met in all private stock. The team uses a mixture of legal interventions, grants and other funds to help home owners make their own houses safe as well as making sure that landlords are keeping rented houses fit to live in.

The service also provides the Council's own **environmental management** function which aims to ensure that all of the services provided by the Council and its suppliers meet the highest possible environmental standards and help continued certification to the ISO14001 Environmental Management standard.

Key Aims for Environmental Services

Much of the work in Environmental Services is driven by national and international law and from statutory guidance issued by various Government departments and agencies. This work over the next year will, therefore, largely be determined by changes at this level. In addition, based on knowledge of local demands and need, the Service has identified aspirational targets and projects to take forward over the term of this service plan. These will form projects in future revisions of this service plan. The Service will aim to:

- Continue to reduce fly tipping incidents;
- Bring more long-term empty homes back into occupation;
- Improve the proportion of food businesses with the top food hygiene rating and increase the number of food businesses in the District;
- Adapt to forthcoming changes in the way that food hygiene law is applied in the UK and in particular the implications of Brexit;
- Enable excess food produced at festivals to go to local charities rather than disposal;
- Review and update local laws known as Public Spaces Protection Orders;
- Improve town centre community engagement and enforcement in Swadlincote;
- Ensure that the energy efficiency of rented residential properties meet legal standards;
- Find ways to improve air quality;
- Maximise the benefits of town centre parking in Swadlincote;
- Increase income from providing consultancy services and re-invest this in improved services to our residents;
- Provide the energy and resources to enable the Corporate Environmental Sustainability Group to drive environmental improvement across the organisation;
- Ensure that sustainability is fully considered in the development of all relevant corporate plans and strategies;
- Develop and improve the Civica database to drive improvements in efficiencies;
- Minimise the public health impact of exposure to environmental noise;
- Maintain good governance through a full review of procedures and data retention practices;
- Improve the services offered to support vulnerable people or prevent residents falling into vulnerability to reduce the cost burden on the NHS.

Performance

Outcomes

Aim	Project/Measure	Outcomes
Enhance environmental standards.	O3.1 Uphold strong environmental management standards.	<p>Q1. Address all minor non-conformities and observations from the October ISO14001 audit.</p> <p>Q2. Complete a baseline energy assessment to include the impact of the new Boardman estate depot. Develop five year energy management targets.</p>

People

Aim	Project/Measure	Outcomes
Use existing tools and powers to take appropriate enforcement action	PE3.1 Number of empty home intervention plans for dwellings known to be empty for more than two years.	<p>Q1. ≥ 0</p> <p>Q2. ≥ 2</p>

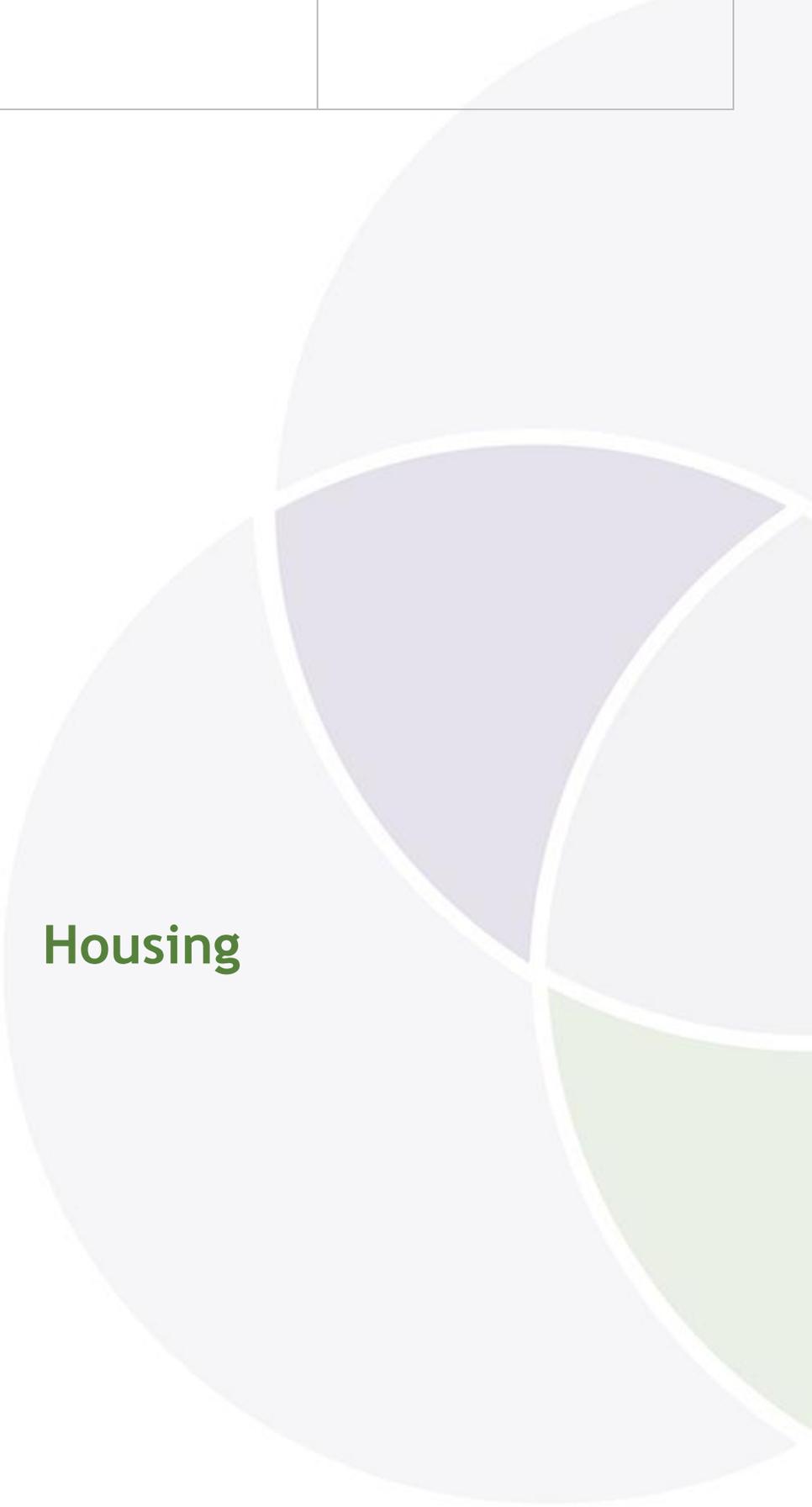
Place

Aim	Project/Measure	Outcomes
Help maintain low crime and anti-social behaviour (ASB) levels	PL3.1 Downward trend in fly-tipping incidents.	<p>Q1. <172</p> <p>Q2. <344</p>

Progress

Aim	Project/Measure	Outcomes
Provide support to businesses and the not for profit sector and promote innovation and access to finance, including in rural areas	PR5.1 Food businesses which have a Food Hygiene Rating score of five.	>83% (Previous target - >81%).
Provide support to businesses and the not for profit sector and promote innovation and	PR5.2 Registered food businesses active in the District. Page 27 of 87	≥ 810 (Same as previous target).

access to finance, including in rural areas		
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Housing

Housing Operations Team

The Housing Operations team allocate and manage council-owned properties in a fair and transparent manner, to provide landlord services that are both compliant with regulation and offer customers and tenants services that are considered to be best practice in the region.

The Service will do this through:

- Transparent allocation of council properties;
- Housing advice and homelessness services that allow greater engagement with customers;
- Supported housing services for vulnerable people through the Careline and other support services;
- Community engagement services to establish the needs of customers and to develop community cohesion and resilience;
- Housing management services to help sustain tenancies, and make the best use of Council stock;
- Tenancy enforcement services to manage breaches of tenancy and antisocial behaviour;
- Estate management services to ensure the upkeep of communal areas and facilities to agreed Council Standards;
- Maximising income from rent and collecting former tenant and sundry debt such as garages;
- Utilising the Better Care Fund allocation to promote independence and prevent hospital admissions.

Housing Services Team (Repair and Improvement)

This team is responsible for the repair and improvement of council-owned properties for rent and the provision of services to other residents who require their property to be adapted for their use.

The Service will do this through:

- Developing a modern day-to-day repairs service that responds to customer needs;
- Developing a long-term evidence-based property improvement plan;
- Ensuring that buildings and land are safe, secure and compliant with all safety regulations;
- Maximising income by minimising the time property is vacant;
- Improving services to the public who require their homes to be adapted;
- Ensuring that repair and maintenance services are delivered in an efficient manner to maximise value for money.

Key Aims for Housing Services

Over the next five years, the Housing service will face a number of challenges including changes brought about by Welfare Reform and other legislative issues coming from the Housing and Planning Act and the Housing Green Paper. To manage this there is a need to ensure that income is maximised through rent collection and that the services are efficient and effective and meet the increased expectations of its customers. The sector is seeing a channel shift towards online delivery of services and needs to modernise the services that are delivered to meet expectations.

To address these issues the Service aims to:

- Continue the proactive approach to preventing homelessness, extending advisory services and fulfilling obligations under the Homelessness Reduction Act;
- Maximise rent collection through Universal Credit implementation;
- Provide tenants with easy access to services by modernising systems and mobilising the workforce;
- Improve the use of digital technology to enhance service delivery;
- Deliver against the objectives set out in the Housing Strategy;
- Deliver against the objectives set out in the Asset Management Strategy;
- Develop a new model for delivering Supported Housing Services;
- Introduce a range of measures to obtain customer data and gather feedback to inform future service delivery;
- Review the Council's Allocations Policy to better manage the Housing Register;
- Establish schemes that tackle homelessness and its root causes;
- Ensure funding opportunities are maximised to deliver the front-line housing services;
- Work with Registered Provider partners to ensure a consistent approach to the management of social housing is maintained across the District.

Performance

Outcomes

Aim	Project/Measure	Outcomes
Maintain financial health.	O1.2 Rent arrears as a % of the rent due.	<2.5%.
Maintain customer focus.	O5.3 To gather customer satisfaction data in a cost effective way and use the data to manage and improve services.	Q1. Review and implement a new method of collection for tenant satisfaction across Housing. Q2. Develop measures to monitor tenant feedback.
Maintain customer focus.	O5.4 To provide a value for money service that fully meets the needs of our tenants and delivers high levels of customer satisfaction.	Q1. Develop proposals to implement findings following the Housing Quality Network review of the Housing service. Q2. Update Elected Members on the implementation of proposals.

People

Aim	Project/Measure	Outcomes
Enable people to live independently.	PE1.1 Average time taken to re-let Council homes (excluding major voids).	<21 days (This would put us in the top quartile nationally).
Enable people to live independently.	PE1.2 Average length of time for current voids.	<21 days (This would put us in the top quartile nationally).
Protect and help support the most vulnerable, including those affected by financial challenges.	PE2.1 Number of successful introductory tenancies.	85%

Planning and Strategic Housing

Planning Services

As a result of the population growth, the Planning Service has experienced significant increases in the volume and complexity of planning applications over the last five years. In addition, Planning Services has seen considerable change as national expectations and customer demand increases. As such, a Review of Planning Services was implemented in 2018 to ensure that best and most efficient use of resources is made. This is already showing improvements to the Service.

Preparing and monitoring the statutory **Local Plan** sets out the long-term growth strategy for South Derbyshire. This includes identifying how essential infrastructure will be provided and funded. The Policy Team works closely with adjacent authorities in the wider Derby Housing Market Area (HMA) on strategic issues such as housing, employment, transport and the Green Belt. Specialist advice and support is provided in relation to more than 700 listed buildings and 22 conservation areas and on the quality of design of major proposals to secure design excellence. The Council now has an adopted Local Plan to cover development in the District through to 2028.

The **Development Management** team dealt with over 1,400 planning applications in 2018. The diverse nature of the District means that a wide variety of applications are received. Officers, under the scheme of delegation, determine approximately 90% of applications. The remainder are determined by Elected Members at Planning Committee. Free, informal advice is provided to developers and householders. Development Management also deals with planning appeals, along with Tree Preservation Orders and consent for works to trees, and diversions and stopping up of footpaths.

An average of 300 **Planning Enforcement** complaints regarding potential contravention of planning and associated legislation are investigated each year.

In terms of **Building Control**, officers appraise schemes and monitor building works that require building regulation approval. This work is won in competition with approved inspectors in the private sector. Due to a year-on-year decline in market share and therefore fee income, the coming year will see the Service join Southern Staffordshire Building Control Partnership (as part of a partnership of six Local Authority Building Control units) to provide the service for South Derbyshire going forward.

Strategic Housing Team

The Strategic Housing Team is responsible for the delivery of new affordable housing through the planning process, the Council's own new-build programme, and the direct acquisition of new-build homes for use as social housing. The Strategic Housing function overarches all tenures (social housing, private housing and private rented sector) within the District and through research and partnership working delivers new schemes and initiatives that raise housing standards and improve the thermal comfort of homes and the quality of life for residents across the District.

Strategic Housing services are summarised below:

- Explore methods of delivering new affordable homes, including working in partnership with others;
- Delivery of affordable housing;
- Negotiate Section 106 agreements and planning conditions to ensure the appropriate mix of new housing is built within the District;
- Commission research to inform future investment and policy decisions;
- Compile and co-ordinate the delivery of the Housing Strategy;
- Work with Registered Provider Partners to deliver affordable housing sites across the District;
- Tackle health inequality through housing interventions.

Key Aims for Planning and Strategic Housing

The key aims of Planning and Strategic Housing for the coming year are:

- Ensure the early success as a member of the new Building Control Partnership in its first year;
- Continue with the programme of improvements identified in the Planning Service Review including the implementation of new software;
- Deliver key supplementary planning and development plan documents;
- Continue the improvement of the management of Section 106 agreements;
- Increase the proactive monitoring and support of housing delivery;
- Further improve the design quality of development in the District;
- Work in conjunction with health and social care partners to deliver joined up services that tackle health and housing inequality;
- Deliver more adapted housing, supported housing and extra care housing to meet the needs of the aging population (and commission the necessary evidence case).

Performance

People

Aim	Project/Measure	Outcomes
(Housing Services) Enable people to live independently.	PE1.3. Delivery of Better Care Fund (BCF) schemes in accordance with assurance plans. NEW.	Q1. Report on the delivery of the £980k BCF programme for 2018/19. Q2. Submit plans for 2019/20 BCF spend following allocation and gain associated Committee approvals for projects.

Place

Aim	Project/Measure	Outcomes
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.1 Total number of affordable dwellings delivered.	>150 (annual target). Same as previous year.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.2 Adopt Countywide Strategy - Housing and Accommodation for an ageing population: Vision for Derbyshire to 2035. NEW.	Q1 and Q2. Ensure at least 10% of all new affordable housing provision secured through Section 106 agreements or planning conditions is either adapted for disabled use or built to lifetime homes standards.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.3 Number of new homes added to the HRA (this indicator incorporates new builds and also acquired properties into the HRA). NEW.	Proxy.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.4 Relevant documents adopted.	Q1. Submission of Local Green Spaces Document to the Planning Inspectorate. Completion of Gypsy/Traveller Site Allocations Development Plan (GTSADP) scoping. Q2. Examination of Local Green Spaces Document. First public consultation on GTSADP.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.5 Number of decisions made in time over number of decisions made.	90%.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.6 Maximise delivery of housing units.	Q1. Housing survey completed. Q2. Review of progress on all 'major' housing sites. Continue proactive intervention.
Facilitate and deliver a range of integrated and sustainable housing and community infrastructure.	PL1.7 Proportion of good quality housing development schemes (defined using Build for Life criteria) approved.	90% (annual target).

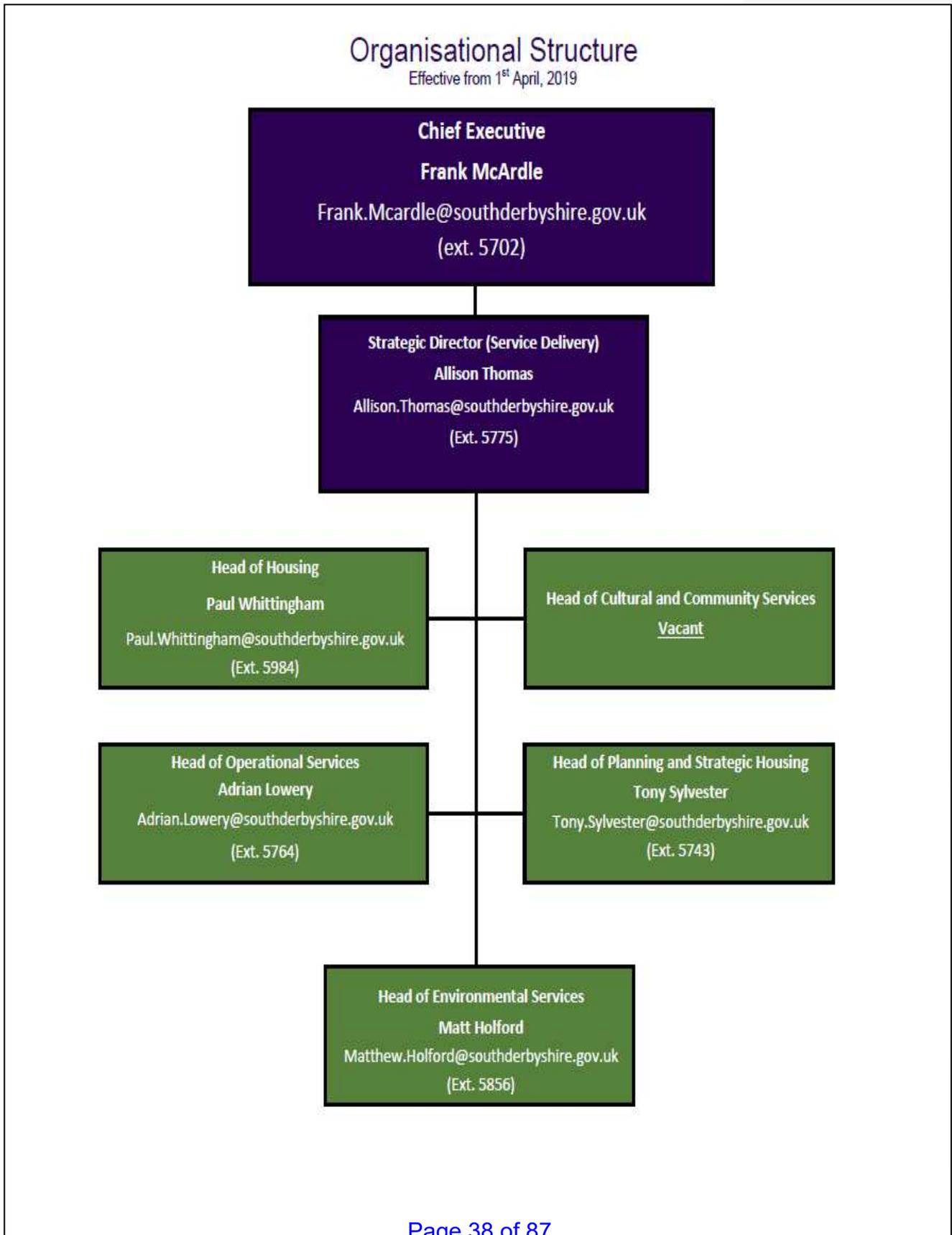
Workforce

In terms of workforce development, an annual training and development plan is produced after Performance Development Reviews are held. Some homeworking opportunities are provided and flexible working is considered crucial to motivate and engage high-performing staff.

As of April 1, 2019, 210 (FTE) employees work in Service Delivery.

Service Structure

The structure of the Service Delivery Directorate, showing each service area, is shown below:



Budgets

Revenue budget 2019/20

The Directorate's budget for 2019/20 is outlined in the following table.

Service	Budget (£)
Cultural and Community Services	2,017,465
Environmental Services	586,457
Housing	399,809
Operational Services	3,585,663
Planning and Strategic Housing	718,916
Total	7,308,309

Capital budget 2019/20

The Directorate's capital budget for 2019/20 is outlined in the following table:

Service	Project	Budget (£)
Culture and Community Services	Communities	691,012
Housing Services	Housing Revenue Account	2,988,000
Housing Services	Disabled Facilities Grants	1,072,320
Operational Services	Vehicle Replacement	517,000
Planning and Strategic Housing	Strategic Housing Market Assessment	50,000
	Total	5,318,332



Partnerships

The Directorate’s significant partnerships are outlined below:

Partnership	Main purpose
Active Schools Partnership	Partnership approach to delivering the National, County and Local outcomes for young people’s health and wellbeing across the Schools network and beyond.
Active South Derbyshire	Partnership of bodies having an interest in promoting physical activity, sport, recreation and health in the District.
Building Control Partnership	Partnership of Local Authority Building Control Services operating in the Midlands area.
D2N2 Better Business Regulation Partnership	Collaboration of businesses and regulatory authorities to promote economic growth through positive regulatory outcomes.
Derbyshire County Council	Delivery of the Derbyshire Waste Management Strategy.
Derbyshire Police	Respond effectively to crime and ASB.
Derbyshire Traveller Issues Working Group	Co-ordinating a county wide approach to dealing with Gypsies and Travellers.
East Staffordshire Borough Council	Compostable waste processing contract.
Emergency Planning	Shared service delivery with Derbyshire County Council to ensure civil resilience.
Etwall Joint Management Committee	Partnership between South Derbyshire District Council (SDDC), John Port School and County Council to operate the Leisure Centre.
External contractors	Delivery of planned and responsive service contracts and capital improvements.
HIA (Home Improvement Agency)	Provide support to vulnerable households to improve house conditions.
Homes England	SDDC has investment partner status with Homes England to deliver new build council housing across the District.
Housing Market Area Partners	Working closely with adjacent authorities (Derby City and Amber Valley) in the wider Derby Housing Market Area on strategic issues such as housing, employment, transport and the Green Belt.
LEAP (Local Energy Area Partnership)	Provide advice and guidance on a range of carbon reduction initiatives.

Melbourne Sporting Partnership	Sports club, Parish and District Council partnership that is developing facilities and opportunities at the Cockshut Lane Recreation Ground.
Nottinghamshire Consortium	Refuse vehicle procurement framework.
P3	Provision of homelessness temporary accommodation.
Registered Providers	Working with housing organisations to develop affordable housing across the District.
Rosliston Forestry Centre Executive	Partnership between SDDC and Forestry Commission to operate the Forestry Centre.
Safer South Derbyshire Partnership	Statutory partnership to reduce the level of crime and disorder.
South Derbyshire CAB	Debt advice for tenants.
South Derbyshire CVS	Support on community projects and welfare reform.
South Derbyshire Partnership	Statutory partnership of public, private and voluntary sector to promote the District. The Partnership has theme groups which focus on health, community safety and sustainable development.
Swadlincote Cultural Partnership	Partnership of public, private and voluntary sector organisations that work to promote the heritage and environment of Swadlincote.

Additional considerations

Business change

In order for the Directorate to positively meet opportunities and challenges, it will create and develop innovative solutions which will help to deliver the outcomes that communities need and want at a cost the Council can afford. This includes embracing the corporate approach to business change and constantly reviewing working practices and use of technology to improve the efficiency and effectiveness of services.

Environmental impact

By implementing the requirements of ISO 14001 across all significant environmental aspects associated with Service Delivery Directorate, this Service Plan seeks to ensure continual improvement of the Council's environmental performance.

Further information can be found at: <http://sddcintranet/index.php/essentials/83-ems>

Managing risks

The process set out in the Council's Risk Management Strategy has been adhered to. The risk registers are managed by the Directorate Departmental Management Team and reported to Committee on a quarterly basis.

Monitoring and review

This Service Plan will be monitored on a quarterly basis as part of the Council's Performance Management Framework and will be used throughout the year to manage service delivery.



South
Derbyshire
District Council



Service Plan 2019/2020

Chief Executives

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All information presented in this Service Plan was correct at the time of publication.

Introduction

The Corporate Plan 2016-2021 forms an important part of planning for the future and leads the Council's approach to performance management. As well as enabling effective monitoring, it links strategic priorities and objectives directly to the activities of service areas.

As part of this, Service Plans are created for the three directorates - Corporate Resources, Service Delivery, and the Chief Executive's department.

Covering the 2019-2020 financial year, the Service Plans (updated annually) align current delivery arrangements with changing patterns of demand, making the most effective use of available and future resources.

The importance of service planning

Delivery of public services occurs in an increasingly dynamic environment, with high community expectations, Government priorities and technological advances.

While the budgetary setting is constrained, there are ever-increasing pressures and demands to do more with less. In this context, it is essential that services are well planned, with the capability to evolve in order to meet community needs.

This allows the Council to identify requirements and associated enabling services such as technology, workforce, funding, capital infrastructure and information management.

Performance Management Framework

The Performance Management Framework sets out what needs to be achieved, what is measured and managed and what progress the Council is making.

Council resources must be aligned, focusing effort in the right places and delivering maximum value for people, partners and businesses. The Council must proactively identify and manage any risks that might affect delivery, regularly reviewing performance and taking action where required to stay on target and inform decision-making.

The Performance Management Framework consists of three levels. The Corporate Plan sits at the top and sets out how this makes South Derbyshire a better place to live, work and visit. Objectives and measures to deliver against the key aims of the Corporate Plan are defined in Service Plans and shape the objectives of all employees.

Everyone, from Officers to Managers to Elected Members, has a responsibility for delivery of the Corporate Plan. The Performance Board details the key projects for the year. Milestones for these are broken into quarters to help monitor and manage performance effectively and on an on-going basis.

All actions are essential if the Council is going to achieve its ambitions and aspirations. These are complemented by a set of performance measures which will help gauge whether the Council is meeting its outcomes and providing excellent services.

Key aims

All priorities and activities undertaken by the Service Delivery Directorate complement the collective vision of making 'South Derbyshire a better place to live, work and visit'.

Through the Service Plan, all corporate projects and performance measures for the Directorate contribute to the corporate themes of:

- People - keeping our residents happy, healthy and safe.*
- Place - creating vibrant communities to meet residents' needs.*
- Progress - encouraging inward investment and tourism opportunities.*
- Outcomes - work that underpins all of the Council's activities.*

The Council has a strong understanding of its customers' needs and the directorate performs well across a range of key measures. However, the Council, through its employees, constantly strives to develop and improve its services for the benefit of its customers.

The strategic aims for the Directorate are outlined in each service area summary.

Overview of the Directorate

The Chief Executive's Directorate plays a key role in meeting our strategic objectives for supporting People, Place, Progress and successful Outcomes.

The department is made up of six service areas:

- Legal Services
- Democratic Services
- Elections
- Licensing
- Economic Development
- Land Charges

The Directorate was initially established following a Council restructure in May 2013.

Following a further review of Senior Management and the creation of Head of Service roles, which was implemented on 1 April 2019, responsibility for some of the functions that had previously sat within the Directorate was moved.

The Corporate Resources Directorate became responsible for co-ordinating the use of all resources (*people, money, property and IT*) to ensure that these resources of the Council are utilised strategically to support service delivery and deliver the priorities of the Council.

In addition, certain functions were centralised and strengthened corporately by transferring resources internally into a central unit to deliver corporate planning and performance management under a new Organisational Development and Performance Unit. In addition, some resources were also transferred centrally to support business transformation at a corporate level.

This allows the Chief Executive’s Directorate to focus on the core functions of Legal Services, critical to the operation of the entire organisation; Economic Development, which is vital to the sustained stability and growth of the District and the quality of life for those who live and work within it; democracy, both through Democratic Services and Elections, and Licensing, which governs and monitors everything from public houses and events to pet shops and scrap yards.

The current structure and services of the Directorate was implemented on 1 April 2019, as shown in the following table.

Chief Executive	
Head of Legal and Democratic Services	<ul style="list-style-type: none"> • Legal • Licensing • Democratic Services • Elections • Land Charges
Head of Economic Development and Growth	<ul style="list-style-type: none"> • Economic development and regeneration • Town centre management • Inward investment • Sustainable development • Working with local businesses

The directorate provides a wide range of services to internal and external customers, including Elected Members, officers, the electorate, businesses, partners, central Government, all levels of local Government and the general public.

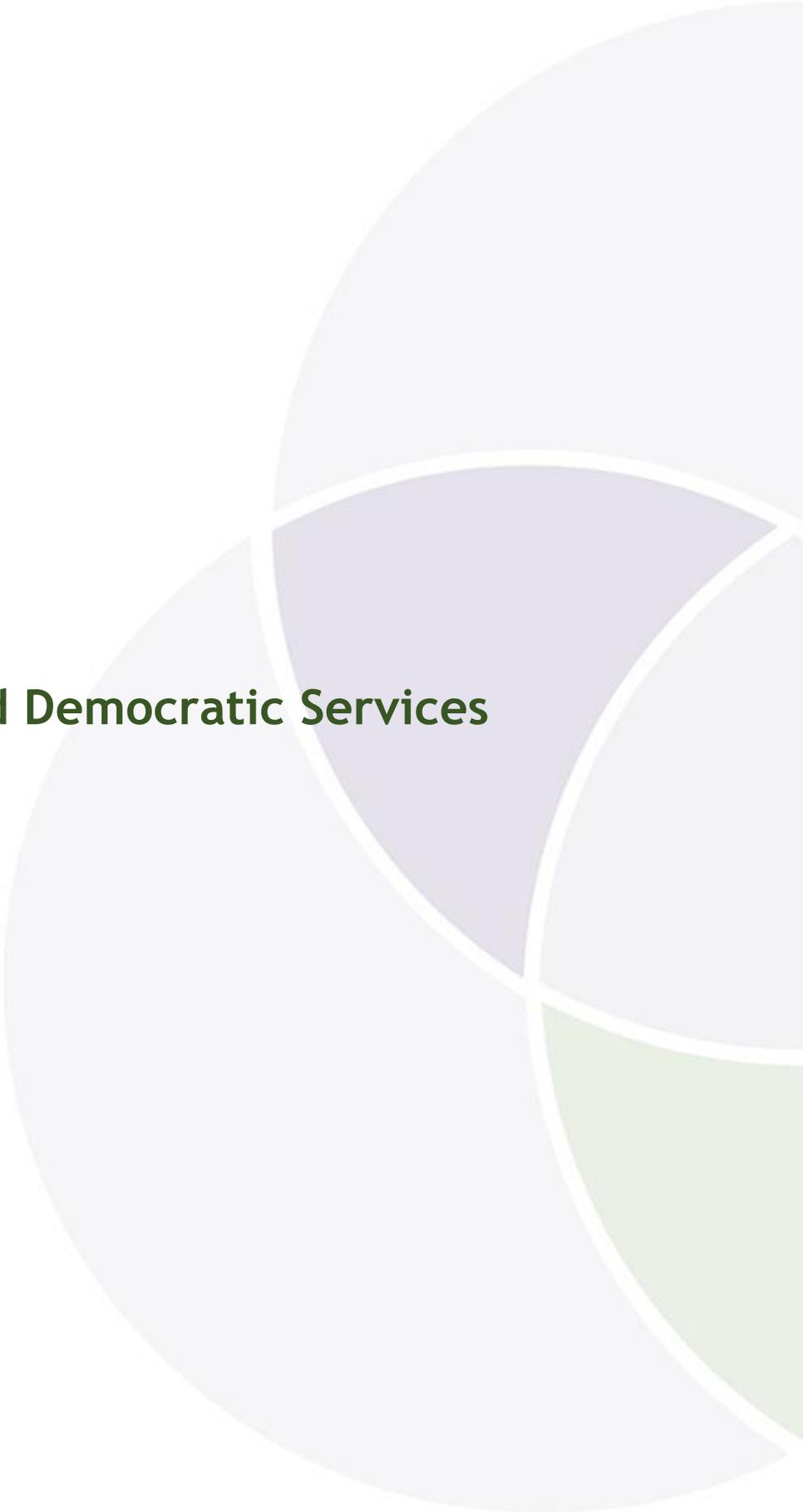
Service Operations

Functions of the Monitoring Officer

The Legal and Democratic Services Manager is also appointed to carry out the statutory role of Monitoring Officer in accordance with the Local Government and Housing Act 1989 and Local Government Act 2000.

The Monitoring Officer's responsibilities include:

- Maintaining the Constitution
- Ensuring lawfulness and fair decision making and specifically the Council, its Officers and Elected Members maintain the highest standards of conduct at all times
- Maintaining the Registers of Disclosable Pecuniary Interests for Elected Members
- Receiving/determining Elected Member Code of Conduct complaints
- Proper Officer for access to information
- Providing advice and assistance on matters such as illegality, maladministration, Elected Member conduct, registers of interest, declarations of interest at meetings, Constitution
- Corporate governance



Legal and Democratic Services

Legal Services

Work is undertaken in relation to a broad range of Council functions. The demands placed upon the section require officers to demonstrate a broad base of legal knowledge and a considerable degree of flexibility in their work.

Contentious work:

- Civil litigation
- Criminal litigation
- Enforcement
- Tribunals and inquiries

Non-contentious work:

- Conveyancing
- Contracts
- Miscellaneous agreements

Legal advice:

- Probity
- Compliance
- Powers and duties
- Statutory powers
- Procedure and decisions
- Civil and criminal litigation

Democratic Services

Democratic Services is responsible for the management and administration of the Council's modernised committee process, delivering an effective and impartial decision-making mechanism for the Council, its Elected Members, officers and the public.

The structure consists of:

- Three policy committees (Finance and Management, Housing and Community Services, Environmental and Development Services)
- Two regulatory committees (Planning and Licensing and Appeals)
- Overview and Scrutiny Committee
- Standards Committee
- Audit Sub-Committee

There is also responsibility for the following:

- Preparation and despatch of reports, agendas and minutes for the Council and its various committees, sub-committees, working panels and other ad hoc meetings
- Arrangement of all Council and committee meetings, including the preparation of the annual cycle of meetings
- The provision of advice to ensure compliance with the Council's Constitution and the law and procedure of meetings
- Administering the Elected Member Allowances Scheme
- Ensuring access to information of agendas and minutes on the Council's website

Elections

Areas of responsibility include the following:

- Maintain and update the Register of Electors on a rolling basis
- Administer Parish, District, County, Parliamentary, European elections and Referenda
- Carrying out a canvass of the District and compiling, publishing and maintaining a Register of Electors on December 1 each year
- Enabling the register to be updated on a continual basis
- Promoting Individual Electoral Registration (IER) in order to maximise registration
- Registering special category electors
- Processing and determining applications for absent voters

Licensing

The Licensing section is responsible for the administration, compliance and enforcement of the following areas of legislation:

- Licensing Act 2003
- Gambling Act 2005
- Private hire licensing
- Pet shops
- Animal boarding establishments
- Dog breeding
- Zoos
- Dangerous wild animals
- Riding establishments
- Street trading
- Sex establishments
- Tattooists, electrolysis, acupuncture, semi-permanent skin colouring, piercing
- Scrap metal dealers
- House to house and street collections

Land Charges

This unit deals with all enquiries and requests for property and land searches, both commercial and residential. The unit provides both a statutory function and direct service within a commercial market.

Local Land Charges include:

- Conditions imposed in a planning decision
- Conservation areas
- Enforcement notices
- Tree preservation orders
- Financial charges, for example for work carried out in default
- Notices served under Acts relating to buildings, waterworks, highways, housing, and planning

Performance

Outcomes

Aim	Project/Measure	Outcomes
Maintain proper Corporate Governance.	02.1 An unqualified opinion in the Annual Audit Letter.	Compile and publish an Annual Governance Statement in accordance with statutory requirements.



Economic Development and Growth

The Economic Development service leads on the implementation of the Economic Development Strategy for South Derbyshire. The strategy's ambitions for 2016-2021 are as follows:

BUSINESS: Business support, access to finance and innovation

1. To attract new **inward investment**, plus reinvestment by existing businesses
2. To provide **business support**, advice and signposting (including financial, exporting, innovation and other assistance)
3. To promote the development of the area's **key sectors**, such as manufacturing and tourism

SKILLS: Recruitment, employment and skills

4. To work with businesses to meet their **workforce needs**, raising skill levels and productivity
5. To address **employability** barriers, such as work-readiness, and the accessibility of work and training
6. To equip young people with the skills and resources to realise their potential, promoting entrepreneurship and matching their **aspirations** with knowledge of the local economy

INFRASTRUCTURE: Infrastructure for economic growth

7. To provide a range of **employment sites** and premises, and pursue associated infrastructure improvements
8. To seek improvements to access and **connectivity** - both transport links, sustainable travel modes and services, and superfast broadband and mobile telephone coverage
9. To support vibrant **town centres** as commercial, community and service centres

The Economic Development service is responsible for:

- Working in partnership with local, sub-regional and regional agencies and partnerships to develop the local economy and the workforce.
- Promoting inward investment - attracting business and employment to the District through the marketing of the area and available sites and premises, together with the provision of assistance to potential UK and overseas investors.
- Supporting business development - providing advice and support to new and existing businesses directly and through the development of structures and support networks. This includes delivery of the South Derbyshire Business Advice Service.
- Developing and securing funding for projects, which contribute to the economic development of the area.
- Ensuring that the skills of the area's workforce meet the needs of local businesses.
- Promoting and developing tourism - attracting visitors from the UK and overseas to South Derbyshire and The National Forest through marketing and promotion and the development of the tourism 'product' (attractions, accommodation, activities etc).
- Providing information to visitors and local residents about events, attractions and accommodation through the operation of the Swadlincote Tourist Information Centre
- Supporting the continued revival of the town centres through marketing, development, events and festivals. This includes contributing to the Swadlincote Town Centre Vision and Strategy.
- Monitoring trends in the local economy and undertaking research to support the development of projects and proposals.
- The service also supports the South Derbyshire Partnership, in particular the Board and Sustainable Development theme group.

Performance

Progress

Aim	Project/Measure	Outcomes
Work to attract further inward investment	PR1.1 Net additional commercial/employment floor space created.	Number of square metres. (Proxy). Annual target, to be reported in quarter two.
Unlock development potential and ensure the continuing growth of vibrant town centres.	PR2.1 Delivery of Vision and Strategy	Q1. Review way forward on receipt of National Forest Business Improvement District (BID) feasibility study. Q1. Promote town centre investor opportunities. Q2. Support town centre initiatives (e.g. clean-up day).
Unlock development potential and ensure the continuing growth of vibrant town centres.	PR2.2 Vacant premises in Swadlincote, Hilton and Melbourne (proxy).	Proxy. To be reported twice a year.
Work to maximise the employment, training and leisure uses of the National Forest by residents and increase the visitor spend by tourists.	PR3.1 Promote entrepreneurial opportunities to improve employability skills and raise awareness of self-employment.	Q1 Deliver Love your Local Market young enterprise activity. Q1 Stage Swadlincote Jobs and Skills fair. Q1 Deliver 'Thinking of starting a Business' workshop.
Maximise the prosperity of businesses in South Derbyshire.	PR5.3 Visitor economy businesses supported through Swadlincote Tourist Information Centre (no. visitor enquiries, website hits, social media, etc.)	Q1. 150,000 Q2. 150,000
Maximise the prosperity of businesses in South Derbyshire.	PR5.4 Guidance offered to businesses or people thinking of starting a business (through the South Derbyshire Business Advice Service).	Q1. 40 Q2. 30

Workforce

As at 1st April 2019, 24 employees were directly employed by the Council to work in the Chief Executive's Directorate. A breakdown is shown in the following table.

Chief Executive	1
Head of Legal and Democratic Services	1
Democratic Services & Elections	5
Land Charges	3
Legal Services	4
Licensing	4
Head of Head of Economic Development and Growth	1
Economic Development	4
Total	24

Budgets

Details of the budgets for the Chief Executive's Directorate for 2019/20 are outlined below:

Service area	Revenue budget 2019/20
Head of Economic Development and Growth	£284,602
Head of Legal and Democratic	£996,307
Chief Executive	£1,280,909

Partnerships

The Directorate's significant partnerships are outlined below:

Partnership	Main purpose
Derbyshire Constabulary	Joint working for promotion of licensing objectives
Derbyshire Trading Standards	Joint working for promotion of licensing objectives
Derbyshire Licensing Group	Support, advice and guidance and sharing of best practice
South Derbyshire Partnership	Partnership of public, private and voluntary/community sector organisations focusing on health and wellbeing, safer communities and sustainable development.
National Forest and Beyond Partnership	Forest-wide partnership aiming to develop the destination and increase visitor spend.
Derbyshire Economic Partnership	County-wide partnership to promote economic development.
D2N2 Local Enterprise Partnership	Derby, Derbyshire, Nottingham and Nottinghamshire partnership to promote economic development.
Sharpe's Pottery Heritage and Arts Trust Ltd	Delivery of Tourist Information Centre and related activities.

Additional considerations

Business change

In order for the Directorate to positively meet opportunities and challenges, it will create and develop innovative solutions which will help to deliver the outcomes that communities need and want at a cost the Council can afford. This includes embracing the corporate approach to business change and constantly reviewing working practices and use of technology to improve the efficiency and effectiveness of services.

Environmental impact

By implementing the requirements of ISO 14001 across all significant environmental aspects associated with Chief Executive's Directorate, this Service Plan seeks to ensure continual improvement of the Council's environmental performance.

Further information can be found at: <http://sddcintranet/index.php/essentials/83-ems>

Managing risks

The process set out in the Council's Risk Management Strategy has been adhered to. The risk registers are managed by the Directorate Departmental Management Team and reported to Committee on a quarterly basis.

Monitoring and review

This Service Plan will be monitored on a quarterly basis as part of the Council's Performance Management Framework and will be used throughout the year to manage service delivery.

REPORT TO: ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE
AGENDA ITEM: 8
DATE OF MEETING: 17th APRIL 2019
CATEGORY: RECOMMENDED
REPORT FROM: CHIEF EXECUTIVE
OPEN
MEMBERS' CONTACT POINT: EMMA MCHUGH
01283 595716
emma.mchugh@south-derbys.gov.uk
DOC:
SUBJECT: KEY PERFORMANCE INDICATORS – LICENSING DEPARTMENT
REF:
WARD(S) AFFECTED: ALL
TERMS OF REFERENCE:

1. Recommendations

1.1 That Members note the performance of the Licensing Department in relation to the Key Performance Indicators

2. Purpose of Report

2.1 To provide Members with an update on the Licensing Department and the Key Performance Indicators

3. Detail

3.1 As part of the audit of the Licensing Department held in 2014, service standards were put in place with regards to target times for the processing of complete applications and dealing with any complaints received by the Department.

3.4 The Licensing Department will provide a quarterly update as to the Department's performance against the service standards. The results for the previous quarter are:

Private Hire Licensing

Type of Licence Application	November 2018 to January 2019
Private Hire Vehicles (5 days)	100%
Private Hire Drivers (10 days)	100%
Private Hire Operators (5 days)	100%

Licensing Act 2003

Type of Licence Application	November 2018 to January 2019
Personal licence (10 days).	100%
Grant of premises licence (15 days after grant)	100%
Variation of designated premises supervisor (15 days after grant)	100%
Transfer of premises licence holder (15 days after grant)	100%
Variation of premises licence (15 days after grant)	100%
Minor variation of premises licence (15 days after grant)	100%
Temporary event notice (1 day)	100%

Enforcement

Type of Application	November 2018 to January 2019
Acknowledgement of complaint within 2 days	100%
Letter detailing works required within 10 days	100%
Notify complainant of outcome of investigation within 10 days	100%

4. Financial Implications

4.1 There are no financial implications to the Council.

5. Corporate Implications

5.1 The service standards demonstrate that we support local businesses whilst protecting local residents which contribute directly to the corporate vision to make South Derbyshire a better place to live, work, and visit, and to the theme of sustainable growth and opportunity and safety and security.

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 9
DATE OF MEETING:	17th APRIL 2019	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	ALLISON THOMAS (01283595775) allison.thomas@south-derbys.gov.uk	DOC:
SUBJECT:	Resources and Waste Strategy Consultation	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE:

1.0 Recommendations

1.1 That the Committee endorses the proposed responses to the Government's Resources and Waste Strategy Consultations.

2.0 Purpose of the Report

2.1 To outline the key points from the Government's Resources and Waste Strategy Consultations.

2.2 To inform the Committee of the potential implications of the Strategy for the future design and delivery of waste services in South Derbyshire and the County as a whole.

3.0 Executive Summary

3.1 Government's Resources and Waste Strategy (published 18 December 2018) is intended to contribute towards the delivery of 'five strategic ambitions':

- To work towards all plastic packaging placed on the market being recyclable, reusable or compostable by 2025;
- To work towards eliminating food waste to landfill by 2030;
- To eliminate avoidable plastic waste over the lifetime of the 25 Year Environment Plan;
- To double resource productivity by 2050; and
- To eliminate avoidable waste of all kinds by 2050.

3.2 In support of this, four consultations were issued on 18 February 2019. The Government is looking for views on:

- Reforming the UK packaging producer responsibility system – 95 questions
- Consistency in household and business recycling collections in England – 66 questions
- Introducing a Deposit Return Scheme in England, Wales and Northern Ireland – 88 questions
- A plastic packaging tax on packaging containing less than 30% recycled plastic - 56 questions

3.3 All of the proposals aim to support each other and deliver a consistent United Kingdom (UK) wide approach which will result in a collaborative and beneficial approach for manufacturers, retailers, consumers and reprocessors. The proposed responses take account of the considerations and proposals in all four consultations rather than each in isolation.

3.4 The consultations, which are accompanied by Impact Assessments, run until 13 May 2019 (Plastic packaging tax – 12 May). There is a stated preference for online responses. Any proposal adopted as a result of these consultations is expected to come into force from 2023.

3.5 There is a doubt about the accuracy of the data used in the Impact Assessments. The information on waste composition (i.e. the amount of food, garden and packaging in the current residual waste stream) and local authority costs associated with the proposals outlined in the consultations is not available at a national level and assumptions have, therefore, been made.

3.6 If the UK is to recycle more and collect better quality materials there is a need to ensure that the necessary infrastructure and markets are provided in order to utilise these materials.

3.7 Although Government is committed to ensuring that local authorities are not financially disadvantaged, and a definition of what ‘full net costs’ means is provided, there is little detail on how the funding would flow from producers to local authorities, the requirements behind that funding and how payments would be calculated based on either national or regional average costs.

3.8 Similarly the proposal to use an ‘average’ to determine payments nationally or regionally suggests that not all local authorities will have all their net costs met. There is no definition provided on what is an ‘inefficient’ service, who decides on this and what the implications may be for local authorities. If a service is deemed ‘inefficient’ where will the materials go and who will meet the costs.

4.0 Detail

4.1 REFORMING THE PACKAGING PRODUCER RESPONSIBILITY SYSTEM

4.2 The Government is committed to maximising the value from resources and minimising waste and wants to incentivise producers accordingly, including taking responsibility for the environmental impact of their products and for the full net costs of managing those products at the end of their life.

4.3 Views are sought on measures to reduce the amount of unnecessary and difficult to recycle packaging and increase the amount of packaging that can be and is recycled through reforms to the packaging producer responsibility regulations. It also proposes that the full net costs of managing packaging waste are placed on those businesses

who use packaging and who are best placed to influence its design, consistent with the polluter pays principle and the concept of extended producer responsibility (EPR).

4.4 The proposals being consulting on are:

- Definition of full net cost recovery and approaches to recovering those costs from producers
- Incentives for the use of packaging that can be recycled
- Businesses that would be obligated under EPR
- Producer funding to be used to pay Local Authorities for the collection and management of packaging
- Mandatory labelling – recyclable or not recyclable
- New packaging recycling targets for 2025 and 2030, plus interim targets for 2021 and 2022
- Models for the organisation and governance of EPR
- Strengthened compliance monitoring and enforcement.

4.5 Proposals will impact on businesses who produce and / or sell packaging, local authorities and waste companies that collect and manage packaging, businesses that recycle packaging, manufacturers that use recyclable materials and on consumers.

4.6 Businesses (including potentially online sellers) will pay the full net cost of packaging produced, incentivising them to produce less packaging and use recycled materials in the packaging that they produce. Reprocessors and manufacturers can expect to receive better quality materials and consumers will have greater clarity on what can be recycled.

4.7 Any reformed EPR is dependent on the nature of kerbside collection consistency and therefore EPR is linked to the consistency in collection proposals. Local authorities can expect to see the costs for collecting and managing packaging that arises in household waste transfer from taxpayers to businesses. Local authorities will be paid by obligated producers and have to collect all recyclable packaging that is identified for collection through household collection services. Collection services will have to meet with any minimum collection standards, leading to more consistent service provision across the country.

4.8 The core set of packaging materials to be collected by local authorities is:

- Paper and card packaging
- Metal packaging (cans, aerosols etc)
- Plastic bottles
- Glass (bottles and jars)
- Food and beverage cartons

4.9 The proposed definition of full net cost covers:

- Collection and transportation
- Sorting and treatment – net of any income from the sale of materials

- Treating / disposal of any packaging remaining in the residual waste stream
 - Information to consumers – through national communication campaigns
 - Cleaning up littered and fly-tipped packaging items
 - The collection, collation and reporting of data
- 4.10 Payments to local authorities are proposed on a formula based approach, taking account of the cost of collection and the quality and quantity of packaging collected for recycling. A payment is also proposed for the cost of managing packaging that remains within the residual waste stream. Producers will not be required to cover the costs of inefficient services. Payments will not exceed costs and may use ‘averages’ based on either national or regional average costs.
- 4.11 A mandatory UK wide labelling scheme is suggested, one that will provide clear information to help consumers on what can and what cannot be recycled. This would be linked to the consistency agenda and what local authorities and waste management companies would be required to collect for recycling.
- 4.12 New packaging recycling targets for 2025 and 2030, plus interim targets for 2021 and 2022 are suggested, but additional data is required before regulations on new targets can be produced.
- 4.13 Four potential governance options, three of which are based on existing compliance schemes (i.e Waste Electrical and Electronic Equipment (WEEE)) are suggested to oversee and administer the new EPR proposals, including payments to local authorities.
- 4.14 Government wishes to see a reformed producer responsibility scheme by the end of 2022 and propose a second consultation, on specific regulatory measures, in early 2020.
- 4.15 The Council’s proposed response:
- The Government must ensure that the system is simple and transparent and that Local Authorities genuinely get 100% of their costs of dealing with waste packaging returned.
 - Strengthened compliance monitoring and enforcement is required to ensure that no-one gains an unfair advantage as a result of the proposals. Regulations will need to be sufficiently clear and prescriptive to prevent fraud and ensure that timely and accurate data is provided. Producers should be required to meet costs.
 - The system of numerous compliance schemes for issuing Packaging Recovery Notes (PRNs) which provides limited transparency and funding to local authorities should be replaced with one single ‘not for profit’ organisation in charge of running the whole scheme.
 - Fees paid by producers should be modulated to ensure that harder to recycle or unrecyclable packaging put to market attracts substantially higher fees and hence makes it economically prohibitive.
 - There should be scope in future to add in other items for EPR and have the costs of collection, processing and disposal covered by producers.

4.16 DEPOSIT RETURN SCHEME

- 4.17 Government is committed to reform producer responsibility systems and this consultation helps meet that commitment.
- 4.18 The aim is that, should a Deposit Return Scheme (DRS) be introduced, it will be easy for consumers to return drinks containers, leading to increased recycling rates and a reduction in littering.
- 4.19 Consultation proposals:
- Deposit to be added to the price of drinks of in-scope drinks containers, deposit refundable at designated points
 - PET and HDPE plastic bottles, steel and aluminium cans and glass bottles (not milk) in scope
 - Vending machine or manual options for return
 - Mandatory scheme
 - Linked to EPR
 - Organisation and governance of DRS
 - Compliance monitoring and enforcement body
 - Two models under consideration:
 - ‘all-in’ model no restriction on the size of drinks containers
 - ‘on-the-go’ model restricts size to 750ml - targets drinks containers sold outside of the home
- 4.20 All producers, within scope of a DRS, would be required to join. As with EPR, producers will be expected to meet the full net costs of managing their products.
- 4.21 A DRS would see a deposit added at the point of purchase, to be redeemed at designated return points (automated or manual). Materials to be included are:
- Plastic bottles
 - Steel and aluminium cans
 - Glass bottles
- 4.22 Views are sought on whether disposable cups should be within scope of a DRS. If not it may or may not be addressed as part of EPR proposals. Milk and plant based products (e.g. soya etc) is not proposed to be within the scope of a DRS as it is considered to be an essential product, only available in containers.
- 4.23 A DRS may move higher value recyclable materials away from local authority collections, potentially reducing income as well as the costs of collection. DRS material could still, however, remain in the kerbside collections and therefore any deposit value could fall to local authorities who separately collect the material.
- 4.24 Government is committed to ensuring that local authorities are adequately resourced to meet any new net costs arising from these policies.
- 4.25 Of the two models under consideration the ‘on-the-go’ model would mean that consumers would be required to dispose of different drinks containers in different ways, with some containers eligible for a refund and some not. Any containers not

in scope would be covered by EPR. The collection of the same materials and drinks containers is proposed for both models.

- 4.26 A new body or organisation would be required to undertake the governance (including meeting any targets), funded by producers, and Government envisage that this role would be filled by a not-for-profit organisation.
- 4.27 The Deposit Return Scheme proposals seek to introduce a nationwide system of deposits on drinks containers which can be redeemed by returning the packaging to designated points across the country.
- 4.28 The Council's proposed response:
- The 'all-in' system would be preferable providing that household recycling services for packaging waste will be 100% covered by producers. Hence any loss of value from cans and bottles in recycling contracts should be irrelevant.
 - A good proportion of drinks containers littered are 750ml or bigger and hence introducing 'on the go' DRS would not encourage collection and recycling of these drinks used 'on the go', with these containers continuing to be littered or thrown into street litter bins.
 - Containers that should be included in the DRS should include PET, HDPE, steel and aluminium, glass, tetrapak cartons, disposable hot drink cups and milk based drinks.
 - Take back of containers to be done using a combination of Reverse Vending Machines and manual take back.
 - All retailers of drinks in containers to be required to offer a return point unless they fall below a potential de-minimis. Although no de-minimis level is set in the consultation it is likely to be based on the size of business either in turn over or outlet size).

4.29 CONSISTENCY IN HOUSEHOLD AND BUSINESS RECYCLING COLLECTIONS

- 4.30 Government wishes to see a consistent range of dry materials collected from all households, as well as weekly separate food waste collections and free garden waste collections.
- 4.31 Household recycling rates have plateaued at around 45% and some local authorities have stopped services such as food waste or do not collect the full range of recyclable materials. There are few incentives to improve recycling. Government wants to see recycling rates significantly above 50%, with a move towards much higher rates of 65%.
- 4.32 The mix of current recycling systems (including the colour of bins) are felt to be confusing for the public and this does not help recycling performance, leading to increased levels of contamination and reduced quality of what is recycled. Producers can help by making packaging waste more easily recyclable and having clearer labelling to avoid confusion as to what can be recycled.
- 4.33 Consistency (applying to both households and flats) is considered to mean all local authorities collecting the same core set of dry recyclable materials, to provide separate food waste collections and to follow guidance on minimum standards. Dry

recyclables would include plastic bottles and plastic pots, tubs and trays, glass packaging (bottles and jars), paper and card, and metal packaging. Performance at Household Waste Recycling Centres (HWRCs) is assumed to continue at current levels.

- 4.34 All householders would recycle the same materials but how they would do so could be determined at a local level, taking account of what is Technically, Environmentally, Economically and Practicable (TEEP). However co-mingled collections should generally only be considered where separate collection is not appropriate under TEEP. Statutory guidance (expected by 2021) will be provided to help with decisions on separate collection. This guidance will provide details for services to households, HWRCs and flats and include details on type of collections, frequency and capacity. It is possible that a standard form of specification for collection services may be made available for Waste Collection Authorities (WCAs) to use. Implementation is expected from 2023.
- 4.35 The core set of materials to be collected will be updated, as required, in the future. Any new materials added would be subject to further consultation.
- 4.36 Authorities that have contracts with In-Vessel Composting (IVC) facilities, for mixed food and garden waste, will be required to collect the materials separately but can then subsequently mix it together to meet pre-existing contractual requirements. The longer-term preference is to see separately collected food waste going to Anaerobic Digestion (AD) facilities.
- 4.37 A free fortnightly garden waste collection service is proposed in order to increase participation, capture and reduce the amount of garden waste in the residual waste stream. Recycling rates are expected to increase as a result.
- 4.38 It is suggested that local authorities, collecting residual waste on a fortnightly basis, will not have to reduce their capacity or frequency of collection as a result of these proposals.
- 4.39 Non-binding (non-statutory) performance indicators are proposed and it is suggested that it may be appropriate to have separate indicators for garden, food, dry recycling and residual waste performance. Information is to be captured through the current WasteDataFlow system used by local authorities.
- 4.40 Views are also sought on the potential for developing recycling metrics in addition to those based on weight, with a move towards 'impact-based targets' proposed. This is partially because of a perceived reliance on large volumes of garden waste for higher performing local authorities and of local authorities currently avoiding plastic collections because the material is light.
- 4.41 The opportunities for improved joint working between authorities is considered, with the stated preference for partnerships formed by local authorities themselves, based on shared values and objectives. Government's commitment to review the current Recycling Credit system is restated along with the intention to do so as reforms to producer responsibility develop.
- 4.42 The financial pressures on local authorities is recognised, with the promise of funding to meet any new net costs (accounting for savings in increased recycling, reduced garden waste income and reduced residual waste costs and which would otherwise lead to an increase in Council Tax if it was not additionally funded by Central Government) arising from the outcomes of the consultations, including both net up front transitional costs and operational costs. Funding would be

a consideration for the next Spending Review period. Additional on-going data requirements for local authorities can be expected, along with the need to be able to identify the full costs of their waste services.

4.43 Similar proposals are outlined for businesses and other organisations where it is felt that there is the potential to make a significant contribution to the overall municipal recycling rate. Municipal waste is defined as waste from households and similar materials collected from other sources.

4.44 In summary it is suggested that the measures set out in this consultation could help to:

- Increase the quantity and quality of household and business recycling
- Make recycling easier for householders, helping them to put waste materials into the correct recycling bins
- Reduce the cost of household collections and the charges that businesses would pay for enhanced recycling services
- Ensure there is a reliable supply of quality material for secondary materials markets
- Support comprehensive waste and recycling collections through establishing minimum service standards
- Give confidence to producers that an increased amount of recyclable material will be collected and returned to secondary materials markets to be reprocessed - this will support proposals under packaging EPR and a DRS for drinks containers
- Improve investor confidence and help increase UK-based recycling capacity and minimise dependence on overseas export markets for recycling
- Ensure an increased amount of separately-collected food waste and garden waste can be recycled through anaerobic digestion and composting, respectively
- Improve estimates of the demands for future recycling and residual waste treatment infrastructure
- Ensure only what is necessary is sent for energy recovery or to landfill. This will help to reduce greenhouse gas emissions from residual waste disposal and be beneficial for the environment

4.45 A further consultation is proposed in late 2019 or early 2020 on any required regulatory change and on potential supporting guidance.

4.46 The Council's proposed response

- Households across the country should be able to recycle a core set of dry materials – glass bottles and containers, paper and card, plastic bottles, detergent/shampoo/cleaning products, plastic pots, tubs and trays, steel and aluminium tins and cans.
- Households should have weekly food waste collections if costs are covered by Government.
- Free garden waste collection should be available for all households with costs covered by Government and no detriment to Councils' already providing free garden waste collections.
- The method for collections at the kerbside including twin-stream (e.g. paper/card collected separately from other material) should be locally determined.

- The option to offer a weekly mixed food and garden weekly collection should be locally determined, with additional net costs met by the Government.
- Support the move (over time as contracts for new bins come up) to consistent colours for bins/boxes/bags. With the option to use consistent colours of stickers on bins/boxes/bags as a temporary measure providing the full cost is covered by the Government.
- Strategy proposals on the minimum residual waste collections should be reviewed if they do not deliver the required levels of recycling or if the additional capacity leads to an increase in residual tonnages.

4.47 PLASTIC PACKAGING TAX

- 4.48 In its 2018 Budget, Government announced its intention to introduce a new tax on plastic packaging, intending to provide a clear incentive for businesses to use recycled plastics in the production of plastic packaging, creating greater demand for plastics and stimulating rates of collection. This aligns with the intentions of the consistency in recycling collections consultation and will complement EPR.
- 4.49 Government proposes that the tax will apply to all plastic packaging manufactured in the UK and also to any unfilled plastic packaging imported. Tax to be applied at the point in the manufacturing process which is most likely to be effective in driving behaviour change. A view is sought on whether placing a tax on plastic packaging which contains less than 30% recycled material is an appropriate level.
- 4.50 Bio-based plastics and plastics that are compostable, bio-degradable and oxo-degradable (Oxo-Biodegradable plastic uses metal salts to start degradation and to speed up the process, which result in extremely small fragments of plastic that no longer “visually” pollute the environment”) are within scope of this new tax as the objective is to create a shift towards the use of recyclable material and therefore create a market for what is being collected.
- 4.51 The 30% recycled content is based on business responses given in an earlier call for evidence about current levels of recycled content. Additionally some businesses have already pledged to have an average 30% recycled plastic in their plastic packaging by 2025.
- 4.52 Government recognises that there may be some instances where the use of recycled material is prohibited and also that a ‘de minimis’ threshold may be necessary to ensure that small businesses are not unduly penalised.
- 4.53 By April 2022 those liable for tax will have to register with Her Majesty’s Revenue and Customs (HMRC). HMRC will be given new powers to ensure compliance and apply appropriate sanctions, similar to those already in place for other taxes and duties. Current tax penalties will be extended to include the plastic packaging tax. Government’s intentions are expected to be announced in the Autumn 2019 budget statement, with further consultations on the detail in due course.
- 4.54 Most, if not all, of the questions in this consultation are considered to be for the packaging industry to answer.
- 4.55 The Council’s proposed response

- Any plastic packaging with less than 30% recycled content will be subject to a new tax on the manufacturers of plastic packaging or importers of unfilled plastic packaging
- The tax should be expanded to other packaging materials not just plastic to encourage a circular economy and better recycling rates.
- The tax should be modulated – with a tax that reduces (effectively to zero) as the recycled content in packaging increases.
- The tax should be ring-fenced to meet the costs of collecting and treating hard to recycle plastics.

5.0 Financial Implications

- 5.1 None directly arising from this report. Any Extended Producer Responsibility could result in a shift in how local authority waste services are funded. There is little detail on the definition of what ‘full net costs’ means in terms of funding, what it covers or how the funding would flow from producers to local authorities.
- 5.2 The financial implications of the Government’s Strategy on Waste Services in South Derbyshire resulting from the outcome of the consultations will be brought to a future Committee for consideration.

6.0 Corporate Implications

Employment Implications

- 6.1 None directly arising from this report

Legal Implications

- 6.2 None directly arising from this report

Corporate Plan Implications

- 6.3 The Strategy proposes some significant changes in waste policy, some of which may have an impact on local authority waste services. The scale and impact will not be known until after the consultation process.

Risk Impact

- 6.4 The Corporate and Departmental risk registers will be updated with any risks identified once the consultation process concludes.

7.0 Community Impact

Consultation

- 7.1 Where future collection regime changes are required, and options exist, then the Community will be consulted.

Equality and Diversity Impact

7.2 All future collection options will be evaluated for their impacts on Equality and Diversity.

Social Value Impact

7.3 Waste-related criminal activity costs the economy hundreds of millions of pounds per year. Rogue operators illegally dump or export waste, undermining legitimate businesses by disposing of waste cheaply and recklessly. This deprives the economy of tax income and harms the environment and local communities. Tackling this crime will ensure that resources are properly recycled or recovered and fed back into the economy and local communities are not blighted by illegal waste deposits.

Environmental Sustainability

7.4 The plan for a more circular economy should see resources kept in use as long as possible, and extract the maximum value from them, whilst minimising their impact on the environment.

8.0 Conclusions

Significant changes in waste policy are proposed, some of which may have an impact on local authority waste services. The four consultations are largely 'evidence gathering' and many of the proposals will be subject to further consultations which will provide greater detail on the impacts for local authorities.

9.0 Background Papers

<https://consult.defra.gov.uk/environmental-quality/consultation-on-reforming-the-ukpackaging-produce/consultation/>

<https://consult.defra.gov.uk/environmental-quality/consultation-on-consistency-inhousehold-and-busin/consultation/>

<https://consult.defra.gov.uk/environment/introducing-a-deposit-returnscheme/consultation/intro/>

<https://consult.defra.gov.uk/environmental-quality/plastic-packaging-tax/consultation/>

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 10
DATE OF MEETING:	17th APRIL 2019	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	ALLISON THOMAS, allison.thomas@south-derbys.gov.uk, 01283 595775	DOC:
SUBJECT:	CORPORATE ENVIRONMENTAL SUSTAINABILITY GROUP	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS01

1. Recommendations

- 1.1. That the Committee notes the progress made in improving the Council's environmental performance further to this Committee establishing a Corporate Environmental Sustainability Group in August 2018.
- 1.2. That the Committee approves the development of a Staff Travel Plan and that the final version of the Plan be reported to this Committee at a later date.
- 1.3. That the Committee approves that the Corporate Environmental Sustainability Group develops key environmental performance indicators for inclusion within future versions of the Corporate Action Plan.

2. Purpose of the Report

- 2.1. To provide members with details on the progress made by the newly created Corporate Environmental Sustainability Group to co-ordinate the Council's work on improving its environmental credentials and performance.

3. Detail

Background

- 3.1. At a meeting of this Committee on 16 August 2018, approval was given to the establishment of a Corporate Environmental Sustainability Group (CESG). The purpose of the Group is to develop and implement measures that demonstrably improve the Council's environmental performance and support the delivery of the Council's strategic environmental objectives through a collaborative corporate approach.
- 3.2. Committee approved the terms of reference of the Group and agreed to receive a further report on the outcomes the forthcoming external recertification audit for ISO14001 and an update on the Group's work programme.

Corporate Environmental Sustainability Group Activity

- 3.3. The inaugural meeting of the Group was in November 2018. Based on the terms of reference approved by Committee the Group has been given six work streams to improve the Council's performance, namely:
- To address issues arising from the ISO140001 external accreditation process;
 - To reduce the Council's Energy Consumption;
 - To improve the Council's Water Management;
 - To focus on reducing Staff Travel – core (miles driven by Council vehicles) and grey fleet miles (miles driven on Council business using employee's own transport);
 - Internal Waste Management;
 - Procurement.

ISO 14001 External Accreditation

- 3.4. On 24 October 2018, after a rigorous three-day audit, the Council's external auditors confirmed that the Council had been approved for recertification to the ISO14001 standard for the 10th successive year.
- 3.5. The auditors identified five 'minor' non-conformities and made a further seven observations all of which the Council must either address or show to the auditors how the relevant issues have been otherwise dealt with.
- 3.6. The main message from the audit team during the close-out meeting with senior managers was the importance of ensuring that environmental management is embedded into the day-to-day business of all Council activities. The commitment to develop the CESG and the clarity of the Group's direction was an important factor in achieving the recertification.
- 3.7. Shortly after being recertified, the Council recruited to its vacant Environmental Protection Officer post (November 2018). Since being appointed the post-holder has made significant progress in addressing the non-conformities and observations made by the auditors, The non-conformances highlighted minor failings of the management of the Environmental Systems, in particular:
- 3.7.1 better evidencing the Council's commitment to continual improvement
 - 3.7.2 greater ownership of the Environmental Management System by all departments
 - 3.7.3. embedding sustainability within procurement arrangements.
- 3.8. Following the review, a new online system "My Compliance" has been purchased to enable the Council to better record and capture all environmental actions on issues such as legal compliance, audit schedules, risks and opportunities, audit reports and overall understanding of trends. This will enable continual improvement and communication between all departments. The system is being rolled out to managers by end of April 2019.
- 3.9. In addition the following actions have been undertaken:
- 3.9.3. Previous audit actions have been reviewed (due date/ actual completion date) and are being tracked by the new system to ensure actions are completed with supporting evidence which all managers can

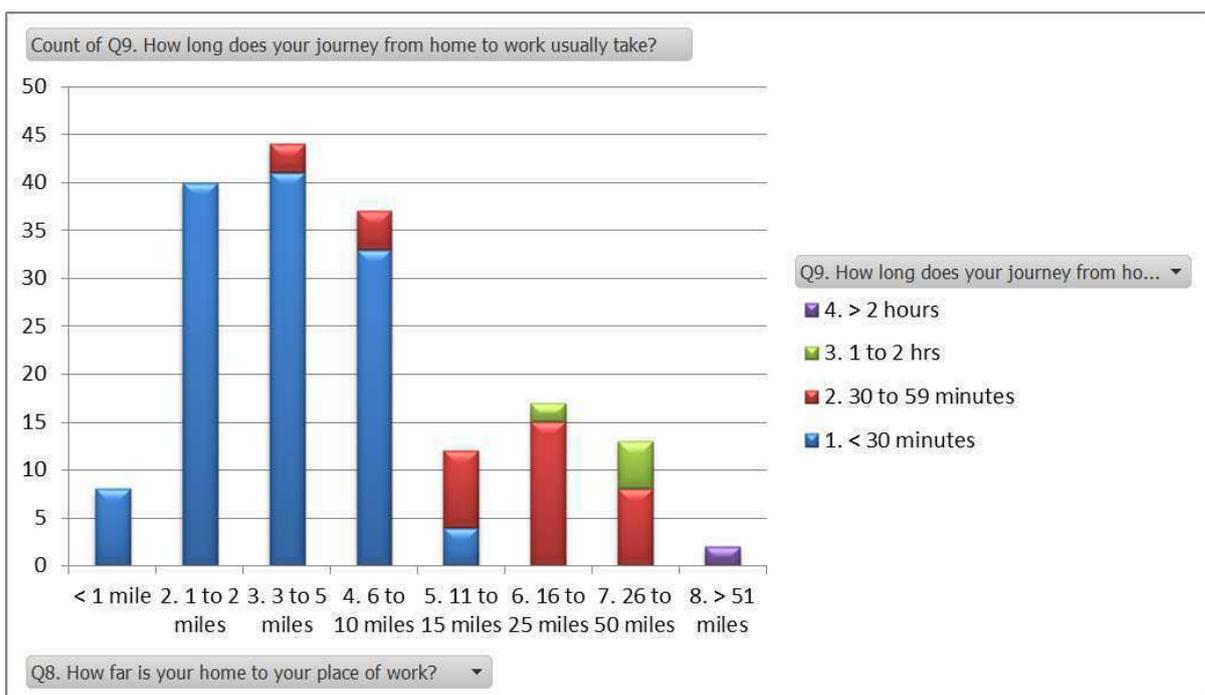
3.9.4. Procurement guidance on sustainability has been reviewed, with further work required to consider embedding environmental performance measures within future contracts.

Staff Travel

3.10. The CESG identified staff travel as the most pressing issue on which to concentrate, both in terms of travel associated with directly providing the Council's services but also how staff travel to and from work, known as grey fleet miles.

3.11. On the advice of sustainable transport experts from Derbyshire County Council, a staff travel survey was conducted in order to gather baseline data and provide an understanding of current travel behaviours and motivators. The survey produced responses from approximately 58% of the Council's entire workforce, which is an excellent response rate for a survey of this type as internal surveys nationally achieve around 20-30% response rates. The headline survey results are as follows:

- 50% of staff live within five miles of work;
- 90% of staff travel to work by car;
- 63% of staff do below two and half hours exercise a week;
- 60% indicated that they would utilise alternative options than a car with appropriate support



3.12. From this data, a task / finish Travel Plan Working Group has been formed, comprising staff from across the Council, to use the staff travel survey results to develop workable options to reduce the environmental impacts of travel and to improve the health of the Council's workforce.

3.13. The purpose of the working group is to understand current employee travel habits, what practices and policies are already in place to support improvements and to explore a range of measures to inform and implement a Travel Plan for the Council.

3.14. The Team's objective is to produce a travel plan for the Council that:

1. Supports a reduction in local air pollution;

2. Improves staff health and wellbeing;
 3. Reduces staff travel miles using own vehicles (grey travel) and miles travelled by Council vehicles;
 4. Improves access to Council sites for visitors;
 5. Reduces staff demand for on-site parking;
- 3.15. The Travel Plan Working Group is tasked with producing a briefing note for the Senior Leadership Team and thereafter to develop a Staff Travel Plan for adoption by the Council.
- 3.16. The Staff Travel Plan will include short and long-term key performance indicators which will be incorporated into the Corporate Action Plan to ensure that the momentum to deliver improvements continues. The final version of the Staff Travel Plan will be the subject of a further report to this Committee.

Energy and Waste

- 3.17. Energy consumption and waste production are the next two environmental aspects which the CESG will be focusing on. Work has started on obtaining baseline data for both and the Group anticipates developing a project with associated performance measures and targets for both in the near future.
- 3.18. These two environmental aspects have been established as being the most significant environmental impacts arising from the Council's activities. In order to ensure that the Council maintains its focus on these aspects, the performance measures developed for both will be proposed for potential future inclusion in the Corporate Plan.

4. Financial Implications

- 4.7. Beneficial. Improved environmental performance should lead to potential cost savings e.g. in reducing the cost of staff mileage claims and waste disposal. Any spend to save opportunities which are identified will need to be the subject of a business case and will need to meet the financial procedural rules of the Council.

5. Corporate Implications

Employment Implications

- 5.7. Beneficial. The proposals will expand the choices of travel options available to staff and make working for the Council even more desirable.

Legal Implications

- 5.8. None.

Corporate Plan Implications

- 5.9. The proposals align with the 'Outcomes' Corporate Plan theme and in particular Action O3 "Enhance environmental standards"; the 'People' Corporate Plan theme and in particular Action PE5 "Send less waste to landfill" and the 'Place' theme and in particular Action PL6 "Deliver services that keep the district clean and healthy".

Risk Impact

- 5.10. The proposals will have a beneficial mitigating action against the corporate risk of "Managing the environmental impact of incidents across the District".

6. Community Impact

Consultation

6.7. None.

Equality and Diversity Impact

6.8. None.

Social Value Impact

6.9. Beneficial.

Environmental Sustainability

6.10. Beneficial.

7. Conclusions

7.7. The retention of ISO14001 certification and the creation of the CESG has signalled the clear commitment of the Council to build and improve on its previous environmental performance.

7.8. Staff involvement with the staff travel survey showed that there is a high level of interest in sustainable transport. This will be translated into achievable actions through a Staff Travel Plan.

7.9. Additional actions and targets to help drive forward environmental improvements will be developed and be presented to members in future revisions of the Corporate Action Plan.

8. Background Papers

Environment and Development Services Committee, 16th August 2018,

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 11
DATE OF MEETING:	17th APRIL 2019	CATEGORY: RECOMMENDED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	MATT HOLFORD, matthew.holford@south-derbys.gov.uk, 01283 595856	DOC:
SUBJECT:	FIXED PENALTY NOTICES FOR HOUSEHOLD DUTY OF CARE OFFENCES	
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: EDS14

1. Recommendations

- 1.1. That the Committee approves the use of Fixed Penalty Notices, where appropriate, to take enforcement action against household duty of care offences.
- 1.2. That the Committee approves that the Fixed Penalty Notice charge be set at £400, with an early payment reduced charge of £280.

2. Purpose of the Report

- 2.1. To seek approval for the use and level of fixed penalty to be imposed in the event of the issue of Fixed Penalty Notices for household duty of care offences.

3. Detail

Background

- 3.1. Councils have been given progressively increasing ability to deal with offences for relatively low levels of environmental crime (often described as 'enviro-crime') through the use of Fixed Penalty Notices (FPNs). The use of FPNs for low level criminal offences enables cases to be dealt with proportionately, quickly and consistently without the need to take cases to court.
- 3.2. In January 2019, the government extended the use of fixed penalties to give local authorities the option to use them to deal with breaches of the household duty of care.
- 3.3. The household duty of care requires occupiers of domestic property to take all reasonable measures available to them to ensure that they only transfer household waste produced on that property to an authorised person. This reduces the chance of waste ending up in the hands of those who would fly-tip it. The legal detail of the offences is covered in section 34 of the Environmental Protection Act 1990.

- 3.4. The Council has already adopted a power to issue fixed penalties to commercial organisations which breach the duty of care.
- 3.5. Currently when dealing with household duty of care offences if an authorised officer is satisfied that an offence has been committed, they have the option of taking a range of further regulatory actions. This form of intervention could involve issuing a verbal warning; through to a written warning; issuing of a formal caution or taking prosecution proceedings.
- 3.6. In many instances the issuing of a warning or a formal caution has been considered by officers to be the most appropriate action. However, in a small number of cases a further sanction has been considered. The adoption of this power would potentially enable officers to offer offenders a fixed penalty rather than taking a prosecution.

Considerations Before Issuing Fixed Penalties

- 3.7. It is important that the use of the household duty of care power is proportionate, consistent, transparent and accountable. Therefore, the use of a fixed penalty will not generally be used in the following situations:
 - Where the offence was minor and did not lead to waste being inappropriately disposed of;
 - Solely as a means to generate income;
 - Where the investigating officer considers that the offender is clearly a victim of fraud or other similar offence in relation to the duty of care breach;
 - Where the investigating officer considers that offender is 'vulnerable' with reference to Section 59 of the [Safeguarding Vulnerable Groups Act 2006](#);
 - Where an individual has given their waste to a family or friend to dispose of;
 - Where the waste has been left out for collection by the local authority refuse collection service or properly disposed of at a recycling centre;
- 3.8. In each of the situations described above the investigating officer will apply the evidential test and public interest test detailed in the Council's Corporate Enforcement Policy to determine the most appropriate form of action.
- 3.9. Typically these cases come to light when fly-tipped waste is traced back to an individual who can be shown to have transferred the waste to third party who has taken payment to dispose of the waste on the householders behalf. In most cases of this type officers will seek to take legal action where possible against the fly-tipping offender. In such cases the householder is a key witness for the Council and no further action would be taken provided that they co-operate fully with the investigation.
- 3.10. Generally the issuing of a fixed penalty will only be considered after a full investigation and after the suspected offender has been given an interview under caution in accordance with the Police and Criminal Evidence Act (PACE).
- 3.11. Officers do not anticipate issuing fixed penalties of this type on a regular basis. The only recent situations where officers would have considered using the power have been during fly-tipping investigations where the householder has refused to co-operate with investigating officers and has refused to provide the details of the person to whom they transferred their waste.
- 3.12. It should be noted that a fixed penalty can only be issued where the recipient has admitted to the offence and has agreed to pay the fixed penalty to discharge their liability for the offence. Anyone who the Council consider guilty of an offence and who denies it can only be subject to further action by way of a prosecution.

Proposed Fixed Penalty Charge

- 3.13. There are statutory limits on the minimum and maximum fines for this offence, namely £150 and £400 respectively.
- 3.14. To provide some context, the existing fixed penalty fines the Council has previously adopted for other similar offences are listed in Table 1 below.

Table 1 – Existing Fixed Penalty Notice Charges in South Derbyshire

Nature of Offence	Statute	Maximum Permitted Charge	SDDC Charge	Charge for early payment
Fly tipping	Environmental Protection Act 1990, s.34ZA	£400	£400	£280
Failure by waste carriers to produce a waste transfer note	Control of Pollution (Amendment) Act 1989, s.5B(2)	£300	£300	£210
Failure by a waste carrier to provide a waste carriers license	Environmental Protection Act 1990, s.34A(2)	£300	£300	£210
Littering	Environmental Protection Act 1990, s.88(1)	£80	£75	£50
Failing to comply with a Community Protection Notice	Anti-Social Behaviour Crime and Policing Act 2014 s.52(1)	£100	£100	£70
Failure to comply with a Public Spaces Protection Order	Anti-Social Behaviour Crime and Policing Act 2014 s.68(1)	£100	£100	£70

- 3.15. The proposed penalty for the household duty of care offence is set out in Table 2.

Table 2 – Existing Fixed Penalty Notice Charges in South Derbyshire

Nature of Offence	Statute	Maximum Permitted Charge	SDDC Charge	Charge for early payment
Household duty of care	Environmental Protection Act s.34 (2A)	£400	£400	£280

Challenges to Fixed Penalty Charges

- 3.16. There is no right of appeal against an FPN as they simply offer a means of discharging liability. However, an important part of the transparency of the Council process is for an alleged offence to be disputed or the appropriateness of enforcement to be challenged.
- 3.17. When issuing an FPN it will be made clear to the recipient how they are entitled to make such representations. Where any representations are considered to materially change the view of the Council then the fixed penalty may be withdrawn.

Representations will be considered by officers with no previous involvement with or knowledge of the case being considered.

4. Financial Implications

- 4.1. Minor beneficial. The introduction of the penalty notice is likely to generate income of approximately £1,000 per year based on previous occasions when the use of an FPN would have been appropriate.

5. Corporate Implications

Employment Implications

- 5.1. None. The duty to issue the fixed penalties will be given to the existing Community Safety Enforcement team, who already issues the fixed penalties described in Table 1.

Legal Implications

- 5.2. Minor. The Council already successfully utilises fixed penalty powers for low-level offences. Annually the Council issues approximately 80 fixed penalties per year.

Corporate Plan Implications

- 5.3. The proposals align with the 'Place' Corporate Plan theme and in particular Action PL2 "Deliver a programme of proactive interventions to reduce environmental crime and anti-social behaviour" and "Reduce anti-social behaviour (ASB) in Swadlincote Centre (Civic Way) Local Super Output Area" and Action PL5 "Provide clean and green streets, neighbourhoods and open spaces".

Risk Impact

- 5.4. The proposals will have a beneficial mitigating action against the corporate risk of "Managing the environmental impact of incidents across the District".

6. Community Impact

Consultation

- 6.1. None.

Equality and Diversity Impact

- 6.2. The potentially adverse impact of the proposals on vulnerable people has been considered and mitigation measures have been factored into the process by which the fixed penalties will be administered.

Social Value Impact

- 6.3. Minor beneficial.

Environmental Sustainability

- 6.4. Moderate beneficial.

7. Conclusions

- 7.1. The adoption of powers to enable Community Safety Enforcement Officers to issue fixed penalties will provide further options for officers when they are investigating and determining fly-tipping investigations.
- 7.2. The governance of the use of fixed penalties is already controlled by clear processes and procedures. An internal audit in February 2019 determined that the Council's processes provide 'comprehensive' assurances that robust procedures are in place, that they meet legal requirements and that they are being followed.

8. Background Papers

None

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 12
DATE OF MEETING:	17th APRIL 2019	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 595848/5722 democraticservices@south-derbys.gov.uk	DOC:
SUBJECT:	COMMITTEE WORK PROGRAMME	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

1.1 That the Committee considers and approves the updated work programme.

2.0 Purpose of Report

2.1 The Committee is asked to consider the updated work programme.

3.0 Detail

3.1 Attached at Annexe 'A' is an updated work programme document. The Committee is asked to consider and review the content of this document.

4.0 Financial Implications

4.1 None arising directly from this report.

5.0 Background Papers

5.1 Work Programme.

**Environmental & Development Committee – 17th April 2019
Work Programme**

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered by Last Three Committees		
Gambling Act 2005 Statement of Licensing Policy	27 th September 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Local Green Spaces Plan	27 th September 2018	Kevin Exley Planning Policy Team Leader (01283) 595749
Statement of Community Involvement	27 th September 2018	Karen Beavin Planning Policy Team Leader (01283) 595749
Contaminated Land Inspection Strategy	27 th September 2018	Matt Holford Environmental Health Manager (01283) 595856
Derby City Clean Air Consultation	27 th September 2018	Matt Holford Environmental Health Manager (01283) 595856
Donington Park Noise Management	27 th September 2018	Matt Holford Environmental Health Manager (01283) 595856

Key Performance Indicators – Licensing Department	15 th November 2018	Emma McHugh Senior Licensing Officer (01283) 595716
Gypsy And Traveller Site Allocations Development Plan Document	15 th November 2018	Nicola Sworowski Planning Policy Manager (01283) 595820
Swadlincote Town Centre Vision – Progress Review	15 th November 2018	Mike Roylance Economic Development Manager (01283) 595725
South Derbyshire Infrastructure Delivery Plan 2019	28 th February 2019	Richard Groves Planning Policy Officer (01283) 595738
Aviation 2050-The Future of UK Aviation	28 th February 2019	Richard Groves Planning Policy Officer (01283) 595738
Corporate Plan 2016-21: Performance Report Q3	28 th February 2019	Communications Team (01283) 228705
Our Waste, Our Resources: A Strategy for England	28 th February 2019	Adrian Lowery Direct Services Manager (01283) 595764
Planning Services Review Update	28 th February 2019	Tony Sylvester Planning Services Manager (01283) 595743

Provisional Programme of Reports To Be Considered by Committee		
Key Performance Indicators – Licensing Department	17 th April 2019	Emma McHugh Senior Licensing Officer (01283) 595716
Fixed Penalty Notices For Household Duty Of Care Offences	17 th April 2019	Matt Holford Environmental Health Manager (01283) 595856
Corporate Environmental Sustainability Group	17 th April 2019	Matt Holford Environmental Health Manager (01283) 595856
Business Support within the Environmental Health Service	17 th April 2019	Matt Holford Environmental Health Manager (01283) 595856
Service Plans	17 th April 2019	Communications Team (01283) 228705
Resources and Waste Strategy Consultation	17 th April 2019	Adrian Lowery Direct Services Manager (01283) 595764
Private Hire Licensing Convictions Policy and Conditions	September 2019	Emma McHugh Senior Licensing Officer (01283) 595716