

Date: 21 February 2024

Dear Councillor,

Environmental and Development Services Committee

A Meeting of the **Environmental and Development Services Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 29 February 2024** at **18:00**. You are requested to attend.

Yours faithfully,



Chief Executive

To:- **Labour Group**

Councillor S Taylor (Chair), Councillor K Storey (Vice-Chair) and
Councillors A Archer, I Hudson, J Jackson, V Redfern, B Stuart and A Tilley.

Conservative Group

Councillors K Haines, J Lowe and P Watson.

Liberal Democrats

Councillor G Andrew.

Non-Grouped

Councillor A Wheelton.

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:

25 January 2024 **4 - 10**

- 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** CORPORATE PLAN 2020-24 PERFORMANCE REPORT (2023-24 QUARTER 3 - 1 APRIL TO 31 DECEMBER) **11 - 69**

- 7** DRAFT STATEMENT OF COMMUNITY INVOLVEMENT **70 - 111**

- 8** COMMITTEE WORK PROGRAMME **112 - 117**

Exclusion of the Public and Press:

- 9** 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.

- 10** To receive the Exempt Minutes of the following Meeting:
25 January 2024

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

ENVIRONMENTAL AND DEVELOPMENT SERVICES
COMMITTEE

25 January 2024

OPEN

PRESENT:

Labour Group

Councillor S Taylor (Chair) and
Councillors A Archer, A Haynes (substituting for Councillor K Storey), I
Hudson, J Jackson, V Redfern, B Stuart and A Tilley.

Conservative Group

Councillors K Haines, J Lowe and P Watson.

Liberal Democrats

Councillor G Andrew

Non-Grouped

Councillor A Wheelton

In Attendance

Councillor D Corbin

EDS/61 **APOLOGIES**

The Committee was informed that apologies had been received from
Councillor K Storey (Labour Group).

EDS/62 **MINUTES**

The Committee noted and approved the Open Minutes of the meetings held
on 06 January 2020, 23 January 2020, 21 September 2023, 09 November
2023 and 04 January 2024 which were signed by the Chair as a true record.

EDS/63 **DECLARATIONS OF INTEREST**

The Committee was informed that no declarations of interest had been
received.

EDS/64 **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/65 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.

MATTERS DELEGATED TO COMMITTEE**EDS/66 WASTE COLLECTION ROUTE OPTIMISATION**

The Head of Operational Services presented the report informing the Committee that an assessment of routes had been completed and the new schedules would provide more consistent collections and savings on mileage. The Head of Operational Services informed the Committee that where a change of collection day had been proposed that the new timings and the process for missed collections would be communicated to all residents through a hand-delivered leaflet.

Members expressed their support for the proposed changes to the schedules and the recommendations.

RESOLVED:

- 1.1 The Committee approved the changes to the collection days in the areas set out in the report.***

EDS/67 FLEET MANAGEMENT REPLACEMENT STRATEGY

The Head of Operational Services presented the report highlighting that the focus for identifying replacement vehicles was to reduce CO² emissions over the next two years. The General Fund and the Capital Programme for 2024-25 and 2025-26 would provide the funding of the project and the Chair confirmed that a report would be presented to the Finance and Management Committee with the proposed costs.

The Head of Operational Services provided statistics and comparison data for electric and diesel vehicles and confirmed that a backup plan included a generator and the retention of diesel driven vehicles.

Members discussed the funding of food waste collection and if separate vehicles would be required for this collection. Members raised queries and sought clarity on the skillset needed for staff providing maintenance of electric vehicles, which fuel was most sustainable, the use of dual fuel, how the new vehicles would be funded, if other local authorities had already converted to alternative fuels in collection fleets and requested documentation be provided.

The Head of Operational Services confirmed that a food waste collection plan would require four vehicles of the 7.5 tonnes category to meet Department for Environment, Food and Rural Affairs (DEFRA) regulations and that the disposal points were being discussed with Derbyshire County Council. The Head of Operational Services informed Members that other authorities had used hydrotreated oil to power vehicles and that green hydrogen was most sustainable and the most expensive although a manufactured oil could be provided which would reduce emissions. The Head of Operational Services informed Members that results on the use of dual fuel would be made available when three months of data had been collected. The Head of Operational Services confirmed that the staff maintaining the vehicles would all be provided with the necessary training for the maintenance and servicing of all new vehicles.

The Chair supported the suggestion for further details and requested literature be provided to all Members.

The Strategic Director (Corporate Resources) explained the financial strategy to the Committee confirming that this would be a decision for Treasury Management.

RESOLVED:

1.1 The Committee approved the principles of the Fleet Management Replacement Strategy which were: vehicle replacement periods, sufficient spare vehicle capacity and a commitment to carbon reduction of the 3.5tonne fleet by 2027.

1.2 The Committee approved the conversion of diesel fuel to Hydrotreated vegetable oil (HVO) to reduce CO2 emissions subject to approval by Finance and Management Committee.

1.3 The Committee approved the financial commitment for 2024/25 and 2025/26 with the remaining years indicative, subject to approval at Finance and Management Committee as part of the final 2024/25 General Fund budget and Capital Programme.

EDS/68 **LOCAL PLAN ISSUES AND OPTIONS (REGULATIONS 18) CONSULTATIONS**

The Chair confirmed that a Local Plan Working Group had been set up and had made good progress. The Chair noted the types of responses in support and opposition of the consultation.

The Head of Planning and Strategic Housing presented the report to the Committee highlighting the extensive number of responses to the consultation and the key themes which included the housing market areas.

Members raised concerns regarding the responses from rural and parished areas where internet access could be limited, issues of transport and infrastructure and Derby City Council housing allocation.

The Head of Planning and Strategic Housing informed Members that a series of events was planned throughout the district in preparation for the Local Plan and it was expected that there would be more interest in the later stages of the proposals. The Local Plan would accommodate social housing, the location of which would be decided later as policies were developed.

RESOLVED:

1.1 The Committee noted the responses received to the Local Plan Issues and Options (Regulations 18) consultation as summarised in Appendix 1 of the report.

1.2 The Committee approved further evidence gathering to inform the next stage of plan preparation.

EDS/69 **GYPSY AND TRAVELLER ACCOMMODATION ASSESSMENT (2023)**

The Head of Planning and Strategic Housing presented the report to the Committee and confirmed that the redacted parts of the document related to other Local Authorities and highlighted that the new pitch requirements depended on definitions described in the report. The Head of Planning and Strategic Housing informed Members that the new pitches for Gypsy and Traveller accommodation would be developed under part 2 of the Local Plan which would be considered by this Committee.

Members expressed concerns regarding the definitions, the prevention of opportunistic sites and that the assessment had taken a long time to come to Committee.

The Head of Planning and Strategic Housing confirmed that the definitions and sites would be allocated in part 2 of the Local Plan.

RESOLVED:

1.1 The Committee noted the content of the Derby, Derbyshire, Peak District National Park Authority and East Staffordshire Gypsy and Traveller Accommodation Assessment Report (GTAA) (April 2023) shown in Appendix 1 of the report.

1.2 The Committee Authorised the publication of the GTAA on the Council's website once the GTAA had been approved by all councils involved in commissioning it.

EDS/70 AUTHORITY MONITORING REPORT

The Head of Planning and Strategic Housing presented the report to the Committee highlighting the five year supply of deliverable housing.

Members raised queries regarding benchmarking of the report against other local authorities and the number of vacant commercial properties in Swadlincote.

Members observed the lack of new infrastructure given the increase in population in the district and Tree Preservation Order statistics.

The Chair noted the number of new and lost Tree Preservation Orders.

The Head of Economic Development informed Members that the number of vacant premises was below the national average and that an ongoing marketing campaign was proposed for Swadlincote town centre.

RESOLVED:

1.1 The Committee noted the content of the Authority Monitoring Report (AMR).

1.2 The Committee authorised the publication of the Authority Monitoring Report (AMR) on the Council's website.

EDS/71 LOCAL PLAN BUDGET

The Head of Planning and Strategic Housing presented the details of the Local Plan budget for the next financial year to the Committee.

Members queried the cost of the Local Plan to date. The Head of Planning and Strategic Housing would provide further information to the Committee.

RESOLVED:

1.1 The Committee approved the budget of £190,000 for the 2024-25 financial year.

1.2 The Committee referred the financial implications arising from the report to the Finance and Management Committee.

EDS/72 APPROVAL OF THE INFRASTRUCTURE FUNDING STATEMENT 2022-23

The Head of Planning and Strategic Housing presented the report to the Committee.

Councillor Haines was disappointed that the Fisher Close development had not been included in the report.

RESOLVED:

1.1 The Committee approved the publication of the Infrastructure Funding Statement (IFS) for the 2022-23 financial year.

EDS/73 **COMMITTEE WORK PROGRAMME**

The Strategic Director (Service Delivery) presented the report to the Committee and informed the Committee that the Local Plan would be included in the Committee Work Programme for the August meeting.

RESOLVED:

1.1 The Committee considered and approved the updated work programme, attached as Annexe A to the report.

EDS/74 **LOCAL GOVERNMENT ACT 1972 AS AMENDED BY THE LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

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 MINUTES

The Exempt Minutes of the Meetings held on 21 September 2023 and 09 November 2023 were received.

EXEMPT QUESTIONS BY 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.

TOWN CENTRE MASTERPLAN

The Committee approved the recommendations within the report.

OPERATIONAL SERVICES MANAGEMENT SYSTEM SOFTWARE

The Committee approved the recommendations within the report.

WASTE COLLECTION AND PARK ATTENDANT STAFFING

The Committee approved the recommendations within the report.

The meeting terminated at 20:05hours.

COUNCILLOR S TAYLOR

CHAIR

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 6
DATE OF MEETING:	29 FEBRUARY 2024	CATEGORY: DELEGATED
REPORT FROM:	LEADERSHIP TEAM	OPEN DOC:
MEMBERS' CONTACT POINT:	DR JUSTIN IVES (EXT. 5700) HEIDI McDOUGALL (EXT. 5775)	
SUBJECT:	CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2023-2024 QUARTER 3 – 1 APRIL TO 31 DECEMBER)	
WARD (S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

- 1.1 That the Committee approves progress against performance targets set out in the Corporate Plan 2020 - 2024.
- 1.2 That the Risk Register for the Committee's services are reviewed.

2.0 Purpose of the Report

- 2.1 To report progress against the Corporate Plan under the priorities of Our Environment, Our People and Our Future.

3.0 Executive summary

- 3.1 The Corporate Plan 2020 – 2024 was approved following extensive consultation into South Derbyshire's needs, categorising them under three key priorities: Our Environment, Our People and Our Future. The Corporate Plan is central to the Council's work – it sets out its values and vision for South Derbyshire and defines its priorities for delivering high-quality services.
- 3.2 This Committee is responsible for overseeing the delivery of the key priorities and the following key aims:

Our Environment

- *Improve the environment of the District.*
- *Tackle climate change.*
- *Enhance the attractiveness of South Derbyshire.*



Our People

- *Supporting and safeguarding the most vulnerable.*

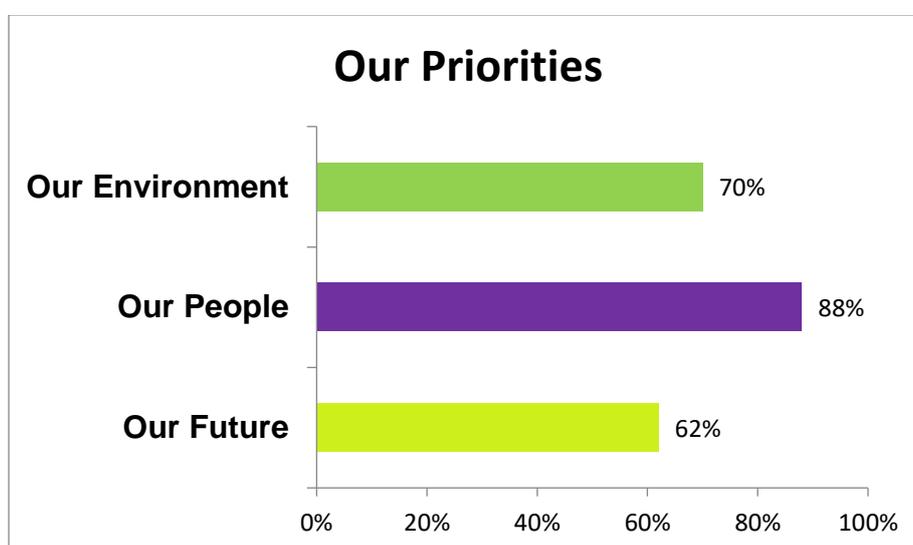
Our Future

- *Develop skills and career.*
- *Support economic growth and infrastructure.*

4.0 Performance Detail

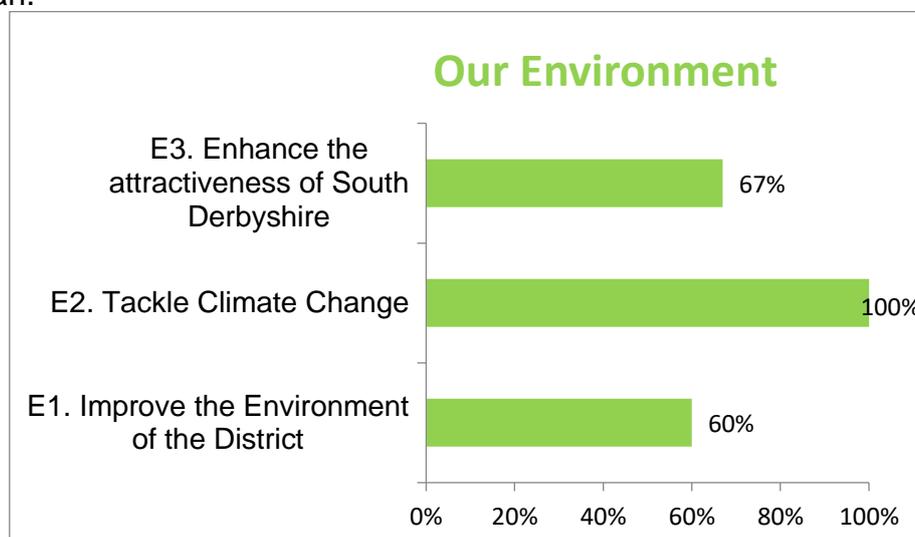
4.1 Overall Council performance against the priorities – Quarter three 2023-2024.

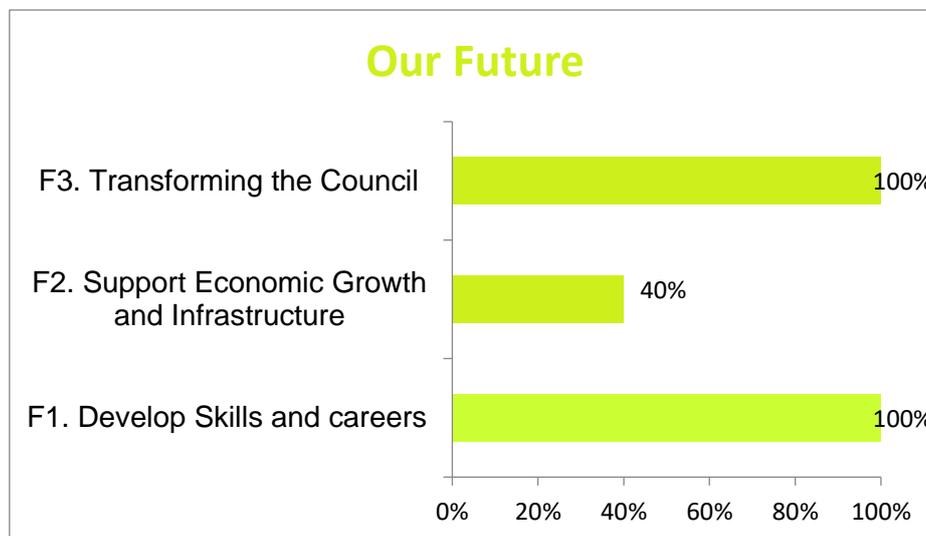
The below chart provides an overview for the percentage of measures that are on track to achieve the overall annual target.



4.2 Overall Council performance against key aims – Quarter three 2023-2024.

The below charts provide an overview for the percentage of measures that are on track to achieve the annual target within each key aim of the Corporate Plan.





4.3 Of the 35 measures which support the progress of the Corporate Plan 20-24, 23 are green, one is amber, eight are red and three are grey.

Overall, 68% of the key aims within the Corporate Plan are on track to achieve the four-year target. As at quarter three, 70% of indicators are on track for Our Environment, 88% are on track for Our People and 62% are on track for Our Future.

4.4 This Committee is responsible for overseeing the delivery of 17 Corporate measures.

Below outlines the 11 (65%) measures for this Committee that are on track (green, amber or grey) for the quarter:

- % of waste recycled and composted.
- Number of fly tipping incidents.
- Improve the quality of the District through the Local Environmental Quality Survey.



- Reduce South Derbyshire District Council carbon emissions.
- % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day.
- Increase Swadlincote Town Centre visitor satisfaction.
- Continue to undertake interventions per year to keep families out of fuel poverty.
- Deliver the objectives identified in the Supporting Aspirations Plan.
- Increase the number of employee jobs in South Derbyshire.
- Total Rateable Value of businesses in the District.
- Secure new facilities and contributions through Section106 to mitigate impacts of development.

4.5 Below outlines the six (35%) measures for this Committee that are not on track (red) for the quarter:

- Household waste collected per head of population.
- % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the site's predevelopment baseline.
- Proportion of good quality housing development schemes.
- Annual net growth in new commercial floorspace (sqm).
- Speed of decision on discharging conditions on housing applications.
- % of planning applications determined within the statutory period.

For more detailed information please refer to **Appendix B**, Performance Measure Report Index.

4.6 An overview of performance can be found in the Performance Dashboard in **Appendix A**. A detailed update on the quarterly outturn of each performance measure including actions to sustain or improve performance is included in the detailed Performance Measure Report Index in **Appendix B**.

4.7 Questions regarding performance are welcomed from the Committee in relation to the Corporate performance measures that fall under its responsibility and are referenced in the detailed Performance Measure Report Index in **Appendix B**

5.0 **Financial and Implications**

None directly.

6.0 **Corporate Implications**

6.1 **Employment Implications**

None directly.



6.2 Legal Implications

None directly.

6.3 Corporate Plan Implications

This report updates the Committee on the progress against the key measures agreed in the Corporate Plan and demonstrates how the Council's key aims under the priorities, Our Environment, Our People and Our Future contribute to that aspiration.

6.4 Risk Impact

The Risk Registers for the Committee's services are detailed in **Appendix C - Service Delivery Risk Register** and **Appendix D - Chief Executive Risk Register**. In relation to the Chief Executive Risk Register, this Committee is responsible for overseeing the risks relating to licensing, land charges and economic development. This includes the registers, risk mitigation plans and any further actions required for the relevant departmental risks. Each risk has been identified and assessed against the Corporate Plan aims which are considered to be the most significant risks to the Council in achieving its main objectives. The Risk Registers detail a risk matrix to summarise how each identified risk has been rated.

The following risks have been updated for quarter three in the Service Delivery Risk Register:

- SD7 - Failure to meet housing delivery targets set out in the five-year supply. The risk cause has been updated to remove the reference to Covid-19 impacting on the number of housing completions. Mitigating actions have been updated to confirm the Local Plan is now under review. The current five-year housing land supply rate has been amended from 6.29 years to 5.76 years and 1,118 builds were completed in 2022/23.
- SD19 – Animal welfare costs. The risk cause and impact have been updated to reference the recent government ban on XL bully dogs which could potentially increase the number of stray dogs. Further action required has been updated to confirm three legal cases are progressing, but these cases are unlikely to go to full trial before Summer 2024. A draft Animal in Distress Policy has been discussed with the Leadership Team.
- SD20 – Green Homes Grant Project. LAD3 project closed in quarter three. Further actions required have been updated to confirm a review of the project governance will be undertaken.

There have been no changes for quarter three to the Chief Executive Risk Register:

7.0 Community Impact

7.1 Consultation



None required.

7.2 Equality and Diversity Impact

Not applicable in the context of the report.

7.3 Social Value Impact

Not applicable in the context of the report.

7.4 Environmental Sustainability

Not applicable in the context of the report.

8.0 Appendices

Appendix A – Performance Dashboard 2020-2024

Appendix B – Performance Measure Report

Appendix C – Service Delivery Risk Register

Appendix D – Chief Executive Risk Register



Priority	Key Aim	Outcome	Ref	How success will be measured	2019-2020 (baseline) Outturn	Q4 2020-2021: Apr - Mar	Q4 2021-2022: Apr - Mar	Q4 2022-2023: Apr - Mar	Q1 2023-2024: Apr - Mar	Q2 2023-2024: Apr - Sept	Q3 2023-2024: Apr - Dec	Plan Target 2020-2024	Head of Service	Strategic Lead	Committee	
OUR ENVIRONMENT	Keeping a clean, green District for future generations	E1.1 Reduce waste and increase composting and recycling	E1.1A	Household waste collected per head of population	Cumulative (Apr-Mar) 404 kgs Q4 (Dec-Mar) 90kgs	460kgs	416kgs	395kgs	118kgs	229kgs	332kgs	Sustain during Y1 and Y2. See a downward trend in Yrs. 3 and 4	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
			E1.1B	% of collected waste recycled and composted	Cumulative (Apr-Mar) 45% Q4 (Jan-Mar)39%	47%	46%	43%	50%	50%	47%	Sustain during Y1 and Y2. See an upward trend in Y3 and Y4	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
		E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate	E1.2A	Number of fly tipping incidents	714 (total figure for 2019/20)	1003	604	590	119	246	380	Downward trend over four years	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
			E1.2B	Improve the quality of the District through the Local Environmental Quality Survey	The first survey was completed in January 2020 the result was 89.67% above grade C+. Committee report being prepared. Some service PIs developed to assist overall performance.	Report in Q1 21/22	93.79% of streets meet grade B or higher	96.65% Grade B or above	96.65% Grade B or above	97.4% (Grade B or above)	97.4% (Grade B or above)	>95% (Grade B or above)	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
		E1.3 Enhance biodiversity across the District	E1.3A	% of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.	Not possible to provide as outputs not held in software until April 2020. Monitoring underway and baseline data to be provided Q1 and Q2.	66.7%	66.7%	0	0	0	0	85%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
		E2. Tackle climate change	E2.1A	Reduce South Derbyshire District Council carbon emissions	No update required for Q4. First update to be provided Q1 2020-21.	Achieved	Achieved	Achieved	Achieved	Target - Publish a revised Climate & Environment Action Plan - Achieved. >90% of actions in the C&EAP to be RAG rated 'Green' - Achieved	≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved	Reduce CO2 emissions through the achievement of actions in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
	E2.2A		% of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day	Baseline figure of 50% based on 18 qualifying decisions in Q4.	100%	75.6%	86%	89.5%	93%	93%	85%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS		
	E2.2B		Work with residents, businesses and partners to reduce their carbon footprint													
	E3. Enhance the attractiveness of South Derbyshire	E3.1A	Enhance the appeal of Swadlincote town centre as a place to visit	Increase Swadlincote Town Centre visitor satisfaction	49% of respondents would recommend Swadlincote Town Centre - May 2019. No update required for Q4. First update to be provided Q2 2020-21	55%	60%	66%	66%	66%	66%	National small towns average 72%. Target to be above the National average by 2023/24	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS	
		E3.2A	Improve public spaces to create an environment for people to enjoy	The number of Green Flag Awards for South Derbyshire parks	2	Achieved	3	3	3	4	4	Increase from two green flag park awards to four by 2024	Sean McBurney, Head of Cultural and Community Services	Heidi McDougall, Strategic Director, Service Delivery	H&CS	
		E3.2B	Proportion of good quality housing development schemes	92%	Out turn unavailable	Out turn unavailable	Out turn unavailable	Out turn unavailable	Out turn unavailable	Out turn unavailable	Out turn unavailable	90% of schemes which score high	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
	OUR PEOPLE	P1. Engage with our communities	P1.1A	Support and celebrate volunteering, community groups and the voluntary sector	Number of new and existing Community Groups supported	36	153 groups	160 groups	216	65	135	191	Year 1 -2(Proxy)- collate baseline data. Year 3-4 we will show an increase on the average over two years (>157)	Sean McBurney, Head of Cultural and Community Services	Heidi McDougall, Strategic Director, Service Delivery	H&CS
			P1.2A	Help tackle anti-social behaviour & crime through strong and proportionate action	Number of ASB interventions by type	2,893 ASB reports	Minimal	Moderate	Moderate	Moderate	Moderate	Moderate	Performance to be rated as 'High' or 'Moderate'	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery	H&CS
		P2. Supporting and safeguarding the most vulnerable	P2.1A	With partners encourage independent living and keep residents healthy and happy in their homes.	Number of households prevented from Homelessness	103 cases	265 cases	261 cases	182 cases	47 cases	106 cases	205 cases	Proxy Measure to show service activity	John Comber, Interim Head of Housing	Heidi McDougall, Strategic Director, Service Delivery	H&CS
			P2.1B	Continue to undertake interventions per year to keep families out of fuel poverty	Numbers of interventions in 2019/20 were not recorded	276	210	198	45	162	191	>160 interventions during 2023-2024 640 interventions over the four-year Plan	Matt Holford, Head of Environmental Services	Heidi McDougall, Strategic Director, Service Delivery	E&DS	
P2.2A			Promote health and wellbeing across the District	Deliver the objectives identified in the South Derbyshire Health & Wellbeing Group	Not applicable for Q4	Ongoing delivery of plan	Delivery of Health and Wellbeing Action Plan over 2021-22	Delivery of Health and Wellbeing Action Plan over 2022-23	Action plan for 2023/24 in development to be adopted.	On Track - Delivery against the 5 Keys priorities is underway. all 5 of the priorities are being addressed and intervention is assigned accordingly.	On Track - Delivery against the 5 key priorities is ongoing.	100% of actions identified delivered	Sean McBurney, Head of Cultural and Community Services	Heidi McDougall, Strategic Director, Service Delivery	H&CS	
P2.3A			Deliver the Planned Maintenance Housing programme over four years	£2,717,193.80	114.10% (£ 2,377,625)	89.1% (£2,116,365.65)	89.29% £1,721,162.36 against total budget for 2022-2023.	22.67% £415,879.94	49.41% £882,083 of £1,785,216 spent.	70.83% £1,264,530.52 of £1,785,216 spent.	100% spend against the planned maintenance budget	John Comber, Interim Head of Housing	Heidi McDougall, Strategic Director, Service Delivery	H&CS		
P2.3B			Improve the condition of housing stock and public buildings.	Develop and deliver the Public Buildings programme over four years	Project Plan for 2020-21 developed	29 surveys	44 surveys	38 surveys	7 surveys	14 surveys	28 surveys	100% of surveys undertaken	Steve Baker, Head of Corporate Property	Tracy Bingham, Strategic Director, Corporate Resources	F&M	
P2.3C			Average time taken to re-let Council homes	Q4 157 days YTD 122 days	200 days	156 days	169 days	199.91 days	176.01 days	164.27 days	Median Quartile Performance (Benchmark via Housemark)	John Comber, Interim Head of Housing	Heidi McDougall, Strategic Director, Service Delivery	H&CS		
P2.4	Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.	Deliver the objectives identified in the Supporting Aspirations Plan	Ranked >311 in the Social Mobility Commission's Social Mobility Index	Research and data analysis	Supporting Aspirations Action Plan adopted.	Achieved	Reported annually in Q4	Reported annually in Q4	Reported annually in Q4	Deliver the objectives identified in the Supporting Aspirations Plan	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS			

Priority	Key Aim	Outcome	Ref	How success will be measured	2019-2020 (baseline) Outturn	Q4 2020-2021: Apr - Mar	Q4 2021-2022: Apr - Mar	Q4 2022-2023: Apr - Mar	Q1 2023-2024: Apr - Mar	Q2 2023-2024: Apr - Sept	Q3 2023-2024: Apr - Dec	Plan Target 2020-2024	Head of Service	Strategic Lead	Committee				
P e o p l e	Working with communities and meeting	P3. Deliver Excellent Services	P3.1 Ensuring consistency in the way the Council deal with service users	P3.1A	Increase the number of customers who interact digitally as a first choice	During 2019/20 there were 1,282 council tax and digital forms submitted, 13,912 general website forms via the website and 287 social media enquiries. Total 15,481.	Total: 23,461	Total: 24,405	Total: 25,856	Total: 5,864	Total: 14,400	Total: 21,416	2023-2024 - Upward Trend on 2019/20 baseline data	Catherine Grimley, Head of Customer Services	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
			P3.2 Have in place methods of communication that enables customers to provide and receive information.	P3.2A	Reduce face-to-face contact to allow more time to support those customers who need additional support	2,463 enquiries dealt with at Customer Services Desk. Visitors to office 4,490. Please note this was up to 20 March 2020, when offices closed due to Covid 19. Quarter 4 figures.	0	744 self serve and 115 face to face	8,253	2,092	4,054	6,324	Downward trend <8253	Catherine Grimley, Head of Customer Services	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
			P3.3 Ensuring technology enables us to effectively connect with our communities.	P3.3A	Number of customer telephone calls answered by Customer Service	Total Calls 26,280 (21,350 calls handled & 4,930 automated call payments). Quarter 4 figures.	Total: 98,099	Total: 99,165	85,197	21,142	43,557	63,944	Downward Trend <85,197	Catherine Grimley, Head of Customer Services	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
				P3.3B	Increase digital engagement (Twitter, Instagram, Facebook)	Total FACEBOOK fans: 22,440, total TWITTER followers: 11,448. No Instagram account yet, total ALL SOCIAL MEDIA fans: 33,888. Social Media queries: 287	43,850	49,181	52,682	55,781	58,708	59,848	Upward Trend	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
			P3.4 Investing in our workforce	P3.4A	Increase the level of staff engagement	No Q4 Update. First Staff survey to take place in 20/21.	Survey postponed until 21-22	Target not achieved			167 staff attended staff briefing sessions	Employee survey on hold until Q3.	Employee survey launched.	Collate baseline data – proxy measure	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M		
				P3.4B	Number of apprenticeships	4 (1.2% of head count)	5 (1.5% of head count)	6 (1.84% of head count)	9 (2.47% of workforce)	8 (2.1% of head count)	10 (2.67% of head count)	10 apprentices - (2.67% of head count)	>2.3% of head count	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
				P3.4C	Average number of staff days lost due to sickness	3.58	12.93	10.28	9.64	2.11	4.17	7.44	Downward Trend	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
				P3.4D	The Council has a positive health and safety culture	No Q4 update for 19/20. First Staff survey to take place in 20/21.	Postponed until early 22/23	Postponed until early 22-23	81%	72%	75%	73%	Annual upward trend in Health and Safety mandatory training delivered (%) and up to date health and safety policy	Fiona Pittam, Head of Organisational Development & Performance	Tracy Bingham, Strategic Director, Corporate Resources	F&M			
			O u r F u t u r e	Growing our District and our skills base	F1. Develop skills and careers	F1.1 Attract and retain skilled jobs in the District	F1.1A	Increase the number of employee jobs in South Derbyshire	32,000	32,000 Impacted by Covid-19	31,000 Impacted by Covid-19	34,000	34,000 Reported annually in Q4	34,000 Reported annually in Q4	34,000 Reported annually in Q4	Upward Trend	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS
						F1.2 Support unemployed residents back into work	F1.2A												
F2. Support economic growth and infrastructure	F2.1 Encourage and support business development and new investment in the District	F2.1A			Annual net growth in new commercial floorspace (sqm)	2,885 sqm	4,140 sqm	1,665 sqm	28,174 sqm net growth	28,174 sqm net growth Reported annually in Q4	28,174 sqm Reported annually in Q4	28,174 sqm Reported annually in Q4	Net annual growth in commercial floorspace over the four year plan - 49,078 sqm net growth	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS			
	F2.1B	Total Rateable Value of businesses in the District			£67,486,786	£67,341,926	£67,234,722	£67,120,292	£75,432,537	£75,458,747	£75,266,043	Upward trend >£75,132,472	Mike Roylance, Head of Economic Development and Growth	Dr Justin Ives, Chief Executive	E&DS				
F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets	F2.2A	Speed of decision on discharging conditions on housing applications			80%	100%	60.9%	78%	80%	76%	65%	90% within 8-13 weeks or as agreed with the applicant	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS				
	F2.2B	% of planning applications determined within the statutory period			93%	98%	90.50%	83%	70.50%	80%	76%	>90%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS				
F2.3 Influence the improvement of infrastructure to meet the demands of growth.	F2.3A	Secure new facilities and contributions through Section106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions			No Q4 update for 19/20. New indicator, data will be collected from April 2020 onwards as retrospective data is not possible to collect.	94%	100%	90%	Reported annually in Q4	Reported Annually in Q4	Reported Annually in Q4	90%	Steffan Saunders, Head of Planning and Strategic Housing	Heidi McDougall, Strategic Director, Service Delivery	E&DS				
F3. Transforming the Council	F3.1 Provide modern ways of working that support the Council to deliver services to meet changing needs.	F3.1A			Deliver against the Transformation Action Plan	No Q4 update for 19/20. Transformation plan to report from Q1 onwards	On target	85%	On target	On target	On target	On target	On target	Deliver 100% against action plan	Anthony Baxter, Head of Business Change and ICT	Tracy Bingham, Strategic Director, Corporate Resources	F&M		
	F3.2 Source appropriate commercial investment opportunities for the Council	F3.2A			Develop our approach towards the commercialisation of services which include grants, sponsorship, fees and charges and operating models and increase the income generated from these activities	Preliminary discussion between Operational Services and Finance have taken place, working group and action plan not yet established					Plan approved at E&DS Committee Sep 23			An Operational Services Commercialisation Plan will be produced which will set out the aims and objectives of the commercialisation of the service for the next three years.	Gary Charlton, Head of Operational Services	Heidi McDougall, Strategic Director, Service Delivery	F&M		

Corporate Plan 2020-2024 Performance Measure Report

Environmental and Development Services Committee

Team: Organisational Development and Performance

Date: February 2024

Quarter 3 - 2023-24

Performance Measure Report Index

Corporate Plan 2020-2024

Summary

The Corporate Plan 2020-2024 has 35 Corporate Measures which underpin the Council's three priorities Our Environment, Our People, Our Future.

The following Committees are responsible for overseeing the delivery of the following key aims and outcomes:

Environmental and Development Services Committee (E&DS) are responsible for 17 Corporate measures under the key aims:

- E1. Improve the environment of the district.
- E2. Tackle climate change.
- E3. Enhance the attractiveness of South Derbyshire.
- P2. Supporting and safeguarding the most vulnerable.
- F1. Develop skills and careers.
- F2. Support economic growth and infrastructure.

Housing and Community Services Committee (H&CS) are responsible for seven Corporate measures under the key aims:

- E3. Enhance the attractiveness of South Derbyshire.
- P1. Engage with our communities.
- P2. Supporting and safeguarding the most vulnerable.

Finance and Management Committee (F&M) are responsible for 11 corporate measures under the key aims:

- P2. Supporting and safeguarding the most vulnerable.
- P3. Deliver Excellent Services.
- F3. Transforming the Council.

Environmental and Development Services Committee (E&DS) is responsible for the following 17 Corporate measures

Our Environment

Measure

- Household waste collected per head of population
- % of collected waste recycled and composted
- Number of fly tipping incidents
- Improve the quality of the District through the Local Environmental Quality Survey
- % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the site's predevelopment baseline.
- Reduce South Derbyshire District Council carbon emissions
- % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day
- Proportion of good quality housing development schemes
- Increase Swadlincote Town Centre visitor satisfaction

Our People

Measure

- Continue to undertake interventions per year to keep families out of fuel poverty
- Deliver the objectives identified in the Supporting Aspirations Action Plan

Our Future

Measure

- Speed of decision on discharging conditions on housing applications
- % of planning applications determined within the statutory period
- Secure new facilities and contributions through Section 106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions
- Increase the number of employee jobs in South Derbyshire
- Annual net growth in new commercial floorspace (sqm)
- Total Rateable Value of businesses in the district

Priority: Our Environment

E1.1 Reduce waste and increase composting and recycling

Measure and Reference	E1.1A Household waste collected per head of population	Committee	E&DS		
Definition	This indicator is the number of kilograms of household waste collected per head of population. 'Household waste' means those types of waste which are to be treated as household waste as defined by the Environmental Protection Act 1990.	Why this is Important	To measure the change in household waste disposal levels as a result of householders' waste reduction and recycling activities.		
What Good Looks Like	Top performing authorities outturn <400kgs per year				
History of this Indicator	The Council employs 40 staff and utilises 15 vehicles and a number of external contractors to deliver waste collection services.				
2019/20 Baseline Data	The estimated figure reported in Q4 was 407 kgs. This figure has now been validated and the confirmed out turn for Q4 is 404 kgs.				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Sustain during Yr1 (404kgs)	126kgs	250kgs	355kgs	460kgs
2021/22	Sustain Current levels	123kgs	245kgs	324kgs	416kgs
2022/23	Downward trend	110kgs	208kgs	302kgs	395kgs
2023/24	Downward trend	118kgs	229kgs	332kgs	
Performance Overview - Quarterly Update		Actions to sustain or improve performance			
<p>The out turn of 229kgs for quarter two has been validated.</p> <p>This measure is generated by dividing the total population numbers by the total waste collected. In quarter one, we reported a reduction in the population figure from 109,516 to 108,063 by the Office for National Statistics (ONS), the reduction in population is impacting negatively on the</p>		<p>The external factors of the change to population numbers and the increase in residential properties has affected the end of year return and will be in excess of last year's out-turn of 395kg.</p>			

overall tonnage per household, and currently there is 30kg rise to the same period last financial year. We have established that there have been an additional 1,050 properties come on stream since December 2022, these additional property numbers coupled with the ONS reduction to the population figure is driving the figure up. Household, recycling, and garden waste tonnages continue to increase in comparable volumes in quarter 3.

Priority: Our Environment

E1.1 Reduce waste and increase composting and recycling

Measure and Reference	E1.1B % of collected waste recycled and composted	Committee	E&DS		
Definition	Kerbside collected household waste is waste presented for collection by households in the black, green and brown bins and the normal alternate week collections. Recycled or composted is waste presented in the green and brown bins.	Why this is Important	To establish the success of the Council's recycling scheme and to ensure the compost scheme continues to perform		
What Good Looks Like	The top performing authorities achieve >60%, the top 25% achieve >50%				
History of this Indicator	Currently on a downward trend, the tonnages collected have remained stable, however increasing residual waste is pushing the percentage down.				
2019/20 Baseline Data	The estimated figure reported in Q4 was 46%. This figure has now been validated and the confirmed out turn for Q4 is 45%.				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Sustain during Yr1 (45% or>)	53%	52%	49%	47%
2021/22	Sustain during Yr2 (45% or>)	50%	50%	48%	46%
2022/23	Upward trend	49%	47%	45%	43%
2023/24	Upward trend	50%	50%	47%	
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
The out turn of 50% for quarter two has been validated. Recycling and composting tonnages have maintained their levels in quarter 3. The quarter 3 cumulative figure is 2% higher level than at the same period in 2022-2023.			n/a		

The outturn for the full year of 2023-2024 is expected to exceed the out-turn for 2022-2023.	
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Priority: Our Environment

E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate

Measure and Reference	E1.2A Number of fly tipping incidents	Committee	E&DS		
Definition	A reduction in fly-tipping incidents is defined as a numerical reduction in the sum of the number of fly tipping incidents reported to the Council, plus the number of fly tips proactively collected by Council staff while performing their duties, compared to the reference period.	Why this is Important	Prevent an increase in fly-tipping incidents through education, engagement and enforcement action where appropriate		
What Good Looks Like	The purpose of this Indicator is to see a downward trend in fly tipping incidents as a rolling average over the four-year period of the Corporate Plan.				
History of this Indicator	There have been long term reductions in fly tipping incidents both nationally and locally since 2000, however this trend has reversed in very recent years. Between 2016 and 2019 fly tipping incidents nationally have increased.				
2019/20 Baseline Data	714 (total figure for 2019/20)				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Downward trend	260	528	732	1003
2021/22	Downward trend as a 4-year mean <764	211	366	484	604
2022/23	Downward trend as a four-year mean <764	139	286	442	590
2023/24	Downward trend as a four 4-year mean <764	119	246	380	
Performance Overview - Quarterly Update		Actions to sustain or improve performance			
The number of reported fly tips in quarters one to three were the lowest since		Changes in fines for fly tipping and other environmental offences were agreed by			

2014/15. This is considered to be due to the continuation of the robust investigations and action taken against suspected offenders.

EDS Committee on 9 November 2023. The first higher penalty charge fine was issued on 24 November.

Priority: Our Environment

E1.2 Reduce fly tipping and litter through education, engagement and zero tolerance enforcement action where appropriate

Measure and Reference	E1.2B Improve the quality of the District through the Local Environmental Quality Survey	Committee	E&DS		
Definition	Percentage of inspected grade B or above for cleanliness as defined in the government code of Practice for Litter and refuse.	Why this is Important	Gives assurance that the cleansing regimes and resources deployed are delivering the Council's service standards.		
What Good Looks Like	<p>>95% Grade B or above</p> <p>This information below provides an overview of the grading:</p> <p>Grade A No issues present Grade B+ No formal description Grade B Predominantly free with some minor instances of the issue Grade B- No formal description Grade C Widespread with some accumulations of the issue Grade C- No formal description Grade D Heavily affected by the issue</p> <p>In order to present a fair picture plus and minus grades are used where a location is better than the lower grade but not sufficiently to attain the higher grade.</p>				
History of this Indicator	New indicator				
2019/20 Baseline Data	89.67% above grade C				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	95% at grade C or above	Report in Q4	Report in Q4	Report in Q1 21/22	Reported in Q1 21/22
2021/22	>95% (Grade C or above)	94.74% (Grade C or above)	94.74% (Grade C or above)	94.74% above grade C+	93.69% (Grade B or above)
2022/23	>95% (Grade B or above)	93.69% (Grade B or above)	93.69% (Grade B or above)	96.65% Grade B or higher	96.65% Grade B or above
2023/24	>95% (Grade B or above)	96.65% Grade B or above	97.4% (Grade B or above)	97.4% (Grade B or above)	

<p>Performance Overview - Quarterly Update</p> <p>This measure is monitored through Keep Britain Tidy surveys, and our own in-house team. The quarter three survey has been completed in-house. Quarter four will be through Keep Britain Tidy. The surveys continue the monitoring of the cleanliness of our streets, in terms of litter, detritus, graffiti, flyposting, weeds, and dog-fouling.</p>	<p>Actions to sustain or improve performance</p> <p>Ongoing monitoring of street cleansing performance.</p>
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Priority: Our Environment

E1.3 Enhance biodiversity across the District

Measure and Reference	E1.3A % of eligible new homes and commercial developments to achieve net gain in Biodiversity by a minimum of 10% compared to the sites pre development baseline.	Committee	E&DS		
Definition	Policy BNE3 of the Local Plan and Chapter 15 of the National Planning Policy Framework seeks to ensure that the impacts of development on biodiversity are minimised and preferably provide net gains. This would be negotiated during the application process	Why this is Important	It is likely that soon this will be a statutory requirement. It demonstrates that the Council is being proactive in delivering an aspiration of the Local Plan.		
What Good Looks Like	The purpose of the PI is to see the pursuit of net biodiversity gains on all eligible sites otherwise suffering a net loss.				
History of this Indicator	Notwithstanding the Council's 'encouragement' of biodiversity gains in the Local Plan, this will be a new government initiative that would make it a statutory requirement.				
2019/20 Baseline Data	Insufficient baseline data available				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	85%	First Report due December 2020. No qualifying decisions in Q1.	66.7%	66.7%	66.7%
2021/22	85% (4-year target)	66.7%	66.7%	66.7%	66.7%
2022/23	85%	0	0	0	0
2023/24	85%	0	0	0	

<p>Performance Overview - Quarterly Update</p> <p>Unable to measure this indicator at the current time. Whilst officers work to securing net gain in all relevant instances, local plan policy only requests a net gain, and it isn't law to require 10% net gain until February 2024 which is a delay from the originally proposed November 2023.</p>	<p>Actions to sustain or improve performance</p> <p>The target can only be achieved where it is supported by Policy or legislation. This does not come into effect until 2024 and then officers will be able to ensure that the measure is achieved with support from the Biodiversity Officer.</p> <p>The future targets for biodiversity net gain will be included in the Local Plan Review crossing over to the new Council Plan informed by the work of the Ecological Emergency Working Group.</p>
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Priority: Our Environment

E2.1 Strive to make South Derbyshire District Council carbon neutral by 2030

Measure and Reference	E2.1A Reduce South Derbyshire District Council carbon emissions	Committee	E&DS		
Definition	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)	Why this is Important	To enable emissions from all relevant identified Council sources to be controlled over the Corporate Plan timeframe		
What Good Looks Like	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24 (C&EAP)				
History of this Indicator	No previous targets to achieve carbon neutrality have been set				
2019/20 Baseline Data	2,500 tonnes of carbon dioxide equivalent in 2018/19				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Achievement of Actions contained in the South Derbyshire Climate and Environment Action Plan 2020-24.	Achieved	Achieved	Achieved	Achieved Total Council emissions in 20/21 – 1,982 tonnes (20.5% reduction against baseline)
2021/22	Produce and implement a Head of Service Q4 Climate and Environment report that tracks performance against quantified targets and outturns	Achieved	Achieved	Achieved	Achieved Total Council emissions in 21/22 – 2,066 tonnes (17.2% reduction against baseline)
2022/23	Downward Trend in Carbon Emissions	Achieved	Achieved	Achieved	Achieved Total Council emissions in 22/23 – 2,074 tonnes (16.8%

					reduction against baseline)
2023/24	Downward Trend in Carbon Emissions	Publish carbon emissions report for 2022/23 - Achieved. ≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved.	Target - Publish a revised Climate & Environment Action Plan – Achieved. ≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved	≥90% of actions in the C&EAP to be RAG rated 'Green' - Achieved	
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
<p>The emerging Council Plan deals with most of the large scale, transformational changes that the Council needs to make to achieve our net zero ambitions by 2030 and it therefore represents a major step forward in the delivery of this indicator. Climate Emergency UK has recently published Council Climate Action Scorecards. This is an independent measurement of the actual completed action towards net zero from all UK Councils. South Derbyshire's climate actions were rated the best across Derbyshire and Nottinghamshire, the 4th best in the East Midlands and came 18th out of 158 District Councils across England.</p>			<p>Jonathan Corasmin was appointed as the Councils new Climate & Environment Officer in October 2023.</p> <p>The refuse collection vehicle hydrogen hybrid trial started in December.</p> <p>EV chargepoints have been installed in the new Midland Road car park. Full commissioning of these will follow the installation of three phase electrical supply to the car park</p>		

Priority: Our Environment

E2.2 Work with residents, businesses and partners to reduce their carbon footprint

Measure and Reference	E2.2A % of new homes to meet water efficiency targets as set out in the Part G optional standard of 110 litres of potable water usage per person per day		Committee	E&DS	
Definition	Part G of the Building Regulations sets out an optional standard for potable water conservation which is reiterated in Policy SD3 of the Local Plan. A planning condition will be attached to all new permissions to pursue adherence to this standard (where relevant).		Why this is Important	Local infrastructure and environmental constraints require the need for the Council to contribute to the suppression of water demand and hence waste water discharges across the District.	
What Good Looks Like	This is designed to ensure that going forward all new developments comply with the optional Part G standard				
History of this Indicator	No History				
2019/20 Baseline Data	Baseline figure of 50% based on 18 qualifying decisions in Q4.				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21		78%	89%	100%	100%
2021/22	85%	70.5%	79.3%	86%	75.6%
2022/23	85%	64%	75%	80%	86%
2023/24	85%	89.5%	93%	93%	
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Above target performance has continued in quarter 3, as vacancies within Planning Services are being filled and officers are reminded to ensure that this condition is placed on qualifying applications as a matter of course.			Keep reminding existing officers and making new officers aware of the conditions and the corporate objections behind the use of such. Decision makers to ensure they check for this condition before issuing decisions.		

Priority: Our Environment

E3.1 Enhance the appeal of Swadlincote town centre as a place to visit

Measure and Reference	E3.1A Increase Swadlincote Town Centre visitor satisfaction		Committee	E&DS	
Definition	Benchmarking for Swadlincote Town Centre includes a Town Centre User Survey (questionnaire) completed at the same time each year by an independent consultant.		Why this is Important	There is a need to limit the impact of national changes in shopping habits on the vitality of the town centre, at a time when High Streets are under extreme pressure.	
What Good Looks Like	The aim is to steadily close the gap to the National Small Towns average over the four-year period of the Corporate Plan.				
History of this Indicator	Comparable Benchmarking data was first collected in 2019. This found that 49% of respondents would recommend a visit to Swadlincote Town Centre, whilst the comparable National Small Towns Average was 72%.				
2019/20 Baseline Data	49% of respondents would recommend Swadlincote Town Centre - May 2019				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Upward trend	Reported Annually in Q3	Reported Annually in Q3	55%	55%
2021/22	58%	Reported Annually in Q3	Reported Annually in Q3	60%	Reported annually in Q3
2022/23	Upward Trend (Close the gap on the National Small Towns average)	60% (new report in Q3)	60% (Reported Annually in Q3)	66%	66%
2023/24	National small towns average 72%. Target to be above the National average by 2023/24	Reported in Q3	66% Reported Annually in Q3	Reported in Q4	
Performance Overview - Quarterly Update			Actions to sustain or improve performance		

<p>The main works to improve The Delph and the Bank House/Sabine's Yard sites have now been completed, with just some minor works outstanding.</p> <p>Events delivered during the Autumn period included two Christmas events, the Lights Before Christmas and Festive Fun Day, plus the Rudolph Christmas Trail. Support was also provided to the Spookfest event at Halloween. The dedicated Community Safety Enforcement Officer (Town Centres) has continued to address anti-social behaviour and private site maintenance whilst also supporting event marshalling. These activities have been part-funded by the UK government through the UK Shared Prosperity Fund.</p>	<p>n/a</p>
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Priority: Our Environment

E3.2 Improve public spaces to create an environment for people to enjoy

Measure and Reference	E3.2B Proportion of good quality housing development schemes	Committee	E&DS		
Definition	The % of new residential developments that score well against the Council's quality criteria based on latest Building for Life standards and the National Design Guide, which measure several aspects of the quality of a development (including the provision and quality of public spaces).	Why this is Important	This PI directly measures how good the quality of developments are and therefore whether it is more likely to result in an improvement to the quality of open and other spaces.		
What Good Looks Like	The purpose of this PI is to see an upward trend in higher quality developments and their immediate environment.				
History of this Indicator	This PI will differ from the similar PI which only looked at an earlier Building for Life standard. In previous years, the 90% target was often met and where not, only marginally missed.				
2019/20 Baseline Data	Annual score of 92% based on old methodology – to be reported annually in Q4				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	90%	Reported Annually in Q4.	Reported Annually in Q4.	Reported Annually in Q4.	Out turn unavailable.
2021/22	90%	Data unavailable	Reported Annually in Q4.	Reported Annually in Q4.	Out turn unavailable.
2022/23	90%	Out turn unavailable. - Reported Annually in Q4 22/23)	Out turn unavailable. - Reported Annually in Q4 22/23)	Out turn unavailable. - Reported annually in Q4 22/23)	Out turn unavailable
2023/24	90%	Out turn unavailable	Out turn unavailable	Out turn unavailable	

Performance Overview - Quarterly Update

Planning Service is now able to measure this performance indicator because the Design Officer post has now been recently filled. The Design Officer and Major Sites Team Leder have commenced the review and a further update will be provided in quarter four.

Actions to sustain or improve performance

The Design Officer post has now been filled and the new officer and Team Leader are making good progress to devise a matrix/method of assessing the application against certain design criteria and work has commenced on the review of housing development sites.

Priority: Our Future

F1.1 Attract and retain skilled jobs in the District

Measure and Reference	F1.1A Increase the number of employee jobs in South Derbyshire	Committee	E&DS		
Definition	Working in partnership, to successfully implement a programme of actions as set out within a new Economic Development Strategy for South Derbyshire.	Why this is Important	The District's economy has performed strongly in recent years - with a rapidly growing population it will be important to sustain this and provide a range of local employment opportunities.		
What Good Looks Like	The aim is to increase the number of Employee Jobs in South Derbyshire over the four-year period of the Corporate Plan.				
History of this Indicator	In 2018, there were 32,000 Employee Jobs in South Derbyshire, having grown from 30,000 in 2015. Data for employment is taken from the Office of National Statistics (ONS) Business Register and Employment Survey				
2019/20 Baseline Data	In 2015 there were 30,000 employee jobs which increased to 32,000 in 2018				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	>25% (implementation of the actions contained within the plan)	Reported in Q4	Reported in Q4	Reported in Q4	32,000 Impacted by Covid 19
2021/22	>25% (implementation of the actions contained within the plan)	Reported in Q4	Reported in Q4	Reported in Q4	31,000 Impacted by Covid-19
2022/23	Upward trend	31,000 Impacted by Covid-19. (Reported annually in Q4 22/23)	31,000 Impacted by Covid-19. (Reported annually in Q4 22/23)	34,000	34,000
2023/24	Upward trend	34,000 Reported annually in Q4	34,000 Reported annually in Q4	34,000 Reported annually in Q4	

Performance Overview - Quarterly Update	Actions to sustain or improve performance
<p>Claimant Count Unemployment in South Derbyshire is at 2.3% (November 2023) or 1,555 people. This compares with 3.7% nationally, and 2.0% a year ago.</p>	<p>n/a</p>

Priority: Our Future

F2.1 Encourage and support business development and new investment in the District

Measure and Reference	F2.1A Annual net growth in new commercial floorspace (sqm)	Committee	E&DS		
Definition	Data collected for the Council's annual Authority Monitoring Report, includes the monitoring of commercial floorspace within South Derbyshire.	Why this is Important	There is very little vacant commercial floorspace in South Derbyshire, consequently the provision of additional commercial floorspace is closely related to the availability of additional employment opportunities.		
What Good Looks Like	The aim is to increase the total commercial floorspace over the four-year period of the Corporate Plan.				
History of this Indicator	The Local Plan forecasts a net annual growth in commercial floorspace of 12,269.5 sqm per annum between 2008 and 2028. To date (2008-2021), the actual annual net rate of growth has been 6,095 sqm.				
2019/20 Baseline Data	2885 sqm				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	12,269.5 sqm	Reported in Q4	Reported in Q4	Reported in Q4	4,140 sqm
2021/22	24,539 sqm net growth	Reported in Q4	Reported in Q4	Reported in Q4	1,665 sqm
2022/23	36,808.50 sqm net growth	1,665 sqm (Reported annually in Q4 22/23)	1,665 sqm (Reported annually in Q4 22/23)	Reported in Q4	28,174 sqm net growth
2023/24	Over the four-year plan - 49,078 sqm net growth	28,174 sqm net growth Reported in Q4	28,174 sqm Reported annually in Q4	28,174 sqm Reported annually in Q4	
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
Commercial construction projects continue to progress in a number of locations in South Derbyshire and are anticipated to deliver a significant growth in floorspace this year – these include: Redevelopment of the former Bison Concrete works at			n/a		

Tetron Point for The Pallet Network; and, two new manufacturing facilities at Dove Valley Park, for MEG Derby and Terinex Flexibles. It is likely that all three sites will be operating by the end of the year.

Priority: Our Future

F2.1 Encourage and support business development and new investment in the District

Measure and Reference	F2.1B Total Rateable Value of businesses in the District	Committee	E&DS		
Definition	Total rateable value of businesses in the district.	Why this is Important	The total rateable value of businesses in the District is a good indication of the economic health of the district. An increase in floor space can indicate a growth in business numbers and employment opportunities.		
What Good Looks Like	A growth in rateable value, including a growth in sectors such as commercial (e.g., offices, shops, warehouses, restaurants) where there is a higher intensity of jobs per business.				
History of this Indicator	The total rateable value of businesses across the District has been increasing year on year, particularly in the commercial sector with an overall increase of almost £345k since April 2017.				
2019/20 Baseline Data	Q4 - £67,486,786.				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	>£67,486,786	£67,528,690	£67,316,577	£67,379,221	£67,341,926
2021/22	>£67,486,786	£67,150,426	£67,133,764	£67,199,282.	£67,234,722
2022/23	Upward Trend (on baseline as at Q4 21/22)	£67,279,062	£67,207,674	£67,072,729	£67,120,292
2023/24	Upward trend >£75,132,472	£75,432,537	£75,458,747	£75,266,043	
Performance Overview - Quarterly Update		Actions to sustain or improve performance			
The rateable value has decreased compared to quarter two. This is in part due to the removal of sites at Drakelow Business Park from the Rating List as a result of the development being undertaken.		There are a few new assessments still waiting to be rated but their value may not be enough at this time to achieve the target. However, once Tetron Point (the old Bison assessment) is bought back into the Rating List, possibly in the Spring, then this will increase our Rateable Value listing dramatically.			

	<p>Rateable Values (RV) are determined by the Valuation Office Agency (VOA) and not South Derbyshire District Council. As such we have no control and Rateable Values can go down if a business owner appeals/challenges to the VOA that their RV is too high. Whilst some businesses can increase depending on reviews such as quarries in general the increase will come from our dedicated inspector who checks for any newly built businesses in order to issue a completion notice and bring them into the Rating List quickly or notices changes to existing business properties which could increase their Rateable Value such as an extension to the work premises whilst he is undertaking other types of inspection works.</p>
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Priority: Our Future

F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets

Measure and Reference	F2.2A Speed of decision on discharging conditions on housing applications	Committee	E&DS		
Definition	The purpose of the performance indicator is to measure the percentage of planning condition applications determined in the statutory period of eight or 13 weeks or as may be otherwise agreed with applicants.	Why this is Important	Unnecessary delays in the determination of applications holds up the delivery of development and therefore a potential disincentive to inward investment		
What Good Looks Like	All applications determined as soon as possible without compromising quality.				
History of this Indicator	New indicator				
2019/20 Baseline Data	80% based on Q4 (up to 85% if including first 27 days of 2020/21 Q1, following new procedure with team)				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	90% within 8-13 weeks or as agreed with the applicant	100%	100%	100%	100%
2021/22	90% within 8-13 weeks or as agreed with the applicant	93.7%	71.8%	47.9%	60.9%
2022/23	90% within 8-13 weeks or as agreed with the applicant	50%	60%	79%	78%
2023/24	90% within 8-13 weeks or as agreed with the applicant	80%	76%	65%	
Performance Overview - Quarterly Update		Actions to sustain or improve performance			

<p>There are still a greater number of out of time applications being determined than the target for this indicator, however this is reflective of the push to deal with the substantial backlog of applications. There continue to be more decisions issued in time and the below target return is due to a high volume of the backlog of applications that continue to be cleared.</p> <p>It is the cases in the backlog that are much less likely to have any agreed extension of time given the length of time they have been with the Council. The number of cases in the backlog has been reduced from a high point of over 900 cases in July 2022 to just over 400 at the time of compiling this return.</p> <p>In time, with reduction in backlog and new process for dealing with applications it will be easier for officers to deal with all applications within statutory timeframes.</p>	<p>In time, with reduction in backlog and the new process for dealing with applications it will be easier for officers to deal with all applications within statutory timeframes.</p> <p>Although a bid for £100,000 of government funding to help clear the backlog was unsuccessful, there are a number of other measures to assist with this.</p> <p>These measures included:</p> <ul style="list-style-type: none"> • streamlining validation requirements moving to area teams. • introducing career grades. • using fee increase money to make temporary posts permanent. • using a local planning consultancy to take a number of cases from the backlog. • retaining agency planners prior to being fully staffed. • offering opportunities for existing staff to undertake overtime. • amending internal procedures to secure a high level of support for officer processing their cases and reducing reliance on extensions of time with over 50% of 2023 applications being determined in time with no extension of time. • further digitisation and efficiencies and, implementing the recommendations of the ongoing Planning Review as they come through.
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Priority: Our Future

F2.2 Enable the delivery of housing across all tenures to meet Local Plan targets

Measure and Reference	F2.2B % of planning applications determined within the statutory period	Committee	E&DS		
Definition	The purpose of the performance indicator is to measure the percentage of planning applications determined in the statutory period of eight or 13 weeks or as may be otherwise agreed with applicants.	Why this is Important	Unnecessary delays in the determination of planning applications holds up the delivery of development and therefore a potential disincentive to inward investment		
What Good Looks Like	All applications determined as soon as possible without compromising quality.				
History of this Indicator	Generally, the Council has performed well for most recent years against a notional target of 90%				
2019/20 Baseline Data	93%				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	>90%	94%	99%	98%	98%
2021/22	>90%	91%	93.1%	93%	90.5%
2022/23	>90%	88%	86%	81%	83%
2023/24	90% within 8-13 weeks or as agreed with the applicant	70.5%	80%	76%	
Performance Overview - Quarterly Update			Actions to sustain or improve performance		
<p>Over the last year the Planning Team have focused on processing in time applications with no extension of time and this approach has worked effectively to secure 739 decisions in time from January to December 2023.</p> <p>Several District Councils in the East Midlands do not process this number of applications in a year and nearly all rely on extensions of time to a far great extent than SDDC.</p> <p>Although the figures of overall applications processed in time fall below the target of 90%, this is due to a</p>			<p>Whilst applicants have been willing to provide an extension of time in some instances this has not been received across the board and the push to reduce the backlog and move towards a new process of dealing with applications will unfortunately result in a short-term decrease in figures.</p>		

significant number of applications that continue to be cleared from the backlog with 413 applications on hand at the start of 2024 which is less than half the number on hand during the summer of 2022.

The application processing tables below shows that decisions made on in time applications have increased from 19% in December 2022 to 56% in quarter 1 this year, 63% in quarter 2 and 59% in quarter 3.

Application processing times

November & December 2022

	Decisions in time	Decisions out of time	Extensions of time
November	13	38	50
December	23	20	45
Total	36 (19%)	58	95

Over 50% of 2023 applications are being determined in time with no extension of time. The number of applications determined in time has increased quarter on quarter which is a significant improvement.

January to March 2023

	Decisions in time	Decisions out of time	Extensions of time
January	33	42	54
February	42	29	68
March	84	30	43
Total	159 (38%)	89	165

April to June 2023

	Decisions in time	Decisions out of time	Extensions of time
April	54	26	20
May	65	28	16
June	57	26	25
Total	176 (56%)	80	61

July to September 2023

	Decisions in time	Decisions out of time	Extensions of time
July	82	8	30
August	77	30	18
September	58	16	28
Total	217 (63%)	54	76

The measures to assist with this include:

- streamlining validation requirements.
- moving to area teams.
- introducing career grades.
- using fee increase money to make temporary posts permanent.
- using a local planning consultancy to take a number of cases from the backlog, retaining agency planners prior to being fully staffed.
- offering opportunities for existing staff to undertake overtime.
- amending internal procedures to secure a high level of support for officer processing their cases and significantly reducing reliance on extensions of time.
- Continue the drive to fill all vacant posts and continue the intensive support outlined above for officers in post.
- Ensure officers process where possible applications within the statutory time frames and seek extensions of time, if possible, for those applications determined outside of the timeframe.
- Further digitisation and efficiencies and, implementing the recommendations of the ongoing Planning Review as they come through.

October to December 2023

	Decisions in time	Decisions out of time	Extensions of time
October	77	15	13
November	56	41	12
December	54	28	21
Total	187 (59%)	84	46

2023 Annual Total

	Decisions in time	Decisions out of time	Extensions of time
Total	739 (53%)	307	348

Priority: Our Future

F2.3 Influence the improvement of infrastructure to meet the demands of growth.

Measure and Reference	F2.3A Secure new facilities and contributions through Section 106 to mitigate impacts of development. Achieve all necessary highway, education, healthcare, and recreation contributions		Committee	E&DS	
Definition	Statute allows the Council to seek financial and other contributions from developments to mitigate the impact of the development on public infrastructure subject to viability of individual developments.		Why this is Important	Without some contribution towards mitigating the impact of new developments, infrastructure would have to accommodate the extra load without direct funding to bear the burden	
What Good Looks Like	Securing all proven necessary mitigation to accommodate new developments				
History of this Indicator	New indicator				
2019/20 Baseline Data	New indicator, data will be collected from April 2020 onwards as retrospective data is not possible to collect				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	90%	Reported annually in Q4	Reported annually in Q4	Reported annually in Q4	94%
2021/22	90%	Reported annually in Q4	Reported annually in Q4	N/A - reported annually in Quarter 4.	100%
2022/23	90%	100% (annual return in Q4 22/23)	100% (annual return in Q4 22/23)	Reported annually in Quarter 4	90%
2023/24	90%	Reported annually in Q4	Reported Annually in Q4	Reported Annually in Q4	
Performance Overview - Quarterly Update			Actions to sustain or improve performance		

A separate report is presented to Committee where the full details of S106 performance will be considered in the Infrastructure Funding Statement. Overall, the Council is successfully applying the need for S106 contributions in line with policy and collecting payments when they are due.

Continued cross department monitoring of performance and reporting annually in the Infrastructure Funding Statement.

Priority: Our People

P2.1 With partners encourage independent living and keep residents healthy and happy in their homes.

Measure and Reference	P2.1B Continue to undertake interventions per year to keep families out of fuel poverty	Committee	E&DS		
Definition	Number of interventions made by the Council (and partners over whom the Council has influence) to improve fuel efficiency in residential properties.	Why this is Important	Fuel poverty is a public health observatory key performance indicator and reflects both the thermal efficiency of housing stock and the affluence of the population		
What Good Looks Like	Increasing the numbers of fuel efficiency interventions to directly contribute to reductions in the numbers of families in fuel poverty.				
History of this Indicator	The Council has never previously collated data on the different measures taken to take families out of fuel poverty.				
2019/20 Baseline Data	7.9% (3,393 households) estimated to be in fuel poverty. In 2019/20 an estimated 90 interventions were made to help residents reduce fuel poverty				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	300 interventions	111	216	247	276
2021/22	210 interventions	30	102	172	210
2022/23	>160 Interventions	48	104	161	198
2023/24	>160 Interventions	45	162	191	
Performance Overview - Quarterly Update		Actions to sustain or improve performance			
Quarter 3 data includes 131 improvements made to public and private sector houses using government funding to improve energy efficiency (Social Housing Decarbonisation Fund, LAD3 and HUG1.)		An additional £583k in funding was awarded to the Council for housing decarbonisation in Quarter 3. Since the declaration of a climate emergency the Council has now successfully bid for over £8 million in funding for improving the local housing stock.			

Priority: Our People

P2.4 Support social mobility to ensure people have the opportunity to access skilled jobs, higher and further education.

Measure and Reference	P2.4A Deliver the objectives identified in the Supporting Aspirations Action Plan, as appropriate to the Council	Committee	E&DS		
Definition	Delivery against the key themes identified in the Supporting Aspirations Action Plan.	Why this is Important	Social Mobility aims to ensure that everyone has the opportunity to build a good life for themselves regardless of geography or family background.		
What Good Looks Like	Deliver against the Supporting Aspirations Action Plan to help improve Social Mobility for disadvantaged young people in South Derbyshire.				
History of this Indicator	South Derbyshire has performed poorly on a number of indicators of Social Mobility for disadvantaged young people in recent years.				
2019/20 Baseline Data	The Social Mobility Commission's Social Mobility Index ranked South Derbyshire 311/324 local authority in 2017				
Reporting Year	Annual Target	Quarter 1	Quarter 2	Quarter 3	Quarter 4
2020/21	Ranked >311 on the Social Mobility Index	Reported in Q4	Reported in Q4	Reported in Q4	Research and data analysis
2021/22	Develop the Social Mobility Action Plan	Reported in Q4	Research and Data analysis	Preparation of Action Plan	Supporting Aspirations Action Plan adopted.
2022/23	Deliver the year one objectives identified in the Supporting Aspirations Action Plan	Reported in Q4	Reported in Q4	Reported in Q4	Achieved
2023/24	Deliver the objectives identified in the Supporting	Reported in Q4	Reported in Q4	Reported in Q4	

	Aspirations Plan				
Performance Overview - Quarterly Update		Actions to sustain or improve performance			
<p>Activities contributing to the Supporting Aspirations Action Plan in Quarter 3 included tendering of the Social Mobility project which will be delivered during 2024/25. The Beyond Barriers South Derbyshire project was launched. This is being delivered by Groundwork Five Counties and will provide intensive employability support to economically inactive residents. These projects are funded by the UK government through the UK Shared Prosperity Fund. Swadlincote Jobs Fair was delivered with partners at Green Bank Leisure in October and the programme of Work Club sessions at the Old Post Centre has continued to be delivered.</p>		n/a			

Quarter 3, 2023-2024 Service Delivery Risk Register

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD1	Loss of income to the Housing Revenue Account (HRA)	Reduction of income through the Impact of: Universal Credit (UC) (increase rent arrears) Void Properties (rent loss) Right to buy properties (rent loss)	Loss of income into the (HRA)	Financial	4	3	12	<ul style="list-style-type: none"> A revised Income Management Policy has been approved by Housing and Community Services Committee and new operational/ IT procedures implemented. New dwellings mitigate revenue lost through Right to Buy (RTB). New Builds can still be purchased under (RTB) after three years for Secure Tenancies. Daily monitoring of UC, and income management. The Housing Service has made operational changes to deal with this increase which have been subject to a successful audit review. Programme in place to reduce the void rent loss. Council House Development Group is in place. Rent arrears of current tenants as a % of the annual rent due have increased slightly in quarter 3 from 2.77% to 2.91% due to the Christmas period. The void rent loss as a % of the rent debit has reduced from 3.25% to 2.99% in quarter 3. Void Property work plan presented to Overview and Scrutiny Committee 4/1/23 with a further update presented to Housing and Community Services Committee on 25th April 2023 An additional contractor has been employed to increase capacity. Survey of small HRA development sites completed with options for redevelopment. Surveys of Smallthorn Place have been completed which include redevelopment and refurbishment options. Derbyshire County Council have now commenced the tender process for Careline and independent living services contracts which are currently delivered by the Council. A reduced service has been retendered for commencement in March 2024. The Council will unlikely to be in a position to bid for these contracts as either a sole or consortium provider. This will reduce the funding into the HRA from DCC by up to £300k from March 2024. 	4	3	12	<ul style="list-style-type: none"> Increased focus on collection of rent and other housing debt. Monitoring and review of arrears, evictions and rent loss due to voids. Council House development group to develop a pipeline of development schemes. Government Rent Increase Cap confirmed at 7%. Council members have agreed a rent increase limited to 3%. The Housing Service review currently being undertaken includes the Careline and ILS service and will make proposals for the future shape and scope of the services which take account of the new contractual arrangements and associated loss of income from DCC effective from 1st April 2024. Skilled and unskilled labour issues in addition to fluctuation in labour rates have affected progress towards targets 	<p>Rent arrears of current tenants as a % of the annual rent due are at 2.91%.</p> <p>Void rent loss profit is currently up by £55k as the number of voids reduce and the void rent loss as a % of the rent debit has reduced from 3.25% to 2.99%.</p> <p>We continue to see more major voids and a higher cost per void. Spend limits for contractors to determine major and minor voids is currently under review.</p> <p>Single utilities supplier has been delayed, now excepted March 2024 (delayed from January 2024.)</p>	Head of Housing Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
											<p>in Q3. In particular this has affected.</p> <ul style="list-style-type: none"> • Plastering • Floor laying • Damp works <p>Novus is still actively working with local contractors however this does fluctuate due demand on labourers.</p> <ul style="list-style-type: none"> • Further additional contractor capacity is being sought through procurement frameworks. • A new method for the management of surveys is being considered with contractors. • Options for the Construction Design Management (CDM) of the inhouse team are being pursued to allow void and other works to be done "in house". • A single supplier of energy utility services (gas and electric) will be in place from March 2024 to reduce time taken to resolve meter debt and installation issues. • Area based surveys and work plans are in place. 	<p>Labour issues are impacting on the delivery of works in particular around damp proofing, floor laying and plastering, we have seen a significant rise in damp and roofing jobs in the last month.</p>		

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
												<ul style="list-style-type: none"> Spend limits for contractors to determine major and minor voids is currently under review. 		
SD3	Safety standards	Failure to comply with basic safety standards in flats/blocks with communal areas.	Risk to property and life	Compliance	2	4	8	<p>Housing Safety policies are now in place for:</p> <ul style="list-style-type: none"> Fire Lift Electrical Gas Asbestos Legionella A recent Internal Audit of Housing Safety has confirmed that the systems in place provide “reasonable assurance” in this area. Contracts are in place to deliver property improvements for all aspects of property safety. Recruited an Asset and Compliance post. Agency staff in permanent place to cover Heating, Electrical, Fire safety Project Officer roles. Fire safety checks in sheltered and communal schemes being completed by Careline Support Coordinators. Successful recruitment to Gas, Building and Electrical Project Officer roles. The Electrical Project Officer commenced the role on the 11th December 2023. Interim Repairs, Asset and Improvement Manager has been recruited until May 2024. New Tenant Satisfaction Measures include specific property safety indicators. The Council will be required to respond to forthcoming consultation with the Regulator of 	2	4	8	<ul style="list-style-type: none"> Monitoring and carrying out safety checks as per the Housing Safety Policies. Reconfiguring software (lifespan) to manage this. Full review required into software systems. Current structure is not suitable to meet the demand/workload. Full review as part of the wider Housing Services review. 	<p>Mitigating actions have been updated to advise the Electrical Project Officer post started on the 11th December 2023 and an interim Repairs, Asset and Improvement Manager has been recruited until the end of May 2024.</p>	Head of Housing Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								<p>Social Housing on a new suite of “consumer standards” for housing. Current Performance against these indicators is:</p> <p>Fire – 100% - 82/82 Fire Risk Assessments to communal block and community rooms complete.</p> <p>Legionella – Risk Assessment to 74 high risk properties complete and remedial actions completed.</p> <p>Electric – 94.68% (2792/2949) have an up to date EICR, orders for remaining properties placed and in progress with contractor.</p> <p>Gas – 99.93% (2777/2779) properties have valid gas certificate. Two properties out of time currently with legal seeking an injunction to gain entry.</p> <p>Asbestos – 100% (76/76), annual asbestos management surveys carried out to communal blocks and community rooms where required.</p> <p>Lifts – 100% 3/3, Lifts at Unity Close, Pear Tree Court, and Coniston Court with service completed. (106 passenger stair lifts at domestic properties all on service programme and within time).</p>						

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD5	Reduction in funding for Cultural and Community Services	Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.	There is likely to be additional funding needed to replace income lost through Covid-19.	Financial	3	3	9	<ul style="list-style-type: none"> Forward budget planning over several years, to cover the medium-term- up to and including 2023/24. Approvals received for reserve spend to secure staffing initially for Active Communities. The Council receives an annual Community Safety funding allocation from the Police and Crime Commissioner (PCC) of £25,000. In December 2021, the new PCC confirmed that this level of funding will continue for a further three years. The Council receives an annual Basic Command Unit funding allocation of £35,000 from the Chief Superintendent. This annual allocation, currently with no long-term commitment. A new three-year sponsorship of the Environmental Education Project with Rolls Royce has been confirmed. Government Funding via the National leisure Recovery Fund (NLRF) for the Leisure Centres has been received. No more post covid support for leisure – working with Max associates to look at soft market testing for potential future delivery and/or negotiate potential contract extension. Active Derbyshire Partnership may help to open up other funding potentials related to Physical Activity. 	3	3	9	<ul style="list-style-type: none"> Maintain current funding contribution that the Council makes towards the Active Communities service. Continue to seek and secure relevant external funding opportunities to continued support service delivery. Monthly assessment of income and expenditure. Review reserves and potentially use to fund projects if needed. 	No change in Q3	Head of Cultural and Community Services
SD6	Ageing infrastructure at Rosliston Forestry Centre	Need to upgrade infrastructure at Rosliston Forestry Centre	Unable to deliver services at Rosliston.	Strategic	2	3	6	<ul style="list-style-type: none"> Condition survey updated as part of future procurement exercise for new contractor, informed by a wider strategic review. Focus on implementing infrastructure requirements identified in external consultant's report. Capital Programme bid successful with most projects supported. Engage tenants and keep Senior Leadership Team informed. Covid-19 pandemic has enabled an opportunity to do some minor health and safety works whilst the site was closed to the public. Vision for site to be reviewed considering the pandemic, informed by the wider climate emergency debate. New lease is now signed for 30 years with Forestry England 	2	3	6	<ul style="list-style-type: none"> Work commenced on the delivery of capital projects. Collaboration with Head of Corporate Property on improvements to the Planned Preventative Maintenance (PPM). Regular meetings held at operational and strategic levels with Forestry England. Continue working with National Forest Company and Forestry 	The mitigating actions have been updated to confirm the findings from the RFC consultation will go to H&CS Committee on the 1 st February.	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								<ul style="list-style-type: none"> The RFC consultation is now complete – collating findings report to go to H&CS committee to show results in on 1st February 2024. 				England to help shape vision in collaboration.		
SD7	Failure to meet housing delivery targets set out in the five-year supply	Economic slowdown, material or labour shortages, supply chain issues.	A loss of control of new developments and reduced likelihood of achieving the necessary section 106 contributions and the potential for developments to be approved in unsustainable locations	Strategic	4	3	12	<ul style="list-style-type: none"> Local Plan is in place which sets out the five-year supply and this is now under review. Active pursuit of schemes and opportunities. Increased focus on facilitating prompt commencement of development. Current five-year housing land supply rate at 5.76 years- most sites started are building at a rate above that originally anticipated such that 1118 builds were completed in 2022/23. Despite a small reduction in the five-year supply from the previous year the council has maintained its five-year housing land supply. A consultation has been completed on the Issues and Options for the Local Plan Review with several sites put forward to enable a five-year housing land supply to be maintained. 	2	3	6	<ul style="list-style-type: none"> Develop action plan(s) where necessary. Monitoring/review of performance ongoing. 	Mitigating actions updated to confirm the Local Plan is now under review. Current five-year housing land supply rate amended from 6.29 years to 5.76 years. 1,118 builds were completed in 2022/23. Risk Cause updated to remove reference to Covid-19.	Head of Planning and Strategic Housing
SD9	Melbourne Sports Park	Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with external funders.	Future grant applications could be declined which will impact on development projects at site.	Financial	2	3	6	<ul style="list-style-type: none"> Scheme to deliver additional car parking on site completed. Drainage scheme on MSP site and adjacent landowners complete. Improved rugby pitches playability should increase income generation from bar and catering. Work on three new tennis courts completed. Improvements to third rugby pitch and training area underway. These projects will aid future viability. 	2	3	6	<ul style="list-style-type: none"> Regular Artificial Grass Pitch (AGP) Steering Group meetings. Matter under regular review at MSP Board meetings. Key funder in attendance at AGP steering group meetings. 	The risk impact has been updated to remove reference to Covid-19 and replaced with 'Future grant applications	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
								<ul style="list-style-type: none"> Development sub-committee to be re-established to look at future works/developments at the site. Council representative on the Sub-Committee. 				<ul style="list-style-type: none"> MSP Board meeting business plan income targets, however close monitoring is required. 	could be declined which will impact on development projects at site.'	
SD11	Tree Management	Failure to manage the Council's tree stock in line with adopted Tree Management policy.	Breach of tree policy and/or accident/incident involving trees.	Strategic	4	3	12	<ul style="list-style-type: none"> Review of approved Tree Management Policy completed. Zurich Municipal has provided support to assess the Council's risk on its Tree Policy and Strategy. A new tree policy and management plan has been agreed by committee on 17 March 2022. Unable to recruit an assistant tree officer so have gained approval to revise the structure of the Parks and Green Spaces to facilitate the flexible retirement of the current post holder and the creation of an additional tree officer (at a more senior level) to enable the sharing of knowledge and experience. Additional tree officer and tree budget added in budget review process for 2023/24. 	3	3	9	<ul style="list-style-type: none"> The new Policy requires implementing and backlog of work procured and prioritised. A budget has been agreed. External support for tree inspections is being procured. Assistant tree officer appointed and is being mentored by Tree Officer Temporary support from agency to help with volume of tree work related to planning. Due to volume of workload reviewing staffing structure to ensure resourced adequately going forward. 	<ul style="list-style-type: none"> Mitigating actions updated to confirm an additional Tree Officer and tree budget added in budget review process for 2023/24. 	Head of Cultural and Community Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD12	Ageing Infrastructure at Greenbank Leisure Centre	Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment.	Unable to deliver services at Greenbank Leisure Centre	Strategic	3	3	9	<ul style="list-style-type: none"> Building condition survey is being updated and a planned preventative maintenance (PPM) programme put in place by Head of Corporate Property. Complete the necessary works identified in external consultant's report, informed by a wider strategic review (SOPM). Improvements made to pool pipework and roof. Ensure that there is sufficient capital funding to complete the necessary works and revenue funding for on-going PPM. Facility Planning Model (FPM) being undertaken to assess strategic need of leisure stock through to 2038. The FPM work above is now complete and will inform the Local Plan. Further work is being undertaken on the SOPM. Beginning work to look at future leisure provision including a replacement site for Green Bank. 	3	3	9	<ul style="list-style-type: none"> Review of the operational management and deliverability of PPM Options presented by FPM to be assessed and presented to Members in the future. Also Built Facility Strategy to be commissioned to support FPM. Working project group looking at long term options for leisure provision. Created a project working group to look at long term options for leisure centre. All strategy work will be done as part of wider future of leisure project. 	Further actions updated to confirm all strategy work will be completed as part of the wider future of the leisure project.	Head of Cultural and Community Services
SD16	Voluntary and Community Sector	A reduction in resources for partners who deliver services for or on behalf of the Council.	Evidence that this is occurring with CVS and Citizens Advice having core funding reduced in recent years	Strategic Financial	2	3	6	<ul style="list-style-type: none"> It is considered that the Council is undertaking as much action as is reasonably possible at this stage to mitigate the risk. The Council's current grant funding has been increased in 2023/24. The Council employs a dedicated Community Partnership Officer to support the voluntary sector and local organisations. 	2	3	6	<ul style="list-style-type: none"> The Council continues to work with the Voluntary and Community sector to ensure its funding delivers the Council's Corporate Plan objectives. 	No change in Q3	Head of Community and Cultural Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY Strategic, Resource Operational Financial Knowledge management Compliance, Partnership	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD17	Sustainable Urban Drainage features (Suds)	Failure to manage the Suds in line with national guidance.	Serious accident at a Suds feature, and / or failure of feature to prevent flooding	Operational Strategic Financial	3	4	12	<ul style="list-style-type: none"> A recent report by Alliance Consulting has highlighted risks associated with SUDs features that the Council has adopted / is due to adopt. There are potentially nine sites. The Council has a capital budget to implement the findings of the Alliance report on Council-owned sites. The Council no longer adopts SUDs as part of new developments. These are transferred to Severn Trent Water subject to them meeting appropriate standards. 	2	3	6	<ul style="list-style-type: none"> The Council has reviewed the independent SUDs report and is undertaking all reasonable and practicable actions to mitigate any risks. 	No change in Q3	Head of Community and Cultural Services
SD18	Fluctuations in recycle prices	Failure to monitor and report fluctuations in recycle prices	An escalation in the cost of delivering the recycling service.	Operational Financial	2	3	6	<ul style="list-style-type: none"> At the time of awarding new recycling contracts in July 2021, an assessment of material prices over the last 30 months was undertaken. This showed that prices fluctuate from month to month. In assessing the bids, using the lowest material prices from the last 30 months was considered the most prudent way to budget for the service through the Medium-Term Financial Plan (MTFP), with a reserve established to bank any income over that budgeted to cover any periods where income falls below that budgeted. A quarterly update within the Revenue Monitoring Report is presented by the Head of Finance to Finance and Management Committee to allow Members to keep this under review. This position should be fully reviewed following the initial two-year period. 	2	3	6	<ul style="list-style-type: none"> Continue to report quarterly on recycle income 	No change in Q3.	Head of Operational Services
SD19	Animal welfare costs	Significant increase in dog ownership, illegal dog breeding, stray dogs and poor animal welfare. Recent government ban on XL bullies introduced which could increase stray dog numbers	Substantial costs from stray dogs collected or animals taken into possession on animal welfare grounds.	Financial, Compliance, Partnership	4	3	12	<ul style="list-style-type: none"> Powers under s20 of the Animal Welfare Act. Mutual support agreement with RSPCA. Dog fostering scheme agreed with a dog fostering charity. No win no fee agreement with a third-party Financial Investigator to enable the Council to pursue Proceeds of Crime Act action against offenders to recover costs. 	2	3	6	<ul style="list-style-type: none"> Ongoing monitoring of the CEH00 R4400 budget to review the effects of the existing mitigations and the XL bully ban. Draft Animal in Distress Policy discussed with Leadership Team. Three legal cases are progressing and unlikely to go to full trial before summer 2024. 	The risk cause and risk impact have been updated to reflect the new national ban on XL bully dogs. Further actions have been updated to confirm a draft Animal in Distress Policy has been discussed with the Leadership Team.	Head of Environmental Services

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY <i>Strategic, Resource Operational Financial Knowledge management Compliance, Partnership</i>	Current Risk Rating <i>(See table below for guidance)</i>			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations <i>(See table below for guidance)</i>			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
SD20	Green Homes Grant Project	Failure to deliver the volume of Green Homes Grants agreed with the project sponsors	Repayment of grant allocation to the project sponsors Loss of reputation	Strategic, Financial, Operational, Partnership	4	2	8	<ul style="list-style-type: none"> An existing project management framework is in place in accordance with the agreed Memorandum of Understanding with the project sponsors (DESNZ and Midland Net Zero Hub) New contractors were procured in 2023 to increase the contractor capacity to deliver the target number of Green Homes Grants. 	2	2	4	<ul style="list-style-type: none"> Review volume and quality of delivery of newly appointed contractors. Communicate with stakeholders. Review project governance in the light of experience from the LAD3 scheme. 	The LAD3 project closed in quarter 3, further actions have been updated to confirm a review of the project governance will be undertaken.	Head of Environmental Services

Risk Matrix Template

The table below outlines how the impact and likelihood of the risk is scored using the threshold and description as guidance.

1.1

Impact	Very High (4)	4	8	12	16	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 1px solid black; background-color: red; padding: 2px;">12-16</div> <div style="border: 1px solid black; background-color: orange; padding: 2px;">6-9</div> <div style="border: 1px solid black; background-color: green; padding: 2px;">1 - 4</div> </div> <p> Significant Risk Medium Risk Low Risk </p>
	High (3)	3	6	9	12	
	Medium (2)	2	4	6	8	
	Low (1)	1	2	3	4	
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)	
		Likelihood				

Impact	Thresholds and Description
1 – Low	Limited impact on service objectives if any, section objectives unlikely to be met, financial loss less than £10,000, no media attention.
2 – Medium	Slight delay in achievement of service objectives, minor injuries, financial loss over £50,000k, adverse local media attention, breaches of local procedures
3 – High	Significant threat to Council objectives. Non-statutory duties not achieved, permanent injury, financial loss over £100,000, negative national media attention, litigation expected, serious issues raised through inspection, breakdown of confidence of partners.
4 – Very high	Objectives cannot be delivered. Statutory duties not achieved, death, financial loss over £500,000 adverse national media attention, litigation almost certain, prosecutions, breaches of law, inspection highlights inadequate service, Council unable to work with partner organisation.
Likelihood	Thresholds and Description
1 – Remote	May occur only in exceptional circumstances (e.g. once in 10 years)
2 – Possible	Unlikely to occur but could at some time (e.g. once in three years)
3 – Probable (in two years)	Fairly likely to occur at some time or under certain circumstances (e.g. once in two years)
4 – Highly probable (in 12 months)	Will probably occur at some time or in most circumstances (e.g. once in 12 months)

Service Delivery Risk Matrix

The below table summarises the risk likelihood and impact for risks after controls have been put in place to mitigate the risk.

Impact	Very High (4)		SD3, SD9		
	High (3)		SD6, SD7, SD16, SD17, SD18, SD19	SD5, SD12	SD1, SD11
	Medium (2)		SD20		
	Low (1)				

		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)
		Likelihood			
SD1	Loss of income to the Housing Revenue Account (HRA)	Reduction of income through the Impact of: Universal Credit (UC) (increase rent arrears) Void Properties (rent loss) and right to buy properties (rent loss).			
SD3	Safety standards	Failure to comply with basic safety standards in flats/blocks with communal areas.			
SD5	Reduction in funding for Cultural and Community Services	Reduction of Council funding into Cultural and Community Services. Unable to source external funding to service.			
SD6	Ageing infrastructure at Rosliston Forestry Centre	Need to upgrade Infrastructure at Rosliston Forestry Centre.			
SD7	Failure to meet housing delivery targets set out in the five-year supply	Economic slowdown, material or labour shortages, supply chain issues. There has been a small decrease in housing completions during the COVID pandemic.			
SD9	Melbourne Sports Park	Failure to deliver against external funder requirements at the Melbourne Sports Park (MSP). Ongoing discussions with national funders.			
SD11	Tree Management	Failure to manage the Council's tree stock in line with adopted Tree Management policy.			
SD12	Ageing Infrastructure at Greenbank Leisure Centre	Infrastructure at Greenbank Leisure Centre including pipework to pool and roof structure needs investment.			
SD16	Voluntary and Community Sector	A reduction in resources for partners who deliver services for or on behalf of the Council.			
SD 17	Sustainable Urban Drainage features (Suds)	Failure to manage the Suds in line with national guidance.			
SD18	Monitor fluctuations in recyclate prices	Failure to monitor and report fluctuations in recyclate prices.			
SD19	Animal Welfare Costs	Significant increase in dog ownership, illegal dog breeding and poor animal welfare.			
SD20	Green Homes Grant	Failure to deliver the volume of Green Homes Grants agreed with the project sponsors.			

Quarter 3, 2023-2024 Chief Executive Risk Register

REF	RISK TITLE & DESCRIPTION	RISK CAUSE	RISK IMPACT	RISK CATEGORY <i>Strategic, Resource Operational Financial Knowledge management Compliance, Partnership</i>	Current Risk Rating (See table below for guidance)			CONTROLS IN PLACE TO MITIGATE THE RISK	Risk Rating after mitigations (See table below for guidance)			FURTHER ACTION REQUIRED	SUMMARY OF CHANGE SINCE LAST QUARTER	RISK OWNER
					LIKELIHOOD	IMPACT	RISK RATING		LIKELIHOOD	IMPACT	RISK RATING			
CE1	Economic development partnerships	Failure of economic development partnerships	Leading to an adverse impact on businesses and local economy	Partnership	2	2	4	<ul style="list-style-type: none"> Proactive engagement in partnerships and with individual partners. Commitment of officer time and resources to partnership activities. 	1	2	2	<ul style="list-style-type: none"> Monitoring of projects and performance. 	No change in Q3.	Head of Economic Development and Growth
CE2	South Derbyshire Partnership working	Failure of the South Derbyshire Partnership	Leading to non-delivery of the community's vision and priorities set out in the Community Strategy	Partnership / Strategic	2	3	6	<ul style="list-style-type: none"> Proactive support for partnership. Commitment of officer time and resources to partnership facilitation. Engagement of partners in policy making and project design and delivery. 	1	3	3	<ul style="list-style-type: none"> Monitoring of projects and performance by Strategic Co-ordinating Group. 	No change in Q3.	Head of Economic Development and Growth
CE4	Effectively manage the election process and canvassing.	Failure of joined up Council approach	Leading to a failed election process	Strategic	2	2	4	<ul style="list-style-type: none"> Elections Project Team in place and meets as necessary with representatives from all services involved. Arrangements in place for an Election to be called at short notice. Arrangements in place for Referenda/By-Elections to be called. 	1	2	2	<ul style="list-style-type: none"> Monitoring of service delivery under review consistently 	No change in Q3.	Head of Legal and Democratic Services

Risk Matrix Template

The table below outlines how the impact and likelihood of the risk is scored using the threshold and description as guidance.

Impact	Very High (4)	4	8	12	16	<div style="display: flex; align-items: center;"> <div style="width: 15px; height: 15px; background-color: red; margin-right: 5px;"></div> 12-16 <div style="width: 15px; height: 15px; background-color: orange; margin-right: 5px;"></div> 6-9 <div style="width: 15px; height: 15px; background-color: green; margin-right: 5px;"></div> 1-4 </div>	Significant Risk Medium Risk Low Risk
	High (3)	3	6	9	12		
	Medium (2)	2	4	6	8		
	Low (1)	1	2	3	4		
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)		
		Likelihood					

Impact	Thresholds and Description
1 – Low	Limited impact on service objectives if any, section objectives unlikely to be met, financial loss less than £10,000, no media attention
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Likelihood	Thresholds and Description
1 – Remote	May occur only in exceptional circumstances (e.g. once in 10 years)
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3 – Probable (in two years)	Fairly likely to occur at some time or under certain circumstances (e.g. once in two years)
4 – Highly probable (in 12 months)	Will probably occur at some time or in most circumstances (e.g. once in 12 months)

Corporate Risk Matrix

The below table summarises the risk likelihood and impact for risks after controls have been put in place to mitigate the risk.

Impact	Very High (4)				
	High (3)	CE2			
	Medium (2)	CE1, CE4			
	Low (1)				
		Remote (1)	Possible (2)	Probable (3)	Highly Probable (4)
		Likelihood			

CE1	Economic development partnerships	Failure of economic development partnerships
CE2	South Derbyshire Partnership working	Failure of the South Derbyshire Partnership

CE4	Effectively manage the election process and canvassing.	Failure of joined up Council approach
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REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 7
DATE OF MEETING:	29 FEBRUARY 2024	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	STEFFAN SAUNDERS Steffan.saunders@southderbyshire.gov.uk	DOC:
SUBJECT:	DRAFT STATEMENT OF COMMUNITY INVOLVEMENT	REF:
WARD(S) AFFECTED:	ALL	TERMS OF REFERENCE: G

1.0 Recommendations

- 1.1 That the draft Statement of Community Involvement (SCI) (**Appendix 1**) is approved for consultation and that a six-week period of consultation is to follow.
- 1.2 That after the consultation, a report summarising the comments made to the consultation, as well as the Council's response and proposed amendments will be compiled and presented to Committee.

2.0 Purpose of Report

- 2.1 The Council's Statement of Community Involvement is a document which sets out who should be consulted and when in different scenarios, both for planning policy documents and development management.
- 2.2 The current document was adopted in 2018, but since then there have been legislative updates and changes to practice after the pandemic. It is generally considered good practice to review an SCI every five years.
- 2.3 In light of these updates, a new draft SCI has been drafted and is being presented to Committee for approval for consultation. The new SCI will replace the existing SCI that was adopted in September 2018.
- 2.4 The report provides an up-to-date SCI that addresses all legislative requirements and ensures the public, organisations and other interested parties can input into decisions on planning applications and help inform policy preparation, including the local plan review process.

3.0 Executive Summary

- 3.1 The 2004 Planning and Compulsory Purchase Act (section 18) requires local planning authorities to prepare an SCI which covers how the Council will consult on planning policy preparation and planning applications.
- 3.2 The SCI sets out how the community can get involved in the preparation of local planning policy documents and decisions on planning applications. This SCI provides details of how the Council will consult on planning applications and planning documents, and how respondents can be involved in planning consultations. It also includes information on how to access planning information and documents.
- 3.3 A six-week period of consultation is being proposed. The draft SCI will be published on the Council's website so that residents and stakeholders can readily access what is proposed and how to comment.
- 3.4 Following this period, proposed amendments will be considered before the report is formally adopted by Committee.

4.0 Detail

- 4.1 The draft SCI has various sections which address the requirements for such a document. It contains a review of the ongoing local plan review process, including reference to planning policy, the Local Development Scheme, Supplementary Planning Documents neighbourhood planning and current consultation methods.
- 4.2 The SCI has been amended to firstly align to the up-to-date publicity requirements for both planning application processing and Local Plan preparation, and secondly to contain proposals to better engage with certain harder to reach groups. This includes steps such as providing more detail on the methods to be utilised in Local Plan consultations such as engaging with schools, local community groups and area forums, where possible utilising local publications where these are in circulation such as the 'SwadStyle' Magazine, and Melbourne Village Voice. In addition, steps are included to make best use of digital technology such as quick and easy to use interactive maps. There is also reference to in person consultation sessions and that these are distributed throughout the district including in urban areas where in general terms there has been lower response rate to Local Plan consultations.
- 4.3 The local plan review process involves various stages (Reg. 18, 19, 22, 24 and 26) during which phases the SCI defines who is involved in each regulation stage and how each consultation will be undertaken. A comparable amount of detail is provided regarding the preparation of Supplementary Planning Documents and Neighbourhood Plans and the respective stages involved in each form of plan making.
- 4.4 The document discusses current and proposed methods of community involvement, including the local plan consultation database, social media, website materials and in-person events.

- 4.5 The report also contains a section detailing development management practices, including planning application consultations methods and various other applicable commitments such as planning appeals, pre-application advice, planning enforcement and Section 106 agreements. These measures include strict alignment with the required publicity for different types of application set out in regulation, but also includes a number of practical steps such as ensuring that when site notices are displayed, they are done so as far as practicable in locations that are accessible and visible for those with limited mobility.
- 4.6 Furthermore, the document discusses how improvements may be made to the SCI and references various resources.
- 4.7 Appendix A is the Neighbour Notification Policy, which is employed to publicise neighbours of local planning applications.
- 4.8 Appendix B is a Glossary of definitions of various terms contained within the document.

5.0 Financial Implications

- 5.1 None directly arising from this report. The costs of delivering the activities required under the 2004 Planning and Compulsory Purchase Act (section 18) set out in this report can be met from existing resources.

6.0 Corporate Implications

Employment Implications

- 6.1 None directly arising from this report.

Legal Implications

- 6.2 None directly arising from this report. The legal requirements under the 2004 Planning and Compulsory Purchase Act (section 18) will be satisfied through the adoption of the new SCI.

Corporate Plan Implications

- 6.3 The SCI assists the plan making process with delivering various improvements to the District by highlighting the importance of participation in planning across the District. Sustainable development, the enhancement of the public realm and effective land use policy can improve the environment of the District. Plans can also address infrastructure deficits, improve the built environment, increase the quantity and quality of housing stock and provide additional employment.

Risk Impact

- 6.4 None directly arising from this report.

7.0 Community Implications

Consultation

7.1 A six-week consultation period is proposed.

Equality and Diversity Impact

7.2 None directly arising from this report. An Equality Impact Assessment will be undertaken for the final document.

Social Value Impact

7.3 None directly arising from this report.

Environmental Sustainability

7.4 The SCI does not have any direct impacts on environmental outcomes. The various Regulations of plan-making are subject to requirements which ensure compliance with existing environmental legislation.

8.0 Conclusions

8.1 The draft Statement of Community Involvement (SCI) requires consultation. A report will then be produced summarising the comments made to the consultation, as well as the Council's response and proposed amendments. The Committee will then consider and adopt the SCI subject to any changes required.

9.0 Background Papers

- Draft Statement of Community Involvement

STATEMENT OF COMMUNITY INVOLVEMENT

INTRODUCTION

- 1.1 This Statement of Community Involvement (SCI) describes the overall approach South Derbyshire District Council is undertaking in involving the community with land use planning-related processes. It replaces the previous SCI which was adopted in September 2018.
- 1.2 It is our aim to empower residents, businesses and organisations within the local community, to get involved with the planning process. The Council will work positively and proactively with local communities to ensure information is provided to fully inform, while involving stakeholders in the decision-making process and providing timely and meaningful opportunities for submitting input.
- 1.3 The District Council has a significant role in shaping the built environment. As the Local Planning Authority (LPA), we are responsible for assessing planning decisions in the district. As referenced in our Corporate Plan, the Council will work towards ensuring that all such requirements are accomplished successfully and in a way that is in the local communities' best interests.
- 1.4 This Statement of Community Involvement replaces the previous Statement of Community Involvement for the District, completed in September 2018.

THE STATEMENT OF COMMUNITY INVOLVEMENT

- 1.5 A Statement of Community Involvement defines when, how, and why individuals, organisations and other stakeholders will be invited to participate in planning-related matters, including plan-making, neighbourhood plans and planning applications.
- 1.6 Planning Practice Guidance issued by central Government outlines the requirement for Statements of Community Involvement to be reviewed every five years. At such a time, the Council reviews our consultation methods to verify that we engage effectively with local communities at all key stages of the planning process. Digital technology is creating new ways to get involved in planning, which we have considered in this review. We have also updated our practices following the implications of the COVID-19 pandemic.

SOUTH DERBYSHIRE LOCAL PLAN: CURRENT CONTEXT

- 1.7 At the time of the adoption of the 2018 SCI, the South Derbyshire Local Plan Part 1 had been adopted in June 2016. Additionally, the Local Plan Part 2 was adopted in November 2017. The Local Plan Part 1¹ sets out a plan for growth for the District to 2028 including strategic housing and employment allocations and environmental and infrastructure policies. Part 2 of the Plan includes non-strategic housing allocations, development management policies and redefined settlement boundaries.
- 1.8 At the time of this updated Statement of Community Involvement, the emerging local plan is currently in Regulation 18 phase of development, having undergone consultation for Issues and Options in 2022. It is envisaged that the emerging local plan will cover a 15-year planning period.

¹ [Adopted Local Plan | South Derbyshire District Council](#)

THE LOCAL DEVELOPMENT SCHEME

- 1.9 The Council, as an LPA, is required to produce and regularly update a Local Development Scheme (LDS) which sets out how the Council will progress the Local Plan and its associated documents over a 3-year period. An LDS is required under section 15 of the Planning and Compulsory Purchase Act 2004 (as amended by the Localism Act 2011).
- 1.10 The LDS assists those interested in the development of the area by informing them of the anticipated timescale to produce each document. The LDS sets out the programme for the management of the Local Plan. It is a public statement identifying the timetable for the completion of local development documents and is reviewed annually. It is the starting point for the community and stakeholders to find out more about which future planning policies will apply to a particular location or issue and their status.
- 1.11 This document does not intend to go into the details of the current LDS for South Derbyshire as the LDS will change over time following annual updates. The current LDS is available to view on the Council's website².

DUTY TO CO-OPERATE

- 1.12 Section 110 of the Localism Act 2011 sets out a 'Duty to Co-operate' for LPAs, County Councils, and other bodies with statutory functions to co-operate in planning processes. Co-operation involves constructive and active engagement as part of an ongoing strategy to maximise effective working on the preparation of local planning documents.
- 1.13 The Council has, for several years, worked in partnership with other local planning authorities and partnership organisations when producing local planning documents.
- 1.14 The Derby Housing Market Area (HMA), comprising Amber Valley, Derby City and South Derbyshire Councils, is one such example, established through the production of their respective Local Plans. It is intended that this approach will continue, both within the Derby HMA and beyond, and that the Council will meet fully its obligations under the Duty to Co-operate.
- 1.15 The list of Duty to Co-operate prescribed bodies are specified in The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

COMMUNITY INVOLVEMENT VISION AND COMMITMENTS

- 1.16 It is our objective that communities will have the opportunity to make a tangible difference in the areas where they live and work. We value engagement with the community in local plan preparation and in planning applications.
- 1.17 Our vision is for consultation to be fair, equal, meaningful and worthwhile and will aim to reflect the views of residents, businesses and organisations that have an interest in the future of the area.
- 1.18 The Council will achieve this by:
- involving stakeholders in all formal stages of plan-making and wherever possible allow for early involvement in the preparation of planning policy documents, to ensure everyone is involved from the beginning.

² [Local Development Scheme 2022-2025](#)

- ensure information is available, provide adequate notification of planning matters and keep stakeholders up to date at all relevant stages.
 - analyse responses with sufficient consideration and, where appropriate, provide clear feedback to participants following an engagement exercise within an articulated timescale. Where practicable, this will include amendments we have made in response to comments.
- 1.19 The Council will do this while complying with all relevant legislation and/or with future regulations which come into force. All data that we store and publish will be compliant with GDPR and the Council's data protection policies.
- 1.20 The Council is committed to equality and ensuring that everyone has access to our services. In doing so, the Council is compliant with the Equalities Act 2010 and the Human Rights Act 1998 and has produced an Equality, Diversity and Inclusion Strategy which sets out our commitment to equality in day-to-day operations.
- 1.21 In line with best practice, we aim to:
- use Plain English in documents and consultation materials
 - reduce the use of planning jargon (a Glossary is contained in Appendix B of this document)
 - improve how we use digital technology and social media platforms
 - engage with all sectors and age groups (including those who are 'seldom heard' i.e. young people)
 - provide transparency regarding the planning process, what is being proposed and the scope for respondents to influence outcomes
 - improve the style and accessibility of Council documents

METHODS OF COMMUNITY INVOLVEMENT

- 1.22 The Council will use the most appropriate methods to consult and engage with local residents, businesses, organisations and statutory consultees on valid submissions and applications to ensure that engagement is proportionate and meaningful. The Council will combine written methods (emails, online technology, its website and social media) as well as in-person methods. Press releases and social media posts will be used to inform members of the public of when the Council is consulting on planning policies.
- 1.23 The Council will make consultation documents available to view in hard copy in selected locations across the District, such as libraries (where possible), community centres and the Council offices. Posters and other visual material will be displayed in libraries, community noticeboards and other venues where possible. The Council may also consult groups via workshops, meetings (face to face and virtual) and the telephone to engage with stakeholders.

HOW TO REGISTER FOR CONSULTATION ENGAGEMENT

- 1.24 In order to be informed and updated on planning policy consultation matters, members of the public and stakeholders can register on the Council's Local Plan database to hear from us directly. This will give you updates on the Local Plan process and other planning policy matters.

- 1.25 If you no longer wish to receive updates, please email the planning policy team at planning.policy@southderbyshire.gov.uk If we haven't heard from you in some time you may be deleted from the database.

PLANNING POLICY CONTEXT

- 2.1 Planning policies are prepared and implemented by the Council to establish where, when and how development can occur. Planning policies are found in a variety of policy documents which comprise the development plan. The development plan is then used to determine the outcome of planning applications.
- 2.2 Development plans set out a vision and a planning framework for future development of a location. Development plan documents include local plans and neighbourhood plans. They may cover topics including:
- protecting the environment (eg. climate change mitigation, renewable energy, sustainable construction, biodiversity)
 - community facilities
 - infrastructure
 - design
 - the economy (including the quantity and location of employment and commercial space)
 - housing (the quantity, type and location of homes required)
- 2.3 The statutory stages in the preparation of these documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 2.4 The Council has produced a timeline for preparing planning policy documents, known as the Local Development Scheme. It is regularly updated so stakeholders are informed of upcoming opportunities to participate in the preparation of planning policy documents.

PREPARATION OF POLICY DOCUMENTS AND PUBLIC ENGAGEMENT

LOCAL PLAN

- 2.5 Local plans are policy tools responsible for guiding decisions about individual development proposals, from large-scale housing site allocations to a single new home or extension. Local plans typically plan for at least the next 15year period.
- 2.6 All local authorities are required to have an up-to-date local plan which should be reviewed every five years.
- 2.7 The emerging Local Plan will replace the policies in the existing Local Plan Parts 1 and 2. It will form part of the development plan for the district. There are three stages of local plan production where the Regulations require some form of consultation:
- Preparation of a Local Plan - Regulation 18: Requires that certain specific and general consultation bodies are invited to make representations about what a Local Plan ought to contain.
 - Publication of a Local Plan - Regulation 19: Copies of a proposed Local Plan and associated documents are made available for inspection for 6 weeks. The Council invites interested parties (in addition to the specific and general consultation bodies) to make formal

representations. This stage of consultation involves communities, businesses, parish councils, developers and other interested parties. This is effectively the final stage when formal representations can be made to the Council.

- Submission of a Local Plan to the Secretary of State - Regulation 22: The proposed Local Plan and associated documents are submitted to the Secretary of State for examination. An independent Inspector is subsequently appointed to examine the soundness of the plan. The Council provides the independent Inspector with the formal representations made at the previous stages. At this stage, the Council cannot consider new formal representations, although opportunities exist for additional statements to be made to the Inspector to elaborate on existing representations.

2.71 The government considers that the regulatory stages outlined above allows for sufficient participation in the production of planning policy documents to fully examine the issues and potential options available. However, the Council may undertake additional consultation if it is deemed necessary.

2.72 The key stages of preparing a local plan and when engagement can proceed are described in the table below:

Table 1: Main Local Plan Production Stages

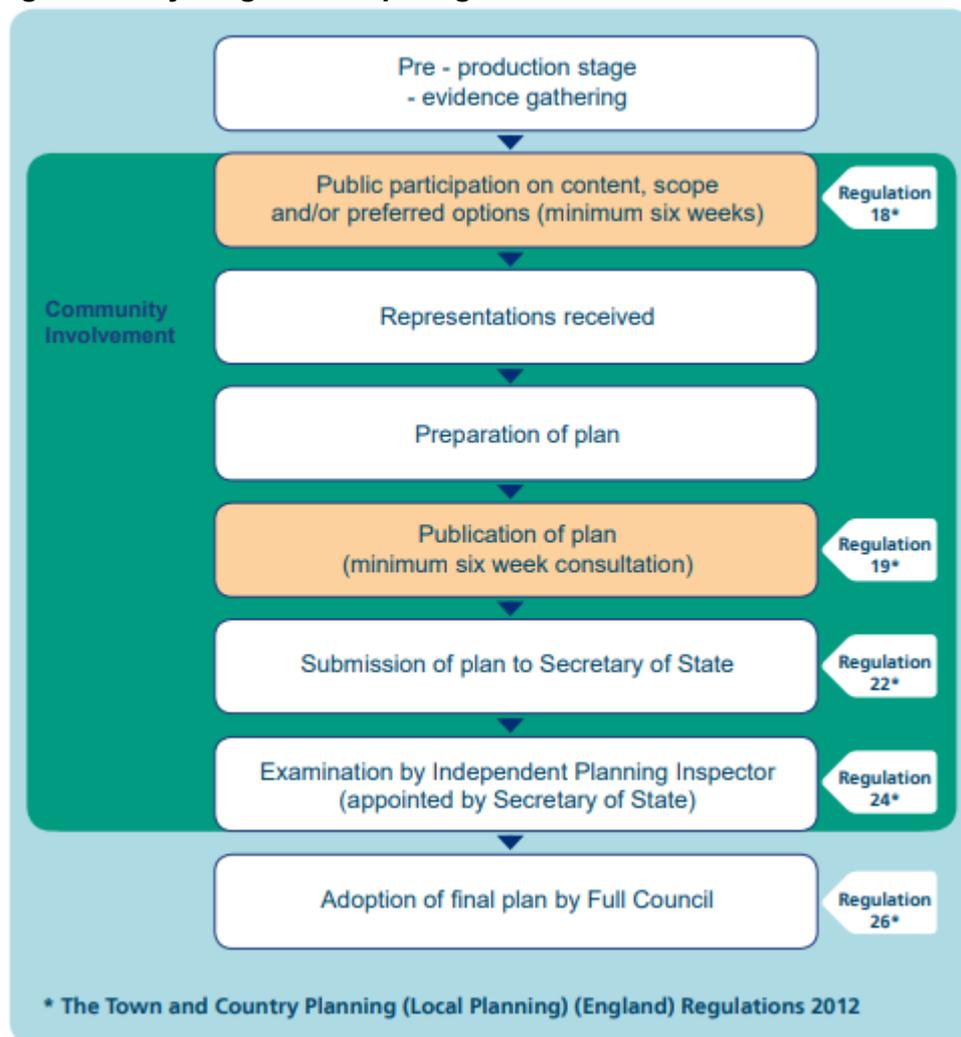
Regulation Stage	Description	Who is involved
Plan Preparation (Regulation 18)	Notification of relevant individuals and bodies that a plan is being prepared and seek their views on what the document should address. This stage includes public consultation for a minimum of six weeks on the emerging plan. There can be more than one consultation during this stage as the plan evolves.	Specific consultation bodies (i.e. Statutory Bodies) as detailed in the Regulations. Relevant General Consultation Bodies Local plan consultation database
Plan Publication (Regulation 19)	Consultation on the version of the local plan where the proposed policies that are to be in the plan are submitted to the Secretary of State. (Minimum consultation period of 6 weeks.)	Specific Consultation Bodies. All general Consultation Bodies Local plan consultation database
Regulation 22	Submission of proposed local plan to the Secretary of State along with Sustainability Appraisal, supporting evidence documents and copies of all representations to the local plan	This is not a consultation stage. Notification of the submission of the local plan to the secretary of state is provided to Specific and General Consultation Bodies previously consulted in the Local Plan's production, those on the local plan consultation database and others who request to be notified.

Plan Examination (Regulation 24)	Public examination of the local plan by an independently appointed Inspector. The Inspector will consider the issues raised through the representations made in Reg. 19 and determine whether the plan is legally compliant and meets the tests of soundness, namely: <ul style="list-style-type: none"> • positively prepared; • justified; • effective; and • consistent with national policy. Respondents who have made comments can ask to participate in the local plan hearings.	All those who made representations that they wish to attend. Or those who the inspector requests.
Plan Adoption (Regulation 26)	Adoption of the local plan by the Council. The plan becomes part of the development plan and forms the basis for determining planning applications.	All those who requested to be notified of the adoption.

Table 2. Consultation Methods

Method	Detail	Requirement Level
Local Plan Consultation Database	To contact all individuals/groups on database, either by email or letter	Mandatory
Correspondence with Statutory Bodies	To contact all relevant Statutory Bodies	Mandatory
Hard copies of documents	Documents provided at the Council Offices and libraries (where possible)	Mandatory
Website	Consultation materials will be available on the Council's website.	Mandatory
Press Releases/Articles	Details of local plan consultations and events may form part of a press release in local publications. Some consultations have mandatory reporting requirements in the press. Where a press release is issued its publication will be at the discretion of the news outlet. Use of local publications such as Swad Style and Melbourne Village Voice.	Where practicable

Social Media	Social media platforms used by the Council, such as Facebook, will be updated.	Where practicable
Area Forums, Schools and Liaison Groups	Quarterly community-based meetings in six locations across the District. Officer attendance at schools and liaison groups such as the Infinity Garden Village Liaison Group.	Where practicable
Drop-in events, workshops and focus groups	Face-to-face engagement events maybe held in various locations across the District. Where required, specific stakeholders may be invited to engage in a focus group discussion or workshop.	Where appropriate
Questionnaire	Response tool, to accompany a consultation.	Where appropriate
Leaflets	Documents that summarise planning policy or consultations.	Where appropriate
Steering Group	Specific groups may be established, often with elected Members, to consider and address specific issues.	Where appropriate

Figure A: Key Stages of Preparing a Local Plan

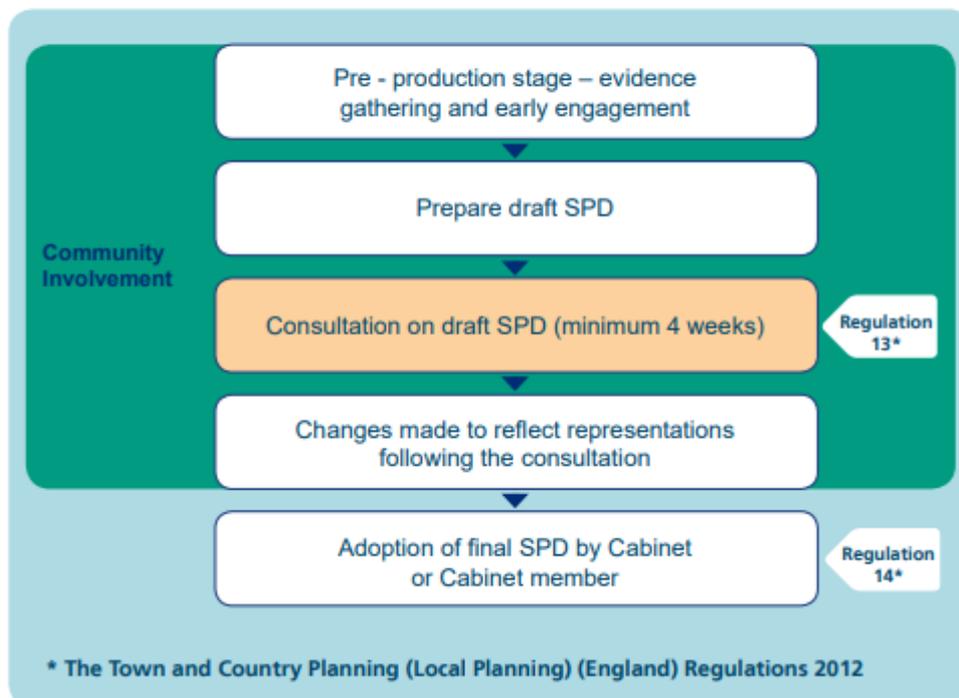
SUPPLEMENTARY PLANNING DOCUMENTS

- 2.8 Supplementary planning documents, (SPDs), add further detail to policies in a local plan. They provide additional guidance about development on specific allocated sites, or on issues, such as design, biodiversity or affordable housing. They help explain how the policy should be implemented but cannot be used to set out new local plan policy. SPDs can be produced in a shorter period than a local plan because, although they go through a formal consultation stage, there is no examination by a planning Inspector.
- 2.9 More information on SPDs for the District can be found on the Council's website³.
- 2.10 As with local plans, the statutory requirements for preparing supplementary planning documents are contained in the Town and Country Planning (Local Planning) (England) Regulations 2012 and summarised below:

³ [Supplementary Planning Documents](#)

Table 3. Key Stages of Preparing a Supplementary Planning Document

Stage	Summary	Detail
SPD preparation	The preparation of a draft SPD is undertaken.	Adequate engagement is made with local groups and evidence gathering is pursued where appropriate.
Regulation 13	Public consultation on draft supplementary planning document	This stage consists of a public consultation for a minimum of four weeks on the draft SPD.
Review of consultation responses	The Council will consider all the comments received during the consultation and make any amendments to the document.	The council will produce a statement summarising the main issues raised during consultation and outline how they have been resolved.
Regulation 14	Adoption of the SPD by Cabinet or Cabinet member	The supplementary planning document is formally adopted by the Council and becomes a material consideration in planning decisions.

Figure 3: Key Stages of Preparing a Supplementary Planning Document

COMMUNITY INFRASTRUCTURE LEVY (CIL)

- 2.11 The Community Infrastructure Levy (CIL) is a fee that developers pay to councils to contribute towards the cost of infrastructure. Developers pay the levy based on the amount of floor space delivered in their development(s). The funds collected through the levy can be spent on a range of projects such as transport schemes, community facilities, parks and leisure facilities. Councils are currently able to choose whether they apply a CIL or rely on the S106 process to deliver infrastructure. South Derbyshire District Council does not currently have a CIL in place and instead relies on the S106 process to deliver the required infrastructure in relation to new development.
- 2.12 The statutory process for preparing or updating a CIL charging schedule is set out in the Community Infrastructure Regulations 2010.

NEIGHBOURHOOD PLANNING

- 2.14 Neighbourhood planning serves as a function for residents and community organisations to guide planning for the future of their area. Neighbourhood planning can be led by a town or parish council or by a designated neighbourhood forum.

- 2.15 Neighbourhood plans set out the vision, objectives and planning policies that shape development in a local area. Planning Practice Guidance (PPG)⁴ for Neighbourhood Plans as well as Planning Advisory Service⁵ information are available online. The Council supports neighbourhood planning and officers can assist communities prepare their neighbourhood plans. A neighbourhood plan has the same legal status as a local plan (and other documents that form part of the development plan) following its approval at a referendum when it then comes into force as part of the development plan.
- 2.16 The key stages in the preparation of a neighbourhood plan and where communities can contribute are as illustrated in the table below:

Table 4. KEY STAGES IN PREPARING A NEIGHBOURHOOD PLAN

Stage	Summary	Detail
Regulation 6	Publicising a Neighbourhood Area application submitted to the council.	<p>Where a Parish Council submit the whole of their Parish as a Neighbourhood Area then no consultation is undertaken.</p> <p>In all other circumstances where a relevant body submits a Neighbourhood Area application the Council will undertake a consultation of not less than 6 weeks.</p> <p>The application will be advertised on the Council website, and a press release will be issued to relevant local news outlets (where applicable).</p>
Regulation 9	Publicising a Neighbourhood Forum Application submitted to the Council.	<p>Where a valid Neighbourhood Forum application is received, the Council will undertake a consultation of not less than 6 weeks.</p> <p>The application will be advertised on the Council website, and a press release will be issued to relevant local news outlets (where applicable).</p>
Regulation 7 & 10	Publicising the designation of a Neighbourhood Area/Neighbourhood Forum.	The outcome of the Neighbourhood Area application will be advertised on the Council website, and a press release will be issued to relevant local news outlets (where applicable).
Regulation 12	Publicising the voluntary withdrawal of a designation.	Where a neighbourhood forum designation is withdrawn the Council will publish this on the Council website and a press release will be

⁴ [Planning Practice Guidance](#)

⁵ [Planning Advisory Service](#)

		issued to relevant local news outlets (where applicable).
Regulation 14	Pre-submission consultation (minimum six weeks) undertaken by the 'Qualifying Body'.	The District Council is a stakeholder for this consultation and may wish to provide comments to the qualifying body on the content of the plan.
Regulation 16	Publication of Neighbourhood Plan consultation undertaken by the Council (minimum six weeks)	The Neighbourhood Plan will be published on the Council website, and a press release will be issued to relevant local news outlets (where applicable). If the Neighbourhood Plan includes development site allocations, the Council may put up site notices near to the proposed site.
Submission of Neighbourhood Plan to Examiner	The plan is examined by an independent examiner.	The Council will publicise the submission of the Neighbourhood Plan to examination on its website.
Referendum on Neighbourhood Plan	Local referendum is held on whether to adopt the plan. This work is carried out by Democratic Services.	For the plan to be 'made', i.e. adopted, a majority of voters must vote 'yes'.
Neighbourhood Plan adopted by Full Council	Following a successful referendum result, the plan is presented to Council.	The Council votes to affirm the result of the referendum and adopt the plan. (If more than 50% of the voters in the referendum voted to support the plan, Council must adopt it).

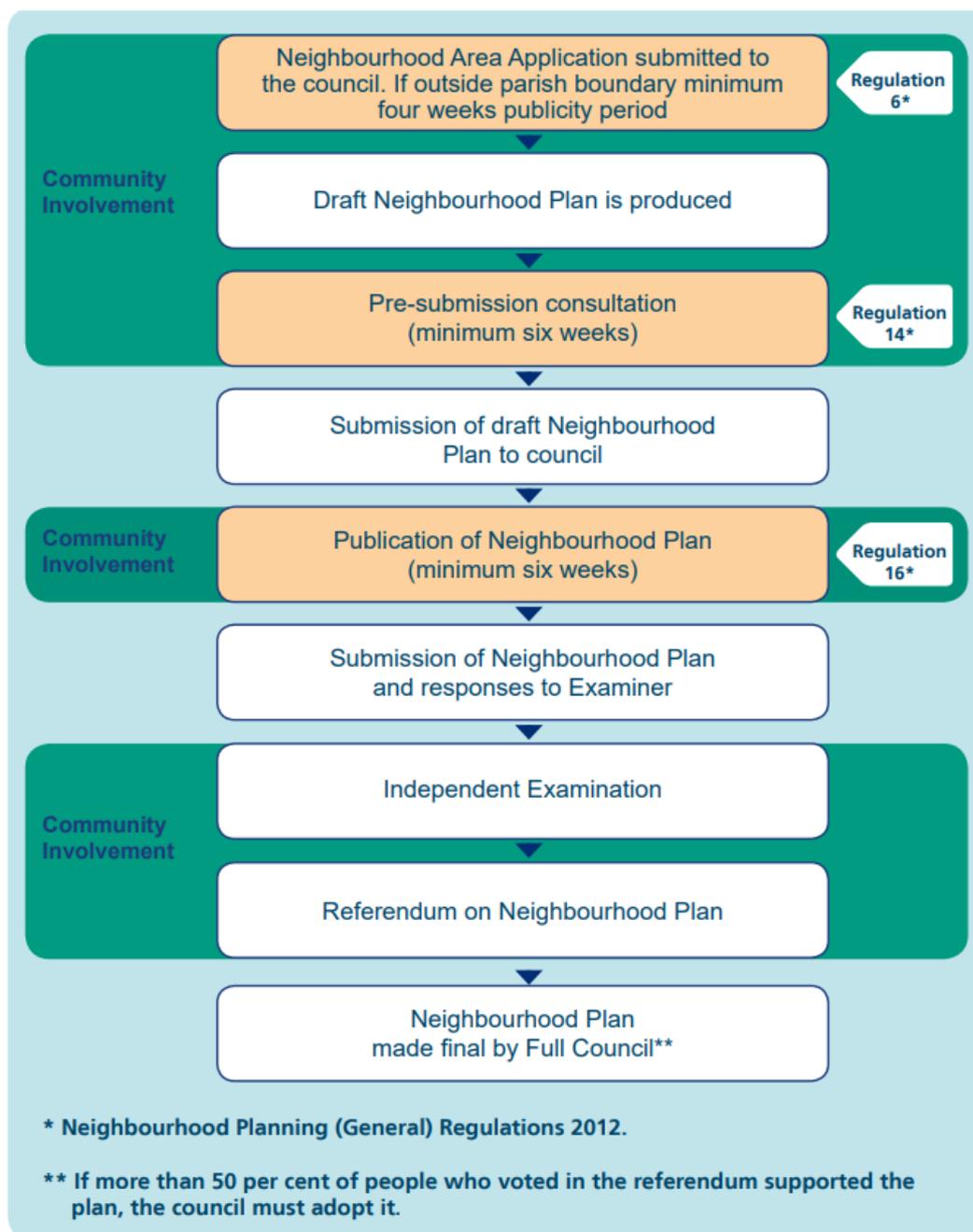


Figure 4: Key Stages of Preparing a Neighbourhood Plan

NEIGHBOURHOOD DEVELOPMENT ORDERS

- 2.16 A Neighbourhood Development Order (NDO) is a plan-making tool that communities can use to permit different types of development without the need for planning permission. When preparing a Neighbourhood Development Order, it must be in line with national and local policy and other legal requirements. The town or parish council or neighbourhood forum is the only body that can prepare an NDO. Some community organisations can develop a Community Right to Build Order in an area.

- 2.17 A Community Right to Build Order is a form of Neighbourhood Development Order that can be created by a local community organisation, and so not restricted to a town or parish council or neighbourhood forum and can be used to grant planning permission for small scale development for community benefit on a specific site or sites in a neighbourhood area. The process of developing a NDO and how community members and other stakeholders can get involved are summarised below:

Table 5. Key Stages of Preparing a Neighbourhood Development Order

Stage	Summary	Detail
Draft order prepared	A draft order prepared by a qualifying body such as a parish council or neighbourhood forum	
Pre-submission consultation on draft Order (Regulation 21)	A public consultation for a minimum of six weeks on the draft Order is held	
Submission of Order to the Council (Regulation 22)		
Publication of Order (Regulation 23)	A public consultation for a minimum of six weeks is held.	The Order is then sent to an independent examiner
Examination of the Order (Regulation 25)	The Order is examined by an independent examiner.	The examiner will review the comments submitted during the Regulation 23 consultation
Referendum on the Order	A local referendum is held where voters are asked whether the Order should come into force.	For the order to be 'made' by the council, at least half of voters must vote 'yes'.
Order is made final by Full Council (Referendum 26)		

NEIGHBOURHOOD PLANNING SUPPORT

- 2.18 The Council supports local communities wishing to prepare a neighbourhood plan or a neighbourhood development order.
- 2.19 Our Planning team provides support to groups as they go through the process of developing their neighbourhood plan or neighbourhood development order; this could include:
- advice and guidance throughout plan development including meeting to discuss the group's aims and outline the overall process
 - information sharing on known sources of funding
 - advice on external sources of support and guidance that is available to groups

- advice on engaging with the local community - including documenting engagement as part of the parish's evidence base
- informing groups which external organisations and statutory bodies will need to be consulted
- advice on what evidence is required to help groups write their plan
- running statutory consultations as required at relevant stages
- reviewing draft neighbourhood plans to ensure they meet the basic conditions
- organising the Independent Examination and Referendum for the plan.

- 2.20 The Council administers the statutory neighbourhood plan and neighbourhood development order consultations and publicity periods and provide advice for groups on the statutory duty they need to satisfy when running their own consultations.
- 2.21 The Council provides guidance to neighbourhood planning groups on best practice community engagement to assist them with gathering views from all those within their neighbourhood area.
- 2.22 For further information regarding neighbourhood planning or neighbourhood development orders, including contact details, the neighbourhood planning webpages for the District provides such details.

ADDITIONAL DEVELOPMENT PLAN DOCUMENTS

Minerals and Waste Local Plans

- 2.23 Derbyshire County Council is responsible for preparing and consulting on its plan to provide up to date minerals and waste planning policies and proposals. For more information on this plan, please visit the Derbyshire County Council website⁶. An updated Minerals Local Plan (to 2038) and Waste Plan (to 2035) are being developed concurrently.

CONSULTATION ON PLANNING POLICY DOCUMENTS

WHO WE CONSULT

- 2.24 There are legal requirements specifying who we must consult when preparing planning policy documents such as the local plan. These are set out in Part 6 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

Specific consultation bodies

- 2.25 Government regulations underline the importance for certain bodies to be consulted at key stages when preparing local planning policy documents (these bodies are often referred to as statutory consultees). They include bodies such as the Environment Agency, Severn Trent, Natural England and National Highways, as well as parish councils and neighbouring local planning authorities. The Council will always consult on our planning policy documents with the relevant consultation bodies in accordance with the relevant regulations.

General consultation bodies

⁶ [Derbyshire County Council - Minerals and Waste](#)

2.26 General consultation bodies include:

- interest groups e.g. conservation groups;
- access groups e.g. those who represent the interests of disabled persons
- businesses
- community groups and organisations
- faith groups, schools, colleges and higher education facilities

Residents and businesses

2.27 People who reside in or engage in business in the area covered by the plan being prepared should also be notified and invited to comment on the plan.

CONSULTATION METHODS

2.28 The Council will publicise consultation material on its website. Consultees registered on our planning policy consultation database will be informed of all planning policy consultations and relevant updates. The Council may also contact consultees registered on our general council consultation database, where a planning policy document may be of interest. To reduce the Council's impact on the environment, wherever possible, we will seek to make contact through email or other digital means.

2.29 Should a stakeholder's preferred method of contact be by post a letter will be sent notifying the individual or group of the consultation. The Council is using online and social media more than in previous years and attempting to reduce printing as part of its commitment to tackle the Climate Emergency. If a respondent is interested in reducing their impact on the environment by choosing to use digital materials only, and if they wish to change their contact preference from post to email, they may email planning.policy@southderbyshire.gov.uk.

2.30 Information may also be made available in other formats on request (for example, large print, audio, Braille, Easy Read and non-English materials).

2.31 Consultation methods will differ depending on the type of planning policy document being prepared and the area it applies to. The Council will select one or more of the methods shown in Table 6, which is not a complete list.

Table 6. Consultation Methods for Planning Policy Documents

Method	Actions to be Taken
Emails	Email communications will be sent to those on our planning consultation database who wish to receive planning policy updates.
Documents	Planning documents will be available online on the Council's website and may be publicised using the appropriate Council communication channels. Paper copies of consultation documents will be made available to view by appointment. We may also make some documents and displays available to view at the Council Offices and libraries where practicable.
Website	Planning policy documents including those below will be posted on the Council's website: <ul style="list-style-type: none"> • consultations • supporting information • links to online questionnaires and feedback forms
Local Press	The promotion of consultations in the local press will be made through issuing press releases and notices where appropriate.
Social Media	The Council's may use social media where appropriate to inform of planning policy news, including consultations.
Letters	The Council will post letters to those who have requested to be kept informed by post and encourage consultees to use online methods where possible.
Events	The Council will hold events such as public meetings, exhibitions, and other forums where appropriate. These could be in-person or virtual events and may be open to everyone and/or targeted to a specific group e.g. young people or access groups.

HOW TO RESPOND TO CONSULTATIONS

- 2.32 For most planning policy consultations, an online survey will be provided. The Council also accept comments by email and/or by letter. Using the online survey is the most efficient method to respond to consultations as it makes processing the responses simpler. If a respondent finds it challenging to use the online survey, the Planning team will be able to assist with any queries.

PLANNING POLICY RESPONSES TO CONSULTATIONS

- 2.33 Once a consultation period has concluded and the responses have been logged, the Council will prepare a report and publish a summary of the responses. The report is known as a consultation statement and is prepared after a statutory consultation. Each consultation statement defines how the Council has considered the comments made during the consultation before proceeding to the next stage of plan-making. Consultation statements are made available on our website and on request at our council offices, when open to the public.

- 2.34 The comments received on planning policy documents will be made publicly available on our website at the earliest opportunity, once the consultation has finished.

MONITORING PLANNING POLICIES

- 2.35 The Council publishes an Authority Monitoring Report (AMR). This report is used to assess how many new homes and other developments have been permitted and to check whether adopted policies are being effectively implemented. It also allows communities and interested parties to track the progress we are making towards delivering the vision and objectives outlined in the local plan.

FUTURE STEPS

- 2.36 The Council is aiming to prepare for future changes that may require us to alter existing consultation methods. If amendments are required, we will update our Statement of Community Involvement to reflect such changes.

Covid-19 Pandemic Implications

- 2.37 The restrictions put in place in March 2020 changed the way the Council had to consult and engage. There has been greater emphasis on digital consultation instead of in-person events. There have been some positive outcomes from these changes. This has allowed for more people to take part in consultations and engagement surveys. This has provided for greater flexibility as people can access information at any time using mobile phones or devices. Some individuals feel more comfortable attending an event online rather than in person and allows access to consultations for those who work different hours. Digitisation has also reduced the need for people to travel, and lowered carbon emissions overall. The Council has also reduced the number of documents printed, saving paper and reducing waste.
- 2.38 The Council will endeavour to explore new and effective ways to undertake consultations and to respond to what is and is not successful when engaging with our communities.

DEVELOPMENT MANAGEMENT

- 3.1 Development management is the name given to the work we undertake in the planning service to manage development applications and processes in the district. It includes the process of assessing planning applications, planning enforcement (dealing with potential breaches of planning legislation) and planning appeals.
- 3.2 The development management team is responsible for considering planning applications in accordance with the adopted development plan, the National Planning Policy Framework (NPPF), the Planning Practice Guidance (PPG) and other material considerations, including consultation responses applicable to a proposal. The development management team also defends planning decisions at appeal and investigates and enforces against alleged breaches of planning control.

TYPES OF PLANNING APPLICATIONS

- 3.3 The Council receive several categories of planning applications. The most common categories that we receive include 'major', 'minor' and 'other' applications whose definitions are nationally prescribed by Government, as referenced below:

TABLE 7: PLANNING APPLICATION CATEGORIES

Category	Definition
Major Applications	Applications for developments of 10 or more homes, or 1,000 sqm or more gross non-residential floorspace (including changes of use of existing buildings) or where site area is 1 hectare or over.
Minor Applications	Applications for developments of up to 9 homes or up to 999 sqm gross non-residential floorspace (including changes of use of existing buildings and changes of use of open land).
Other Applications	Includes all other types of planning applications including applications for the extension or alteration to a house, ancillary buildings in the garden of a house, advertisements, or listed building consent.

THE PLANNING APPLICATION PROCESS

- 3.4 The table below illustrates the process beginning when a planning application is received through to when a decision is made:

TABLE 8: THE PLANNING APPLICATION PROCESS

Step	Explanation
Registration and Allocation	The application has been validated, registered and allocated to a case officer.
Consultation	A letter is sent to neighbouring properties who share a boundary with the application site informing them that an application has been received, who the case officer is, and how to comment.
	The case officer may also use their discretion to write to any additional neighbours they feel may be directly affected by the proposal.
	The town or parish council/parish meeting and any relevant specialist consultees will be informed.

	Where required, a statutory notice is displayed at the site.
	The submitted application is publicised on the Council's website and comments received.
Site Visit	A visit is typically made to the application site. It is at the discretion of the case officer as to whether the proposal needs to be viewed from neighbouring land or properties. Where requests are made from neighbours to view from there land, this request will normally be agreed.
Officer Assessment	Once the consultation deadline has expired, the planning merits of the application are assessed by the council.
Potential Negotiation and Re-consultation	The case officer may contact the applicant if our assessment in the previous Officer Assessment step above concludes that the Council are unable to support the application as originally submitted or further information and clarification is required. This service is not always provided and depends on the nature of the application and the conclusions made by the relevant Officer.
Recommendation and Decision	'Delegated powers' are used to enable most planning applications to be made by the Head of Planning
	Large and/or complicated applications are often referred to the Planning Committee for a decision, which is made up of elected councillors.

CONSULTATION ON PLANNING APPLICATIONS

- 3.5 Once a planning application has been registered, a consultation will be carried out. The following methods will be used to publicise a planning application following submission.

TABLE 9: PLANNING APPLICATION CONSULTATION METHODS

Method	Methods used
Written Neighbour Notification	<p>A notification by either letter or email will be sent to properties adjacent to the boundary of the application site, as shown in Appendix A. The Council may also notify others we consider to be directly affected by the proposal.</p> <p>Where proposed new development is likely to affect more properties than those that are immediately adjacent to the boundary of the site (e.g. 'major' applications), wider consultation may be carried out.</p>
Site Notice	<p>Depending on the type of application, a notice at the application site will be displayed in a place that is visible to members of the public. For all major applications a Site Notice will be displayed will be made for a minimum of 21 days. This notice will be displayed in a location that as far as practicable is visible to those with limited mobility.</p>
Press Notice	<p>All major planning applications will be publicised in the notices section of a local newspaper. A press notice for applications that are in conservation areas or that affect the character or appearance of a listed building will be made.</p>
Planning Application Search Portal	<p>A tool provided on the Council's website which allows for stakeholders across all aspects of the Planning process to search the Planning Registers using specific search criteria relevant to the user's needs e.g. reference, geographical area, status, date, proposal, address.</p>

TABLE 10: PLANNING APPLICATION CONSULTEES

Who	Actions
Statutory Bodies	<p>Statutory bodies will be consulted on planning applications for certain types of development in accordance with relevant regulations. A list of statutory consultees is provided in the planning practice guidance.</p> <p>Consultation with these bodies will vary depending on the type of development proposed and/or the location.</p>
Neighbours	<p>Neighbours adjacent to the boundary will be notified of planning applications. This is subject to the type of application submitted.</p> <p>If neighbouring properties cannot be identified, a site notice on or near the application property will be displayed.</p>
Town and Parish Councils/Meetings	Town and parish councils will be notified of an application within and/or immediately adjacent to the town or parish boundary.
Councillors	Ward councillors will be notified by email when an application relates to their area. Other councillors may be notified if they have requested this.
Members of the Public	A public consultation will be undertaken for most applications. The scale of consultation and level of community involvement will depend upon the nature of each individual application.

VIEWING AND COMMENTING ON A PLANNING APPLICATION

- 3.6 Planning applications submitted to the Council are published on a list containing all planning applications received⁷.
- 3.7 There is also an interactive planning map⁸ to search for active applications and to review a property's planning history. Table 11 below shows the process for commenting on an application.
- 3.71 The Council will accept written comments. The preferred method is for comments to be made on the Council website. Emails and letters will also be accepted.

⁷ [Planning Applications, Decisions and Appeals](#)

⁸ [interactive planning map](#)

- 3.72 Comments submitted on an application should include: the planning application reference number, address of the site and name of the case officer (if known).
- 3.73 Comments will appear publicly on the planning application's webpage. Identifiable personal information, including telephone numbers, emails and signatures will be redacted. It is important to note that the Council will not respond to all comments directly due to the high volumes received.

TABLE 11: PLANNING APPLICATION CONTACT DETAILS

Method	Contact Information
Website	View and comment on planning applications ⁹
Email	planning@southderbyshire.gov.uk
Post	South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, DE11 0AH

- 3.74 The Council offers guidance on how to comment on planning applications on its website. Comments made on a planning application are not transferred to a subsequent consultation or to a new planning application (although if an amendment is made to a current application, comments originally submitted are considered and do not need to be resubmitted). If a new planning application is made on the same application site as a previous application, a respondent will need to resubmit their comments.
- 3.75 When commenting on planning applications, it is important to comment on material planning considerations. Such matters are more likely to inform the outcome of the application.
- 3.76 The Council will not tolerate comments that contain abusive, offensive or derogatory language, or those related to a personal circumstance not directly related to the application. Any comments submitted to us in such terms will not be published.

COMMENTING ON APPLICATIONS

- 3.8 Once a planning application is registered and allocated to a planning officer, the application will be publicised online and relevant parties will be notified. Parties have a minimum of 21 days to comment. This period is set out in article 15 of the Town and County Planning (Development Management Procedure) Order. All comments must be made in writing, preferably through our website, or by email, or if this is not possible then by letter, within:
- 21 days from the date of our notification letter, or
 - 21 days from the date of a press notice or site notice appearing.
- 3.9 Due to the volume of correspondence received on individual applications, it is not always possible to respond to or discuss individual comments that we receive on planning applications. However, a summary of these and the officers' responses are provided in the officer report.

⁹ [Planning Applications, Decisions and Appeals \(southderbyshire.gov.uk\)](https://www.southderbyshire.gov.uk/planning-applications-decisions-and-appeals)

DECISIONS ON PLANNING APPLICATIONS

- 4.0 Planning application decisions will be made in accordance with the processes outlined in the Council's constitution.
- 4.1 The constitution outlines how the Council operates, how decisions are made and the processes that are followed to ensure that the process is efficient, transparent and accountable.
- 4.2 Additional information regarding the constitution can be found on the Council's website¹⁰.

Planning Committees

- 4.3 All planning applications are allocated to a case officer for assessment and to provide a recommendation on whether the application should be approved or refused. Many applications are determined under delegated powers, which means the applications does not need to go to a planning committee for a decision. However, larger and/or complicated planning applications may need to be assessed and determined at a planning committee. Elected members can request any application for planning permission is determined at committee. In addition, certain large scale proposals that attract significant objection, schemes that are not fully in accordance with the development plan (adopted Local Plan or Neighbourhood Plan), or applications where the Council is also the land owner will also need to be determined at planning committee.
- 4.4 The Council has its own planning committee that meets regularly to make decisions on planning applications. The planning committee, which comprises elected councillors, has a duty to determine planning and other development-related applications. However currently most applications (approximately 90%) are determined under the scheme of delegation to the Head of Planning.
- 4.5 When an application is due to go to a planning committee for a decision, the Council will write to respondents and invite them to speak or submit a statement for the meeting. Planning committee protocols can change, so please refer to our website for the latest position.
- 4.6 Agenda papers are published on the Council's website five working days before the committee meeting. If an individual would like to speak or submit a statement at the meeting, please register by noon the last working day before the meeting by emailing democraticservices@southderbyshire.gov.uk or telephoning 01283 595889/ 595722. It will also be good practice to email a copy of your statement to the case office dealing with the application and/or to let them know you intend to register to speak.

PLANNING APPEALS

- 4.7 Should a planning application be refused, the applicant can either re-apply for planning permission with an alternative scheme, or they can appeal against the decision. Applicants also have the right to appeal against non-determination if the council has not determined the application within the statutory time limits. Applicants can also appeal against any planning

¹⁰ [About the Council](#)

condition imposed on a planning permission. Appeals are made to the Planning Inspectorate (PINS).

- 4.8 The legal right of appeal is reserved for only the individual who applied for planning permission (known as the appellant), or whoever was served with an enforcement notice. There is no right of appeal for interested people or organisations (known as third parties), or the Council. There is planning practice guidance available online that provides information about the appeals process.
- 4.9 If an appeal is made, the Council will notify the interested parties of the appeal and provide information on how and when to respond to the Planning Inspectorate.
- 5.0 Planning appeals can be viewed on our website¹¹.
- 5.1 The national Appeals Casework Portal online register¹² is 'live', includes current and recent appeals and details what stage an individual appeal is at, as well as the decision, if it has been made.
- 5.2 Alternatively, you can view current appeals on the Planning Inspectorate's Appeals Casework Portal.

SECTION 106 (PLANNING OBLIGATIONS)

- 5.3 A Section 106 is a legal agreement between the council and developer(s) and/ or landowner(s),
- 5.4 The Council establishes a Section 106 agreement before granting planning permission, so the developer is legally bound to deliver the infrastructure secured. Money is collected from the developer once the planning permission is implemented and when certain thresholds or stages in the agreement have been met.
- 5.5 The Council does not consult on Section 106 agreements. However, we work with parish councils and local district councillors, to determine which community facilities may be impacted by new development or that require investment due to the development. Once a Section 106 agreement is in place and the development has commenced, we will notify district and parish councils or parish meetings of the sums available for identified community facilities and provide an update to them on a six-monthly basis.
- 5.6 The Council is committed to working with parish councils to continue to identify local priorities and to deliver local projects. A list of all the financial contributions due to the councils are available on the website¹³ by searching by Planning Application Reference.

PRE-APPLICATION ADVICE

- 5.7 The pre-application stage, which is discretionary, encourages applicants to carry out early engagement with the local community and the Council, before formally submitting a planning application. This helps applicants understand how planning policies and other requirements may affect the proposals.
- 5.8 Any pre-application advice correspondence between the applicant and the Council will be made available online if a formal planning application is made.

¹¹ [Planning Applications, Decisions and Appeals](#)

¹² [Appeals Casework Portal](#)

¹³ [Section 106 agreements](#)

- 5.9 Further information on the pre-application process, including how to apply for pre-application advice and the potential charges for it, are specified on the Council website¹⁴.
- 6.0 Applicants are encouraged to seek advice from other key stakeholders, such as Severn Trent, (if relevant) at the pre-application stage too.

PLANNING ENFORCEMENT

- 6.1 When a development has been carried out without planning permission, the Council considers what action to take. Although the Council investigates allegations, the decision on whether to take formal action is discretionary.
- 6.2 If it is determined that a breach of planning control has occurred, the Council can consider enforcement action. However, before such action is taken, an opportunity will be provided for the individual to correct their actions. This could involve demanding a new retrospective planning application.
- 6.3 If no application is made and the breach is deemed to be harmful in planning terms, then formal action will be considered. This can be achieved through several options, including, enforcement notices and high court injunctions. However, as most breaches of planning control are not criminal matters, formal action is considered the last resort.
- 6.4 Further details on the Council's approach to addressing planning enforcement matters can be found on our webpage, along with relevant contact information. The Council is undertaking a review of its Enforcement Plan.

INVOLVEMENT IN PLANNING APPLICATIONS

- 6.5 This Statement of Community Involvement also outlines how the community will be involved in the process of submitting and deciding individual planning applications. The definition of a planning application is set out in Appendix B.

Minimum requirements

- 6.6 The Council is required to notify the local community on most planning applications submitted, and statutory requirements to place site or press notices will be followed. Certain organisations are required to be consulted if it is considered that their interests would be affected by the planning application. The specific organisations are specified in the Procedure Order and include organisations such as the Environment Agency, Highways England and Historic England.

Towards good practice

- 6.7 In some cases, it will be beneficial and appropriate to involve more people and/or include them earlier in the process. Below are the additional actions we may take prior to and during the application stage. Also set out below are the actions to be taken following a decision.

¹⁴ [Pre-application planning enquiry | South Derbyshire District Council](#)

Pre-application

- Actively encourage pre-application discussions with developers.
- Actively encourage developers of larger schemes to inform and involve the community in shaping their proposals.
- For smaller applications, actively encourage applicants to discuss their plans with neighbours prior to submitting their application.

Application Stage (minimum)

- Circulate details to the relevant parish council;
- Circulate details to the relevant Neighbourhood Planning Body;
- Circulate details to the relevant amenity groups, where it has been previously agreed those groups will be notified;
- Notify neighbours in accordance with our neighbour notification policy (Appendix A).
- Application Stage (additional)
- Publish a list of applications received on the website;
- Publish amendments to the application received before a decision is made;
- Accept comments after the minimum period where the decision has not yet been made under delegated powers or the planning officer's report not been published on a planning committee agenda.

Application Stage (additional)

- Publish a list of applications received on the website;
- Publish amendments to the application received before a decision is made;
- Consider comments received after the minimum period where the decision has not yet been made under delegated powers or the planning officer's report not been published on a planning committee agenda.

Decision

- Place decision notices (and any associated legal agreements, Non-material Amendments and Approval of Conditions, where relevant) on the website along with the officer's report.
- Concerns about applications that may not have been implemented as approved can be raised with our enforcement team for investigation by completing the relevant form¹⁵.

MANAGING THE PROCESS

Feeding information into plan and decision making

- 6.8 The information obtained through community involvement will be collated and used to inform our decisions (as with the determination of planning applications, see the section above) and/or shape any documents the District Council adopts.

Feeding back to those involved

- 6.9 Each local development document will require a Consultation Statement to be produced alongside it. This must outline how the Statement of Community Involvement has been

¹⁵ [Report works or activity | South Derbyshire District Council](#)

followed and how doing so has affected document production. This will provide some indication of the benefits of the community's involvement. The Council will aim to make the link between responses and the Council's decision or action evident.

Our feedback commitment

- 7.0 The Council will aim to provide feedback on any participatory activities or consultation processes associated with local development documents within 10 weeks of the event or the completion of the consultation. Comments received by email will receive an acknowledgement email upon receipt. The local plan consultation database will be used to keep interested parties informed of the progress on local development documents.

How will the processes be resourced?

- 7.1 Community involvement requires resources and time, particularly for activities such as the drop-in events. The LPA receives funds through the Planning Services budget from the Council and funds such as the New Homes Bonus from the Government.
- 7.2 The District Council will seek to optimise resource efficiency. This will be achieved by:
- clearly defining the roles of the different individuals and groups involved;
 - learning from and, where possible, utilising the skills of other organisations (e.g. Local Strategic Partnership, Clinical Commissioning Groups and Planning Aid); and
 - wherever appropriate, combining and integrating involvement activities to ensure we do not over-consult, thereby making more efficient use of time and resources.
- 7.3 Staff - Officers will be responsible for the delivery of most of the activities set out in this SCI. Where needed, support will be sought from other Council departments. Additionally, we will review staff capabilities and work to fill any gaps as appropriate, for example through training.
- 7.4 Consultants - Where it is concluded that a process would benefit from additional support or expertise, for example in facilitating more interactive sessions, the Council will consider employing consultants. The decision to do so will be informed by a full review of the potential costs and benefits.
- 7.5 Equipment and material – The Council already have in place much of the equipment and material needed to undertake the activities outlined. Resources held by other Council departments can be utilised where needed and available.
- 7.6 Venues and other costs - Council facilities which are available free of charge will be utilised wherever possible. Where appropriate we will hire accessible, local venues that offer value for money. Where possible, activities will be combined with those of other Council departments to ensure that processes are efficient, and costs are minimised.

Roles and responsibilities

- 7.7 There are many different individuals and groups who contribute towards achieving effective community involvement in planning:
- Role of developers – to promote specific sites for development and, if appropriate for the development, fulfil community involvement requirements to the highest standard.
 - Role of the community – to raise observations, concerns and/or state support for proposals to ensure that development takes place in an acceptable manner. All members

of the community, including the business community, are encouraged to get involved in policy development as it directly affects the area in which they live and/or work.

- Role of parish councils and other community networks – to provide comment on individual planning applications and development proposals that have implications for their area. These organisations are also likely to be invited to represent community interests in involvement activities.
- Role of Statutory consultees/specialist bodies – provide information and comment on specialist matters.
- Role of officers – to provide professional advice on planning matters and formulate draft policies and plans for Council approval. Officers will also be responsible for delivering community involvement activities.
- Role of members – to make formal decisions regarding planning matters in accordance with the Council’s rules and procedures, having taken full account of consultation responses and officer recommendations.

Planning Aid

- 7.8 Recognising that Council officers are not always best placed to work with community groups and that some people prefer to seek independent advice, the Council will seek to ensure that people within the District are made aware of the role of the Planning Aid Service. It provides a free and independent advice service on all planning-related matters for individuals and community groups who cannot afford consultant’s fees. Further information on Planning Aid is available online¹⁶.

Making improvements

- 7.9 To ensure the SCI is effective the District Council will monitor its value both in informing and shaping the development plan and providing people in South Derbyshire with the opportunity to be more meaningfully involved in the planning process. The SCI will be modified as evidence gathering and consultation progress. The Council will look at what is working well and what is not working so well, and the document will be modified earlier if it becomes apparent that improvements can be made.
- 7.91 Progress on the local plan will be reviewed annually, and the District Council will continue to produce an AMR.
- 7.92 This SCI will be reviewed (no later than 5 years following adoption) to provide an opportunity to build on the commitments made and learn from our ongoing experience. If appropriate the document will be updated to reflect changing priorities. It will also be important to review each individual involvement activity or process. We aim to evaluate community involvement activities according to:
- the usefulness of the information produced in informing the document or decision;
 - the usefulness of the process of involvement, for example in raising awareness, overcoming conflict or building ownership; and
 - how worthwhile the participants felt the process or activity to be.

¹⁶ [Planning Aid](#)

FOR MORE INFORMATION

Our website

The South Derbyshire District Council planning pages contain information on the planning policy and development management processes and documents. You can view this at <https://www.southderbyshire.gov.uk/our-services/planning-and-building-control/planning>

Government Policy and Guidance

The Government has published a National Planning Policy Framework and associated Planning Practice Guidance. These are available at www.gov.uk.

Planning Portal

The Planning Portal aims to make information and services simpler and more accessible for those involved in the process, be they applicants, agents or local authorities. See www.planningportal.co.uk.

Planning Aid

A free and independent advice service on all planning-related matters for individuals and community groups who cannot afford consultant's fees. See www.rtpi.org.uk/planning-aid/.

Contact us

Planning Policy Team

For more information about the preparation of the local plan and this Statement of Community Involvement, please contact the Planning Policy Team:

Email: planning.policy@southderbyshire.gov.uk

Write to: South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH

Development Management Team (planning applications)

For more information about Development Control and decisions made on planning applications, please contact the Development Management Team at the same address as above or:

Email: planning@southderbyshire.gov.uk

Neighbourhood Planning

If your parish or local community wishes to consider creating a Neighbourhood Development Plan, the first point of contact at the District Council is the Community Partnership Officer:

Email: ian.hey@southderbyshire.gov.uk

Write to: South Derbyshire District Council, Civic Offices, Civic Way, Swadlincote, Derbyshire, DE11 0AH

Appendix A - NEIGHBOUR NOTIFICATION POLICY

(1) The Council is committed to appropriate publicity and will notify neighbours of planning applications as defined in the glossary below (Appendix B).

(2) In all cases, the principal means of notifying neighbours will be by letter to neighbours whose property lies immediately adjacent to the application site boundary (defined by the red line on a site location plan, where available) and upon whom the proposal(s) can reasonably be said to impinge in a detrimental fashion. This can include (but is not limited to):

- discrepancy with the Council's adopted planning policies;
- loss of privacy, light or sunlight;
- overbearing effects;
- visual intrusion;
- loss of character of the building, street scene or area;
- noise disturbance or other pollution;
- traffic generation;
- adequacy of access;
- adequacy of public services;
- loss of important site features.

The above rule will be applied as follows:

Any road less than 20 metres in width will be discounted and the neighbour opposite consulted. Where a road is greater than 20 metres wide then the neighbour on the opposite side of the road is unlikely to be consulted unless the planning officer considers it appropriate to do so based on the nature of the proposed development. At the discretion of the planning officer, neighbours further away may be consulted if it appears that they might be impinged upon in a detrimental fashion. In all cases:

- measurement will be approximate by desk based or visual assessment;
- notification will not be undertaken in the case of agricultural, unoccupied, or open land;
- notification on proposals for erection of telecommunication masts will include schools and colleges within 400 metres of the site;
- notification will not be undertaken in the case of other non-residential premises unless the planning officer considers it appropriate to do so.

(3) In addition to (2) above, site notices will be posted at the discretion of the planning officer having regard to the widespread effect of the proposal on affected residential or commercial properties in the light of the above criteria. Appropriate cases might include:

1. hot food takeaways;
2. airfield developments;
3. marinas;
4. golf courses and golf driving ranges;
5. haulage yards and plant depots;
6. livestock units;
7. proposals for roads, railway and bus stations;
8. motorway/trunk road service stations;
9. private hire/taxi businesses;
10. mobile phone masts.

Site notices will be posted on or near the site.

(4) Neighbours will normally be given a minimum of 21 days (excluding bank holidays) within which to respond in writing, but responses received after the minimum period will be considered provided a decision has not been made under delegated powers or the officer's report has not been published on a planning committee agenda.

(5) Amendments to applications before a decision is made may be publicised further at the discretion of the planning officer responsible where, in their professional opinion, neighbours are likely to experience an increased or new adverse effect from the amended proposal.

Normally 10 days will be allowed for further written comments.

(6) Decision notices and the planning officer's report will be posted on the website.

(7) Non-material Amendments to a planning permission after a decision has been made will be considered by the planning officer having regard to the significance of the amendment and its effect on those matters listed under (2) above. Notification of such applications will not be carried out as a matter of course. The amendments and any decision made will be published on the website.

(8) Applications for Approval of Conditions will be considered by the planning officer having regard to the purpose of the condition and its effect on those matters relevant to its imposition. Notification of such applications will not be carried out as a matter of course. The details and any decision made will be published on the website.

APPENDIX B: GLOSSARY

Term	Definition
Adopt/Adoption/Adopted	The final stage for a local plan or planning policy document. This signifies when it is confirmed and brought into force by a Local Planning Authority (LPA).
Adopted Local Plan	The South Derbyshire Local Plan, currently comprised of two parts. Part 1 was adopted in June 2016 and Part 2 adopted in November 2017.
Approval of Conditions	Applications which seek approval of pre-commencement or pre-occupation conditions attached to a planning permission.
Authority Monitoring Report (AMR)	This charts progress of producing and implementing the policies and proposals making up the local plan (sometimes referred to as the Local Development Framework).
Breach of Planning Control	Defined in Section 17A of the Town and Country Planning Act 1990 as: the carrying out of development without the required planning permission; or failing to comply with any condition or limitation subject to which planning permission has been granted.
Charging Schedule	A document produced by councils as the charging authority, setting out rates for Community Infrastructure Levy fees chargeable for development in the area.
Community Infrastructure Levy (CIL)	A levy that councils can charge on new developments in their authority area. The money can be used to support development by funding infrastructure.
Community Right to Build Order	A type of neighbourhood development order created by a local community organisation to grant planning permission for small-scale development for community benefit on a specific site or sites in a neighbourhood area.
Constitution	Sets out how a council operates, the procedures that are followed and how decisions are made to ensure that they are efficient, transparent and accountable.

Consultation	A process of asking for views on a draft policy or planning proposal before a decision is formalised.
Consultation Statement	A document summarising the responses received to a local development document consultation, and setting out how those responses have been used.
Corporate Plan	The Corporate Plan sets out the Council's strategic priorities and targets.
Development Plan (DP)	Documents setting out the policies and proposals for the development and use of land and buildings in an area. These include adopted local plans, neighbourhood plans, and the Minerals and Waste Local Plans. Defined in section 38 of the Planning and Compulsory Purchase Act 2004.
Development	Development is defined under the 1990 Town and Country Planning Act as "the carrying out of building, engineering, mining or other operation in, on, over or under land, or the making of any material change in the use of any building or other land." Most forms of development require planning permission (see also "permitted development").
Development Plan Document (DPD)	A local policy document produced by the Council which makes up part or all of the Development Plan
General Data Protection Regulations	The General Data Protection Regulation 2016/679 is a regulation in EU law on data protection and privacy in the European Union and the European Economic Area. It also addresses the transfer of personal data outside the EU and EEA areas such as the UK
Housing Market Area (HMA)	The area comprising South Derbyshire, Derby City and Amber Valley.
Infrastructure	Basic services necessary for development to take place, for example, roads, electricity, sewerage, water, education and health facilities
Larger Schemes	Planning applications which meet the definition of a major application as set out in the Procedure Order.
Local Development Scheme	This sets out the timetable and work programme for the preparation of the local plan and other development plan documents
Local Plan	The plan for the local area that sets out the long-term spatial vision and development framework for the district, as well as and strategic policies and proposals to deliver that vision.
Major Developments	Applications for developments of 10 or more homes, or 1,000 sqm or more gross non-residential floorspace (including changes of use of existing buildings)

Minor Developments	Applications for developments of up to 9 homes or up to 999sqm gross non-residential floorspace (including changes of use of existing buildings and changes of use of open land).
National Planning Policy Framework	This sets out the government's planning policies for England and how these are expected to be applied at a local level. The NPPF is a material consideration when making decisions on planning applications or appeals
Neighbourhood Development Order (NDO)	Can be used to permit different types of development (in full or outline) without the need for planning permission.
Neighbourhood Development Plans	A plan prepared by a town or parish or a neighbourhood forum for a particular neighbourhood area (made under the Planning and Compulsory Purchase Act 2004).
Neighbourhood Planning Body (Qualifying Body)	A parish or town council or a neighbourhood forum (where there is no town or parish council) who is empowered to lead the neighbourhood planning process in a designated neighbourhood area.
Neighbourhood Forum	A group established to create a Neighbourhood Development Plan in the absence or instead of, a parish council
Non-material amendment	An application made under section 96A of the Town and Country Planning Act 1990 to amend an existing planning permission in a manner which, in the opinion of the Council, would not have material impacts on planning matters (as set out at paragraph 2 of Appendix A).
National Planning Policy Framework (NPPF)	The Government's policy on planning matters
Permitted Development	Development which already benefits for a general permission under the Town and Country Planning (General Permitted Development) (England) Order 2015
Planning Appeals	If a decision to refuse planning permission on a planning application has been made by a local council, the applicant can appeal against the decision made. The Planning Inspectorate will organise for an independent Inspector to review the decision made and will arrive at a conclusion
Planning Applications	Full, outline and reserved matters applications; applications for removal or variation of conditions made under section 73 of the Town and Country Planning Act 1990; applications for Prior Approval made under Permitted Development allowances; applications for advertisement, listed building and relevant demolition consent; and notifications to carry out work to trees in Conservation Areas or protected by Tree Preservation Orders.

Planning Enforcement	The Planning Enforcement Team can investigate when a person carries out development without the benefit of having planning permission. The team investigate what action, if any, is appropriate to take.
Planning Inspectorate	The Planning Inspectorate (PINS) is an executive agency sponsored by the Ministry of Housing, Communities and Local Government. PINS deal with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework.
Planning Permission	Formal permission from a Local Planning Authority for the erection or alteration of buildings or similar development
Planning Practice Guidance	The Planning Practice Guidance (PPG) is an online resource provided by central Government on a range of planning matters.
Prior Approval	An application where the principle of development is already established through legislation and the Council is asked to consider the impact of certain matters, such as highway safety or flood risk. These are distinct from applications for Prior Notification where there is no duty for the Council to consult.
Procedure Order	The Town and Country Planning (Development Management Procedure) (England) Order 2015
Prior Notification	A notification to the Council where it is intended to use Permitted Development for certain developments.
Referendum	A general vote by the electorate on a single political question which has been referred to them for a direct decision. A neighbourhood plan referendum is used to ask voters whether they want the Neighbourhood Plan to be used to decide planning applications in the neighbourhood area
Regulations	The Town and Country Planning (Local Development) (England) Regulations 2012
SA (Sustainability Appraisal)	A tool to ensure that policies in all local development documents reflect sustainable development principles
SCI (Statement of Community Involvement)	A statement which sets out how the Council will consult the community and stakeholders on the preparation of planning documents and the determination of planning applications.
SEA (Strategic Environmental Assessment)	An (EU-derived) requirement which applies to plans and policies where impacts will be of a strategic nature

Stakeholders	Bodies and organisations that have an interest in the councils' policies and decisions. The Council will consult key stakeholders at appropriate stages during the planning process.
Statement of Community Involvement	The SCI sets out standards to be achieved by the Council in relation to involving the community in the preparation, alteration and continuing review of all Development Plan Documents (DPDs) and in determining planning applications for development.
Statutory Body	A government-appointed body set up give advice and be consulted for comment upon development plans and planning applications affecting matters of public interest. Examples of statutory bodies include: Countryside Agency, English Heritage, English Nature, Environment Agency, Health & Safety Executive, Regional Development Agency and Sport England
Supplementary Planning Documents	A planning policy document that adds further detail to the policies in the local plan. They can be used to provide further guidance for development on specific sites, or on issues, such as design. Supplementary Planning Documents are capable of being a material consideration in planning decisions but are not part of the Development Plan.

REPORT TO:	ENVIRONMENTAL AND DEVELOPMENT SERVICES COMMITTEE	AGENDA ITEM: 8
DATE OF MEETING:	29 FEBRUARY 2024	CATEGORY: DELEGATED
REPORT FROM:	STRATEGIC DIRECTOR (SERVICE DELIVERY)	OPEN
MEMBERS' CONTACT POINT:	DEMOCRATIC SERVICES 01283 595889/5722 democraticservices@southderbyshire.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 29 February 2024 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
Reports Previously Considered by Last Three Committees		
Climate and Environmental Action Plan review	21 September 2023	Matt Holford Head of Environmental Services 07891 072081
Electric Recharge Infrastructure	21 September 2023	Matt Holford Head of Environmental Services 07891 072081
Budget Setting Approach 2024/25	21 September 2023	Charlotte Jackson Head of Finance 07770 085452
Woodville Link Road Bio-Diversity Net Gain Project Progress Update	21 September 2023	Sean McBurney Head of Cultural and Community Services 07435 935050
Membership of the Local Plan Working Group	21 September 2023	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Designation of Findern Neighbourhood Area	21 September 2023	Steffan Saunders Head of Planning and Strategic Housing 07971604326

The Department for Levelling Up, Housing and Communities Consultation on Implementation of Plan-Making Reforms	21 September 2023	Steffan Saunders Head of Planning and Strategic Housing 07971604326
CCTV in Private Hire Vehicles Policy	09 November 2023	Ardip Sandhu Head of Legal and Democratic Services 01283 595715
Corporate Plan 2020-24: Performance Report 2023-24 (Quarter 2 - 1 July to 30 September)	09 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Infrastructure Funding Statement 2022-23	09 November 2023	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Fixed Penalty Notice Charges	09 November 2023	Matt Holford Head of Environmental Services 07891 072081
Preparing for the Biodiversity Duty	09 November 2023	Sean McBurney Head of Cultural and Community Services 07435 935050
Planning Services Review	09 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Service Based Budgets 2024/25	04 January 2024	Charlotte Jackson Head of Finance 07770 085452
Route Optimisation	25 January 2024	Gary Charlton Head of Operational Services 07976 081896
Gypsy and Traveller Accommodation Assessment Report	25 January 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326

Local Plan Issues and Options	25 January 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Waste Management IT System	25 January 2024	Gary Charlton Head of Operational Services 07976 081896
Authority Monitoring Report 2022-23	25 January 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Infrastructure Funding Statement 2022-23	25 January 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Town Centre Masterplan (Exempt)	25 January 2024	Mike Roylance Head of Economic Development and Growth 01283 595725
Fleet Replacement Plan	25 January 2024	Gary Charlton Head of Operational Services 07976 081896
Operational Services Staffing (Exempt)	25 January 2024	Gary Charlton Head of Operational Services 07976 081896
Local Plan Budget Proposals	25 January 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Provisional Programme of Reports To Be Considered by Committee		
Corporate Plan 2020-24: Performance Report 2023-24 (Quarter 3 - 1 October to 31 December)	29 February 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Statement of Community Involvement	29 February 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326

Oaklands Solar Farm	18 April 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Grass Verges and No Mow Plans 2024	18 April 2024	Sean McBurney Head of Cultural and Community Services 07435 935050
Environmental Services Commercialisation Plan review	18 April 2024	Matt Holford Head of Environmental Services 07891 072081
Marston Road Extension Update	18 April 2024	Sean McBurney Head of Cultural and Community Services 07435 935050
Play Activity, Leisure, Sports Strategy	18 April 2024	Sean McBurney Head of Cultural and Community Services 07435 935050
SUDs Policy Management	18 April 2024	Sean McBurney Head of Cultural and Community Services 07435 935050
Bus Shelters	18 April 2024	Gary Charlton Head of Operational Services 07976 081896
Climate and Environment Action Plan	18 April 2024	Matt Holford Head of Environmental Services 07891 072081
Tender Award Approval for Environmental Health and Licensing Software (exempt)	18 April 2024	Matt Holford Head of Environmental Services 07891 072081
Contaminated Land Strategy	June 2024	Matt Holford Head of Environmental Services 07891 072081
Consultation on East Midlands Airport Sustainable Development Plan	2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326

East Midlands Airport Airspace Redesign Consultation (changing the flight paths)	Estimate 2024	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Planning Enforcement Activity	2024/25	Steffan Saunders Head of Planning and Strategic Housing 07971604326
Review of Biodiversity Net Gain	January 2025	Steffan Saunders Head of Planning and Strategic Housing 07971604326