



**Dr J Ives**  
**Chief Executive**  
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Date: 24 January 2024

Dear Councillor,

### **Housing and Community Services Committee**

A Meeting of the **Housing and Community Services Committee** will be held at **Council Chamber**, Civic Offices, Civic Way, Swadlincote on **Thursday, 01 February 2024 at 18:00**. You are requested to attend.

Yours faithfully,

Chief Executive

To:- **Labour Group**

Councillor G Rhind (Chair), Councillor M Mulgrew (Vice-Chair) and Councillors A Archer, S Harrison, A Haynes, J Jackson, D Pegg, D Shepherd and A Tilley.

**Conservative Group**

Councillors D Corbin, M Fitzpatrick and J Lowe.

**Liberal Democrats**

Councillor J Davies.



## **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 Meetings held on:  
  
07 January 2020 **4 - 6**  
  
16 November 2023 **7 - 11**  
  
28 September 2023 **12 - 14**  
  
17 August 2023 **15 - 18**
- 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** ACTIVE SCHOOLS PARTNERSHIP (SDASP) POOLS TO SCHOOLS SWIMMING PROGRAMME **19 - 33**
- 7** BEAT THE STREET 2024 **34 - 63**
- 8** REVIEW OF THE SOUTH DERBYSHIRE DISTRICT COUNCIL SURVEILLANCE POLICY **64 - 83**
- 9** REVITALISING ROSLISTON FORESTRY CENTRE **84 - 103**
- 10** REVIEW OF TENANCY STRATEGY & TENANCY POLICY **104 - 134**
- 11** COUNCIL HOUSING RENTS INCREASE 2024-25 **135 - 137**

<b>12</b>	TREE SERVICE BUDGET	<b>138 - 142</b>
<b>13</b>	COMMITTEE WORK PROGRAMME	<b>143 - 148</b>

**Exclusion of the Public and Press:**

- 14** 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.
- 15** To receive the Exempt Minutes of the Meetings held on:  
17 August 2023  
28 September 2023  
16 November 2023
- 16** To receive any exempt questions by Members of the Council pursuant to Council Procedure Rule No. 11.
- 17** HOUSING SERVICES REPAIRS AND MAINTENANCE CONTRACT
- 18** BEVIN BOYS MINERS MEMORIAL GARDEN UPDATE
- 19** GRANT FROM POLICE AND CRIME COMMISSIONER FOR ANTI-SOCIAL BEHAVIOUR PATROLS
- 20** CULTURAL AND COMMUNITIES SERVICE STAFFING BUDGET
- 21** ROSLISTON FORESTRY CENTRE STAFFING BUDGET
- 22** HOUSING SOLUTIONS STAFFING

HOUSING AND COMMUNITY SERVICES COMMITTEE

7<sup>th</sup> January 2020

**PRESENT:**

**Conservative Group**

Councillor Roberts (Chairman) Councillor Pegg (Vice-Chairman) and Councillors Churchill, Ford (substituting for Cllr Corbin), Fitzpatrick (substituting for Cllr Dr Perry), Mrs. Haines, MacPherson (substituting for Councillor Atkin) and Mrs Wheelton

**Labour Group**

Councillors Mrs Heath, Mulgrew, Rhind, Richards, and Shepherd

HCS/62 **APOLOGIES**

The Committee was informed apologies for absence had been received from Councillors Atkin and Corbin, Dr Perry

HCS/63 **DECLARATIONS OF INTEREST**

The Committee was informed that Councillor Shepherd declared a Personal Interest in Item HCS/67 by virtue of being a Trustee of a body that receives funding from South Derbyshire District Council.

HCS/64 **QUESTIONS FROM MEMBERS OF THE PUBLIC PURSUANT TO COUNCIL PROCEDURE RULE NO 10**

The Committee was informed that no questions from members of the public had been received.

HCS/65 **QUESTIONS FROM MEMBERS OF COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

HCS/66 **REPORTS OF THE OVERVIEW AND SCRUTINY COMMITTEE**

There were no Overview and Scrutiny Reports to be submitted.

**MATTERS DELEGATED TO COMMITTEE****HCS/67 SERVICE BASE BUDGETS 2020/21**

The Strategic Director (Corporate Resources) presented the report to the Committee noting that the report detailed the Committee's proposed base budget for 2020/21. The Strategic Director (Corporate Resources) informed the Committee that the report set out proposals for the level of fees and charges under the responsibility of the Committee for 2020/21.

The Committee considered the report and supported the officer's recommendations.

**RESOLVED:**

- 1.1 That the proposed income and expenditure revenue budget for this Committee's services for 2020/21 as detailed in Appendix 1 of the report were agreed and recommended to the Finance and Management Committee for approval.***
- 1.2 That the proposed fees and charges as detailed in Appendix 2 of the report for 2020/21 were approved.***
- 1.3 Consideration was given to the level of increases in Grants to Voluntary Bodies in 2020/21, noting that 2% was included in the Council's Medium-Term Financial Plan.***
- 1.4 The Committee approved to increase the proposed fee for Sunday/Bank Holiday funeral for a child between 12 months and 16 years (in addition to the grant of right) from £369 in 2019/2020 to £405 in 2020/2021.***

**HCS/68 HOUSING REVENUE ACCOUNT BUDGET, FINANCIAL PLAN AND PROPOSED RENT 2020/21**

The Strategic Director (Corporate Resources) presented the report to the Committee noting that the report detailed the updated 10-year financial projection for the Housing Revenue Account following a review during the annual budget round. The Committee was informed how the report set out details of the proposed rent level for 2020/21 in accordance with directions within the conclusion of the Rents for Social Housing from 2020 consultation.

The Committee considered the report and supported the officer's recommendations.

**RESOLVED:**

- 1.1 The Committee approved that Council House Rents be increased by CPI plus 1% for Tenants with effect from 1st April 2020 in accordance with the Welfare Reform and Work Act 2016 and after conclusion of the Rents for Social Housing from 2020 consultation.***
- 1.2 The Committee considered the proposed revenue income and expenditure for 2020/21, together with the 10-year Financial Plan for the Housing Revenue Account (HRA) as detailed in Appendix 1 of the report and agreed to refer to the Finance and Management Committee for approval.***
- 1.3 The Committee approved that the Housing Revenue Account be kept under review and measures identified to mitigate the financial risks detailed in the report and to maintain a sustainable financial position.***

HCS/69 **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 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 paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

HCS/70 **TO RECEIVE QUESTIONS FROM MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO. 11**

The Committee was informed that no questions had been received.

The Meeting terminated at 6:25 pm.

COUNCILLOR A ROBERTS

CHAIRMAN

HOUSING & COMMUNITY SERVICES COMMITTEE

16 NOVEMBER 2023

OPEN

PRESENT:

Labour Group

Councillor G Rhind (Chair) and Councillor M Mulgrew (Vice-Chair)  
and

Councillors A Archer, A Haynes, J Jackson, D Shepherd, S Taylor  
(substituting for Councillor D Pegg) and A Tilley.

Conservative Group

Councillors D Corbin, M Fitzpatrick and J Lowe.

Liberal Democrats

Councillor G Andrew (substituting for Councillor J Davies).

In attendance

Councillor A Wheelton.

HCS/36 **APOLOGIES**

The Committee was informed that apologies had been received from Councillor D Pegg (Labour Group) and Councillor J Davies (Liberal Democrats).

HCS/37 **OPEN MINUTES**

The Open Minutes of the Meetings held on 09 March 2023, 25 April 2023 and 01 June 2023 were approved as a true record and signed by the Chair.

HCS/38 **DECLARATIONS OF INTEREST**

The Committee noted that no Declarations of Interest had been received.

HCS/39 **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.

HCS/40 **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**

#### HCS/41 **CORPORATE PLAN 2020-24: PERFORMANCE REPORT (2023-2024 QUARTER 2 – 1 JULY TO 30 SEPTEMBER)**

The Head of Cultural and Community Services presented the report to the Committee highlighting the seven measures for the Committee.

Members noted the successes of the Homelessness project and the Green Flags awarded to local parks.

Members raised queries on rent arrears, Gas and Fire Safety Officer positions, Rosliston Forestry Centre consultation, time to re-let void properties and the current working arrangements in the Housing team.

The Chief Executive informed the Committee that the number of days taken to relet a vacant property could not be justified and that the main cause for the delay was due to difficulties during the Covid pandemic, no stock condition surveys and a considerable back log of empty properties.

The Head of Cultural and Community Services advised that the Gas and Fire Safety Officers had been appointed and that the consultation for Rosliston Forestry Centre would begin shortly.

The Housing Repairs Manager addressed the Committee to and outlined current working practices that included the frequency of meetings with contractors and Property Inspectors and that an improvement in the figures was expected within the next six weeks.

The Chief Executive confirmed that a Housing Review would be undertaken.

#### **RESOLVED:**

***1.1 The Committee approved progress against performance targets set out in the Corporate Plan 2020 - 2024.***

***1.2 The Committee reviewed the Risk Register for the Committee's services.***

#### HCS/42 **REVIEW OF TENANCY STRATEGY AND TENANCY POLICY**

The Tenancy Services Manager presented the report to the Committee highlighting the legal requirement for a Tenancy Strategy and that the

consultation would be widely communicated in the South Derbyshire District.

Members were pleased to note that there were different tenancies available and that tenants were well informed of the options available.

**RESOLVED:**

***1.1 The Committee approved a consultation would be undertaken for the draft Tenancy Strategy and Tenancy Policy with Council Tenants and other partners.***

***1.2 The Committee approved that final versions of both the Tenancy Strategy and Tenancy Policy would be presented to this Committee at a future date following the conclusion of the consultation process.***

HCS/43 **HOUSING COMPLIANCE IN CONJUNCTION WITH NEW REGULATOR CONSUMER STANDARDS**

The Asset and Improvement Manager presented the contents of the report to the Committee highlighting the funding, compliance and certification requirements for the Housing stock.

Members noted that any asbestos found in properties would be costly to remove and that the IT software currently used would be enhanced to provide an Asset Management system that would alleviate the use of multiple data sources.

**RESOLVED:**

***1.1 The Committee approved the proposals outlined in the Financial Implications part of the report in order to meet key legal and regulatory requirements.***

***1.2 The Committee approved the expenditure proposals outlined in the report.***

***1.3 The Committee approved delegated authority to the Strategic Director (Service Delivery) to procure the software and surveys recommended in the report, using an approved procurement option.***

HCS/44 **REGULATOR OF SOCIAL HOUSING PROPOSED CONSUMER STANDARDS**

The Chief Executive presented the report to the Committee on behalf of the Strategic Director (Service Delivery). The Chief Executive outlined the four proposed standards for landlords.

**RESOLVED:**

- 1.1 The Committee noted the requirements of the proposed Housing Consumer Standards.**
- 1.2 The Committee approved that the Head of Housing commissioned a self-assessment of the Council's services against the proposed standards in the report would be completed by the end of December 2023, and a further report presented to the Housing and Community Services Committee with the outcome of the assessment.**
- 1.3 The Committee approved that funding of £30,000 to be made available for any regulator registration or annual fee costs.**

**HCS/45 COMMITTEE WORK PROGRAMME**

The Head of Cultural and Community Services presented the work programme to the Committee.

**RESOLVED:**

- 1.1 The Committee considered and approved the updated work programme.**

**HCS/46 LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

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 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 05 January 2023, 09 March 2023, 25 April 2023 and 01 June 2023 were received.***

**ANY EXEMPT QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

**LONG TERM LEASE OF PHILIP RICHARDSON MEMORIAL FIELD TO NETHERSEAL PARISH COUNCIL**

**RESOLVED:**

*That the Committee approved the recommendations in the report.*

**TRANSFER OF SPORTS PAVILION TO WILLINGTON PARISH COUNCIL**

**RESOLVED:**

*That the Committee approved the recommendations in the report.*

**HOUSING SERVICES REVIEW**

**RESOLVED:**

*That the Committee approved the recommendations in the report.*

**BETTER CARE FUNDING ALLOCATION – FINANCIAL POSITION**

**RESOLVED:**

*That the Committee approved the recommendations in the report.*

**FISHER CLOSE REPTON**

**RESOLVED:**

*That the Committee approved the recommendations in the report.*

The meeting terminated at 19:35 hours.

COUNCILLOR G RHIND

CHAIR

HOUSING & COMMUNITY SERVICES COMMITTEE

28 SEPTEMBER 2023

OPEN

PRESENT:

Labour Group

Councillor G Rhind (Chair) and Councillor M Mulgrew (Vice-Chair)  
and

Councillors A Archer, A Haynes, J Jackson, D Pegg, V Redfern  
(substituting for Councillor S Harrison), D Shepherd and A Tilley.

Conservative Group

Councillors D Corbin, M Fitzpatrick and J Lowe.

Liberal Democrats

Councillor G Andrew (substituting for Councillor J Davies).

In attendance

Councillor A Wheelton.

HCS/25 **APOLOGIES**

The Committee was informed that apologies had been received from Councillors S Harrison (Labour Group) and Councillor J Davies (Liberal Democrats).

HCS/26 **DECLARATIONS OF INTEREST**

The Committee noted that no Declarations of Interest had been received.

HCS/27 **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.

HCS/28 **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****HCS/29 BUDGET SETTING APPROACH 2024-25**

The Head of Finance presented the report to the Committee highlighting the principles at section 3.6 of the report adding that the new proposals would reduce ad-hoc budget requests.

Members noted that they looked forward to working with the new approach and that the training and workshops provided had been excellent.

**RESOLVED:**

***1.1 The Committee noted the budget setting approach within the report and encouraged Members to provide feedback to the Strategic Director (Corporate Resources).***

**HCS/30 UPDATE TO PARKS AND GREEN SPACES SERVICE STANDARDS POLICY**

The Head of Cultural and Community Services presented the report to the Committee which included the section on Biodiversity Net Gain and Wildlife sites.

**RESOLVED:**

***1.1 The Committee approved the updated Parks and Green Spaces Service Standards Policy which included the addition of the Biodiversity and Nature Areas and local wildlife sites.***

**HCS/31 COMMITTEE WORK PROGRAMME**

The Strategic Director (Service Delivery) presented the work programme to the Committee.

**RESOLVED:**

***1.1 The Committee considered and approved the updated work programme.***

**HCS/32 LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

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 paragraphs***

*of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.*

**ANY EXEMPT QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

**SHARPE'S POTTERY HERITAGE AND ARTS TRUST**

**RESOLVED:**

*That the Committee approved the recommendations in the report.*

**LONG TERM LEASE OF SHARDLOW ALLOTMENTS TO SHARDLOW AND GREAT WILNE PARISH COUNCIL**

**RESOLVED:**

*That the Committee approved the recommendations in the report.*

The meeting terminated at 18:25 hours.

COUNCILLOR G RHIND

CHAIR

HOUSING & COMMUNITY SERVICES COMMITTEE

17 AUGUST 2023

OPEN

PRESENT:

Labour Group

Councillor G Rhind (Chair) and Councillor M Mulgrew (Vice-Chair) and Councillors A Archer, A Haynes, J Jackson, D Shepherd, B Stuart (substituting for Councillor D Pegg) S Taylor (substituting for Councillor S Harrison) and A Tilley.

Conservative Group

Councillors M Fitzpatrick, K Haines (substituting for Councillor D Corbin) and J Lowe.

Liberal Democrats

Councillor G Andrew (substituting for Councillor J Davies).

In attendance

Councillor A Wheelton

HCS/13 APOLOGIES

The Committee was informed that apologies had been received from Councillors S Harrison D Pegg (Labour Group), Councillor D Corbin (Conservative Group) and Councillor J Davies (Liberal Democrats).

HCS/14 DECLARATIONS OF INTEREST

The Committee noted that no Declarations of Interest had been received.

HCS/15 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.

HCS/16 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****HCS/17 CORPORATE PLAN PERFORMANCE 2023-24: (2023-2024 QUARTER 1 – 1 APRIL TO 30 JUNE)**

The Strategic Director (Service Delivery) presented the quarterly report and updated the Committee regarding the relevant indicators, noting that the average housing relet indicator was still of concern.

Councillor A Tilley sought clarity regarding council house relets.

The Head of Housing informed the Committee that during the previous 8 weeks the number of properties relet equated to 3 months work and that the backlog of properties was almost complete. It was noted that there were 80 properties empty and of those 30 were ready to be relet. The Head of Housing noted that progress and improvements made with the two Contractors had been very positive.

Members raised concerns regarding voids.

The Strategic Director (Service Delivery) acknowledged that there were issues with voids and that the additional resources required would take time to put into place.

Councillor Fitzpatrick noted how hard the Housing team had worked and that it was recognised the issue was with the Contractors.

**RESOLVED:**

***1.1 The Committee approved progress against performance targets set out in the Corporate Plan 2020-2024.***

***1.2 The Risk Register for the Committee's services were reviewed.***

**HCS/18 COMMITTEE WORK PROGRAMME**

The Strategic Director (Service Delivery) presented the work programme to the Committee.

**RESOLVED:**

***1.1 The Committee considered and approved the updated work programme.***

**HCS/19 LOCAL GOVERNMENT ACT 1972 (AS AMENDED BY THE LOCAL GOVERNMENT [ACCESS TO INFORMATION] ACT 1985)**

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 paragraphs of Part 1 of the Schedule 12A of the Act indicated in brackets after each item.***

**ANY EXEMPT QUESTIONS RECEIVED BY MEMBERS OF THE COUNCIL PURSUANT TO COUNCIL PROCEDURE RULE NO 11**

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

**ACTIVE COMMUNITIES AND HEALTH STAFFING 2023**

**RESOLVED:**

***That the Committee approved the recommendations in the report.***

**PARK ROAD ACQUISITIONS**

**RESOLVED:**

***That the Committee approved the recommendations in the report.***

**CARELINE AND INDEPENDENT LIVING SERVICES**

**RESOLVED:**

***That the Committee approved the recommendations in the report.***

**NOVUS RATES**

**RESOLVED:**

***That the Committee approved the recommendations in the report.***

The meeting terminated at 19:20 hours

COUNCILLOR G RHIND

CHAIR



<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 6</b>
<b>DATE OF MEETING:</b>	<b>01 FEBRUARY 2024</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>SEAN MCBURNEY – HEAD OF CULTURAL AND COMMUNITY SERVICES</b> <a href="mailto:sean.mcburney@southderbyshire.gov.uk">sean.mcburney@southderbyshire.gov.uk</a>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>ACTIVE SCHOOLS PARTNERSHIP (SDASP) POOLS TO SCHOOLS SWIMMING PROGRAMME</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE:</b>

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## **1. Recommendations**

- 1.1 That the Committee approves the delivery of the South Derbyshire Active Schools Swimming Programme in partnership with Elite Swimming 'Pools to Schools' programme.
- 1.2 That the Committee approves the funding of this project through the Active Schools Partnerships earmarked reserves.
- 1.3 That the committee gives the Strategic Director – Service Delivery authority to allow purchase of extra swimming pool units through Elite swimming and authority to allow the recruitment of staff to deliver the programme in relation to ongoing service demand.

## **2. Purpose of the Report**

- 2.1 To give background on the Active Schools Partnership and the school swimming requirements in the district.
- 2.2 To give details on Elite Swimming 'Pools to Schools' delivery model.

## **3. Detail**

- 3.1 The ASP is a self-funded department within The Active Communities & Health unit. All income generated through service delivery is used to offset operational costs and any surplus tops up the ASP reserves.

- 3.2 All Infant, Junior and Primary schools nationally receive PE and School Sport premium funding on an annual basis. In South Derbyshire, the average amount of premium received by each school per year is around £17,500. Schools utilise this funding to purchase affiliation and schools sports services from the ASP.

Schools are expected to see an improvement against the following five key indicators (as of September 2023):

- 3.2.1 The engagement of all pupils in regular physical activity (30 minutes a day) – kick starting healthy active lifestyles
  - 3.2.2 The profile of PE and sport being raised across the school as a tool for whole school improvement.
  - 3.2.3 Increased confidence, knowledge, and skills of all staff in teaching PE and sport.
  - 3.2.4 Broader experience of a range of sports and activities offered to all pupils.
  - 3.2.5 Increased participation in competitive sport.
- 3.3 Swimming and water safety has been a statutory element of the national curriculum for physical education in England. This means that every 11-year-old child should leave primary school with the skills to keep themselves safe while enjoying swimming with friends and family. Schools are legally obliged to offer a minimum of 15 hours of school swimming lessons throughout a student's Key Stage 2 (Year 3-6) education career.
- 3.4 In addition to schools being expected to see an improvement against the previous five key indicators, schools are now mandated to publish their students Swimming attainment in relation to the following national benchmarks on their website:
- 3.4.1 Perform safe self-rescue in different water-based situations.
  - 3.4.2 Swim competently, confidently and proficiently over a distance of at least 25 metres
  - 3.4.3 Use a range of strokes effectively, for example, front crawl, backstroke and breaststroke.
- 3.5 Following consultation with the schools of South Derbyshire they are reporting a range of barriers that are negatively affecting their ability to offer their students the opportunity of 15 hours of School Swimming during their Key Stage 2 journey and therefore the chance of them achieving the national benchmarks. The main barriers highlighted include.

Increased cost of transportation of students to and from the pool.

Increasing logistical complications i.e. staffing, paperwork, etc.

Greater amounts of classroom learning missed therefore impacting on a student's wider attainment across other curriculum areas.

General cost of School Swimming programmes currently available.

Lack of pool availability in the local area.

Inclusion of SENd pupils accessing the swimming programme.

- 3.6 See Swimming supporting document 1 which outlines and shows evidence of the above 6 key areas from school testimonials.
- 3.7 This project is looking at an innovative way of overcoming these barriers and provide a service that is flexible around school timetables. By delivering school swimming session from a mobile swimming pool on the grounds of the school.
- 3.8 The project is to partner with Elite Swimming Pools for Schools. Who will provide the mobile pool, marquee and pool plant equipment. As well as training and ongoing support.
- 3.9 There is an initial set up cost of £25k and then a 50% profit share model. This is for a 5 year term and also includes exclusivity to deliver 'Pools to Schools' swimming in Derbyshire.
- 3.10 The roll out of the SDASP Swimming Programme will help alleviate the demand on the local Swimming pools within the area, therefore freeing up pool time for residents and supporters of the leisure facilities. The SDASP will work in collaboration DCC and local leisure providers to assist with this.
- 3.11 Further information is attached in the Swimming supporting document 2.  
\*
- 3.12 All schools must complete swimming statistics as part of their School Sport Premium report that is submitted annually. Please see table 1.0 which shows the swimming data produced in those reports from all the schools across the South Derbyshire District.

Table 1.0 – South Derbyshire - Schools Swimming Data

Looking at key performance indicator 1, the South Derbyshire District is 2% below the national average for children that can swim 25m.

School	Yr Last Updated	25m	Water Safety	Strokes
Belmont Primary School	21/22	94%	67%	94%
Church Broughton Primary School	2022	100%	100%	100%
Coton In The Elms Primary School	22/23	N/A	N/A	N/A
Eggington Primary School	Not Available	Not Available	Not Available	Not Available
Etwall Primary School	21/22	85%	96%	96%
Eureka Primary School	21/22	52%	100%	44%
Fairmeadows Foundation Primary School	2022	87%	94%	77%
Findern Primary School	21/22	75%	100%	75%
Hartshorne CofE Primary School	Not Available	Not Available	Not Available	Not Available
Heathfields Primary School	Not Available	78%	69%	56%
Hilton Primary School	2021	65%	63%	29%
Linton Primary School	21/22	65%	65%	65%
Melbourne Junior School	2023	69%	97%	64%
Netherseal St.Peters Primary School	21/22	50%	50%	50%
Newhall Community Junior School	2022	58%	58%	58%
Overseal Primary School	21/22	73%	87%	70%
Pennine Way Junior Academy	2022	59%	6%	59%
Repton Primary School	21/22	Not Available	Not Available	Not Available
Rosliston CofE Primary School	22/23	80%	70%	80%
Springfield Primary School	2022	unknown	unknown	unknown
St.Edwards Catholic Primary School	19/20	80%	60%	75%
St Georges CofE Primary School	2022	66%	100%	62%
St. Wystans Independant School	Not Available	Not Available	Not Available	Not Available
Stanton Primary School	22/23	unknown	unknown	unknown
Stenson Fields Primary School	19/20	12%	12%	12%
Walton On Trent Primary&Nursery school	2022	80%	80%	80%
Weston On Trent CofE primary School	2022	83%	100%	83%
Willington Primary School	Not Available	Not Available	Not Available	Not Available
Woodville CofE Primary School	19/20	61%	83%	53%

## 4 Financial Implications

4.1 The total initial set up cost for the programme will be £25,000. This includes all equipment and training requirements which will be provided by Elite Swimming. The contract with Elite Swimming is a 5 year contract during which they will continue to support the partnership.

4.2 The SDASP has in principle, provisionally agreed the delivery of 20 weeks of Swimming within the first financial year which will return a total of £38,000 in income.

4.3 The recruitment for additional ASP PE & School Sport Coach will cost the partnership £17,984 (inclusive of on costs), this is on a 35 hour a week, 33 weeks a year seasonal contract. The cost of the Lifeguard is £14,973 (inclusive of on costs) and this is on a 35 hour a week, 30 week seasonal contract. These posts will deliver the Swimming programme.

4.4 Please see a financial breakdown of the Swimming programme below over the next 4 year period:

	Projected 2024-25	Projected 2025-26	Projected 2026-27	Projected 2027-28
Salaries	32,957.97	32,957.97	32,957.97	32,957.97
Training	500.00	500.00	500.00	500.00
Tools & Equipment (Inc pool cost)	5,816.69	8,000.00	8,000.00	8,000.00
Insurance	6,000.00	6,000.00	6,000.00	6,000.00
Commission	1,900.00	5,700.00	5,700.00	5,700.00
Income	-38,000.00	-57,000.00	-57,000.00	-57,000.00
<b>Surplus/Deficit</b>	<b>9,174.66</b>	<b>-3,842.03</b>	<b>-3,842.03</b>	<b>-3,842.03</b>

4.5 Please note that the estimated income projections are very cautious. It is based only on the current level of provisional bookings for the remainder of this academic year and the schools that have in principle agreed to book into the programme beyond this year. No major promotion of the programme has been conducted. It is expected with promotion that the programme will exceed initial income projections.

4.6 There is no financial support required from the general fund, as the costs will be fully met via external PE and School Sport Premium from schools funding and/or the SDASP reserves. Below is the projected SDASP reserves over the next 4 year period, these figures include the swimming programme:

	rojected 2023-24	Projected 2024-25	Projected 2025-26	Projected 2026-27
Opening Reserve Balance	-448,395	-480,928	-480,879	-493,847
Draw down/Top-up	-32,533	49	-12,968	-12,968
Reserve Balance	<b>-480,928</b>	<b>-480,879</b>	<b>-493,847</b>	<b>-506,814</b>

## **5 Corporate Implications**

### **Employment Implications**

5.1 The Council has several employment policies in place that will be used to ensure that the proposals outlined in the report are implemented appropriately.

### **Legal Implications**

5.2 None directly from this report.

### **Corporate Plan Implications**

5.3 The proposals will support the Council to deliver services to the residents of South Derbyshire and fulfil projects across themes of the Corporate Plan, in particular:

P1.1 Support and celebrate volunteering, community groups and voluntary sector.

P2.2 Promote health and wellbeing across the District.

F1 Develop Skills and careers.

### **Risk Impact**

5.4 The Corporate and Departmental risk registers will be updated with any risks identified if they arise from this report. Also insurance is covered in the partnership with Elite Swimming and ASP has its own insurance which will cover.

## **6 Community Impact**

### **Consultation**

6.1 The SDASP makes positive contributions to the recent Active South Derbyshire Physical Activity, Sport and Recreation Strategy 2017-2022. It also delivers across the key themes within the Sustainable Community Strategy – Children and Young People, Healthier Communities, Safer and Stronger Communities and Sustainable Development. These documents were developed in consultation with South Derbyshire residents and organisations.

6.2 The roll out of the SDASP Swimming Programme will help alleviate the demand on the local Swimming pools within the area, therefore freeing up pool time for residents and supporters of the leisure facilities. The SDASP will work in collaboration DCC and local leisure providers to assist with this.

### **Equality and Diversity Impact**

6.3 This service is offered and is available to all schools within the District and engages all school-aged participants.

### **Social Value Impact**

6.4 Nationally, physical inactivity costs the economy millions of pounds per year. By supporting the District's least active population to get and stay active, it will work to improve an individual's / community's health and wellbeing and potentially reduce wider costs to society such as the health service.

## **Environmental Sustainability**

6.5 Where appropriate, delivery of opportunities takes place within local communities to reduce the barrier of rural isolation but also to enable people to cycle and walk to opportunities locally, which will potentially reduce traffic congestion and pollution.

## **7 Conclusions**

7.1 The proposal for the subsequent delivery of the SDASP Swimming Programme in partnership with Elite Swimming 'Pools to Schools' programme will contribute to the future sustainability of the SDASP.

## **8 Background Papers**

Appendix 1 Swimming Support Document 1

Appendix 2 Swimming Support Document 2

## Swimming Supporting Document 1

Following thorough consultation with the schools of South Derbyshire they are reporting a range of barriers that are negatively affecting their ability to offer their students the opportunity of 15 hours of School Swimming during their Key Stage 2 journey and therefore the chance of them achieving the national benchmarks. The main barriers highlighted include.

- 1 Increased cost of transportation of students to and from the pool.
- 2 Ever increasing logistical complications i.e., staffing, paperwork, etc.
- 3 Greater amounts of classroom learning missed therefore impacting on a student's wider attainment across other curriculum areas.
- 4 General cost of School Swimming programmes currently available.
- 5 Lack of pool availability in the local area.
- 6 Inclusion of SENd pupils accessing the swimming programme.

### Testimonial 1 – Rykneld Primary School (Mr Rob Cruise, Headteacher)

#### **Increased cost of transportation of students to and from the pool.**

The cost to the school last year, for the full year and for two-year groups came in at £13,312.50. This is significant in comparison to the price that we will be paying for the facility on site here at school in 2024.

#### **Ever increasing logistical complications i.e. staffing, paperwork, etc.**

I would not say this is an 'ever increasing' problem, just a problem that has always been there. Staff would sometimes change weekly and schools wouldn't know of this change until arriving. This then meant that teaching staff at the pool were not familiar with abilities which restricted earning time.

Other problems have been around paperwork in the sense that this was never an accurate job of the local staff. They didn't always complete it and by the end of a unit/half term, when asked who has achieved a certificate, the response was frequently, "I don't know". This was down to staff changes, lost sheets over the period of the time spent swimming or staff simply not completing paperwork. This then caused schools frustrations and indeed parents as children often missed out on certificates.

#### **Greater amounts of classroom learning missed therefore impacting on a student's wider attainment across other curriculum areas.**

This is a significant issue and always has been. Children would have a 30-minute lesson but would lose up to 2 hours of other time due to coach travel, changing times and then back again. This is the biggest issue of all.

**General cost of School Swimming programmes currently available.**

We did not obtain a price for this year from Meadowside as we had already chosen to opt for the pool on site.

**Lack of pool availability in the local area.**

Meadowside is the only pool on offer at this current time for a total of roughly 40 schools in east Staffordshire.

**Inclusion of SEND pupils accessing the swimming programme.**

All pupils have had access to swimming in the past, inclusive of SEND. We have not experienced a child who has not accessed swimming due to any additional needs.

**Testimonial 2 – St Edward’s Catholic Primary School  
(Mrs Kay Methven, Headteacher)**

**Increased cost of transportation of students to and from the pool.**

The cost for two classes to go swimming in the 2022/23 academic year was £7500. This does not include transport cost as the classes walked to the leisure centre.

**Ever increasing logistical complications i.e. staffing, paperwork, etc.**

This issue has had multiple impacts on our school in the previous academic year. Due to the number of staff needed to walk the class to the leisure centre has meant that sometimes the HT has had to support these sessions. Also due to so many staff needed to go then all these staff are out of action from their duties for a long period of time.

With regards to the swimming teaching staff, it tended to be that the fully qualified swim instructor was teaching the children that can already swim and the support staff would have to try and teach the beginners the techniques and how to swim.

**Greater amounts of classroom learning missed therefore impacting on a student’s wider attainment across other curriculum areas.**

Moving towards the pools to school’s programme the children will roughly gain back 36 hours across the year back into the classroom and vital learning time.

**General cost of School Swimming programmes currently available.**

St Edward’s did not obtain a price from DCC swimming.

**Lack of pool availability in the local area.**

There is very limited access for our classes to attend Greenbank LC and therefore we have been given in the past time slots that don’t really suit the academic day. Also, from knowing the local area there has been a greater demand on the leisure centre as a local pool used by other schools has been closed for refurbishments.

### **Inclusion of SEND pupils accessing the swimming programme.**

Having the pools to schools programme will assist us as a school with allowing all students to attend the swimming programme. As a school we have a student with high level EHCP who would not be allowed to attend 'normal' swimming lessons due to their needs but with the pool being on site this will allow for the certain child to access the pool.

### **Testimonial 3 – Fairmeadows Foundation Primary School (Mr Andrew Reeves, Headteacher)**

We have traditionally used Greenbank for our swimming lessons dating back to at least 1999. The last time we paid for swimming including transport the cost was around £6000. It was inconvenient, time consuming and increasingly a battle with other schools to take an afternoon slot to minimise curriculum disruption of core lessons. We pivoted to an on-site swimming solution last year. The total cost was £6800 including one off payments for installing the relevant electricity supply.

The advantages were as follows:

1. There were no lost time transporting pupils to the swimming pool. (1.5 hours of lost time for a 30-minute lesson.)
2. Multiple groups could swim. We were able to offer swimming lessons to 120 pupils per week, over the usual 30.
3. Expert coaching. In groups of 10 pupils received expert swimming teaching, our teachers were not used to supplement instructors meaning each pupil was taught by a qualified and certified instructor and not staff who might have a few hours CPD under their belt.
4. SEND. SEND pupils could swim in smaller groups and were able to fully access the facility which has not always been the case at Greenbank due to size, travel, smells and the presence of the public etc.
5. Safety. The work of risk assessing the activity was far more straightforward and included fewer opportunities where children could be exposed to safeguarding risks/safety risks.
6. After school clubs. The teacher and lifeguard could stay beyond the school day and offer children in Year 1 and 2 or disadvantaged pupils swimming sessions paid for by parents or from the school PP fund.
7. Curriculum enrichment. Pupils were swimming for 30 minutes a day every day in a set window meaning the curriculum time lost was minimal.
8. Intensive period. Pupils swim for 4 weeks, each day, every day at school. This intense repetition helps them improve quickly and gain confidence. It also means a shortened window of disruption and less learning lost between lessons.
9. In total 138 pupils swam last year and the same will be true this year. This means that a pupil in Year 3 will swim for 40 hours during their time at Fairmeadows. A pupil in Year 3 operating at Greenbank will swim for 16 over the same four-year

period. Overall, we are able to offer 80 hours a year in swimming lessons against 16 hours a year.

It is a wonderful initiative and we have found the future of our swimming teaching.

#### **Testimonial 4 – Linton Primary School (Michelle Dytham, Deputy Headteacher)**

Linton Primary School have used the local swimming pools within the area for a number of years, however, for multiple reasons we have decided to move away from the traditional delivery method of School Swimming and are excited to undertake this new method of School Swimming. We would love it to be with the SDASP. These main reasons include:

- Our students will not lose as much classroom time due to complicated logistical issues, this is vital to maximise our students attainment. This also effects our School staff as well in order to meet safeguarding ratios. We find that we have to commit a large number of staff to attend the local pools with the students which we have to withdraw from other classes. Again this then has an impact on other students attainment throughout our School.
- Financially this new School Swimming method is far more financially viable for our School which is important when School budgets are so tight.
- SEND students will be able to complete their Swimming lessons in far smaller groups therefore maximising their Swimming development with smaller Instructor to student ratios. We have previously found this not to be the case with local pools.
- For students that do not meet the end of KS2 National Swimming benchmarks we would love to offer our students the opportunity to access an additional intervention programme although this is not an option due to pool availability. With this new method we will be in a position to offer this provision to the relevant students.

#### **Testimonials given from Elite Swimming –**

I just wanted to give some feedback on our swimming session with ELITE Swimming yesterday. It was one of my favourite ever days in my 22 year teaching career! I have never taken Year 1 children anywhere near a swimming pool, but the awe, wonder, excitement and pride on their faces took away all of the nerves I personally felt before the session. The ladies in charge gave me total confidence that the children were 100% safe at all times.

***Miss H Farrell, St Augustine's Catholic Primary School, CV6 3BL***

The children love it, and the staff you have sent over are wonderful. Eddy is a dream and he's built up a lovely relationship with our children. We have already signed off a class of children and are moving onto year 5, so that's 3-year groups swimming now.

***Sue-Ellen Lamb Headteacher, Race Leys Junior School, CV12 8HG***



### ASP Swimming –

ASP Swimming is going to be South Derbyshire Active Schools Partnerships new format and way of teaching young children to swim and learn water safety. ASP Swimming aim is to support and provide a service that is flexible around the school and its timetables whilst also providing intense 30-minute swimming lessons throughout a multiple week period.

### Student Learning Outcomes –

- Perform safe self-rescue in different water-based situations
- Swim competently, confidently, and proficiently over a distance of at least 25m
- Use a range of strokes effectively, including front crawl, backstroke, and breaststroke

### What we provide –

- Filtered and Heated pool on your school premises
- Qualified swimming teachers and lifeguards (6 hours per day)
- Insurance
- Staff to assemble and disassemble all equipment
- Option of Extra-Curricular out of hours swimming lessons

### Swimming Hours -

	1 Class	2 Classes	3 Classes	4 Classes
2 weeks	16.6 Hrs	8.3 Hrs	5.5 Hrs	4.16 Hrs
3 weeks	25 Hrs	12.5 Hrs	8.3 Hrs	6.25 Hrs
4 weeks	33.3 Hrs	16.6 Hrs	11.1 Hrs	8.3 Hrs

- \*All sessions would be 30 minutes
- \*1 class of 30 would be split into 3 groups of 10
- \*All timings are per student
- \*Bespoke programmes can also be arranged and altered throughout the delivery

### Pool Information -

The swimming pool will be 32x16 ft with 1.1m Depth. The pool itself will be enclosed under a structured tent measuring 12m x 6m. Out of use the pool will have a cover which will keep the pool safe and out of use but also clean and tidy for next use. Whilst in use the pool will be kept between 26 - 31 degrees Celsius meeting the guidance suggested and consistent checks for the correct chemical levels throughout the period of the pool being used. During the school day the pool will be always staffed, or the exterior tent will be locked.

### Student Assessments –

- Each student will be formally assessed across the course of delivery
- Assessments will align with both Swim England frameworks (National Governing Body for Swimming) and the National Curriculum
- At the end of the booking a full report will be sent to the school





#### FAQ's -

#### **ARE THERE ANY ADDITIONAL COSTS?**

We have calculated that on average the water and electricity costs for 2 weeks is £400. The only other additional cost is to install an outdoor electrical point which we will provide some form of financial support for.

#### **WHAT ARE YOUR HEALTH AND SAFETY PROTOCOLS?**

During the school day, a member of our team will be always at the pool, even when the pool is not in use. When the school is closed, the marquee will be locked and the ladder to gain access to the pool is removed.

#### **DO WE NEED A SCHOOL RISK ASSESSMENT?**

South Derbyshire Active Schools Partnership will provide and have any risk assessments you will need.

#### **WHAT INSURANCE DOES THE SCHOOL NEED?**

NONE. Everything is covered under South Derbyshire Active Schools Partnership insurance policies.

#### **WHAT ARE THE CHANGING PROTOCOLS?**

All schools are different, most schools can find a secure area for children to get changed in however, we will provide 2 secure gazebos where boys and girls can get changed separately. The changing facilities will be provided with clean floors, seated facilities, and boxes to store bags and clothing in.

#### **WHAT IS A TYPICAL TIMETABLE?**

The timetable will be completely up to the school. We advise 30 minutes intense lessons. Some Schools target specific year groups and some prefer to get all year groups some time.

Any other queries or questions please contact Liam Goode on [Liam.goode@southderbyshire.gov.uk](mailto:Liam.goode@southderbyshire.gov.uk)





Insurance Breakdown –

**Setup of all kit** – Swimming Pool – The swimming pool will require the steel poles clipping together into the correct frame shape and then the lining of the pool will be installed and attached through the poles that have been secured. The 10x5m pool will also have a soft foam matting underneath that will be clipped together and placed in position prior to the completion of the pool build.

**Risks/Hazards** - To reduce any risks during the build all manual handling courses will be completed and anything that ways over 25kg in weight will be moved and assisted with a trolley or two staff members.

**Outer Shelter** – The outer storage tent will be a steel frame storage unit that will be put together easily with wingnuts and bolts. Once the frame is up using ropes and ladders the outer sheets will be attached to the framework with string ties. Once this is all complete, 10-15kg water weights will be placed on each leg of the tent.

**Risks/Hazards** - There are a couple of key risks when setting up the storage shelter. First is the manual handling of all the kit. All staff will again be manual handling trained and ensured that this is kept up to date. Secondly all staff will have training prior to delivery of how to set up the tent and how to take it down. Again, working with a partner will be key, when attaching the outer panels, ladders may need to be used so one staff member to climb the ladder and the second to hold and secure them in place.

**Small Changing Gazebos** – The small changing Gazebos will be 3x3m pop up gazebos. This will be a case of moving into position, pull out and pop up. Attach to main shelter and then secure to the ground. To secure these to the ground, we will use again the same 10-15kg water weights. These will have lights in due to them being black out tents to stop any viewing into the changing facility.

**Risks/Hazards** - Manual handling will need to be completed to ensure safety of all staff. The lights will hopefully use solar panels to power them to save extra cables running to the pool.

**Heater/Filter** – Both pieces of equipment will need power sourced from the school. The heater will need a 32 amp isolator socket and the filter will run of the mains system.

**Risks/Hazards** – The risks for the heater and filter will be the electrical cables running from the school to the heater/filter. These cables will be covered up with rubber sealant mats to cover over the cables. Secondly, we will place warning signs to make people aware of the trip hazards.

**Storage of equipment** – All equipment will be stored in a new van that will be kitted out with different sections to purpose fit all the equipment needed for the pool. This van will also have a lockable cupboard to store the chemicals that will be needed to keep the pool at the correct chlorine and sanitisation levels. Finally, the van itself will be stored and locked in a compound that can't be accessed unless getting the keys from a secure safe away from the compound. The compound itself has CCTV in it and is locked all the time unless in use.

**Pool use** – In use – when the pool is use there will be a minimum of 2 staff. One being a level 2 swimming coach with lifeguard qualification and then the second staff member being the main lifeguard for the day. At no point will there be any children in the pool without the 2 staff members there.

The participants will be required to use a small cleaning pool to wash their feet on entrance and exit of the pool. This will be put in place to keep the pool clean and to reduce the risk of any viruses etc that can be contaminated through the water.

When not in use – when the pool is not in use (breaks/overnight) the cover of the pool will be pulled over to secure the water. Secondly, the ladders to assist any users to get in the pool will be removed and stored in a secure place inside the school premises. Also, the main tent with the pool in it will have the door panels pulled shut, the secure cable pulled through the eyelets and then secured with a padlock. Finally, there will then be a sign placed on the door stating no unauthorised access to anyone at any point.

#### **Risk assessments/check lists –**

Check Lists – Each morning there will be a checklist which both staff members and a school staff member must complete and sign. This will include a walk around of all the equipment making sure that all looks visually okay and that everything looks good for the day ahead. Once this is complete, this will be stored in a folder file for the remainder of the delivery. Just after lunch break this checklist will be completed again by only 1 staff member and then will be completed again at the end of the day by both staff members and school staff.

The pool will also include a checklist which will cover things like temperature checks, chlorine and sanitisation checks etc. This again will be all recorded every hour that the pool is in use. These will also be completed at the start and end of every day and must be signed off by both SDASP staff.

Finally, the last check that will also be completed every hour is the wind. This will be recorded from an anemometer. If the winds get above a certain MPH then the pull will be shut down to reduce the risk of any further injury or dangerous practice. If the readings are close to the maximum, it can be then these checks will be increased to every 15 minutes.

Risk assessments – All risk assessments will be completed and signed off with our Health and Safety lead Anthony Guest. These will include the build of the equipment, take down of equipment, general practice of lessons, chemical storage, chemical use, wind readings, lighting, safety of around the pool, securing the tent and pool, preparation of the pool, changing facilities, use of ladders, small pools prior to entrance and exit etc. All staff will sign to say they have read the RA in depth and a copy will be handed to each school when delivering the session.

Student and staff briefing – at the start of every school deployment, there will be a small assembly to outline the rules and regulations of the swimming course to follow. Once this has been completed the headteacher of the school will sign the contract with the key safety points on throughout the weeks. There will then also been a safety sign poolside to remind the children of these rules.

<b>REPORT TO:</b>	<b>HOUSING &amp; COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM:7</b>
<b>DATE OF MEETING:</b>	<b>01 FEBURARY 2024</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>SEAN MCBURNEY – HEAD OF CULTURAL &amp; COMMUNITY SERVICES – <a href="mailto:sean.mcburney@southderbyshire.gov.uk">sean.mcburney@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>BEAT THE STREET 2024</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL WARDS</b>	<b>TERMS OF REFERENCE: (See Notes)</b>

## **1.0 Recommendations**

- 1.1 To approve the financial contribution from earmarked reserves to fund the 12-month physical activity and active travel intervention project Beat the Street across the whole district.

## **2.0 Purpose of the Report**

- 2.1 To detail what the 12month project entails.
- 2.2 To highlight the key benefits to the district and its communities.
- 2.3 To detail the financial contributions required and other funding opportunities from partners.

## **3.0 Executive Summary**

- 3.1 Beat the Street is a mass participation behaviour change programme which transforms activity levels and improves mental and physical well-being across communities.
- 3.2 Beat the Street covers an entire local population, targeting priority groups and has a simple game at its heart. The game incentivises people to get active together with their community and shows people how making small changes to every-day life can have big benefits.
- 3.3 The game phase is at the core, enclosed by a planning stage and post-game support for partners and residents to help deliver long-term, sustainable change. In addition to the behaviour change, the programme provides partners with a huge amount of data and insight; evidence and evaluation are key.
- 3.4 In spring 2023 Beat the Street was delivered across the urban core. Around 12.6% of the population (6,365 people) [Page 84 of 148](#) in Swadlowcote took part in the Beat the Street

programme, travelling a distance of 50,189 miles over the six weeks. The data collected during registration, showed that the programme successfully represented the communities living in Swadlincote. 28% of participants were living in areas of high deprivation (IMD 1-4). Registration data also showed that 34% of adults (n=1842) and 50% of children (n=1525) reported being inactive at the start of the game. Analysis of post game data provided by participants showed that there was an increase in levels of activity amongst adults and children. See Appendix 1 for more details.

3.5 The proposal for 2024 is to expand the game to cover the whole district.

#### **4.0 Detail**

4.1 The Beat the Street game takes place over a 4 or 6-week period across an entire local area. We place RFID sensors called “Beat Boxes” on street furniture, parks and green spaces. Local residents are provided with RFID cards and then walk, run, cycle or roll between boxes, tapping their cards on the boxes and earning points for themselves and their team as they do so. The game is displayed on a website where leaderboards contain school, workplace and community teams all on a journey together. Social and traditional media and marketing materials help create an engaging programme that attracts some of the hardest to reach in the population.

4.2 Adults and children provide health and demographic data via online registration which also allows them to join a team. Social media and newsletters keep players updated on progress and engaged with local events and activities.

4.3 Surveys conducted post game and 6 & 12 months later provide evidence of sustained behaviour and attitudinal change.

4.4 Following the game local partners work together to sign-post participants to ongoing activities and support residents to remain active. The Beat the Street communication platforms remain active for 6-12 months post game which provides a trusted brand to signpost and motivate residents. The programme provides evidence of improvement to physical and mental wellbeing, social cohesion, addressing inequalities and active travel.

4.5 Beat the Street is backed by a wealth of evidence. In fact, Sport England see Beat the Street as one of the most cost-effective ways to lift populations out of inactivity and therefore tackle stubborn health inequalities. With Sport England’s support, in the past 3 years the programme was a huge success, reaching 401,964 participants in 27 areas and more importantly provided evidence of sustainable behaviour change and reaching areas of deprivation.

4.6 Beat the Street meets many outcomes outside of physical activity which can tie into existing initiatives across the county and help reach strategy objectives around public health.

Getting participants to visit local green spaces

Showcasing cultural sites.

Increasing active travel levels across Swadlincote.

Supporting local businesses

Growing the social economy

- 4.7 In addition to this, the programme will provide South Derbyshire District Council (SDDC) and other local partners with a huge amount of data and insight, which can then be used to aide future commissioning decisions.
- 4.8 Intelligent Health – the company behind this initiative. take on all the responsibilities of delivery. However, they will have regular project calls with relevant persons at **SDDC** and listen for guidance and direction to best suit the needs of local residents.
- 4.9 It would take place across the whole district as illustrated below.



- 4.10
- 4.11 It would include the **45** schools listed below, many community groups and local businesses. The programme would look to engage **8523** participants. Appendix 2 lists all the schools and pupil numbers.
- 4.12 The 12-month programme would include 2/3 months of engagement work prior to the game-phase. This includes the recruitment of the local Engagement Coordinator, the bringing together of local partners and stakeholders in the Steering Group and contacting of local community groups and businesses to tell them about the game and how they can get involved.
- 4.13 The game phase would be planned to happen around May, as the weather improves and the end of the game phase to coincide with the festival of leisure.
- 4.14 This comprehensive 12-month behaviour change programme with full evaluation and insight collection includes:
- Recruitment and salary of a local Engagement Coordinator who would work full-time for 6-months (approx. £25k per annum)
  - A designated Project Manager
  - A designated Client and Programme Manager
  - Full mapping and risk assessment of Beat Box locations
  - Beat Boxes, installed, decommissioned and maintained across the whole area
  - A huge amount of data and insight from the people of Swadlincote as they complete a health questionnaire when registering
  - A specific Beat the Street Swadlincote website with live leaderboards and player log-in
  - All game materials including thousands of Beat the Street Swadlincote branded RFID cards and printed maps
  - A prize fund
  - A curated box of materials sorted and delivered to every participating primary school in the area including parent packs and banners

- In-depth evaluation reports provided at the end of the game, 6 months post-game and 12-months post game detailing the social and financial benefits of the programme
- An online dashboard so that SDDC can view the statistics and data of the game in real-time
- The creation and chairing of a local Steering Group, bringing together local leaders and representatives from groups across the VCSE sector, social prescribing, active travel and the environment to share insight.
- A full marketing campaign including social media campaigns, local press and newsletters
- Full support from Engagement Team and Marketing Team at Intelligent Health head office

## **5.0 Financial Implications**

- 5.1 The cost for the district wide 12-month programme would be £150,569 plus However, we have secured funding from Sport England, meaning the contribution from SDDC will be £90,341.40 (excl VAT).
- 5.2 This will be funded from Active communities earmarked reserves. So, no impact on general fund.
- 5.3 Derbyshire County Council Public Health team contributed £5,000 to the project last year and The National Forest Company have contributed £10,000 to the project last year. Both organisations have indicated they would look to support again in 2024. Other partners, such as Active Derbyshire may contribute as well once we have agreed we are delivering this project in 2024. However, SDDC would have to pay intelligent Health the initial £90,342.40 (excl VAT) to initiate the project and then SDDC would receive funding from other partners to subsidise.
- 5.4 This is the only product like this on the market so procurement exemptions will be applied as before.

## **6.0 Corporate Implications**

### **Employment Implications**

- 6.1 The Engagement Coordinator will be employed directly by Intelligent Health. Our Active Schools Partnership team will help promote within schools. This initiative fits in with many of the Cultural & Communities Service priorities that many of the team will be helping to promote and sign post residents and communities to this project.

### **Legal Implications**

- 6.2 A Service level agreement and data sharing agreement will be drawn up and agreed between Intelligent Health & SDDC,

### **Corporate Plan Implications**

- 6.3 This project will support several corporate plan objectives.
- Work with residents, businesses, and partners to reduce their carbon footprint.
  - Enhance the appeal of Swadlincote town centre as a place to visit.
  - Improve public spaces to create an environment for people to enjoy.

## **Risk Impact**

- 6.4 This product is recognized and endorsed by Sport England and Active Derbyshire. So, from their successful track record partnering with Intelligent Health to deliver Beat the Street will have minimal risks. Risks will also be minimised with a robust service level agreement and data sharing agreement.

## **7.0 Community Impact**

### **Consultation**

- 7.1 The initiation phase of this project will bring together community groups and stakeholders to help shape the delivery. Also, there are surveys to participants through out the delivery and legacy phases.

### **Equality and Diversity Impact**

- 7.2 The game and project are extremely inclusive and aim to target the hardest to reach when it comes to physical activity.

### **Social Value Impact**

- 7.3 There will be significant social value delivered from this intervention. The programme provides evidence of improvement to physical and mental wellbeing, social cohesion, addressing inequalities and active travel. As well as delivering positive experiences for children and young people.

### **Environmental Sustainability**

- 7.4 This project will help support Active Travel across the region.
- 7.5 All materials used for this project are recyclable – maps, cards etc. The Beat Boxes are then serviced and deployed to another area once our game has finished.

## **8.0 Conclusions**

- 8.1 That the committee supports the approval of the financial contribution of £90,342.40 from earmarked reserves to initiate the project.
- 8.2 The committee also supports the partnering with other organisations for additional funding to offset this initial cost. Such as National Forest Company, Public Health, and Active Derbyshire.

## **9.0 Background Papers**

- Appendix 1 – 6 month post game report  
Appendix 2 – Beat the Street 2024 proposal.





# Beat the Street Swadlincote Six month report 2023





## Contents

3. Executive summary
4. Post game engagement
6. The Impact - Capturing the data
7. Player Feedback
9. Results
  - Active Travel
  - Adult Physical Activity
  - Children Physical Activity
  - Adult Mental Health and Wellbeing
  - Nature Connectedness
13. Additional Feedback
14. Conclusion

## Executive summary

Beat the Street is run by Intelligent Health. Founded by Dr William Bird MBE, our mission is to create resilience and improve health by connecting people to each other, their communities and their environment. We engage communities, share knowledge of the foundations of good health and provide data analysis for actionable insight.

In Spring 2023, around 12.6% of the population (6,365 people) of Swadlincote took part in the Beat the Street programme, travelling a distance of 50,189 miles over the six weeks. The data collected during registration, showed that the programme successfully represented the communities living in Swadlincote. 28% of participants were living in areas of high deprivation (IMD 1-4). Registration data also showed that 34% of adults (n=1842) and 50% of children (n=1525) reported being inactive at the start of the game. Analysis of post game data provided by participants showed that there was an increase in levels of activity amongst adults and children.

Through this report we will examine some of the activities and communications that have taken place since the game ended alongside analysis of responses to the six-month survey sent out to participants.

The findings show that people feel they have been more active since Beat the Street ended, as well as seeing increased levels of wellbeing amongst adults.

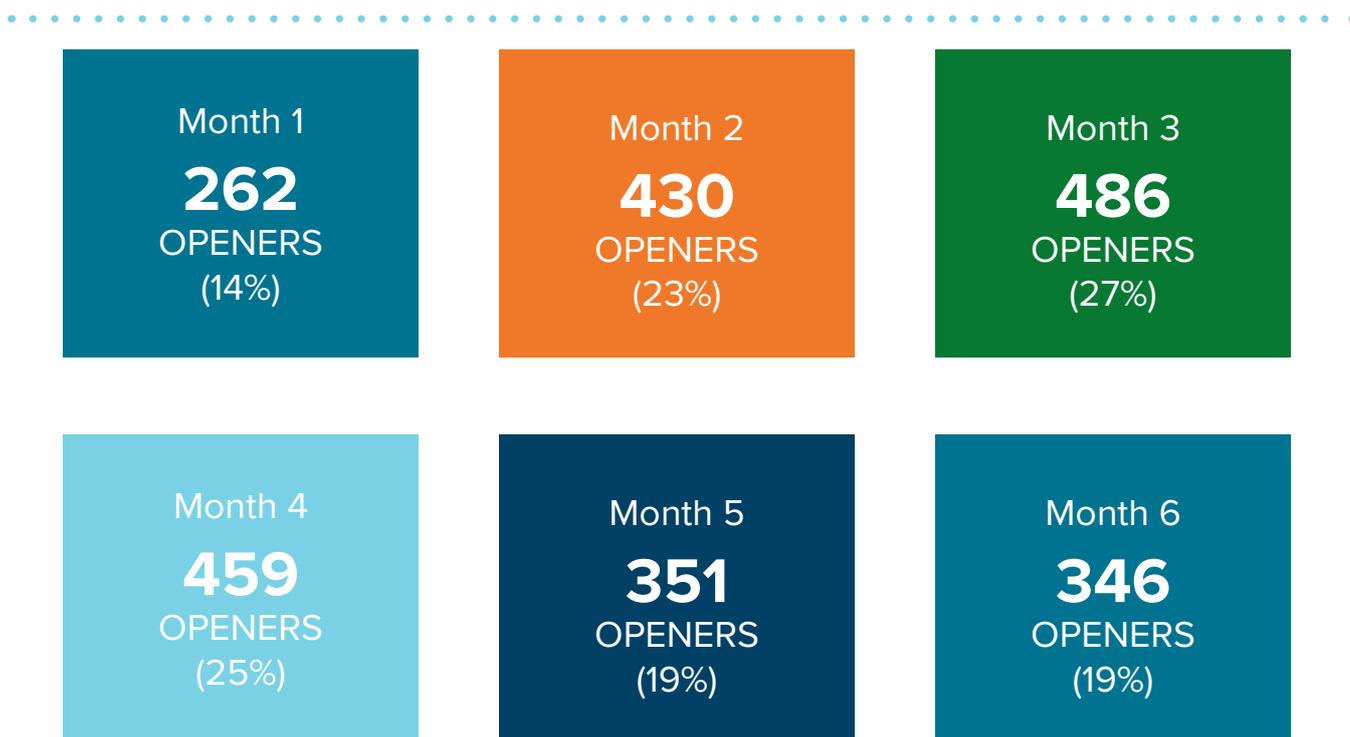
**“Since I started Beat the Street I have walked over 500 miles and lost almost 5 stone.”**  
Male, 40s



## Post game engagement

The legacy phase of Beat the Street aims to capitalise on the engagement of communities generated through the game. In Swadlincote, we wanted to raise awareness of existing physical activity opportunities as well as supporting the work of South Derbyshire Walking Consortium.

A monthly e-newsletter was sent out to 1,810 people which included wellbeing resources, community events and services, local organisations, local volunteering opportunities, national campaigns, local events and competitions.



This content was also shared across the Beat the Street Swadlincote social media platforms (Twitter, Facebook, Instagram). We also used Beat the Street social media to share partner posts, helping to broaden their audience.

## Walk Derbyshire

The legacy phase of Beat the Street would support the work of Walk Derbyshire's Community Engagement Pilot and their target wards in Swadlincote. The vision of Walk Derbyshire is to make every day walking the norm for all residents of Derbyshire. The Community Engagement & Co-production Pilot was set up to further understand what support people need to encourage them to walk more, as well provide insight and learning to inform future funding opportunities.

Data from the game phase provided up to date information on activity levels, movement data and feelings of safety for residents living in the targeted wards. We further segmented this data for people living with a long term condition and/or a disability, a focus of the Co-Delivery Pilot in Swadlincote.

## Family Fun Run

In July, 3 months after the game ended, our Engagement Coordinator organised a Beat the Street Family Fun Run in collaboration with Swad Joggers, Rosliston parkrun and Swadlincote Junior parkrun with support from South Derbyshire District Council. In total 89 children and 48 adults took part in the fun run and 18 volunteers from local groups and organisations came together to make the event possible. At the event, all participants were given a certificate with information on the back about other running groups and parkruns in the area.

# Running Clubs in Swadlincote



Why not join a running club? You have plenty to choose from in Swadlincote!

- Swad Joggers - email: [swadjoggers@gmail.com](mailto:swadjoggers@gmail.com), Facebook: [swadjoggers](https://www.facebook.com/swadjoggers)
- Swadlincote Junior parkrun - email: [swadlincotejuniors@parkrun.com](mailto:swadlincotejuniors@parkrun.com), Facebook: [swadlincotejuniorparkrun](https://www.facebook.com/swadlincotejuniorparkrun), Twitter: [swadlincotejnr](https://twitter.com/swadlincotejnr)
- Rosliston parkrun - website: [www.parkrun.org/rosliston](http://www.parkrun.org/rosliston), Facebook: [roslistonparkrun](https://www.facebook.com/roslistonparkrun), Twitter: [Rslistonparkrun](https://twitter.com/Rslistonparkrun)
- Overseal Running club - email: [admin@orc.run](mailto:admin@orc.run), Facebook: [oversealrunningclub](https://www.facebook.com/oversealrunningclub)



“It was my first run and I cannot tell you how much fun it was and how much I enjoyed running with my son and wife, definitely be doing this regularly now. Thank you all involved.”

“It was a fabulous event, my daughter really enjoyed it and is so proud of her medal - Thankyou :-)”



## The impact after six months



**89%**  
of adults felt that  
they had remained  
active



**75%**  
of children felt that  
they had remained  
active



**2%**  
decrease in the  
proportion of inactive  
adults



**2%**  
decrease in adult  
car travel

## Capturing the Data



**6,365**  
total players



**82**  
adult matched pairs



**31**  
child matched pairs



**3,370**  
health surveys



**1,272**  
post-game surveys



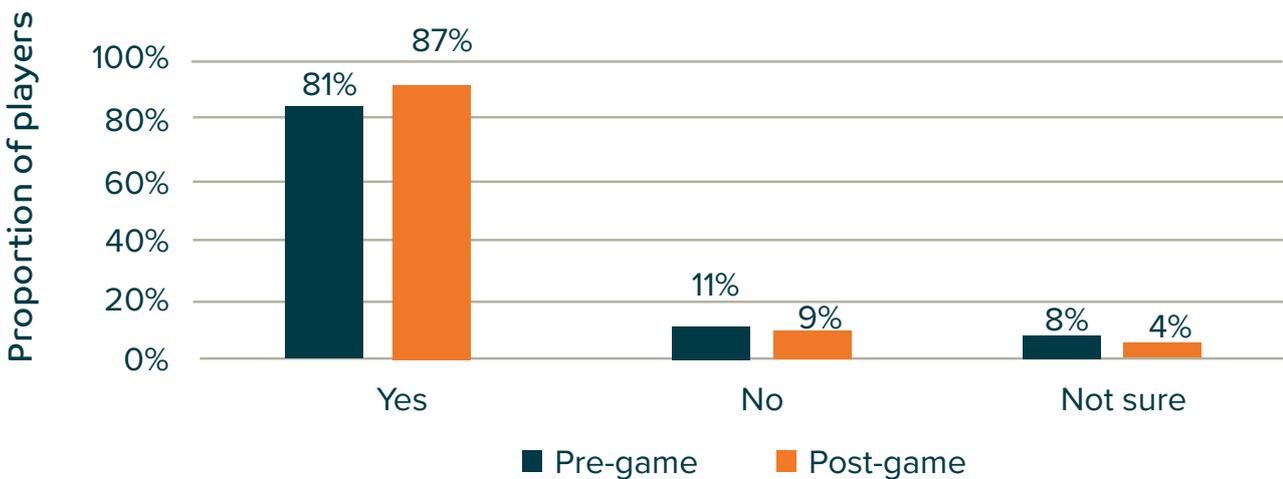
**139**  
six month surveys

# Player Feedback

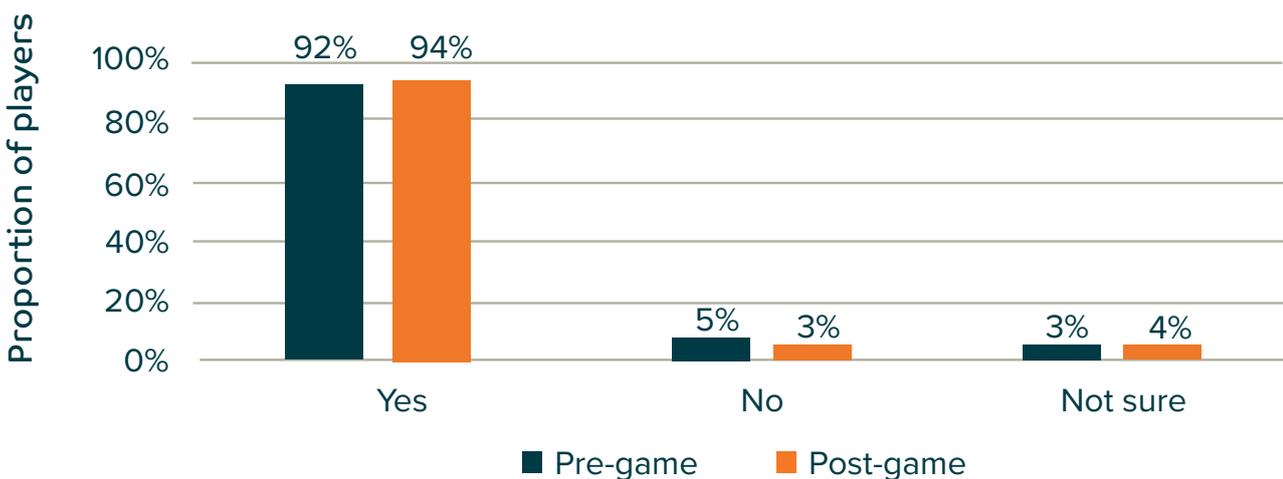
## Awareness of local opportunities

Following Beat the Street, the proportion of participants who know where to access local physical activity opportunities increased by 6%, from 81% to 87%. In addition, the proportion of participants who know where their local green space is located increased by 2%, from 92% to 94% (n=113 matched pairs).

**Do you know where to access opportunities for physical activity**



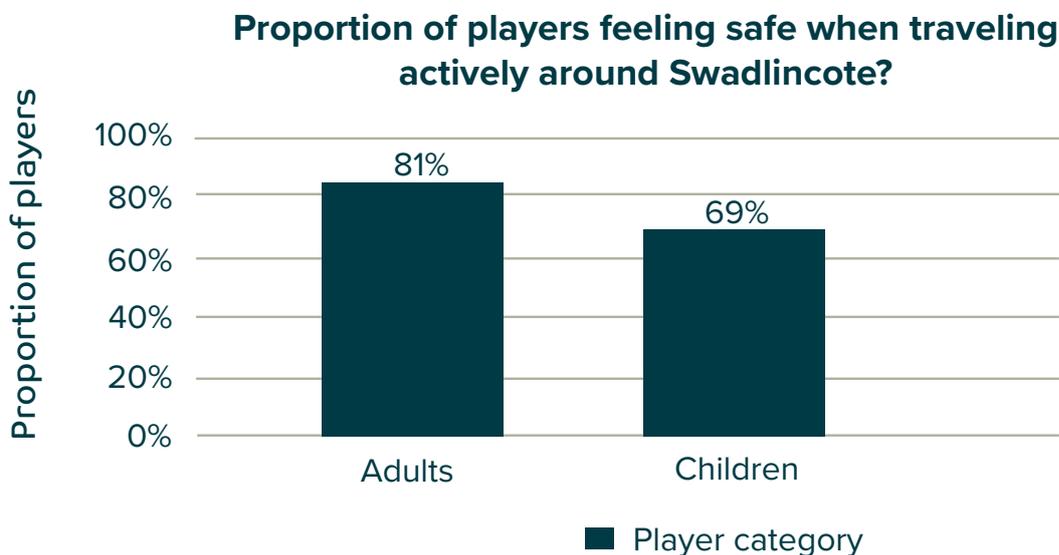
**Do you know where your nearest park or wood is?**



“More outdoor exercise and spending time with my family.” Girl, 11 and under

## Safety

Six months after Beat the Street had ended, 81% of adults (n=84) and 69% children (n=36) reported that they feel very safe or safe when travelling actively around Swadlincote. This suggests that safety may be a barrier for encouraging more children to actively travel around the town.



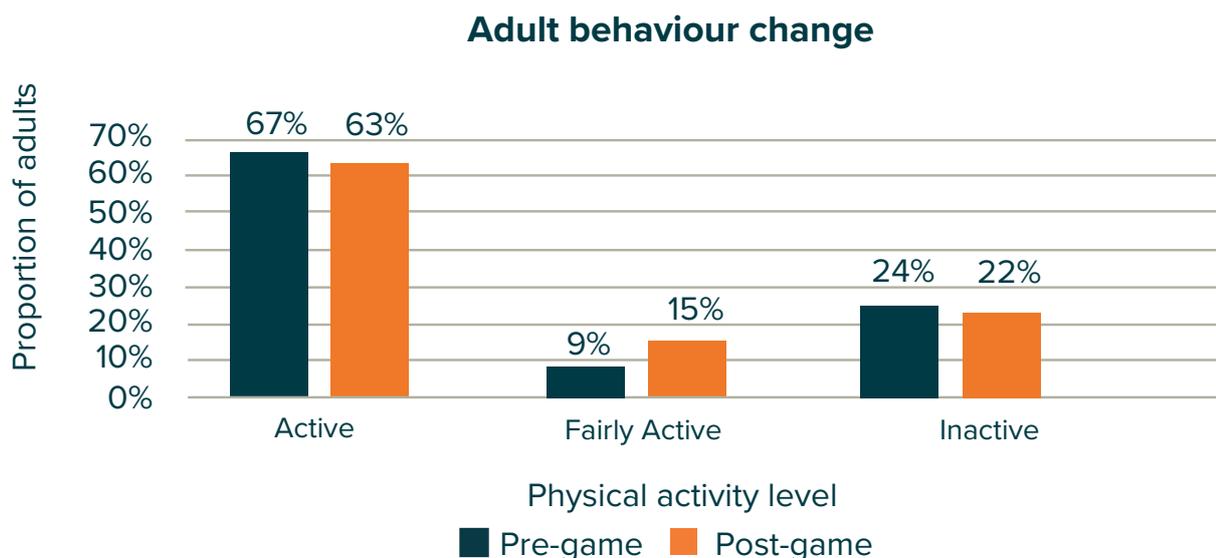
## Barriers to active travel

21% of respondents (n=136) reported that finding motivation to engage in physical activity is their major barrier. 20% of players reported that the cost of access is their challenge when it comes to partaking in physical activity opportunities. 18% of individuals indicated that the lack of physical activity opportunities in Swadlincote was a barrier for them.



## Adults physical activity

Six months after Beat the Street had ended, 89% of adults (n=83 ) reported that they remained active.



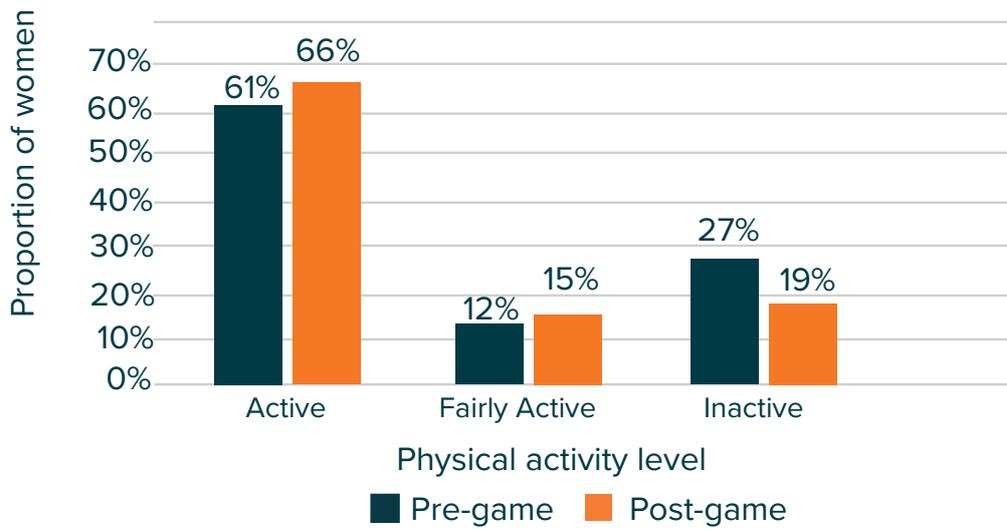
\*Definitions: Inactive = Less than 30 minutes a week Fairly Active = 30- 149 minutes per week Active = at least 150 minutes a week.

Overall, the proportion of adults reporting being inactive decreased by 2%, from 24% to 22% (n=82 matched pairs). When the data is segmented by gender, we can see that the behaviour change for women was greater. The proportion of inactive women decreased by 8%, from 27% to 19%, whereas the proportion achieving 150+ minutes of activity a week increased by 5%, from 61% to 66% (n=59 matched pairs).

“We all went out together for exercise as a family and was great fun.” Female, 40s

“Getting into cycling made the biggest difference.” Female, 50s

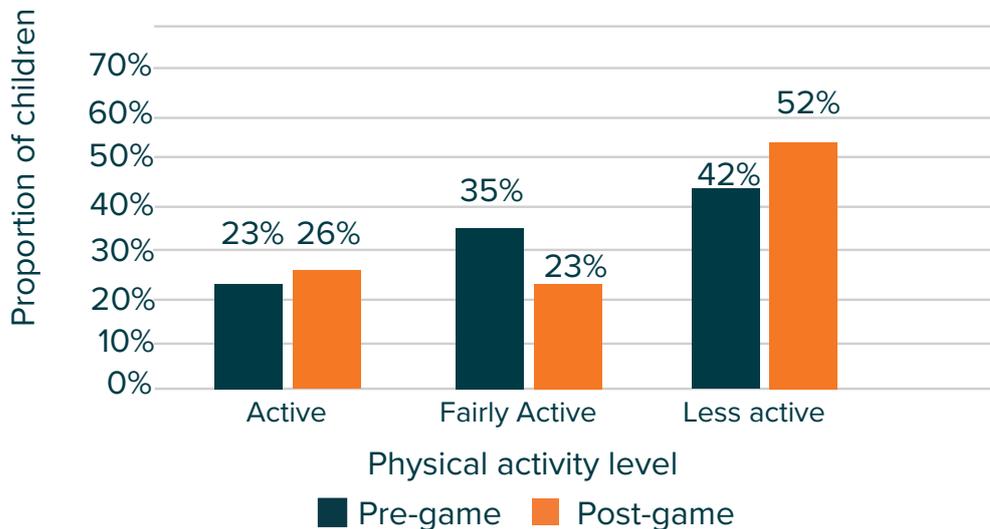
## Women's behaviour change



## Children's physical activity

Matched data was only available on 31 children. The findings demonstrated that whilst there was an increase in the proportion of children reporting being active, there was also an increase in children reporting as less active. Due to the small numbers, this data should be treated with caution.

## Child behaviour change



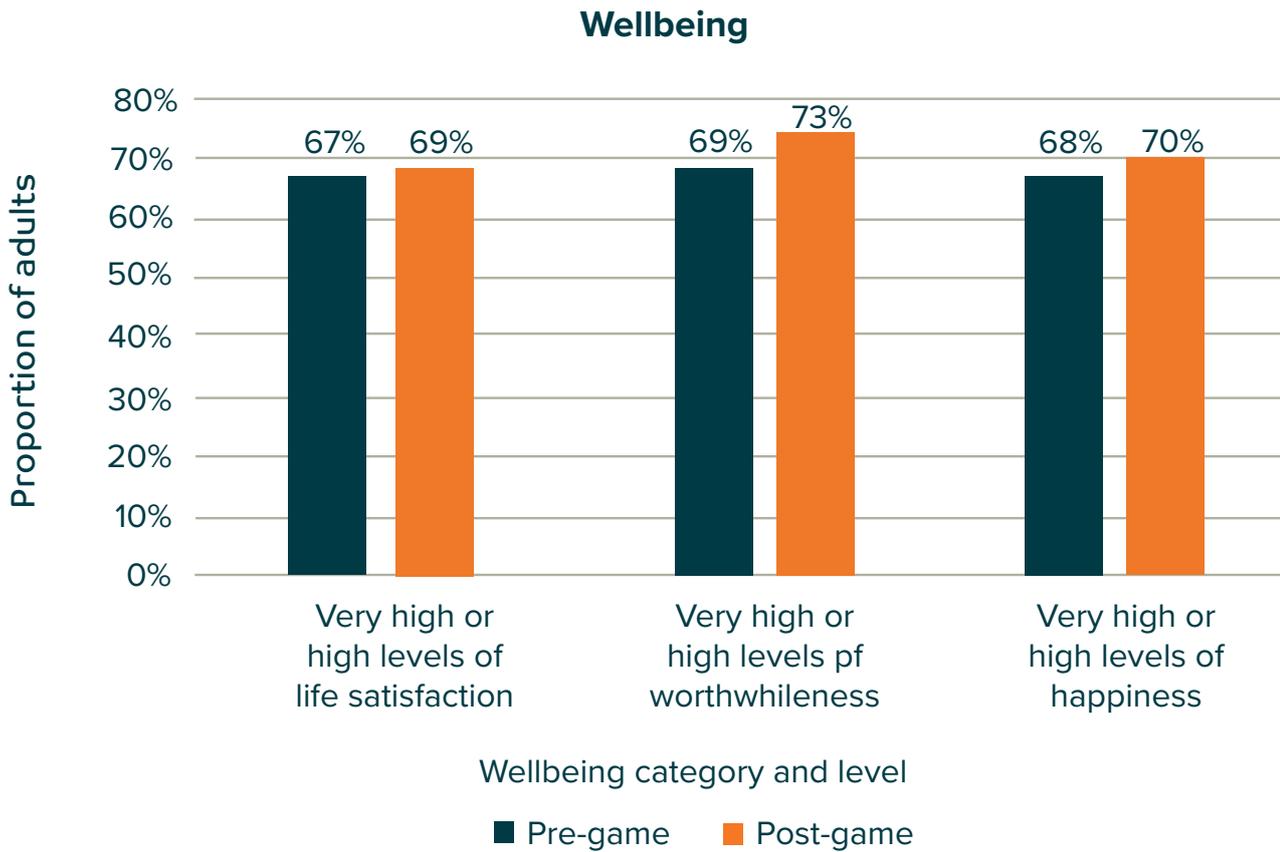
\*Definitions: Less active= Less than 30 minutes a day, Fairly Active = 30- 59 minutes a day, Active across the week = an average of 60+ minutes a day

“Continued interest in “treasure hunts.”  
 Boy, 11 and under  
 Page 49 of 148

“Gave us something extra to do together.”  
 Girl, 11 and under

## Adult Mental Health and Wellbeing

Six months after the Beat the Street game ended, participants reported higher levels of life satisfaction, worthwhileness and happiness. Based on 75 matched pairs, the proportion of adults experiencing very high or high levels of life satisfaction and happiness increased by 2%, from 67% to 69% and 68% to 70%, respectively. The proportion experiencing very high or high levels of worthwhileness increased by 4%, from 69% to 73% (n=75 matched pairs).



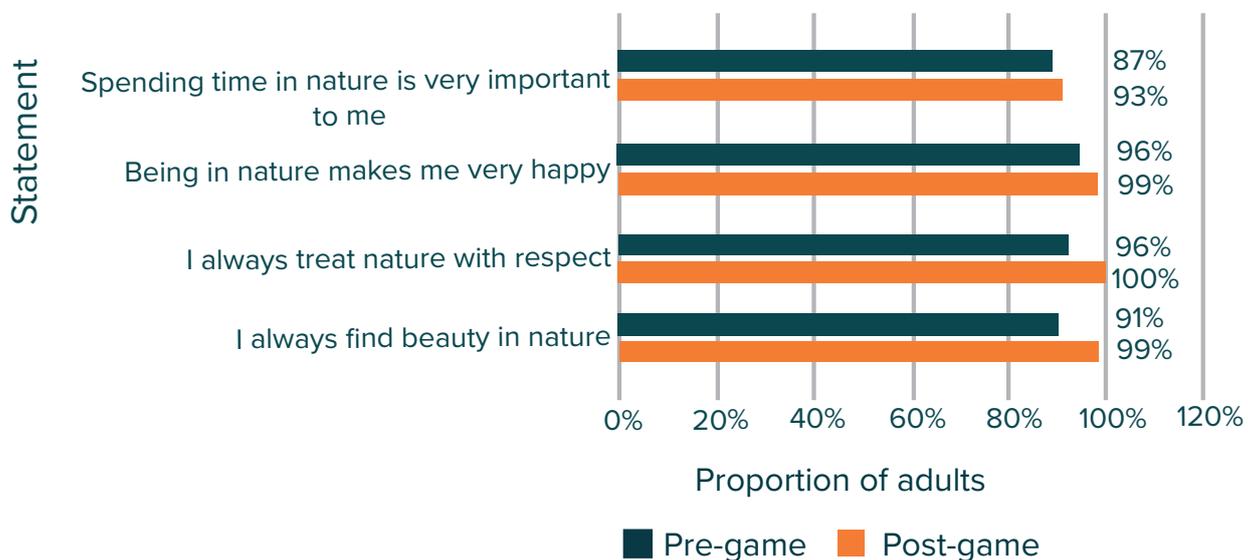
“It gave me and my daughter an extra thing to do together.” Female, 30s.

## Nature connectedness



Six months post Beat the Street, adults reported an enhanced connection to nature (n=68 matched pairs). The proportion agreeing with the statements “Spending time in nature is very important to me” and “Being in nature makes me very happy” increased by 6% and 3%, respectively. Furthermore, the proportion agreeing with the statements “I always find beauty in nature” and “I find being in nature really amazing” increased by 4% and 8%, respectively.

### Nature Connectedness



## Additional Feedback

“Walking helped us stay more fit and we still do it.”  
Boy, 11 and under

“Got me out the house more when it was around. Boy, 11 and under



## Conclusion

Beat the Street Swadlincote set out to increase levels of physical activity across the population, help address health inequalities and increase engagement with the National Forest. The programme also aimed to promote active travel and improve mental wellbeing amongst participants.

The post-game report sets out the findings that the six-week game phase had on participants by analysing survey responses, Beat Box tap data and social media and engagement activities. The findings demonstrated that people had become more active, used the game to travel actively and spend time in their local greenspaces.

This report has looked at the activities and communications that have taken place since the game ended alongside participant responses to a follow up survey sent out six months after the game ended. The findings suggest that adult participants have continued to stay active, have improved mental wellbeing and feel connected to nature. Physical activity behaviour change was the strongest for women. The proportion of inactive women decreased by 8%.

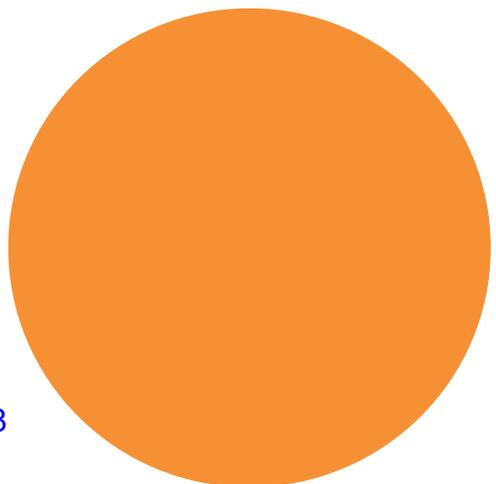
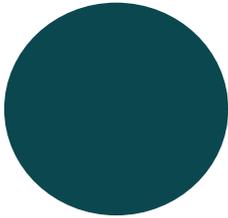
In the survey, participants were also asked questions to help us gain an insight into barriers to participation in physical activity and active travel. We found that 81% of adults and 69% of children reported that they feel very safe or safe when traveling actively around Swadlincote.

The proportion of participants aware of local physical activity opportunities rose from 81% to 87%, and familiarity with local green spaces increased from 92% to 94%. Motivation, cost and limited opportunities were the most cited barriers to people taking part in physical activity in Swadlincote.



Beat the Street was delivered by Intelligent Health.

For more information please visit: [www.intelligenthealth.co.uk](http://www.intelligenthealth.co.uk)





# Beat the Street South Derbyshire District Proposal

**November 2023**

*“A person’s health is determined by a range of social, environmental and economic factors. Tackling these can improve health outcomes and release pressure on our health system. We have created Beat the Street, to address the source of the problem.”*

Dr William Bird, MBE, CEO of Intelligent Health



## What is Beat the Street?

Beat the Street is a mass participation behaviour change programme which transforms activity levels and improves mental and physical well-being across a community.

**Over 1.7 million participants have taken part to date in over 170 places across the UK and Europe**

Beat the Street covers an entire local population, targeting priority groups and has a simple game at its heart. The game incentivises people to get active together with their community and shows people how making small changes to every-day life can have big benefits.

The game phase is at the core, enclosed by a planning stage and post-game support for partners and residents to help deliver long-term, sustainable change. In addition to the behaviour change, the programme provides partners with a huge amount of data and insight; evidence and evaluation are key.

The Beat the Street game takes place over a 4 or 6-week period across an entire local area. We place RFID sensors called “Beat Boxes” on street furniture, parks and green spaces. Local residents are provided with RFID cards and then walk, run, cycle or roll between boxes, tapping their cards on the boxes and earning points for themselves and their team as they do so. The game is displayed on a website where leaderboards contain school, workplace and community teams all on a journey together. Social and traditional media and marketing materials help create an engaging programme that attracts some of the hardest to reach in the population.

Adults and children provide health and demographic data via online registration which also allows them to join a team. Social media and newsletters keep players updated on progress and engaged with local events and activities.

Surveys conducted post game and 6 months later provide evidence of sustained behaviour and attitudinal change.

Following the game local partners work together to sign-post participants to ongoing activities and support residents to remain active. The Beat the Street communication platforms remain active for 6-12 months post game which provides a trusted brand to signpost and motivate residents. The programme provides evidence of improvement to physical and mental wellbeing, social cohesion, addressing inequalities and active travel.

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“We know that the past year (2020) has been difficult for the whole of the UK, but the people of Leicester really have had a tough year under lockdown. Beat the Street Leicester has supported, motivated and encouraged participants to get outdoors and exercise safely together and had a remarkable impact not only on activity levels but also on congestion and air quality.

The COVID pandemic continues to show how important it is to ensure that we adopt healthy lifestyle habits and incorporate physical activity into our days by trying to travel in more active ways through walking or cycling.”

Professor Ivan Browne, Director of Public Health, Leicester

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**In summary:**

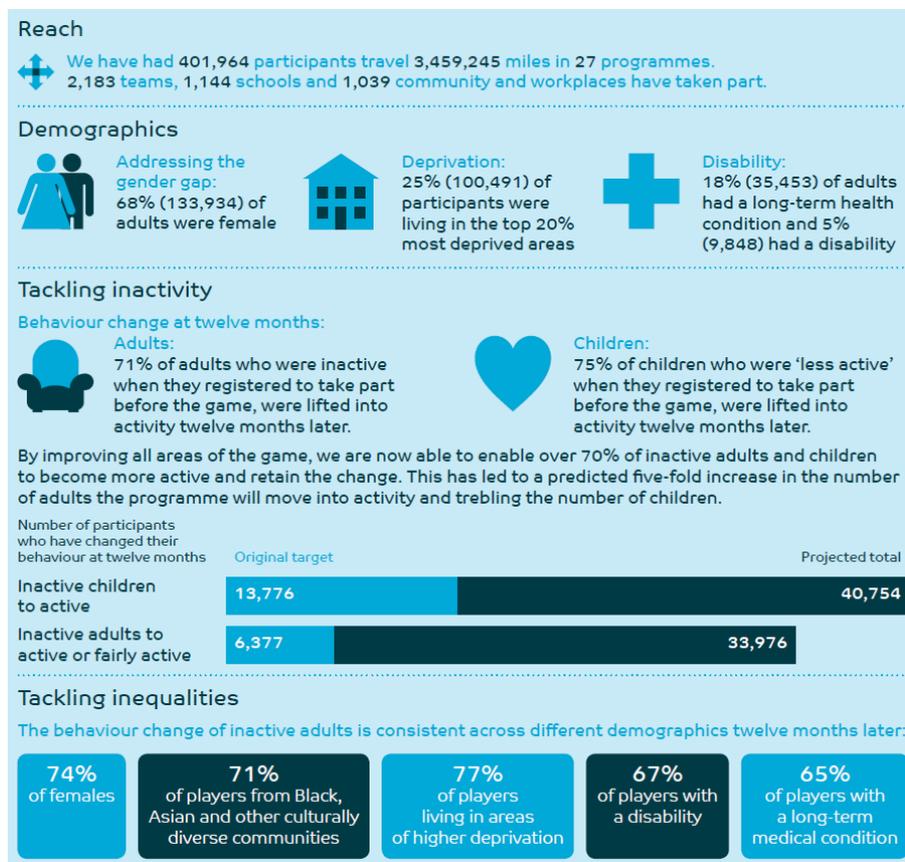
**For residents** - we increase people’s activity levels, especially for the most inactive 10-30% of the local population participates, providing a glimpse into a world of significantly improved community cohesion where people meet, talk and get active together in their local area.

**For partners** - we help galvanise local partners, providing a platform for Public Health, ICS , Active travel , Schools, Community Groups and local businesses to work together, finding ways to maintain activity and community engagement post the Beat the Street game phase.

**The Evidence**

Beat the Street is backed by a wealth of evidence. In fact, Sport England see Beat the Street as one of the most cost-effective ways to lift populations out of inactivity and therefore tackle stubborn health inequalities.

With Sport England’s support, between 2018-21 the programme was a huge success, reaching 401,964 participants in 27 areas and more importantly provided fantastic evidence of sustainable behaviour change and reaching areas of deprivation.





## Beat the Street South Derbyshire - The Opportunity

Beat the Street meets many outcomes outside of physical activity which can tie in to existing initiatives across the county and help reach strategy objectives around public health.

- **Getting participants to visit local green spaces** – In Leicester, Go Wild week led to a 45% increase in activity in 10 parks from the previous week (based on Beat Box data). There was a threefold increase in activity at Beaumont Park in the most deprived area of the programme
- **Showcasing cultural sites** - In Reading, we made the Beat Box outside the museum worth double points during half term and then museum saw a 50% increase in footfall
- **Increasing active travel levels across South Derbyshire** - Across 17 recent programmes, there was a 12% increase in people walking or cycling on 5+ days per week
- **Supporting local businesses** - In Eastbourne, 40% of players travelled to the town centre specifically to play Beat the Street and visited a range of local attractions and businesses
- **Growing the social economy** - In Derby, the proportion of participants reporting high social cohesion increased from 1% before the game to 17% afterwards.

### Beat the Street Classic in South Derbyshire

The Classic programme is our most popular method of delivering Beat the Street as many local authorities do not have the capacity to deliver the programme themselves. In this model, Intelligent Health take on all the responsibilities of delivery listed above and more. However, we would of course have regular project calls with relevant persons at **SDDC** and listen for guidance and direction to best suit the needs of local residents.

It would take place across the area the whole district as illustrated .





and would include the **45** schools listed below, and would also look to engage community groups and local businesses across **South Derbyshire**.

Aston-on-Trent Primary School	189
Belmont Primary School	392
Church Broughton CofE Primary School	75
Church Gresley Infant and Nursery School	317
Coton-in-the-Elms Cof E Primary School	139
Egginton Primary School	60
Elmsleigh Infant & Nursery School	163
Etwall Primary School	313
Eureka Primary School	140
Fairmeadows Foundation Primary School	235
Findern Primary School	207
Hartshorne CofE Primary School	112
Heath Fields Primary School	214
Highfields Spencer Academy	183
Hilton Spencer Academy	648
Linton Primary School	288
Melbourne Infant School	175
Melbourne Junior School	259
Netherseal St Peter's CofE (C) Primary School	57
Newhall Community Junior School	298
Newhall Infant School	221
Newton Solney CofE (Aided) Infant School	40
Overseal Primary School	207
Pennine Way Junior Academy	372
Repton Primary School	206
Rosliston CofE Primary School	67
Sale and Davys Church of England Primary School	99
Springfield Junior School	197
St Edward's Catholic Academy	233
St George's CofE Primary School	201
Stanton Primary School	157
Stenson Fields Primary Community School	355
The Mease Spencer Academy	111
Three Trees CofE Junior Academy	340
Three Trees Infant Academy	270



Walton On Trent CofE Primary and Nursery School	142
Weston-on-Trent CofE (VA) Primary School	149
Willington Primary School	212
Bladon House Academy	45
Dame Catherine Harpur's School	34
Pegasus School	14
The Linnet Independent Living Centre	20
Long Lane C ofE Primary School	28
South Derbyshire Support Centre	10
St Wystans	73
<b>TOTAL</b>	<b>8267</b>

The programme would look to engage **8523** participants.

The 12-month programme would include a minimum of 3 months of engagement work prior to the game-phase (see diagram below ). This includes the recruitment of the local Engagement Coordinator, the bringing together of local partners and stakeholders in the Steering Group and contacting of local community groups and businesses to tell them about the game and how they can get involved.



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This comprehensive 12-month behaviour change programme with full evaluation and insight collection includes:

- Recruitment and salary of a local Engagement Coordinator who would work full-time for a minimum of 6-months (approx. £25k per annum)
- A designated Project Manager
- A designated Client and Programme Manager
- Full mapping and risk assessment of Beat Box locations
- Beat Boxes, installed, decommissioned and maintained across the whole area
- A huge amount of data and insight from the people of **South Derbyshire** as they complete a health questionnaire when registering
- A specific Beat the Street **South Derbyshire** website with live leaderboards and player log-in
- All game materials including thousands of Beat the Street **South Derbyshire** branded RFID cards and printed maps
- A prize fund
- A curated box of materials sorted and delivered to every participating primary school in the area including parent packs and banners
- In-depth evaluation reports provided at the end of the game, 6 months post-game and 12-months post game detailing the social and financial benefits of the programme
- An online dashboard so that **SDDC** can view the statistics and data of the game in real-time
- The creation and chairing of a local Steering Group, bringing together local leaders and representatives from groups across the VCSE sector, social prescribing, active travel and the environment to share insight and ideas
- A full marketing campaign including social media campaigns, local press and newsletters
- Full support from Engagement Team and Marketing Team at head office

The programme also includes use of our Go sub-branding which are invaluable to help shape the programme and connect with existing initiatives and organisations you have across **South Derbyshire**.





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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 8</b>
<b>DATE OF MEETING:</b>	<b>01 FEBRUARY 2024</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>SEAN MCBURNEY 5910 CHRIS SMITH / 5924</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>REVIEW OF THE SOUTH DERBYSHIRE DISTRICT COUNCIL SURVEILLANCE POLICY</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>WHOLE DISTRICT</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

- 1.1 That the Committee approves the changes made to the South Derbyshire District Council Surveillance Policy (**Appendix 1**) as part of the scheduled review of the document.

## **2.0 Purpose of Report**

- 2.1 To seek the Committee's approval to the changes made to the Surveillance Policy as part of the scheduled review. The Policy sets out the necessary steps that should be taken to ensure the Council's surveillance systems comply with the overarching legislation, including the 12 principles set out in the Home Office's Surveillance Camera Code of Practice.

## **3.0 Detail**

- 3.1 The Policy applies to all 'overt' surveillance systems in use by the Council with the exception of Vehicle Location Systems and Noise Monitoring Machines; these are both governed by standalone policies and procedures.
- 3.2 Surveillance systems in the Policy refer to all Council managed closed-circuit television systems (CCTV), this includes static and re-deployable cameras located in public spaces, the cameras which are protecting council property, motion activated cameras, body worn cameras, and cameras located in vehicles.
- 3.3 The policy sets out the necessary steps that should be taken to ensure South Derbyshire District Council's (the Council's) surveillance systems comply with the overarching legislation.

- 3.4 The Policy outlines the use of CCTV surveillance by the Council to enhance public safety, protect council buildings, assets, staff, elected members and visitors and support law enforcement activities while respecting individual privacy and civil liberties.
- 3.5 The Policy is intended to ensure that the Council acts properly and proportionately when considering using CCTV and, where used, that appropriate arrangements are put in place. All system operators (Surveillance Administrators) should adhere to the 12 guiding principles set out in the Home Office’s Surveillance Camera Code of Practice.
- 3.6 The main changes incorporated in the policy are as follows:

Section	Amendment
5.1	New – added in detail on 12 Guiding principles from The Surveillance Camera Code of Practice
7.0	New - Roles and responsibilities
8.0	New – Sustainable Impact Assessment
12.1	New – Equalities Impact Assessment

#### **4.0 Financial Implications**

- 4.1 There are no financial implications arising from this report.

#### **5.0 Corporate Implications**

- 5.1 This purpose of this Policy is to ensure that South Derbyshire District Council complies fully with its legal obligations under the Data Protection Act 1998 (DPA) and General Data Protection Regulation (GDPR) in relation to the protection of personal data that it holds and /or processes about, or concerning, any individual.
- 5.2 The Policy has been reviewed by the Councils Legal team and Data Protection Officer prior to submission to Committee.

#### **6.0 Community Impact**

- 6.1 The Policy is publicly available via the Council’s website.
- 6.2 The Policy is intended to ensure that human rights are considered prior to and during the operation of CCTV. The use of Data Protection Impact Assessments and CCTV Self-Assessments will provide the Council with protection to any claim that an individual’s human rights have been breached.
- 6.3 An Equality Impact Assessment Preliminary Assessment Form has been completed and there are no potentially negative impacts on any of the protected characteristics and therefore a full EIA is not required.

#### **7.0 Background Papers**



# Surveillance Policy



Our Environment | Our People | Our Future

[www.southderbyshire.gov.uk](http://www.southderbyshire.gov.uk)

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## Version Control

Version	Reason for review (review date/legislation/process changes)	Effective Date	Review date
1.0	First Surveillance Policy	November 2018	Nov 2021
1.1	Scheduled review, additional section on CCTV in the workplace, inclusion of Head of Service under responsibilities and revised Surveillance Inventory	June 2020	June 2023
1.2	Scheduled 3-year review	November 2023	Nov 2026

## Approvals

Approved by (Committee/Leadership Team)	Date
H&CS Committee	22.11.2018
H&CS Committee	07.07.2020
H&CS Committee	01.02.2023

## 1.0 Content

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## 2.0 Introduction

This Policy sets out the necessary steps that should be taken to ensure South Derbyshire District Council’s (the Council’s) surveillance systems comply with the overarching legislation.

A surveillance system is a broad term for the linked equipment used for capturing, recording and viewing images for overt surveillance purposes.

This Policy applies to all overt surveillance systems in use by the Council, with the exception of Vehicle Location Systems and Noise Monitoring Machines; these are both governed by standalone policies and procedures. The Council cannot undertake covert surveillance without a RIPA authorisation and only in circumstances that are allowed by Statute. The Council has its own RIPA Policy which details when and how covert surveillance can be undertaken.

Surveillance systems collectively refers to closed circuit television, mobile CCTV, motion activated cameras, body worn cameras and other devices used for overt surveillance purposes. Systems covered by this policy include those situated in public locations and those covering Council buildings, both internal and external.



### 3.0 Purpose

This policy outlines the use of CCTV surveillance by the Council to enhance public safety, protect council buildings, assets, staff, elected members and visitors and support law enforcement activities while respecting individual privacy and civil liberties.

The overarching purpose of this Policy is to enable operators of surveillance camera systems to make legitimate use of available technology in a way that the public would rightly expect and to a standard that maintains public trust and confidence.

The Council fully recognises that the use of overt surveillance systems needs to comply with a legal framework notably the General Data Protection Regulation (GDPR) and Data Protection Act 2018, and Article 8 of the European Convention on Human Rights (the right to respect for private and family life). The Council has established lawful bases under data protection legislation for the processing of personal data for these purposes.

The use of established surveillance cameras shall be accordance with the purposes specified under this Policy.

The Policy covers the use of surveillance camera systems and processing of images and information obtained from those systems. The Policy takes on board guidance provided in the Surveillance Commissioner's, Surveillance Camera Code of Practice 2013 (Amended Nov 2021) <https://www.gov.uk/government/publications/update-to-surveillance-camera-code>

The Surveillance Camera Code of Practice states that surveillance camera use must have a clearly defined purpose, be in pursuit of a legitimate aim, and be necessary to address a pressing need.

#### **The Council uses CCTV on and within its buildings to:**

- Protect staff, Elected Members, visitors and customers
- Protect its premises and other assets

#### **The Council uses CCTV in Public Places such as Swadlincote Town Centre to:**

- Prevent Crime or Disorder

And to fulfil other statutory grounds including:

- The Protection of Health or Morals
- Public Safety
- The Protection of the Rights and Freedoms of Others
- National Security

#### **The Council designates officers to use body worn video (BWV) cameras to:**

- Protect staff and residents



- Protect premises and other assets
- Collate evidence for enforcement action, including tenancy management, premises inspections, prosecution and to support the issuing of fixed penalty notices
- Increase personal safety and reduce the fear of crime
- Deter and reduce incidents of violence and aggression to staff members
- Support the Police in reducing and detecting crime
- Assist in identifying, apprehending and prosecuting offenders
- Provide a deterrent effect and reduce criminal and antisocial behaviour

**The Council also authorises the use of deployable cameras to:**

- Collate evidence for enforcement action and to support the issuing of fixed penalty notices
- Assist in identifying, apprehending and prosecuting offenders
- Provide a deterrent effect and reduce criminal and antisocial behaviour

The Home Office Surveillance Camera Code of Practice states Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.

This Policy does not apply to covert surveillance for investigation purposes which must only be carried out in accordance with the Regulation of Investigatory Powers Act 2000 (RIPA) and the Council's RIPA Policy.

## 4.0 Objectives

- To support the prevention and detection of crime and anti-social behaviour and enhancing public safety.
- To ensure that the Council's surveillance systems are operated in accordance with regulatory requirements in a transparent manner, taking account of appropriate technological developments.
- To assist the Council, Derbyshire Police and other statutory and enforcement agencies in carrying out their regulatory, investigatory and enforcement duties within the District.

## 5.0 Performance and Monitoring

### 5.1 Guidance on Effective use of Surveillance Systems

The Surveillance Camera Code of Practice (the Code) was issued in 2013 following the introduction of the Protection of Freedoms Act 2012 and most recently updated in 2021. The Code provides guidance on the appropriate and effective use of surveillance camera systems.



The Council is a relevant authority as defined by section 33 of the Protection of Freedoms Act and therefore it must have regard to the Code.

The Code applies to the use of surveillance camera systems that operate in public places, regardless of whether or not there is any live viewing or recording of images or information or associated data.

The Code provides **12 guiding principles** which the Council has adopted. These are:

1. Use of a surveillance camera system must always be for a specified purpose which is in pursuit of a legitimate aim and necessary to meet an identified pressing need.
2. The use of a surveillance camera system must take into account its effect on individuals and their privacy, with regular reviews to ensure its use remains justified.
3. There must be as much transparency in the use of a surveillance camera system as possible, including a published contact point for access to information and complaints.
4. There must be clear responsibility and accountability for all surveillance camera system activities including images and information collected, held and used.
5. Clear rules, policies and procedures must be in place before a surveillance camera system is used, and these must be communicated to all who need to comply with them.
6. No more images and information should be stored than that which is strictly required for the stated purpose of a surveillance camera system, and such images and information should be deleted once their purposes have been discharged.
7. Access to retained images and information should be restricted and there must be clearly defined rules on who can gain access and for what purpose such access is granted; the disclosure of images and information should only take place when it is necessary for such a purpose or for law enforcement purposes.
8. Surveillance camera system operators should consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards.
9. Surveillance camera system images and information should be subject to appropriate security measures to safeguard against unauthorised access and use.
10. There should be effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with in practice, and regular reports should be published.
11. When the use of a surveillance camera system is in pursuit of a legitimate aim, and there is a pressing need for its use, it should then be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value.



12. Any information used to support a surveillance camera system which compares against a reference database for matching purposes should be accurate and kept up to date.

## 5.2 Data Protection Impact Assessment

Any proposal for the use of surveillance cameras or systems or for existing surveillance cameras or systems to be used for a new purpose will require a Data Protection Impact Assessment (DPIA) before the procurement and implementation stages. This will enable the impact on privacy to be assessed and for any appropriate safeguards to be put in place. It will also assess the necessity of the inference and extent of any interference with Article 8 rights (Human Rights Act – respect for private and family life).

The Council notes the need to consult with the Regulator (Information Commissioner’s Office – ICO), when after conducting a DPIA a high risk to the rights and freedoms of individuals remains. Under these circumstances the Council will not proceed with the commissioning of the surveillance cameras or systems until this consultation has taken place. Where the Council can take steps to reduce the risk it will act on those steps to a point where there is no requirement to consult with the ICO.

The Council will also consider whether consultation with those most likely to be affected is required before any decision is taken if proposing an extension to the purposes for which a surveillance system was established or considering a new surveillance system Data Protection Impact Assessment and record its decision making and consultation results.

## 5.3 Privacy

The right to respect for private and family life is set out in Article 8 of the European Convention on Human Rights. The use of any form of surveillance may impact on an individual’s privacy and rights under the Human Rights Act and data protection legislation (General Data Protection Regulation (GDPR) and Data Protection Act (DPA) 2018).

BWV cameras are likely to be more intrusive than CCTV and deployable surveillance systems because of its mobility. BWV cameras have the ability to be switched on or off. The Council recognises that continuous recording will require strong justification as it is likely to be excessive and cause a great deal of collateral intrusion.

The Council notes the Code’s statements on a surveillance camera system use on recording conversations between members of the public as highly intrusive and notes that strong justification of necessity is required to establish its proportionality.

With regards to CCTV and deployable camera installations, the Council will consider the right of the general public to go about their daily business with minimum loss of privacy. Whilst total privacy cannot be guaranteed within a CCTV area, the cameras and their recordings will not be used to unduly monitor persons going about their lawful business. Where appropriate, cameras will be configured with ‘privacy screening’.



## 5.4 Transparency

People in public places should normally be made aware whenever they are being monitored by a surveillance camera system, who is undertaking the activity and the purpose for which that information is to be used. This is an integral part of overt surveillance and a legal obligation under data protection legislation.

The Council will publish information on its website, the surveillance camera systems that they use, the areas in which they are installed, how to make requests for images and how to make a complaint about the use of surveillance camera systems. The Council will use its corporate complaints policies and procedures for this purpose.

Any new, additional or replacement surveillance equipment will be logged by the Council on its Corporate Surveillance Inventory and be published.

Appendix 1 details the type and location of the Council's Surveillance Camera systems as at the date of this Policy.

Signage will be displayed informing individuals that CCTV or a deployed camera is in operation. This information will include the purpose for the installation and a contact number for enquiries.

BWV cameras will be worn on the users uniform or clothing in a prominent and overt position and will show that it is a recording device (the recording screen faces outwards).

## 5.5 Retention

The Council will keep images and information obtained from a surveillance camera system for no longer than necessary to fulfil the purpose for which they were obtained in the first place. This period will be decided in advance, be the minimum period necessary and documented in supporting operational procedures. The retention period for different surveillance camera systems will vary due to the purpose for the system and how long images and other information need to be retained so as to serve its intended purpose.

On occasions the Council may need to retain images for a longer period, for example where a law enforcement body is investigating a crime to give them the opportunity to view the images as part of an active investigation.

The Council will ensure that all recorded data is stored securely and so that recordings relating to a specific individual or event can be easily identified, located and retrieved.

Where the recorded imagery and related data is required for formal employment matters the retention and destruction of any data will be dictated by the relevant employment procedure.

## 5.5 Data Security and Protection

Viewing and downloading of live or recorded imagery will normally be restricted to the



Surveillance Administrators (System Managers) and System Users, there may be occasions where other authorised person(s) are required to view footage as a matter of necessity ie other Council colleagues involved in investigations or the Police. Permission should be sought from System Managers prior to this.

Systems which make use of wireless communication links (e.g. transmitting images between cameras and a receiver) should ensure that these signals are encrypted to prevent interception. Systems which can transmit images over the internet (e.g. to allow viewing from a remote location) should ensure that these signals are encrypted to prevent interception and also require some form of authentication for access (e.g. a username and secure password).

Where encryption is not appropriate, e.g. if it may have an effect on the information being processed, then other appropriate methods should be employed to ensure the safety and security of information.

Storage devices such as disks and memory sticks may be recycled where possible; secure data destruction must occur before devices are reused.

Where storage devices cannot be reused, these devices need to be disposed of as confidential waste. Disposal must comply with the Council's disposal process, as detailed in the Council's ICT Security Policy. This requires secure destruction of all data to the standard prescribed by government legislation.

## 5.6 CCTV in the Workplace

The Council may wish to use surveillance equipment in Council buildings for various reasons, the Data Protection Act does not prevent employers from monitoring the workplace or its workers, but it recognises that employees are entitled to some privacy at work.

The Council will inform employees in advance about any monitoring taking place inside council buildings and the reason for it. The Council will ensure all monitoring is proportionate, justifiable, and not too intrusive. Employees will be given the opportunity to make their views on this known. Any new members of staff should have it explained to them in their induction if any monitoring is taking place.

If surveillance equipment is installed within the Council building, signs will be displayed near to the cameras to inform staff and visitors that there are cameras monitoring, and its purpose.

The information gathered through monitoring should only be used for the aim it was intended for and other circumstances as detailed in this Policy.

Employees have the right to ask which data is held on them, why it is collected and processed. Any changes to the use, replacement or installation of new monitoring equipment will be communicated to employees in advance.



## 5.7 Data Usage and Sharing

CCTV data may be used for law enforcement investigations, evidence in legal proceedings, or council operations. Sharing of data with external agencies, when necessary, will be done in accordance with legal requirements.

The Council has discretion to refuse any request for information unless there is an overriding legal obligation such as a court order or information access rights. Once the Council has disclosed an image to another body, such as the police, then the recipient becomes responsible for their copy of that image.

Requests by the Police (pursuant to section 29 of the Data Protection Act 2018) must be approved by the Surveillance Administrator (system manager) and logged accordingly. Requesting Police Officers will need to supply Derbyshire Police prescribed 807 personal data request form.

There may be other limited occasions when disclosure of images to another third party, such as a person whose property has been damaged, may be appropriate. The Council will consider such requests with care and in accordance with data protection legislation.

## 5.8 Application by Individual Data Subjects

Individuals can request images and information about themselves through a subject access request under GDPR. The Council has a centralised team which handles requests. Any enquiries should be directed to [dataprotectionofficer@southderbyshire.gov.uk](mailto:dataprotectionofficer@southderbyshire.gov.uk)

The Council's data request form (which includes making subject access requests) can be found on the Council website: <https://www.southderbyshire.gov.uk/about-us/data-privacy-and-cookies/data-protection-act-2018>

The disclosure of images to data subjects is done securely to ensure that they are only seen by the intended recipient. Consideration is also given to whether images of other individuals need to be obscured to prevent unwarranted identification.

## 5.9 Surveillance Evidence from Third Parties

The Council is regularly provided with surveillance evidence from third parties to assist with investigations. It is the duty of the Investigating Officer to establish whether the evidence was obtained through overt or covert means and in accordance with the law.

If a third party offers surveillance evidence that is required for a Council investigation, the investigating officer will acquire the evidence by downloading onto a Council owned storage device. The footage will be stored securely and will only be retained for the duration of the investigation. Once the investigation is complete the footage will be deleted or disposed of accordingly.



## 5.10 Use of Surveillance Data to Identify Offenders

It is permitted for regulatory purposes to publish images of persons of interest on media platforms, however the Council will take care when wording any such requests to ensure that no personal data is disclosed and that there is no inference of guilt.

## 5.11 Complaints

Complaints should be promptly referred to the Data Protection Officer via [Dataprotectionofficer@southderbyshire.gov.uk](mailto:Dataprotectionofficer@southderbyshire.gov.uk).

The Data Protection Officer will respond in writing to any complaints within 20 working days. Further information can be found in the Council's Data Protection Policy.

## 5.12 Compliance

The Strategic Director (Corporate Resources) is responsible for monitoring compliance with this Policy. If employees do not comply with Council policies, procedures or guidelines, the Council may take appropriate action in accordance with its employment procedures.

## 5.13 Contact Details

Please contact the Council's Data Protection Officer with enquiries about this or any other referenced policy, procedure or law.

Email: [DataprotectionOfficer@southderbyshire.gov.uk](mailto:DataprotectionOfficer@southderbyshire.gov.uk)

Telephone: 01283 595795

## 6.0 Definitions

Term	Definition
BWV (Body worn video)	Body worn video (BWV) is a wearable audio, video, or photographic recording system used to record events by relevant council officers. They are typically worn on the torso of the body on the officer's uniform.
CCTV (Closed circuit television)	The use of video cameras to transmit a signal to a specific place on a limited set of monitors. Frequently used for monitoring public space.
(DPIA) Data Protection Impact Assessment	A process designed to help data controllers (the Councils) to systematically analyse, identify and minimise the data protection risks of a project or plan. These are a legal



	requirement under general data protection regulation (GDPR) for any type of processing, including certain specified types of processing that are likely to result in a high risk to the rights and freedoms of individuals.
Deployable	A mobile camera which can be moved and fixed in a location for a specific purpose and period. Used to detect environmental crime and monitor hotspots e.g. fly-tipping.
Overt	Done or shown openly e.g. in a public place.
Surveillance Camera	Broad term to describe CCTV, body worn cameras and other devices used for overt surveillance purposes including deployable cameras.
Surveillance System	Broad term for the linked equipment used for capturing, recording and viewing images for overt surveillance purposes. They are used to monitor or record the activities of individuals, or both.
System Operator	Those with overall responsibility for the surveillance systems i.e. the Councils.
System Owners	Have overall responsibility for the operation of the surveillance system under their control and adherence to this policy, associated legislation and codes of practice.
Surveillance Administrator (System Managers)	A designated lead officer who has overall responsibility for the specific surveillance system/s.
System Users	Designated members of staff who are authorised to use the surveillance equipment and/or system.

## 7.0 Roles and Responsibilities

Responsible	Accountable
<ul style="list-style-type: none"> <li><b>JOB ROLE/SERVICE AREA</b></li> </ul> <p><b>Heads of Service (System Owners)</b> Heads of Service are responsible for ensuring compliance with this Policy at all times when surveillance systems are used for any services provided directly, or in partnership with other bodies working on behalf of the Council which includes but is not limited to:</p>	<ul style="list-style-type: none"> <li><b>JOB ROLE/SERVICE AREA</b></li> </ul> <p><b>Chief Executive (System Operator)</b> The Acts referenced in paragraph 14 place a statutory duty upon the Council, as a public authority and a data controller.</p> <p>The Chief Executive is responsible for ensuring that the Corporate Surveillance Inventory includes detail of all applicable surveillance assets within that service and for confirming the System Owner and Surveillance</p>



- Maintaining accurate records and reviewing any assets used
- Ensuring Data Retention Schedules are observed, and images securely destroyed.
- Ensuring the adequate and appropriate level of training for employees in the exercising of their roles
- Supporting the Chief Executive with developing and reviewing the Policy and its provisions,

**Surveillance Administrator (System Managers)**

A Surveillance Administrator has operational responsibility for the surveillance asset; this includes but is not limited to:

- Ensuring the system is maintained.
- Ensuring technical and organisational security of the asset.
- Having responsibility for the scheme; checking footage; downloading footage; arranging appointments, and supervising viewing.
- Ensuring day-to-day compliance with the requirements of this Surveillance Policy and the Home Office Surveillance Code of Practice.
- Carrying out annual reviews of whether the use of the surveillance systems continues to be justified.
- Conducting and reviewing DPIAs.
- Ensuring the Data Protection Officer is informed of all designated operators.

**System Users** are responsible for using the surveillance equipment and systems in accordance with this policy and operational guidance.

Administrator responsible for each asset. The Corporate Surveillance Inventory can be found under Appendix 5.

**Data Protection Officer**

*NB for the purposes of the policy reference to information, refers to imagery, footage and any other data collected via surveillance systems.*

The Data Protection Officer is the individual designated as responsible for statutory compliance and advice to the organisation on Data Protection legislation. Responsibilities include:

- Understanding the Council's obligations for managing personal and sensitive information.
- Understanding and monitoring how information assets are held, and for what purpose.
- Understanding and monitoring how information is created, amended, added to and deleted over time.
- Understanding and monitoring who has access to the information and why.
- Understanding and monitoring how and why information is shared with external parties and ensuring that this process is properly documented and controlled.
- Understanding and monitoring how information assets are handled and managed and for ensuring that documented processes are in place for this to be done appropriately.
- Ensuring that policies and procedures are followed.
- Responding to and managing information security incidents and any other Information Governance (IG) issues.
- Confirming acceptance and executing their responsibilities via self-certification IG audits (See Appendix 3)



Consulted	Informed
<ul style="list-style-type: none"> <li> <b>Environmental Health</b>  <i>Environmental Health use a variety of different surveillance systems including re-deployable cameras for capturing Fly tippers and Body Warn Cameras for ASB Patrols. The Environmental Health Head of Service has been consulted.</i> </li> <li> <b>Legal Services</b>  <i>Legal services consulted to ensure the Policy is fit for purpose</i> </li> </ul>	<ul style="list-style-type: none"> <li> <b>JOB ROLE/SERVICE AREA/STAKEHOLDER</b> <ul style="list-style-type: none"> <li> <b>Senior Management Team</b>  <i>For information</i> </li> <li> <b>Elected Members via Committee</b>  <i>For information</i> </li> </ul> </li> <li> <b>Trade Unions (where applicable)</b>  <i>Trade unions were previously consulted regarding the CCTV in the Workplace section of the Policy. The wording in that section hasn't been amended so no need to consult with them again.</i> </li> </ul>

### 8.0 Sustainability Impact Assessment

This assessment is completed using the below table. You must select the potential impact of this policy on the environmental, economic and societal aspects within the corporate plan. Your assessment should be detailed in the “findings” section. You must detail the reasoning and the mitigation of any negative impacts. If there is ‘no impact’ no detail needs to be given.

Our Environment	Potentially positive impact (Y/N)	Potentially negative impact (Y/N)	No disproportionate impact (Y/N)	Sustainable Assessments findings <i>(Please utilise the guidance provided for assessment findings.)</i>
Improve the Environment of the District	Y			<i>Provides EH with Tools to combat Fly Tipping and ASB including Damage and Graffiti</i>
Tackle Climate Change			Y	
Enhance the attractiveness of South Derbyshire	Y			<i>By targetting flytipping and criminal damage it will Improve public spaces to enjoy the environment?</i>
Our People				
Engage with Communities			Y	
Supporting and safeguarding the most vulnerable	Y			<i>Will help with keeping the public safe and assisting the police in investigating crime and disorder.</i>
Deliver Excellent Services			Y	
Our Future				
Develop Skills and careers				



			Y	
Support economic growth and infrastructure	Y			<i>CCTV in the Town Centre will assist in reducing business crime to support economic growth through keeping the town safe and encouraging new businesses.</i>
Transforming the Council	Y			<i>Supports the councils aims including to keeping</i> <ul style="list-style-type: none"> <li>• <i>Improve the environment of the District</i></li> <li>• <i>Enhance the attractiveness of South Derbyshire</i></li> <li>• <i>Enhance the appeal of Swadlincote town centre as a place to visit.</i></li> <li>• <i>Improve public spaces to create an environment for people to enjoy.</i></li> <li>• <i>Help tackle anti-social behaviour &amp; crime through strong and proportionate action.</i></li> </ul>

## 9.0 Policy Review

In order to comply with the Surveillance Camera Code of Practice, this policy will be reviewed every three years.

## 10.0 References

- Home Office Surveillance Camera Code of Practice 2013 (Amended Nov 21)
- BSI British Standard - Closed Circuit Television - Management and Operation - Code of Practice. BS EN 7958:2009
- Crime and Disorder Act 1998
- Criminal Justice and Public Order Act 1994
- Criminal Procedures and Investigations Act 1996
- Data Protection Act 2018
- Freedom of Information Act 2000
- Human Rights Act 1998 - Article 8 - The right to respect for private and family life, home and correspondence - infringement/invasion of privacy
- Private Security Industry Act 2001
- Protection from Harassment Act 1997 - Offence of Harassment
- Protection of Freedoms Act 2012
- Regulation of Investigatory Powers Act 2000
- Surveillance Camera Commissioners Code of Practice for Surveillance Camera Systems 2013 (Amended Nov 2021)



## 11.0 Associated Documentation

Description of Documentation	Document Reference
SDDC RIPA Policy	136
SDDC Information Security Policy	41
SDDC Corporate Plan	
SDDC Council Data Retention Policy	195
SDDC Data Protection Policy	166
SDDC Disposal of IT Equipment Policy	153

## 12.0 Appendices / Glossary

### Appendix 1 Council Surveillance Inventory

Number	Type of Surveillance	Location/Area Surveillance covers	Asset Owner	Surveillance Administrator	Details of those trained to operate the system(s)	Footage is Recorded	Active Monitoring	Details of Active Monitoring	Retention Period Does not exceed 30 Days
1	Fixed CCTV Cameras in Swadincote Town Centre	13x Cameras at 6 locations covering Swadincote Town centre	Communities Manager	Communities Assistant	Communities Manager & CSO	Yes	No	None	Yes
2	Fixed SDDC Offices CCTV Cameras (External)	4 Cameras cover the outside of the Council building including the public car parks	Communities Manager	Communities Assistant	Communities Manager & CSO	Yes	No	None	Yes
3	Fixed CCTV in Midway Community Centre	6 Cameras on building covering surrounding area	Head of Corporate Property	Building Services Manager, Property Services	Communities Manager, CSO and Facilities Supervisor	Yes	No	None	Yes
4	Fixed Rosliston Forrestry Centre CCTV Cameras	Cameras cover area around the buildings at Rosliston Forrestry Centre	Cultural Services Manager	Rosliston Manager	Duty Manager and Maintenance Manager	Yes	No	None	Yes
5	CCTV Located in Refuse Lorries	Whole District whilst on collections	Head of Operational Services	Head of Operational Services	Head of Operational Services	Yes	No	None	Yes
6	Fixed Depot CCTV Cameras	Cameras cover Outside of the Depot building	Head of Corporate Property	Head of Operational Services	IT Service Assistant	Yes	No	None	Yes
7	Tracking Devices in refuse lorries	Used to record daily routes, speed, mileage, fuel use, weights etc	Head of Operational Services	Waste and Transport Manager	Waste and Transport Manager, Waste and Transport Supervisor, Waste and Transport Officer	Yes	No	None	Yes
8	Body Worn Cameras	Whole District whilst patrolling	Environmental Health Head of Service	Principal Community Safety Enforcement Officer	5 x Community Safety Enforcement Officers & 1x Park Warden	Yes	No	None	Yes
9	Redeployable Flytipping Cameras	Whole District covering Flytipping hotspot sites	Environmental Health Head of Service	Principal Community Safety Enforcement Officer	5 x Community Safety Enforcement Officers	Yes	No	None	Yes
10	Redeployable Noise Monitoring Equipment	Used across the whole district to investigate noise complaints	Environmental Health Head of Service	Principal EHO (Environmental Protection)	3 x Environmental Health Officers	Yes	No	None	Yes
11	Fixed CCTV in Alexander Road Flats	Cameras cover the inside and directly outside of the flats	Improvement & Repairs Team Leader	Project Officer Housing Services	Project Officer Housing Services	Yes	No	None	Yes
12	Fixed SDDC Offices Cameras (Internal)	10 x Cameras located inside the main Council offices	Improvement & Repairs Team Leader	Project Officer Housing Services	Project Officer Housing Services	Yes	No	None	Yes
13	System Covering IT Server room	4x static cameras inside Server room	ICT Operations Manager	ICT Manager	IT Officers	Yes	No	None	Yes
14	Fixed CCTV Cameras at Stenson Community Centre	13 Static Cameras, 5 covering external locations and 8 covering internal locations	Head of Corporate Property	Building Services Manager, Property Services	Communities Manager, CSO and Facilities Supervisor	Yes	No	None	Yes
15	Dash Cams	3 Cameras situated in the Vans used by Community Safety Enforcement Officers	Environmental Health Head of Service	Principal Community Safety Enforcement Officer	5 x Community Safety Enforcement Officers	Yes	No	None	Yes
16	Window cill cams	Mobile cameras for anti-social behaviour investigations	Environmental Health Head of Service	Principal Community Safety Enforcement Officer	5 x Community Safety Enforcement Officers	Yes	No	None	Yes
17	Drone	Third party equipment for aerial surveillance	North West Leicestershire DC	Principal Community Safety Enforcement Officer	No internal staff	Yes	No	None	Yes
18	Static roadside CCTV cameras	Static camera for fly tipping hot spots	Environmental Health Head of Service	Principal Community Safety Enforcement Officer	5 x Community Safety Enforcement Officers	Yes	No	None	Yes
19	Static roadside ANPR cameras	Static camera for fly tipping hot spots	Environmental Health Head of Service	Principal Community Safety Enforcement Officer	5 x Community Safety Enforcement Officers	Yes	No	None	Yes
20	Solar mobile CCTV cameras	Mobile camera for fly tipping hot spots	Environmental Health Head of Service	Principal Community Safety Enforcement Officer	6 x Community Safety Enforcement Officers	Yes	No	None	Yes



## 12.1 Equalities Impact Assessment Form

The Equality Impact Assessment - Preliminary Assessment Form has been completed and there are no potentially negative impacts on any of the protected characteristics and therefore a full EIA is not required.

## 12.2 Policy Briefing Form

### Introduction

This form is to provide a brief update to summarise the changes/amendments to an existing policy or to provide a summary for a new policy. This form should be used for the consultation, approval and communication of all adopted policies.

### Policy update

A summary of the policy is detailed below

**Policy Name:** Surveillance Policy

**Policy Date:** Version 1 – 2018

**Version Number:** 3

**Summary of Policy:**

This policy outlines the use of CCTV surveillance by South Derbyshire District Council to enhance public safety, protect council buildings, assets, staff, elected members and visitors and support law enforcement activities while respecting individual privacy and civil liberties

**Summary of key changes made to an existing policy.**

Section	Amendment
5.1	New – added in detail on 12 Guiding principles from The Surveillance Camera Code of Practice
7.0	New - Roles and responsibilities
8.0	New – Sustainable Impact Assessment
12.1	New – Equalities Impact Assessment

Following final adoption of the policy, this form will be used by the communication team to be included in Core Brief as part of the communication plan.

Further information can be found in the ‘My Policies’ section in Connect.



<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 9</b>
<b>DATE OF MEETING:</b>	<b>01 FEBRUARY 2024</b>	<b>CATEGORY:</b>
		<b>RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>SEAN MCBURNEY – HEAD OF CULTURAL &amp; COMMUNITY SERVICES</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>REVITALISING ROSLISTON FORESTRY CENTRE</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HCS</b>

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## 1.0 Recommendation

- 1.1 That members approve the current operating model for Rosliston Forestry Centre.
- 1.2 That members approve the Revitalising Rosliston project plan as outlined within this report.

## 2.0 Purpose of the report

- 2.1 To inform members of the Revitalising Rosliston Project and proposed operating model.

## 3.0 Executive Summary

- 3.1 This report highlights the progression of the Revitalising Rosliston Project and seeks members approval for the project plan and operating model.

## 4.0 Public Consultation

- 4.1 On the 19<sup>th</sup> of August 2021 Committee agreed to the principle of the Council entering into a 30-year lease for land at Rosliston Forestry Centre owned by Forestry England. These negotiations concluded and a new 30 year lease for Forestry England land around Rosliston Forestry Centre commenced on 1<sup>st</sup> April 2023.

- 4.2 Members also supported the principle of the revitalising project and a public consultation exercise which was undertaken between June 12<sup>th</sup> – July 21<sup>st</sup>.

The main conclusions of the consultation are as follows;

There were 564 completed forms.

The 4 main reasons for visiting Rosliston were:

Going for a walk

To be outside

Explore Nature

Meeting friends and family

The main thing people liked:

Nature

The trees

Being quiet

Space to relax

Space to exercise

The main areas suggested for improvements were;

Footpaths / access

Signage

Refurbished Visitor centre facilities

Play area

More events

The average time spent on site is between 1-4hrs

72% of respondents were female

15% classed themselves as disabled

Other general comments included:

Leave space for wildlife

Better DDA access to the visitor centre

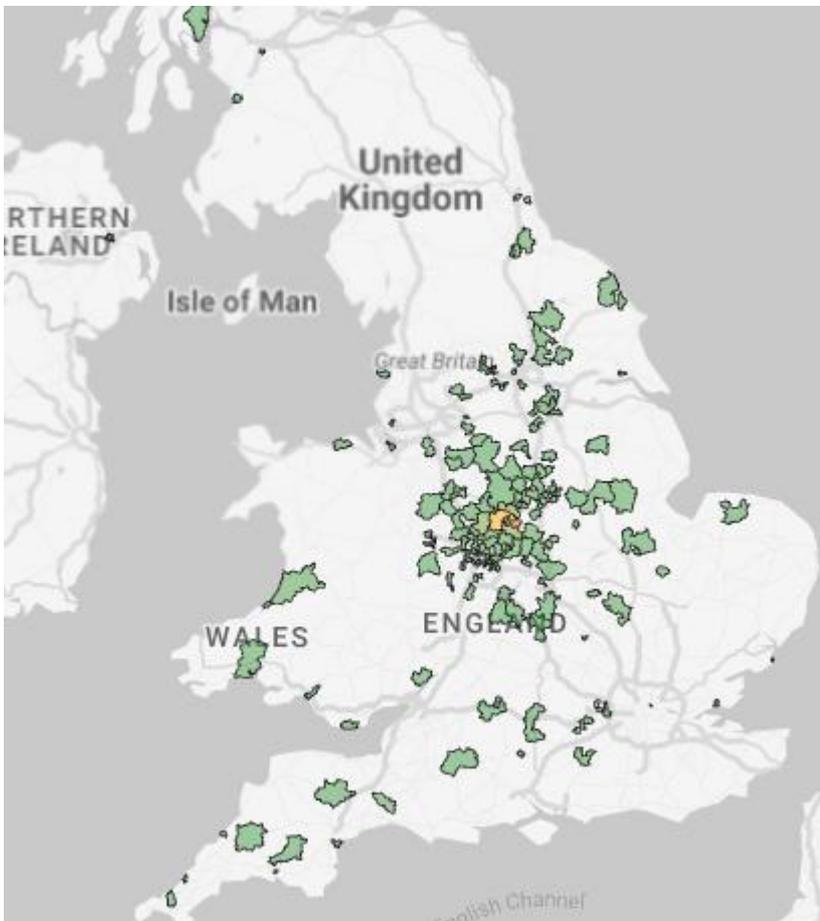
Better cycle tracks / paths to the Forestry centre

Increased shop offer

Provide more information on events and activities

4.3. In addition to the public consultation, we are also capturing user information by mobile phone data. This data gives a daily average over the last 12 months of 468 visitors a day and an annual visitor total of 170,911. This does not include those without a mobile phone, or children attending environmental education events, so the actual number is likely to be closer to 200,000.

The data also shows that whilst the highest numbers of visitors come from postcode DE11, DE12, DE13, DE14, DE15 the site also attracts visitors from across the Midlands and beyond.



Starting and finishing post codes for journeys to Rosliston Forestry Centre

## 5.0 Revitalising Rosliston Forestry Centre, vision and project Plan

5.1 With all the information received via the public consultation, along with information from condition surveys and partner organisations, a Revitalising Rosliston Forestry Centre, vision and project Plan has been produced. See appendix 1.

## 6.0 Operating Model

6.1 Since April 2018 the Council has successfully and sustainably managed the site directly and increased both visitor numbers and income for the site. In addition the Council has committed £832K of capital investment to make the site more attractive to visitors. At the September 2022 members also agreed for the Manager and Assistant Manager roles to be made permanent positions.

6.2 The Covid pandemic demonstrated the importance of green spaces to our communities and fundamentally changed how people feel about access to nature. In addition, the declaration of a climate and biodiversity emergency presents us with an opportunity to think differently on how the site could be used to support this.

6.3 Managing the site in-house enables us to be flexible in how the site is used and managed and has potential to significantly increase income to off set the management costs.

6.4 The Council has long considered Rosliston Forestry Centre as the “Jewel in its Crown” as a visitor attraction and environmental education exemplar and has a vision to see the site thrive and develop. The management of the site in-house helps to secure this vision for the future.

## 7.0 Financial Implications

7.1 Following the Councils Capital Bidding round in October 2020 a bid for the investment to revitalise Rosliston Forestry Centre was approved. Currently £205,563k has been spent with a total of £863,484 funding remaining. (including S106)

7.2 The current approved management and maintenance net budget for 2023/24 is £310,653.

7.3 Budgets have been maintained at the same level as the previous years adjusted only for known changes, price increases and variations due to contractual conditions. With the capital investment it is anticipated that the maintenance costs will reduce. In addition, the site has potential to significantly increase income with targets being set to offset more operating costs. A business plan will be produced to explore the income opportunities further.

7.4 Below is the anticipated increased income from the centre.

	21/22*	22/23*	23/24**	24/25	25/26	26/27	27/28	29/30	
Car Parking	74,823	78,054.00	78,334.00	80,000	82,500	85,000	87,000	88,500	
Shop	7264	18,676	20,059	21,000	22,000	23,000	24,000	26,000	
Log cabins	104,162	124,601	120,000	128,000	130,000	132,000	135,000	137,500	
Other ***	62,250	80,770	78,657	83,000	86,000	89,000	93,000	97,000	
Totals	248,499	302,101.00	297,050.00	312,000	320,500	329,000	339,000	349,000	
* Actuals									
** Budget									
*** Soft play, room hire, weddings and activities									
Note 21/22 figures affected by covid restrictions									

## 8.0 Corporate Implications

### Employment Implications

8.1 None directly stemming from this report.

### Legal Implications

8.2 The new 30 year lease came into effect on 1<sup>st</sup> April 2023 and expires on 31<sup>st</sup> March 2053. The new lease will be under a landlord / tenant agreement.

### Corporate Plan Implications

8.3 Rosliston Forestry Centre continues to support delivery of the Corporate Plan. It helps in improving the environment of the District and enhancing the attractiveness of South Derbyshire and will play an important part in the reduction of the Council's carbon footprint. The site is also a vehicle for engaging with our communities and has a track record of delivering excellent services.

## 9.0 Community Impact

### Consultations

9.1 A large public consultation with stakeholders and the public has been undertaken to seek their views on the vision for the site. The headlines are contained within this report. A further breakdown is contained in appendix 2

### **Equality and Diversity Impact**

9.2 Green Spaces support community cohesion and the improvements at Rosliston Forestry Centre allows access for all members of our community. 15% of responses to the public consultation classed themselves as having a disability.

### **Social Value Impact**

9.3 Green spaces are used by all members of our communities and are a key element of supporting healthy, sustainable and liveable communities.

### **Environmental Sustainability**

9.4 Rosliston Forestry Centre is a key nature site within the district, hosts the Council's Environmental Education Project and will look to become an exemplar of environmental sustainability.

## **10.0 Conclusions**

10.1 Rosliston Forestry Centre remains a key asset within South Derbyshire and with the approval of the Revitalising Rosliston Project it is hoped to further enhance the site supporting the environment, local economy and the national forest whilst also reducing costs.

## **11.0 Background Papers**

Appendix 1 - Revitalising Rosliston Forestry Centre vision and project Plan 2023- 2028

Appendix 2 – Detailed community consultation response

# Revitalising Rosliston Forestry Centre Vision and Project Plan 2023 - 2028

## Mission Statement

To be an environmentally and economically sustainable exemplar outdoor visitor attraction and working woodland destination, which empowers people to improve their wellbeing and engage with the natural environment.

## Aims.

It will offer excellent value and satisfaction to people of all ages, abilities and backgrounds wanting to have fun, learn, contribute and make lasting memories in the countryside.

People visiting the site will:

- be inspired to explore and learn about nature
- gain health and wellbeing benefits
- be encouraged to develop environmentally sustainable behaviours
- develop a greater understanding of the importance of a species-rich natural environment and the role of multipurpose, sustainable woodland culture and economy.
- want to return!

## Achieving the vision – background

Opened in 1994, Rosliston Forestry Centre (RFC) was the first community woodland with a visitor centre created in the National Forest.

The 154 acre site is owned and managed by South Derbyshire District Council and Forestry England. Both organisations share objectives around people, environment, economic progress and sustainability. The site is a key attraction within the National Forest and is warmly referred to as a 'jewel in the crown of South Derbyshire'.

A new 30 year lease has been signed with Forestry England which runs from 2023-2053. Following the signing of the lease a public consultation exercise was undertaken in June and July 2023 to gain people's views and aspirations for the site.

## Achieving the vision – Stakeholder statement

Our main stakeholders for the site are the National Forest Company and Forestry England with similar objectives to SDDC's 'Our Environment, Our People and Our Future' and a collaborative approach between these organisations will be a significant driver in continuing to move the site forward.

Demonstrating sustainability and contributing towards the Council's Climate and Environmental Plan for reaching carbon zero by 2050 are key to the vision – including promoting sustainable management and behaviours and celebrating enhancing biodiversity.

The shared values across these organisations include professionalism, integrity, respect, creativity, teamwork, commitment, achieving excellence and having pride in our place. These will be the cornerstones of the vision.

The organisations intend to ensure Rosliston Forestry Centre remains safe, accessible, provides good value, offers excellence across the board and remains an attractive and exciting destination, striving to become environmentally and economically sustainable in the longer term.

Partnership working with other organisations and sites within the Forest will maximise shared environmental and tourism benefits eg developing a greenway path network between sites and towns

Recreation, health, volunteering, education and conservation are an important part of the site. South Derbyshire District Council runs the national award-winning Environmental Education Project and Get Active in the Forest services from the site, encouraging participation in a wide variety of activities for all abilities and ages.

Opportunities span families, businesses, education sectors, voluntary and community organisations and cater for the individual too.

To ensure our quality is maintained and improved the site will be put forward to the internationally recognised Green Flag Award for an annual independent assessment and Green Flag principles will be at the heart of the Centre’s management plan.

## Achieving the vision - principles

- Putting Our Environment, Our People and Our Future at the heart of the vision.
- Working collaboratively with partners, the local community and visitors.
- Targeting investing in the site in line with community and partner ambitions.
- Developing a 30 year management plan for the site which is reviewed every 5 years.
- Managing the facilities to make best use of space and future opportunities.
- Creating a place where visitors want to return time and time again, providing a fresh but relevant offer - encouraging repeat visits to the centre, the district, and the National Forest.
- Creating a biodiversity rich working woodland
- Using the Green Flag Award to ensure a quality visitor experience is maintained.
- Enabling and promoting sustainable travel methods to connect to towns, villages and other sites
- Boosting Tourism to maximise the site’s potential at the heart of the National Forest.

## Project Plan 2023-2028

The following action plan is based on the results of the public consultation exercise and condition surveys.

Task	2023/24	2024/25	2025/26	2026/27	2027/28	
Develop management plan for the site	Staff time					
New signage	53K					
Glade Marquee improvements*	58K					

Appendix 1

New entrance feature	10K					
Lodge improvements inc WIFI		75K	50K			
Pathway improvements (walking/ cycling)		150K				
Play Area improvements				200K****		
Enhance fixed engagement assets on site eg sculptures, public science trail					20K	
Visitor centre improvements		250K				
Explore options for Eco house use of the bungalow**						TBC
Explore other camping options for the site						TBC
Explore option for visitor tree height viewing platform**						TBC
Explore options for an onsite repair shop / men in sheds**						TBC
Replace heating system to lodges and site buildings		120K**				
Car Park power & lighting		60K				
Enterprise centre repairs		45K				
Water leak fixes		100K****	50K			
Klargester replacement			30K			
Site/ Off Site Vehicle		30K**				
External funding		250K		200K		450K
SDDC Funding	121K	580K	130K		20K	851K
Totals	121K	830K	130K	200K	20K	1,301K

\*completed

\*\*subject to external funding

\*\*\*\* will need additional capital funding

# Revitalising Rosliston

## 1. Have you visited Rosliston Forestry Centre?

Answer Choices		Response Percent	Response Total
1	Yes		99.11% 556
2	No		0.89% 5
		answered	561
		skipped	0

## 2. If no, what are the reasons for not visiting

Answer Choices		Response Percent	Response Total
1	No time		0.00% 0
2	Don't know where it is.		40.00% 2
3	I don't own a car.		0.00% 0
4	The bus service is poor.		0.00% 0
5	I find the site inaccessible.		0.00% 0
6	Nothing there I want to see.		0.00% 0
7	Other (please specify):		60.00% 3
		answered	5
		skipped	556

## 3. If you use the centre, how long do you usually spend at Rosliston Forestry Centre?

Answer Choices		Response Percent	Response Total
1	Under an hour		5.53% 31
2	1-2 hrs		51.16% 287
3	2-4 hrs		36.72% 206
4	Over 4hrs		6.60% 37
		answered	561
		skipped	0

#### 4. What are your reasons for visiting?

Answer Choices			Response Percent	Response Total
1	Dog walking		34.76%	195
2	Visiting the café		45.99%	258
3	Attending events and activities		28.70%	161
4	Going for a walk		81.82%	459
5	Visiting outdoor play area		47.06%	264
6	Meet friends and family.		45.99%	258
7	To explore nature		48.13%	270
8	To be outside		63.46%	356
9	Following long distance trail		14.44%	81
10	Volunteering / learning		6.77%	38
11	Visiting soft play		12.83%	72
12	Attending a wedding		1.96%	11
13	Renting a holiday lodge		1.78%	10
14	Other (please specify):	<input type="text"/>	13.55%	76
			answered	561
			skipped	0

#### 5. If you are visiting with children? Is so what are their ages?

Answer Choices			Response Percent	Response Total
1	Open-Ended Question		100.00%	358
			answered	358

## 6. What do you like about the Forestry Centre?

	Response Percent	Response Total
Top 4 within report	100.00%	516
answered		516
skipped		45

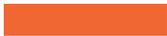
## 7. What improvements would you like to see at Rosliston Forestry Centre?

Answer Choices	Response Percent	Response Total
1 Open-Ended Question Top 4 within report	100.00%	452
answered		452
skipped		109

## 8. Thinking about dog control orders, do you think that dogs should be on a lead:

Answer Choices	Response Percent	Response Total
1 Across the whole site 	41.82%	230
2 In zoned areas 	22.18%	122
3 On surfaced footpaths 	3.27%	18
4 In the children's play area and picnic area 	32.73%	180
answered		550
skipped		11

### 9. Have you been into the visitor centre? If so how would you rate it?

Answer Choices			Response Percent	Response Total
1	Excellent		11.45%	57
2	Very good		29.52%	147
3	Good		38.15%	190
4	Fair		17.07%	85
5	Poor		3.82%	19
			answered	498
			skipped	63

### 10. What did you go into the centre for?

Answer Choices			Response Percent	Response Total
1	Information		42.88%	220
2	Toilets		85.19%	437
3	The shop		48.34%	248
4	To talk to someone		10.72%	55
5	Room hire		5.46%	28
6	Other (please specify):		10.72%	55
			answered	513
			skipped	48

### 11. If you have visited the shop, how would you rate it?

Answer Choices			Response Percent	Response Total
1	Excellent		7.40%	37
2	Very good		18.20%	91
3	Good		28.40%	142
4	Fair		17.00%	85
5	Poor		3.60%	18
6	Did not visit		25.40%	127
			answered	500
			skipped	61

### 12. If you have visited the cafe, how would you rate it?

Answer Choices			Response Percent	Response Total
1	Excellent		8.53%	46
2	Very good		27.83%	150
3	Good		30.43%	164
4	Fair		20.22%	109
5	Poor		4.08%	22
6	Did not visit		8.91%	48
			answered	539
			skipped	22

### 13. If you have attended any events at the Forestry Centre, what was the event and how would you rate it?

Answer Choices			Response Percent	Response Total
1	Excellent		4.17%	20
2	Very good		5.42%	26
3	Good		7.29%	35
4	Fair		0.63%	3
5	Poor		0.21%	1
6	Not attended any events		57.50%	276
7	Name of Event:		24.79%	119
			answered	480
			skipped	81

Name of Event: (119)

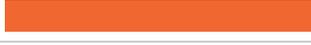
**14. If you have visited the Bird of Prey special event or session, how would you rate it?**

Answer Choices			Response Percent	Response Total
1	Excellent		15.69%	56
2	Very good		19.05%	68
3	Good		11.76%	42
4	Fair		1.96%	7
5	Poor		0.56%	2
6	Did not know about it		50.98%	182
			answered	357
			skipped	204

**15. Overall how would you describe your experience at Rosliston Forestry Centre?**

Answer Choices			Response Percent	Response Total
1	Very good		43.65%	237
2	Good		46.04%	250
3	Fair		8.84%	48
4	Poor		1.47%	8
			answered	543
			skipped	18

**16. Have you visited any other of these locations within the National Forest in the past year?**

Answer Choices			Response Percent	Response Total
1	Conkers		66.16%	346
2	Hicks Lodge		56.41%	295
3	Moira Furnace		69.22%	362
4	Calke Abbey		76.29%	399
5	Snibston Colliery Park		10.90%	57
6	Sence Valley Country Park		12.24%	64
7	National Memorial Arboretum		66.35%	347
8	Sharpe's Pottery Museum		38.81%	203
9	South Derbyshire Visitor Information Centre (Swadlincote)		16.06%	84
			answered	523
			skipped	38

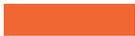
**17. Rosliston Forestry Centre sits within the National Forest, how much do you know about the National Forest?**

Answer Choices			Response Percent	Response Total
1	Nothing		1.63%	9
2	I've heard of it		11.78%	65
3	I know a bit about it		60.51%	334
4	I know a lot about it		26.09%	144
			answered	552
			skipped	9

**18. Are there any other comments you wish to make?**

Answer Choices			Response Percent	Response Total
1	Open-Ended Question		100.00%	163
			skipped	398

### 19. Your gender. Are you:

Answer Choices			Response Percent	Response Total
1	Female		72.34%	353
2	Male		23.98%	117
3	Non-binary / third gender		0.20%	1
4	Prefer to self-describe		0.00%	0
5	Prefer not to say		3.48%	17
			answered	488
			skipped	73

### 20. Your sexual orientation

Answer Choices			Response Percent	Response Total
1	Heterosexual / straight		88.02%	426
2	Gay or Lesbian		2.69%	13
3	Bisexual		0.62%	3
4	Other		0.83%	4
5	Prefer not to say		7.85%	38
			answered	484
			skipped	77

## 21. Your ethnicity

Answer Choices		Response Percent	Response Total	
<b>White</b>				
1	English/Welsh/Scottish/Northern Irish/British		96.07%	464
2	Irish		0.00%	0
3	Gypsy or Irish Traveller		0.21%	1
4	Any other White background, please describe		2.07%	10
<b>Mixed/Multiple ethnic groups</b>				
5	White and Black Caribbean		0.00%	0
6	White and Black African		0.00%	0
7	White and Asian		0.62%	3
8	Any other Mixed/Multiple ethnic background		0.21%	1
<b>Asian/Asian British</b>				
9	Indian		0.41%	2
10	Pakistani		0.00%	0
11	Bangladeshi		0.00%	0
12	Chinese		0.00%	0
13	Any other Asian background,		0.00%	0
<b>Black/ African/Caribbean/Black British)</b>				
14	African		0.00%	0
15	Caribbean		0.00%	0
16	Any other Black/African/Caribbean background		0.00%	0
<b>Other ethnic group</b>				
17	Arab		0.00%	0
18	Any other ethnic group		0.41%	2
		answered	483	
		skipped	78	

## 22. Your religion. Are you:

Answer Choices			Response Percent	Response Total
1	No religion		53.26%	253
2	Christian (including Church of England, Catholic, Protestant and all other Christian denominations)		44.42%	211
3	Buddhist		0.21%	1
4	Hindu		0.42%	2
5	Jewish		0.00%	0
6	Muslim		0.00%	0
7	Sikh		0.00%	0
8	Any other religion or belief, please describe		1.68%	8
			answered	475
			skipped	86

## 23. Do you consider yourself to have a disability or health problem which has lasted or is expected to last at least 12 months and which limits your day-to-day activities?

Answer Choices			Response Percent	Response Total
1	Yes		14.26%	69
2	No		80.99%	392
3	Prefer not to disclose		4.75%	23
			answered	484
			skipped	77

## 24. Are you

Answer Choices		Response Percent	Response Total
1	Under 16	0.00%	0
2	16-17	0.00%	0
3	18-24	2.05%	10
4	25-34	14.58%	71
5	35-44	27.93%	136
6	45-54	18.89%	92
7	55-64	19.92%	97
8	65-74	11.70%	57
9	75 +	2.46%	12
10	Prefer not to say	2.46%	12
		answered	487
		skipped	74

## 25. Are you

Answer Choices		Response Percent	Response Total
1	Never married and never registered a civil partnership	20.34%	96
2	Married	66.53%	314
3	In a registered civil partnership	0.85%	4
4	Separated, but still legally married	1.48%	7
5	Divorced	6.57%	31
6	Formerly in a civil partnership which is now legally dissolved	0.42%	2
7	Widowed	3.81%	18
8	Surviving partnership from a registered civil partnership	0.00%	0
		answered	472
		skipped	89

## 26. Please let us have your contact details


## 27. Please indicate here if you do not wish us to contact you about the answers in this survey.

Answer Choices	Response Percent	Response Total
1		100.00%
	answered	300
	skipped	261

## 28. How would you like South Derbyshire District Council to contact you?

Answer Choices	Response Percent	Response Total
1 Social media		22.07%
2 App/customer Portal		1.68%
3 Letter		12.57%
4 Newsletter		7.26%
5 Phonecall		5.03%
6 Email		77.93%
7 In person		3.91%
	answered	358
	skipped	203

<b>REPORT TO:</b>	<b>HOUSING &amp; COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 10</b>
<b>DATE OF MEETING:</b>	<b>01 FEBRUARY 2024</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>JOHN COMBER INTERIM HEAD OF HOUSING <a href="mailto:john.comber@southderbyshire.gov.uk">john.comber@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>REVIEW OF TENANCY STRATEGY &amp; TENANCY POLICY</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: HCS01</b>

## **1.0 Recommendations**

- 1.1 That the Committee approves the draft Tenancy Strategy 2023 and Tenancy Policy 2023 which has now been through the consultation process as set out in 7.0 of the Report to Committee made on 16 November 2023.

## **2.0 Purpose of the Report**

- 2.1 To seek Members' final approval to the Tenancy Strategy – (at Appendix A) and Tenancy Policy – (at Appendix B).

## **3.0 Executive Summary**

- 3.1 That the draft Tenancy Strategy 2023 will meet the statutory requirements of the Localism Act 2011 following new and updated legislation namely the Housing and Planning Act 2016, Homelessness Reduction Act 2017 and Secure Tenancies (Victims of Domestic Abuse) Act 2018. The updated Tenancy Strategy and Tenancy Policy will replace the respective versions adopted by the Council.

## **4.0 Detail**

- 4.1 The draft Tenancy Strategy 2023 set out the types of tenancies that can be granted, the circumstances that apply to the granting of the tenancy type and how a tenancy will be bought to an end.
- 4.2 The draft Tenancy Strategy 2023 sets out a framework/guidance for all of the District's Registered Providers (RPs). The draft Tenancy Policy 2023 is the document under which Council tenancies will be managed.
- 4.3 Reference and a process for the use of Fixed Term/Flexible Tenancies is made in both documents should Registered Providers or the Council wish to use this tenancy type in exceptional circumstances at a future date. The Council's previous policy provided that Flexible Tenancies would be used. The revised policy seeks to make the use of Flexible Tenancies optional rather than mandatory. It is the Council's

intention to grant Introductory Tenancies and then Secure Tenancies as a matter of course.

## **5.0 Financial Implications**

5.1 There are no direct financial implications for the Council. However, there could be additional administrative costs should flexible tenancies be adopted in future as a legal timescale and review process would need to be developed and implemented.

## **6.0 Corporate Implications**

### **6.1 Employment Implications**

None directly

### **6.2 Legal Implications**

The Localism Act 2011 states the Council must adopt a Tenancy Strategy and must have regard to it in exercising its housing management functions. The previous policy was adopted in 2016 and stated the Council would offer Flexible Tenancies. The Council did not, offering only introductory and secure tenancies. No tenants have been prejudiced by the above non-compliance; secure tenancies provide a higher tenure. The adoption of the revised policy, excluding Flexible Tenancies, rectifies the position.

### **6.3 Corporate Plan Implications**

The Tenancy Strategy contributes towards the Council's Corporate Plan which aims to:

Help tackle anti-social behaviour and crime through strong and proportionate action; Support and safeguard the most vulnerable; With partners, encourage independent living and keep residents healthy and happy in their homes.

### **6.4 Risk Impact**

There is no direct impact on Corporate or Service Delivery Risk Registers contained within this report.

## **7.0 Community Impact**

### **Consultation**

7.1 Consultation started on Monday 20 November and closed on Monday 18 December 2023.

7.2 The responses and results of the consultation period have been analysed and the results are as follows:

- Three responses were received to the Smart Survey which indicates that both the Policy and Strategy are fit for purpose
- One response asked for an easy-to-read option. The Council has produced easy to read versions of certain documents and once approved, a request will be made to apply this format to both the Tenancy Policy and Tenancy Strategy

- Once approved final versions of the Tenancy Strategy 2023 and Tenancy Policy 2023 will be posted on South Derbyshire District Council's website to include easy read versions

### **Equality and Diversity Impact**

- 7.3 An Equality Impact Assessment has been completed and is attached to this Report (at Appendix C).

### **Social Value Impact**

- 7.6 As previously reported, wherever possible the Council would like to offer safe and secure homes to its tenants with the assurance of a degree of security of tenure.

Properties will be provided with the appropriate tenure for our tenants according to their circumstances to support them to maintain their tenancies and also make the best use of council stock.

### **Environmental Sustainability**

- 7.4 Not applicable in the context of the report.

## **8.0 Conclusions**

- 8.1 Both the Tenancy Strategy and Tenancy Policy required updating to ensure compliance with the Council's duties under the Localism Act 2011 and subsequent legislation and this has been undertaken and consulted on.

## **9.0 Background Papers**

Tenancy Strategy 2012-2017 and Tenancy Policy 2013  
Allocations Policy 2020

# Tenancy Strategy 2023

**Service Area:** Housing Services

**Strategic Director:** Heidi McDougall

**Date:** February 2024

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## Version Control

Version	Description of version	Effective Date
2.0	Draft	17 08 2023
2.0	Final	01 02 2024

## Approvals

Approved by	Date
Housing and Community Services Committee - Draft	16 11 2023
Housing and Community Services Committee - Final	01 02 2024

## Associated Documentation

Description of Documentation
SDDC Tenancy Policy 2023
SDDC Allocations Policy 2020
SDDC Domestic Abuse Policy 2021
Localism Act 2011
Housing and Planning Act 2016
Homelessness Reduction Act 2017
Secure Tenancies (Victims of Domestic Abuse) Act 2018



## 1.0 Introduction

- 1.1 The aim of the Tenancy Strategy (“Tenancy Strategy”) is to provide guidance to Registered Providers (“Registered Provider(s)”) on the type of tenancies the Council would like to see used in lettings in the South Derbyshire District Council area.
- 1.2 The Localism Act 2011 sought to expand the use of fixed term tenancies in the affordable housing sector in England. As the range of tenancy options increased, the Localism Act 2011 required local housing authorities in England to prepare and publish a ‘Tenancy Strategy’ setting out the matters to which the Registered Providers of social housing (including the Council as a provider) for its District are to have regard of in formulating policies to:
  - the type of tenancies they grant
  - the circumstances in which they will grant a tenancy of a particular kind
  - where they grant tenancies for a fixed period
  - the circumstances in which they will grant a further tenancy towards the end of an existing tenancy
- 1.3 Any Registered Provider seeking to utilise fixed term tenancies (and this also means and includes references to flexible tenancies and vice versa) will also have to publish a Tenancy Policy in order to be able to do so.
- 1.4 The original Tenancy Strategy (“Tenancy Strategy”) was adopted by the Council in 2016. As the objectives of the original strategy are the same, this new version represents a review and refresh to ensure that more recent legislation and local circumstances are updated within the previous document.
- 1.5 South Derbyshire District Council’s Housing Service will produce a Tenancy Policy setting out its own tenancy offer after the approval of the revised Tenancy Strategy.

## 2.0 Context

### Legislative Changes

- 2.1 Since the introduction of the Localism Act 2011 other pieces of legislation have been enacted that impact on the type of tenancy that can be offered by Local Authorities and Registered Providers.



- 2.2 The **Housing and Planning Act 2016** sought to introduce fixed term tenancies for new local authority tenancies (with a small number of exceptions). By 2018 the Government stated that provision to end local authorities' powers to offer lifetime tenancies will not be enacted 'at this time.' If the Government changes this position, then a full review of the Tenancy Strategy will be required.
- 2.3 The **Homelessness Reduction Act 2017** added two new duties to the original statutory rehousing duty:
- A duty to prevent homelessness
  - A duty to relieve homelessness

The legislation extends entitlements to help, places a renewed focus on the prevention of homelessness and local joint working and has the potential to provide more client-focussed, personalised statutory homelessness services.

- 2.4 The **Secure Tenancies (Victims of Domestic Abuse) Act 2018** supports victims of domestic abuse in social housing to leave their abusive situation. The bill required local authorities when re-housing an existing lifetime social tenant or offering them a new sole tenancy in their own home, to grant a new lifetime tenancy if the local authority is satisfied that the tenant or a member of their household has been a victim of domestic abuse and the new tenancy is granted in connection with that abuse.

South Derbyshire District Council has its own Domestic Abuse Policy which came into effect in November 2021.

## Local Policy

- 2.5 The Council's **Corporate Plan 2020-2024** sets out the Council's vision, values and priorities. The tenancy strategy links into one of these priorities:

*Our People - Working with Communities and meeting the future needs of the District by:*

- *Engaging with our Communities*
- *Supporting and Safeguarding the most Vulnerable*
- *Delivering Excellent Services.*

- 2.6 This Tenancy Strategy will provide guidance to Registered Providers with housing stock in South Derbyshire and will link into the Council's wider Strategic ambitions for housing in the District and should be read in conjunction with the Council's Housing Allocations Policy 2020 that operates within the District.



2.7 The Strategic Housing Market Assessment 2019-2028 (SHMA) identified that newly arising housing need was largely being met through the annual new supply across the District (new affordable homes plus vacancies in existing social rented stock). The main driver for the Government introducing fixed term tenancies was to increase the supply of affordable housing to those in genuine need. In South Derbyshire the relatively high level of supply reduces the need to introduce fixed term tenancies.

### 3.0 Overview of Housing in South Derbyshire

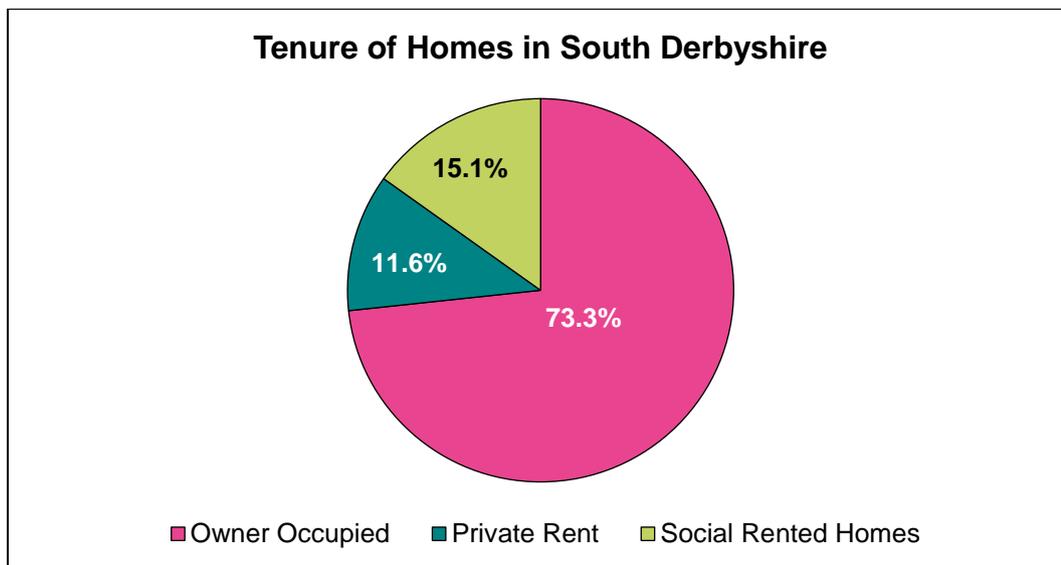
3.1 South Derbyshire is a largely rural District at the heart of the National Forest. It is one of the fastest growing areas in England with a current population of over 105,000. This is set to grow by nearly 15% between 2019 and 2028 to increase this total to over 120,000 people. The majority of people within the District live in the private sector (84.9%), with 73.8% owning their own home and 11.6% private renting. Only 15.1% of households live in social rented housing.

3.2 The table and pie chart below show the breakdown of housing by tenure types in each of the wards within South Derbyshire. There are currently 45,085 homes within the District.

**Tenure of Homes in South Derbyshire**

Ward Name	Owner		Private Rent		Social Rented		Total
	Occupied				Homes		
	n	%	n	%	n	%	
Aston	3,345	88.0%	211	5.6%	243	6.4%	3,799
Church Gresley	2,832	73.8%	600	15.6%	406	10.6%	3,838
Etwall	2,191	86.0%	188	7.4%	168	6.6%	2,547
Hatton	988	80.3%	118	9.6%	124	10.1%	1,230
Hilton	3,391	80.8%	564	13.4%	242	5.8%	4,197
Linton	2,113	82.7%	191	7.5%	252	9.9%	2,556
Melbourne	1,875	76.7%	321	13.1%	250	10.2%	2,446
Midway	2,859	75.1%	290	7.6%	656	17.2%	3,805
Newhall and Stanton	2,380	69.5%	437	12.8%	606	17.7%	3,423
Repton	1,751	85.3%	191	9.3%	111	5.4%	2,053
Seales	1,924	79.7%	215	8.9%	274	11.4%	2,413
Stenson	1,837	86.3%	212	10.0%	79	3.7%	2,128
Swadlincote	3,113	71.8%	548	12.6%	672	15.5%	4,333
Willington and Findern	2,576	90.0%	127	4.4%	158	5.5%	2,861
Woodville	2,958	70.8%	627	15.0%	591	14.2%	4,176
<b>Total</b>	<b>36,133</b>	<b>73.3%</b>	<b>4,840</b>	<b>11.6%</b>	<b>4,832</b>	<b>15.1%</b>	<b>45,805</b>





3.3 Affordable Housing: Over the last five years the Council have delivered new affordable housing through the following mechanisms:

- Negotiation of section 106 agreements for new housing developments.
- Supporting Registered Providers to delivery new homes with Homes England grant funding.
- Direct delivery of new Council Housing through acquisition and new build schemes on Council owned land.

3.4 Key facts about affordable homes in South Derbyshire:

- There are 4,733 social rented homes in the District (15.1% of all homes in the District).
- The Council owns 2,952 of these homes.
- Alongside the Council, there are 14 Registered Providers that have housing stock within the District of South Derbyshire.

Derwent Living	East Midlands Housing Group
Futures Housing Group	Guinness Partnership
Longhurst Group	Metropolitan Housing
Midland Heart	Midlands Rural
NCHA	Platform Housing
Riverside Housing	Sanctuary Housing
Trent & Dove	Trident Housing

- The Council works closely with its Registered Provider partners to provide affordable housing to people on the Council’s waiting list.
- The average weekly rent of a property at social rent is £78.20 for Council tenants and £85.88 for Registered Provider tenants.
- The average weekly cost of a property with rent set at affordable rent level is £98.40 (including service charges).



## 4.0 New Supply of Affordable Homes

4.1 The Council is committed to delivering new affordable homes across the District to meet newly arising need. The Strategic Housing Market Assessment (SHMA) indicates that there is a current shortfall of around 325 affordable rented homes per year which is largely being met by both new delivery and vacancies arising in existing social rented stock. The Council delivered 156 new affordable homes during 2021/2022 and are on track to deliver around 200 affordable homes by the end of the current financial year (2022/23).

4.2 The table below shows the numbers of affordable rented housing within each ward:

Submarket / Ward	Registered Providers and Council Stock
<b>Derby Fringe Total</b>	<b>975</b>
Aston Ward	257
Melbourne Ward	252
Repton Ward	140
Stenson Ward	77
Willington & Findern Ward	249
<b>Northwest Fringe Total</b>	<b>498</b>
Etwall Ward	207
Hatton & Hoon Ward	103
Hilton Ward	188
<b>Swadlincote &amp; South Fringe Total</b>	<b>3260</b>
Church Gresley Ward	368
Linton Ward	258
Midway Ward	553
Newhall & Staton Ward	566
Seales Ward	253
Swadlincote Ward	655
Woodville Ward	607
<b>TOTAL</b>	<b>4733</b>



## 5.0 Guidance on Affordable Rents

- 5.1 Affordable housing includes social rent and affordable rent homes and ensures homes are provided to eligible households via the Council's Housing Register and Registered Provider's waiting lists to households whose needs are not met by the market.
- 5.2 Social rent homes are owned and managed by Local Authorities and Registered Providers for which formula rents are heavily influenced through the national rent regime. Social rents are typically 60-70% of market rents, whereas affordable rented homes may be as much as 80% of the local market rents.
- 5.3 Affordable rents are rents set at approximately 80% of market level rents and are intended to provide additional funding to support new build investment. All Registered Providers who have entered into development contracts with Homes England are required to charge affordable rents on newly completed schemes. Registered Providers with Homes England development contracts can also convert a proportion of their social rent re-lets to affordable rents.
- 5.4 The Council acknowledges that developments funded by Homes England grant will be delivered at affordable rent levels and that some Registered Providers will choose to convert existing socially rented homes to affordable rents when re-let. However, the Council will not support affordable rent on sites with or without Homes England funding if rent levels charged (including services charges) would be above the Local Housing Allowance levels and therefore unaffordable for tenants on low incomes.
- 5.5 Summary of the Council's position on Affordable Rent:
- Social rent is the preferred tenure for existing and new social housing in the District.
  - The Council encourages Registered Providers to use their discretion to set Affordable Rents below 80% of the market rent to ensure developments are affordable.
  - The Council does not wish to see households facing financial difficulties because their income is insufficient for their housing costs and other essential expenditure
  - The Council encourages Registered Providers to ensure that properties remain affordable for those subject to the benefit cap.
  - The Council seeks commitment from Registered Providers that a reasonable level of locally based reinvestment will result from charging Affordable Rent in the District.
  - The Council does not wish to see an area experience high concentrations of Affordable Rent conversions.

## 6.0 Objectives

- 6.1 The overall objective of the Tenancy Strategy is:



*'To ensure that registered providers of affordable housing in South Derbyshire can use their properties as effectively as possible to provide homes for South Derbyshire residents in housing need.'*

Although the preference of South Derbyshire District Council is for Registered Providers operating in the District to offer lifetime tenancies, the Council recognise that the use of fixed term/flexible tenancies can help meet the overall objective.

6.2 When utilising fixed term tenancies, the Council expects Registered Providers to:

- Help more people move on from affordable housing once they can sustain an alternative solution, such as home ownership or the private rented sector.
- Tackle under-occupation by giving local Registered Providers more opportunity to move people to smaller accommodation if they find themselves in a property that is too big for them. This will release larger properties for those that need them, including overcrowded households.
- Encourage tenants to take control of their lives by providing support when it is needed at a time of crisis but encouraging people to prepare for independence once their situation has improved by making it clear from the start of their tenancy that the arrangement is not necessarily a permanent one.

6.3 The Council is aware that Registered Providers often work across many local authority areas but where possible the Council would like to ensure all tenancy policies are transparent and so far as possible equitable to housing applicants. Registered Providers are expected to provide information and consult on their tenancy policies with both tenants and the Council.

## 7.0 Tenure Offer

7.1 The Council's preference is for Registered Providers to offer a **Lifetime Tenancy** to tenants. Historically, lifetime tenancies will be secure tenancies in the Council housing sector and assured tenancies in the Registered Provider sector.

7.2 The Council supports Registered Providers using **Introductory, Starter or Assured Shorthold Tenancies**. The foregoing tenancies are tenancies often for one year, which provides the tenant with a trial period. Tenants can then progress to a lifetime tenancy. These tenancies are a useful tool for landlords to address issues such as anti-social behaviour.



7.3 As an alternative to a lifetime tenancy, Registered Providers can offer a **Fixed Term/Flexible Tenancy**, if the circumstances of the case dictate that this would be the most appropriate course of action. If a Registered Provider intends to use a fixed term/flexible tenancy, it should be for a minimum period of five years. The Council believes this ensures social housing residents in South Derbyshire have a reasonable degree of security whilst also allowing Registered Providers to make best use of their stock without creating a significant administrative burden.

The Council would not support tenancies of less than five years.

7.4 The Council would not support the offer of a fixed term/flexible tenancy to vulnerable households. In these situations, a lifetime tenancy will be suitable. The Council supports this approach in cases such as, but not limited to, the following:

7.4.1 people with a long and enduring illness or condition of a serious nature and where a person's circumstances are unlikely to change.

7.4.2 older people in sheltered accommodation.

7.4.3 families with disabled children (where in the medical examiner's view a longer tenancy would provide stability).

7.4.4 people leaving care.

7.4.5 injured ex-service personnel.

7.5 Secure tenancy rights of existing housing association tenants should be protected so as not to discourage downsizing or movement within the housing association stock and cross-Borough/District mobility schemes.

7.6 In cases of domestic abuse where a tenant of social housing either flees their property or makes an application to turn their joint tenancy into a sole tenancy, the Council supports a 'like for like' approach. In all circumstances where a tenant has a lifetime tenancy, a tenancy with the same security of tenure must be offered if the Registered Provider is satisfied that the person or member of the person's household is or has been the survivor of domestic abuse carried out by another person and the Registered Provider grants a new tenancy for reasons connected with that abuse. This is in line with the Secure Tenancies (Victims of Domestic Abuse) Act 2018 and the Council expects Registered Providers to follow this approach as the legislation includes 'assured tenancies' within the definition of a 'qualifying tenancy' under the Act.

7.7 The Council supports properties being let on a **Temporary Licence** as a short-term agreement usually for no more than 12-months, which gives households experiencing homelessness the right to stay in a scheme such as hostel/supported housing until they are ready to be re-housed.



7.8 The Council supports properties being let at social and affordable rents to households on the Housing Register. The Council expects that all affordable rent properties the Council has nomination rights to, will be let to households in need, as prioritised via the Allocations Policy.

## 8.0 Fixed Term/Flexible Tenancy Reviews

8.1 The Council expects that those affordable Registered Providers who elect to offer Fixed Term/Flexible Tenancies clearly set out within their Tenancy Policy how they will review a fixed term/flexible tenancy.

8.2 The Council expects the tenancy review criteria will reflect South Derbyshire District Council's Allocation Policy when determining the suitability of the property.

8.3 In terms of tenancy conduct, it is important that the review of the fixed term/flexible tenancy is not used as an alternative to the usual remedies available to address breaches of tenancy. On that basis, the Council would not expect a landlord to decide not to renew a fixed term/flexible tenancy due to the way the tenant has conducted the tenancy unless formal possession action is already underway.

8.4 The Council expects tenancies will be automatically extended where one or more of the following apply:

8.4.1 The household make-up has not changed since the original allocation of the property.

8.4.2 A tenant or member of their household has a disability, substantiated by their doctor and the property has been substantially structurally adapted to meet the disability needs of that person.

8.4.3 A tenant or member of their household has a severe learning disability, substantiated by their doctor or social services.

8.4.4 A tenant is a registered foster carer for the Families and Young Persons Service and the tenancy needs to continue to enable them to perform this role.

8.5 The Council expects tenancies will not normally be extended where the property significantly does not meet the needs of the household. This may include one or more of the following:



- 8.5.1 The property is permanently under occupied by more than two-bedrooms.
- 8.5.2 The property has been substantially structurally adapted/extended or specifically built to meet the needs of a disabled tenant or member of their household who no longer resides at the property.

## 9.0 Termination of Fixed Term/Flexible Tenancy

- 9.1 The Council expects that tenants who have had a review of their tenancy will be given at least six (6) months' written notice that the tenancy is not to be extended. The Registered Provider must give the tenant adequate reasons in writing for the decision to end the tenancy and give information on the right to appeal.
- 9.2 Given the role of the Council in tackling homelessness, it is expected that affordable Registered Providers will allow a tenant to remain in their property at the end of the tenancy until a suitable alternative has been found. The Council expects the Registered Provider to offer advice and assistance, as well as financial support, such as rent deposit guarantee schemes, for those re-housed in the private rented sector or access to shared equity products to those interested in low-cost market housing.

## 10.0 Suitable accommodation at the end of a Fixed Term/Flexible Tenancy

- 10.1 The Council considers "suitable accommodation" means the following unless otherwise agreed with the tenant:
- 10.1.1 Where a tenant has children attending a local school the accommodation is within the catchment area of that school.
- 10.1.2 The accommodation meets the decent homes standard and the household will not over-occupy the property.
- 10.1.3 Where the tenant or a member of the household is a nominated carer of a relative who does not live with the carer that the accommodation is within a reasonable distance to ensure continuity of care. This includes ensuring that appropriate public transport is available if this is the current mode of transport used by the carer to visit the relative.

## 11.0 Appeals

- 11.1 The Registered Provider's Tenancy Policy must clearly set-out the process for the tenant to appeal a decision to terminate their tenancy. This should include:
- Advice on their right to appeal the decision and where they can seek support and assistance to help them prepare their appeal.



- The tenant should be given a minimum of 21 days to make an appeal after receipt of the Registered Provider's written decision not to extend the fixed term/flexible tenancy.
- A review should be carried out independently by a senior officer who has not been involved in the original decision.
- The senior officer should base their decision on the known facts at the time of the review. In some cases, they may need to ask the tenant for more information to help them make a decision.
- The senior officer should make a decision and write to the tenant explaining their reasons for it within 28 days of receipt of the written appeal.
- The tenant should be informed that if they are not happy with the outcome of the appeals process they will still have the right to recourse through the Courts.



# Tenancy Policy 2023

**Service Area:** Housing Services

**Strategic Director:** Heidi McDougall

**Date:** February 2024



## Version Control

Version	Reason for review (review date/legislation/process changes)	Author (A) / Reviewer (R)	Effective date
1.0	Legislation Changes	Lyndsay Taylor (A)/Sally Damms (R)	31.10.2022
	Update of Tenancy Strategy 2016	Lyndsay Taylor (A)/Sally Damms (R)	31.10.2022

## Approvals

Approved by (Committee/Leadership Team)	Date
Housing & Community Services Committee – Draft approval for consultation	16 11 2023
Housing & Community Services Committee – Final approval	01 02 2024

## 1.0 Content

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## 2.0 Introduction

2.1 The Localism Act 2011 sought to expand the use of fixed term tenancies in the affordable housing sector in England. As the range of tenancy options increased, the Localism Act 2011 required local housing authorities in England to prepare and publish a Tenancy Strategy (“Tenancy Strategy”) setting out the matters to which the Registered Providers (“Registered Providers”) of social housing (including the Council as provider) for its District are to have regard of in formulating policies to:

- the type of tenancies they grant
- the circumstances in which they will grant a tenancy of a particular kind
- where they grant tenancies for a fixed period
- the circumstances in which they will grant a further tenancy towards the end of an existing tenancy

2.2 Since the introduction of the Localism Act 2011 new legislation has been enacted that impacts on the types of tenancies that should be offered by Local Authorities and Registered Providers, namely:

- The Housing & Planning Act 2016
- The Homelessness Reduction Act 2017
- The Secure Tenancies (Victims of Domestic Abuse) Act 2018

2.3 The Tenancy Strategy 2023 is based on The Localism Act 2011 and the new legislation as described in 2.2 above to allow affordable Registered Providers more freedom to:

- Continue to grant lifetime tenancies either for all or specific household groups/property types/locations;
- Provide new tenants with a fixed term/flexible tenancy (and this also means and includes references to flexible tenancies and vice versa) where it is believed to be more appropriate than a lifetime tenancy;
- Establish the length of the fixed term tenancy to be offered;
- Develop their own Tenancy Policy setting out the criteria to be issued in determining whether to issue a new tenancy at the end of any fixed term;
- Let new build homes or re-let of existing homes under the new affordable rent tenure, which allows for affordable Registered Providers to charge higher rent levels (up to 80% of market rents).

2.4 South Derbyshire District Council’s Tenancy Strategy (agreed by the Housing and Community Services Committee on 01 February 2024) has been developed within the context of the Council’s overall Corporate Plan 2020-24 and its strategic priority:

*“Our People - Working with Communities and meeting the future needs of the District by:*

- *Engaging with our Communities*
- *Supporting and Safeguarding the most Vulnerable*
- *Delivering Excellent Services.*

2.5 With a retained landlord function South Derbyshire District Council Housing Services has a duty to publish a Tenancy Policy which describes the types of tenancies we will offer and the way in which these tenancies will be managed.

2.6 The Tenancy Policy has been developed with full regard to South Derbyshire District Council's Tenancy Strategy. The policy follows the principles and objectives of the Tenancy Strategy and should be read in conjunction with it.

2.7 This Tenancy Policy sets out:

- The types of tenancies the Council will offer
- The circumstances in which tenancies will be granted
- The process for reviewing tenancies
- How succession rights will be managed
- The Council's approach to tenancy sustainment

2.8 This policy applies to all new tenancies that commence from 02 February 2024.

### 3.0 Aims & Objectives

3.1 The Council will issue tenancies that are compatible with the purpose of the accommodation, the needs of individual households, the sustainability of the community and the efficient use of our housing stock.

3.2 The Tenancy Policy seeks to:

- Ensure our tenants and staff are aware of the types of tenancies offered
- Ensure that all our tenancies are transparent and fair
- Aid mobility and respond to the changing needs of our tenants
- Make best use of our housing stock especially by reducing under occupation and overcrowding and ensuring adapted homes are lived in by those who need them.
- Have regard to the Council's Tenancy Strategy
- Provide all tenants with the advice and support needed to be able to manage their tenancies satisfactorily

### 4.0 Local Context

4.1 South Derbyshire is a largely rural District at the heart of the National Forest. It is one of the fastest growing areas in England with a current population of over 105,000. This is set to grow by nearly 15% between 2019 and 2028 to increase this total to over 120,000 people. The majority of people within the District live in the private sector (84.9%), with 73.8% owning their own home and 11.6% private renting. Only 15.1% of households live in social rented housing.

4.2 There are currently 45,085 homes within the District.

#### Affordable Housing

4.3 Over the last five years the Council have delivered new affordable housing through the following mechanisms:

- Negotiation of section 106 agreements for new housing developments
- Supporting Registered Providers to delivery new homes with Homes England grant funding

- Direct delivery of new Council Housing through acquisition and new build schemes on Council owned land.

#### 4.4 Key facts about affordable homes in South Derbyshire

- There are 4,733 social rented homes in the District (15.1% of all homes in the District)
- The Council owns 2,952 of these homes
- Alongside the Council, there are 14 Registered Providers that have housing stock within the District of South Derbyshire
- The Council works closely with its Registered Provider partners to provide affordable housing to people on the Council's waiting list

## 5.0 Types of Tenancies to be offered

### 5.1 Introductory Tenancies

- 5.1.1 New tenants will be introductory tenants for the first year of their tenancy. Their tenancies will become fixed term or secure tenancies at the end of this period provided the introductory tenancy's conditions have not been broken.
- 5.1.2 All introductory tenants will receive a tenancy agreement setting out the introductory tenancy period and indicating the type of tenancy to be granted at the end of the introductory period, subject to there having been no breach of the tenancy agreement during the introductory tenancy period.
- 5.1.3 New tenants who are transferring from another social or affordable home, whether with the Council or another social landlord, will not normally be offered an introductory tenancy if they are a secure or assured tenant or hold a fixed term tenancy.
- 5.1.4 At the end of a twelve-month introductory period, the tenant will usually be granted a lifetime tenancy, or in exceptional circumstances, a fixed tenancy. Alternatively, the Council may extend the tenant's introductory period, if the Council considers that the tenant would benefit from additional time to demonstrate that they can keep to tenancy terms or to clear rent arrears.
- 5.1.5 An introductory tenancy may be brought to an end if the tenancy terms are broken. This includes where tenants commit crime, or anti-social behaviour, or fail to pay their rent.

### 5.2 Secure/Lifetime Tenancies

- 5.2.1 Lifetime tenancies are intended for:
- 5.2.1.1 All existing tenants of South Derbyshire District Council ("the Council") or those of Registered Providers who currently have a lifetime tenancy agreement.
  - 5.2.1.2 New lettings to designated supported older person accommodation.
  - 5.2.1.3 Tenants who have successfully completed their introductory tenancy unless the Council considers it appropriate to grant a fixed term tenancy.

### 5.3 Temporary Agreements

5.3.1 These agreements are short-term usually for no more than 12 months, which give a tenant the right to stay in a scheme such as hostel/supported or temporary housing until they are ready to be re-housed

### 5.4 Fixed Term Tenancies

5.4.1 A Fixed Term tenancy is a tenancy for a fixed period, as created under the Localism Act 2011. Although it contains many features of a secure tenancy, the main difference is that a secure tenancy can only be brought to an end by the landlord if a court order is granted, and the court considered possession reasonable. With a Fixed Term tenancy, the court must award the landlord possession as long as the fixed term has expired, the correct notices have been served and any appeal has been considered.

5.4.2 The Council will not grant Flexible or Fixed Term Tenancies and will grant a Secure or Lifetime Tenancy for all tenants following the successful completion of the introductory tenancy period.

5.4.3 Older people living in designated supported accommodation schemes will be offered secure lifetime tenancies.

## 6 Succession

When a tenant dies the tenancy can sometimes be passed on to another member of the family and this is known as succession. There are different succession rights in law for different types of tenancies and this is known as a statutory succession.

6.1 Secure Tenancies Granted before 1<sup>st</sup> April 2012.

6.1.1 The law allows for one statutory succession to either:

6.1.1.1 The deceased tenant's spouse or civil partner provided they were residing with the deceased tenant at the time of their death as their main home, *or*

6.1.1.2 A member of the deceased tenant's family who had been residing with the deceased tenant for twelve months prior to the tenant's death as their main home.

6.1.2 Family members are defined as, parents, grandparents, children (including adopted children), grandchildren, siblings, uncles, aunts, nephews and nieces and partners. The law does not allow for joint succession, so if there are a number of potential joint successors they need to choose who will take over the tenancy. If they cannot choose, the landlord is able to do so. Where the successor is not a spouse or civil partner but is a member of the family and the property is too large for them, they can be granted the tenancy of a smaller property which meets their needs.

6.2 Secure Tenancies Granted on or after 1<sup>st</sup> April 2012.

6.2.1 The law allows one statutory succession to a spouse or civil partner of the deceased tenant, who was living with them at the time of the tenant's death as their main home.

### 6.3 Successor is unable to remain.

6.3.1 Where the property is too large, i.e., underoccupied for the statutory successor the Council will require them to move to an alternative property which meets their needs unless their circumstances are exceptional to ensure best use of Council housing stock. Schedule 2 to the Housing Act 1985 sets out the “Grounds” on which the Council can seek to evict a secure tenant. Only a court can decide whether a particular Ground is established and whether to issue a Possession Order. The Council would consider Ground 15A of Schedule 2 (the successor Ground). The housing need will be assessed in line with the Council’s Bedroom Standard in the Allocations Policy. The statutory successor can bid for alternative properties for six months after which time if no property is selected a direct offer will be made.

### 6.4 Discretionary Succession.

6.4.1 In certain circumstances if the tenant dies and there has already been one statutory succession at the property, the Council may allow a person or household to remain in the property. To be eligible the applicant must:

6.4.1.1 Be a spouse or civil partner of the deceased secure tenant and have lived with them as their main home for a minimum of one year, or

6.4.1.2 Be a family member defined as; parents, grandparents, adult children, grandchildren and brothers and sisters who have lived with the deceased secure tenant as their main home for a minimum of three years.

6.4.2 Where there is more than one person living in the household who is eligible for a discretionary succession, the Council expects the household to decide who should benefit. Provided that person meets the criteria outlined here, the Council will generally respect this choice. However, the final decision will be agreed by the Council.

6.4.3 Discretionary successors will only be able to remain in the original home if it is the size needed in accordance with the Council’s Bedroom Standard in the Housing Allocation Policy. If the discretionary successor is required to move they will be able to bid for an alternative property for six months after which time one direct offer will be made

6.4.4 If appropriate a new fixed term tenancy could be considered (following the successful completion of an introductory tenancy). This may be at the original home or another property depending on the size of property needed which will be assessed under the Council’s Bedroom Standard or any equivalent standard set out in the Housing Allocation Policy. If a property other than the original home is offered the applicant will be able to bid for a period of six months after which time one direct offer will be made. Upon expiry of a fixed term tenancy a further fixed term tenancy may be offered in line with the Tenancy Policy.

## 7 Supporting Tenants

- 7.1 The Council is committed to ensuring that tenants are well informed about their rights, responsibilities and how to access services. Information is available on the Council's website. The Council will consult tenants on all matters relating to the management of their homes.
- 7.2 The Housing Solutions Team provides advice and assistance to tenants who wish to move home.
- 7.3 Support for new tenants includes:
- 7.3.1 Information at the outset on what is expected of a tenant throughout their tenancy. For fixed term tenancies this will include information on when a new tenancy will be offered.
- 7.3.2 Visits to introductory tenants within six weeks of the start of their tenancy to ensure they have settled into their new home and to provide more detailed information on available services.
- 7.3.3 Regular communication with Housing Officers to make agreements to pay rent and arrears.
- 7.3.4 Tenancy support, welfare benefit and debt management advice through our Tenancy Sustainment Officer.
- 7.3.5 Housing related support through our Careline Support Co-ordinators.
- 7.3.6 Close working with the Department for Work & Pensions to ensure Housing Related benefit claims are assessed and paid promptly.
- 7.3.7 Referrals to appropriate agencies for tenants with social or mental health issues to help them to live independently.
- 7.4 Ending a tenancy and seeking possession for a breach of tenancy conditions is always a last resort and is only ever considered after all available support has been offered but has been declined or failed. Much of the support detailed above is designed to provide support at an early stage and prevent eviction. Even once possession is being pursued, support will continue to be offered, tenants will be clearly advised of the processes being followed, the seriousness of the situation and their legal rights.

## 8 Performance and Monitoring

The following local performance indicators will be used to monitor effectiveness of this policy:

- 8.1 Number of failed Introductory Tenancies within year.

## 9 Roles and Responsibilities

- **Consulted:**
- **Informed:**

<b>Responsible</b> ( <i>Service area who performs an activity or does the work</i> )	<b>Accountable</b> ( <i>Service area which is ultimately accountable for the service being provided</i> )
<ul style="list-style-type: none"> <li>• <b>JOB ROLE/SERVICE AREA</b></li> </ul> <p>Housing Officer:</p> <ul style="list-style-type: none"> <li>• Granting of tenancies</li> <li>• Reviewing tenancies</li> </ul> <p>Tenancy Services Manager:</p> <ul style="list-style-type: none"> <li>• Hearing appeals</li> <li>• Approval of renewals if required</li> <li>• Complaints</li> </ul>	<ul style="list-style-type: none"> <li>• <b>JOB ROLE/SERVICE AREA</b></li> </ul> <p>Head of Housing</p> <ul style="list-style-type: none"> <li>• Ensuring compliance with service &amp; corporate objectives</li> <li>• Complaints</li> </ul>
<b>Consulted</b> ( <i>Services who need to be engaged and contribute to the policy</i> )	<b>Informed</b> ( <i>Services or stakeholders that needs to be informed of the policy</i> )
<ul style="list-style-type: none"> <li>• <b>JOB ROLE/SERVICE AREA</b></li> </ul> <p>Tenants Other Housing Staff outside of Tenancy Services</p>	<ul style="list-style-type: none"> <li>• <b>JOB ROLE/SERVICE AREA/ STAKEHOLDER</b></li> </ul> <p>Council Staff</p>

## 10.0 Sustainability Impact Assessment

Our Environment	Potentially positive impact (Y/N)	Potentially negative impact (Y/N)	No disproportionate impact (Y/N)	Sustainable Assessments findings <i>(Please utilise the guidance provided for assessment findings.)</i>
Improve the Environment of the District			Y	N/A
Tackle Climate Change			Y	N/A
Enhance the attractiveness of South Derbyshire			Y	N/A
<b>Our People</b>				
Engage with Communities			Y	N/A
Supporting and Safeguarding the most vulnerable	Y			Vulnerable demographics eg elderly/disabled will have security of tenure without fear of having to move from their home at the end of a tenancy
Deliver Excellent Services	Y			Provide properties at the correct tenure for our tenants according to their circumstances to support them to maintain their tenancies and also make the best use of council stock
<b>Our Future</b>				
Develop Skills and careers			Y	N/A
Support economic growth and infrastructure			Y	N/A
Transforming the Council			Y	N/A

## 11.0 Policy Review

This Tenancy Policy will be subject to regular review and any changes will be agreed by the Housing & Community Services Committee. The Tenancy Policy will be reviewed every three years or sooner if the Tenancy Strategy 2023 is amended or circumstances and legislation change significantly.

## 12.0 Associated Documentation

Description of Documentation	Document Reference
SDDC Tenancy Strategy 2023	
SDDC Allocations Policy 2020	
SDDC Domestic Abuse Policy 2021	
Localism Act 2011	
Housing and Planning Act 2016	
Homelessness Reduction Act 2017	
Secure Tenancies (Victims of Domestic Abuse) Act 2018	

# Equality Impact Assessment - Preliminary Assessment Form

<i>Title of the strategy, policy, service or project:</i>		Tenancy Strategy 2024 and Tenancy Policy 2024
<i>Service Area:</i>	Housing Services	
<i>Lead Officer:</i>	Heidi McDougall – Strategic Director	
<i>Date of assessment:</i>	06/2023	
<i>Is the strategy, policy, service (procedure) or project:</i>		
<i>Changed</i>	<input checked="" type="checkbox"/>	
<i>New</i>	<input type="checkbox"/>	

## Section 1 – Clear aims and objectives

### 1. What is the aim of the strategy, policy, procedure or project?

*A brief description of the aims of the policy – use a bullet point list if appropriate*

Further to the Localism Act 2011, Local Authorities have a statutory duty to publish a Tenancy Strategy. Following new and updated legislation namely the Housing and Planning Act 2016, Homelessness Reduction Act 2017 and Secure Tenancies (Victims of Domestic Abuse) Act 2018 the Tenancy Strategy and Tenancy Policy adopted by the Council in 2013 requires updating.

### 2. Who is intended to benefit from the strategy, policy, procedure or project and how?

*E.g. specific sections of the community, employees*

The Strategy and Policy applies to all people registering and applying for housing with the Council together with everyone currently housed with the Council.

The Tenancy Strategy 2024 contributes towards the Council’s Corporate Plan which aims to:

Help tackle anti-social behaviour and crime through strong and proportionate action; Support and safeguard the most vulnerable; With partners, encourage independent living and keep residents healthy and happy in their homes.



### 3. What outcomes do you want to achieve?

*A brief summary of the anticipated outcomes (if required as explained in the accompanying Committee report) use a bullet point list if appropriate*

The Tenancy Strategy sets out the types of tenancies that can be granted, the circumstances that apply to the granting of the tenancy type and how a tenancy will be brought to an end.

The Tenancy Strategy 2024 sets out a framework/guidance for all of the District's Registered Providers (RPs). The Tenancy Policy 2024 is the document under which Council tenancies will be managed.

Reference and a process for the use of Fixed Term/Flexible Tenancies is made in both documents should Registered Providers or the Council wish to use this tenancy type in exceptional circumstances at a future date.



## Section 2 – What is the impact?

**4. Summary of anticipated impacts.** *Please tick at least one option per protected characteristic. Think about barriers people may experience in accessing services, how the policy is likely to affect the promotion of equality, knowledge of customer experiences to date. You may need to think about sub-groups within categories e.g. older people, younger people, people with hearing impairment etc. [Hyperlinks to supporting information about the protected characteristics listed below can be found here.](#)*

	Potentially positive impact	Potentially negative impact	No disproportionate impact
Age	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disability and long-term conditions	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Marriage or civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnant women and people on parental leave	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Race	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sex (Gender)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



### Section 3 – Recommendations and monitoring

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If you have answered that the strategy, policy, procedure or project could potentially have a negative impact on any of the above characteristics then a full Equality Impact Assessment will be required.

#### 5. Should a full EIA be completed for this strategy, policy, procedure or project?

Yes       No

*Please explain the reasons for this decision:*

The Tenancy Strategy 2024 and Tenancy Policy 2024 has no negative impact. It supports the Council's Allocations Policy of 2020. No individuals or groups of people are disadvantaged; everyone is treated in a fair and equitable manner.

### Section 4 – Approval

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Please note the assessment should be reviewed and approved by the appropriate Head of Service **before** the Committee report (if required) is produced.

Reviewed by Head of Service

Name:

Date:



If further information regarding this assessment is required, please contact the Lead Officer for this assessment (outlined in Section 1.)



<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 11</b>
<b>DATE OF MEETING:</b>	<b>01 FEBRUARY 2024</b>	<b>CATEGORY: (See Notes) DELEGATED or RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (CORPORATE RESOURCES)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>TRACY BINGHAM <a href="mailto:tracy.bingham@southderbyshire.gov.uk">tracy.bingham@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COUNCIL HOUSING RENTS INCREASE 2024/25</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: (See Notes)</b>

## **1.0 Recommendations**

1.1 That Committee consider and confirm the increase in Council housing rents for 2024/25.

## **2.0 Purpose of the Report**

2.1 This report seeks the Committees preferred position to increase council housing rents in 2024/25, following publication of the limit on annual rent increases 2024/25 from the Department of Levelling Up, Housing and Communities (DLUHC).

2.2 The guidance gives flexibility to increase social housing rents by up to 7.7%. This level is higher than the 7.3% anticipated as part of the draft budget and considered by the Housing and Community Services Committee at its last meeting on 8 January 2024.

## **3.0 Detail**

3.1 In the consolidated draft budget presented to Finance and Management Committee on 23 November 2023 and the Housing Revenue Account (HRA) budget presented to the Housing and Community Services Committee on 8 January 2024, the assumed rent increase for 2024/25 was 7.3%. This would increase the average rent per property by £6.37 per week, from £87.30 per week to £93.67 and generate an additional £1,102,604 within the HRA.

3.2 In early January, DLUHC published the limit on annual rent increases 2024/25 which confirmed the maximum increase at 7.7%. This would increase the average rent per property by £6.72 per week, from £87.30 per week to £94.02 and generate an additional £1,154,025 within the HRA.

3.3 There is an appreciation of the costs of living crisis on tenants. However, in addition to this we need to consider that tenants benefited from 1% rent cuts per year between

2016/17 and 2019/20, which resulted in the HRA losing £457,728.00 rental income over the 4-year period alone, so the base-line rents are already lower than previously anticipated over a 30-year business plan.

3.4 In 2023/24 rent increase the government capped rent increases at 7% where the actual CPI + 1% would have resulted in an increase of 11.1%. South Derbyshire District Council took the decision to increase rents by 3% in this year. This resulted in lower levels of rental income of whilst the costs of materials and labour continued to increase at inflationary levels.

3.5 A lower than permitted increase would place a financial constraint on the HRA and result in a lower base-line position for future year rents.

#### **4.0 Financial Implications**

4.1 The table below shows both increase options side by side.

Percentage Increase	Weekly Rental Increase between		Average rental increase per week	Average weekly property rent	Additional Rent compared with 2023/24
	£4.41	£9.62			
7%	£4.41	£9.62	£6.11	£93.41	£1,063,164
7.30%	£4.60	£10.03	£6.37	£93.67	£1,102,604
7.70%	£4.86	£10.58	£6.72	£94.02	£1,154,025

4.2 The additional income achieved by raising rents by the maximum level of 7.7% is £51,421. The compound foregone income over the forthcoming 5-year period to 2028/29 is £217,738.

#### **5.0 Corporate Implications**

##### **Employment Implications**

5.1 There are no employment implications.

##### **Legal Implications**

5.2 There are no legal implications.

##### **Corporate Plan Implications**

5.3 There are no corporate plan implications.

##### **Risk Impact**

5.4 There are no direct risk impact matters.

#### **6.0 Community Impact**

##### **Consultation**

- 6.1 Tenants have been consulted on the rent increase for 2024/25 during December 2023 and January 2024. The consultation set out that the Council would use the social rent formula and that it expected this to be 7.3%.

### **Equality and Diversity Impact**

- 6.2 Increasing rent by the amounts specified will have a neutral effect on protected groups. Tenants on low income will have their rents met by Housing Benefit (HB full or partial) or Universal Credit (UC), so it will save the Government money as opposed to the tenant. Officers continue to work to assist households in financial difficulty where possible, including the administering of Government funds to support those households in need.

### **Social Value Impact**

- 6.3 There are no direct implications.

### **Environmental Sustainability**

- 6.4 There are no direct implications.

## **7.0 Conclusions**

- 7.1 The Committee should consider and confirm the increase in council housing rents for 2024/25.

## **8.0 Background Papers**

- 8.1 Item 6, Housing Revenue Account Budget 20204/25: [CMIS > Meetings](#)

<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 12</b>
<b>DATE OF MEETING:</b>	<b>01 FEBRUARY 2024</b>	<b>CATEGORY: RECOMMENDED</b>
<b>REPORT FROM:</b>	<b>STRATGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>SEAN MCBURNEY HEAD OF CULTURAL AND COMMUNITY SERVICES</b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>TREE SERVICE BUDGET</b>	
<b>WARD(S) AFFECTED:</b>	<b>ALL WARDS</b>	<b>TERMS OF REFERENCE:</b>

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## **1.0 Recommendations**

- 1.1 To approve the budget outlined in this report to ensure good tree management and reduce potential risks to the Council.

## **2.0 Purpose of the Report**

- 2.1 To highlight the issues and risks associated with tree maintenance within South Derbyshire.
- 2.2 To propose the approval of a tree maintenance budget. Total value of the requested budget for this area is £85,000. This report is providing additional detail following the budget report for Housing & Communities Committee that was presented at the 8th January 2024 committee.

## **3.0 Executive Summary**

- 3.1 The Council has a duty to effectively manage its many trees, and have been mapping, inspecting, and maintaining them within current resources. However, with better data, an ever-increasing tree stock, increased environmental awareness, advancement of issues such as Ash Die back, Oak Processionary moth, sudden branch drop, increased development, and public expectations to protect trees, it has led to significant capacity issues with the parks and green spaces service.
- 3.2 The Committee adopted a new Tree, Woodland and Hedgerow Policy in March 2022 which also highlighted the backlog of works to our own tree stock and approved a one-off budget to address this.
- 3.3 It is now clear that undertaking adhoc maintenance is unsustainable and requires a more formal arboricultural contract with sufficient financial resource to ensure the risks to the Council are minimised. Newcastle City Council were fined £288K for failing to

manage their tree stock safely. This is the latest in several high-profile cases in recent years.

- 3.4 There are several risks and opportunities facing the Council which are highlighted by an examination of current issues. These issues include risks associated with achieving current policy response times, lack of a dedicated and defined tree work budget and an expanding tree management workload.
- 3.6 The council manage's in excess of 117,000 trees across its parks, cemeteries, woodland and housing areas.

#### **4.0 Detail**

- 4.1 An independent report was undertaken by Ruth Wilmott Associates in 2021 to identify what resources were needed to deliver effective tree management for South Derbyshire District Council. It concluded that we are under resourced for the tree stock that we are responsible for.
- 4.2 The average annual spend for tree works over the past five years (excluding the backlog of works) is c.£55k per annum. It is therefore proposed that an annual tree maintenance budget of £85k per annum to allow for a more proactive approach including a planned tree replacement programme.
- 4.3 In addition, the report identifies the need for a specific tree maintenance budget and to be more proactive towards tree management and maintenance rather than just reactive to problems. This budget will allow for this approach.
- 4.4 In the medium-term, the continued effective and efficient management of trees will help the Council manage identified future risks.
- 4.5 In addition, with the declaration of an ecological emergency places good maintenance to ensure our tree stock remains in a healthy condition as a key consideration.
- 4.6 Once the tree works budget is formally in place a procurement exercise will be undertaken to establish a tree maintenance contract to undertake the works.

#### **5.0 Financial Implications**

- 5.1 As detailed in January's Housing and Community Services Special Budget Committee and the Finance & Management Special Budget Committee reports, the provision for the additional tree maintenance budget has been considered with the financial position of the General Fund over the medium term.
- 5.2 Subject to approval a procurement exercise to tender for a new medium-term contract (5 years plus 2) will be undertaken to establish a formal contract for tree maintenance.

#### **6.0 Corporate Implications**

##### **Employment Implications**

- 6.1 None as a direct result of this report [Page 139 of 148](#)

## Legal Implications

- 6.2 Under UK law, in England and Wales, the Occupiers' Liability Act 1957 and 1984 governs liability. The earlier Act deals with any liability relating to visitors, i.e., persons who enter the land or premises either by invitation or by permission. The later Act deals with liability to other persons, including trespassers. Occupiers can be held negligent in their duty of care even if injury or damage occurs on land where people do not have access by right or invitation. Under General Liability, a tree owner has a 'Duty of Care' to its 'neighbours' with regards to the regular inspection and hazard abatement of its tree stock. This duty is laid down in;
- Occupiers Liability Acts of 1957 & 1984
  - Highways Act 1980 (especially section 130),
  - The Miscellaneous Provisions Act 1976 'Dangerous Trees and Excavation'
  - Health & Safety at Work Act 1974 (for bystanders' sec 3(1)).
  - Criminal Liability can be pursued under Section 3 of The Health and Safety at Work Act 1974, where there is a general duty of care at Common Law to take reasonable care to avoid injury to your neighbour.
  - Corporate Manslaughter and Corporate Homicide Act 2007
- 6.3 The Government consulted in 2021 on the need for Councils to adopt tree strategies and policies, and the proposed response was agreed by this Committee in August 2020. This could be the subject of future legislation. In addition, the Natural Environment and Rural Communities Act 2006 places a statutory duty to consider biodiversity in all Council functions, which the forthcoming Environment Bill may change to "evidence net biodiversity gain".

## Corporate Plan Implications

- 6.4 The effective management of trees contributes significantly to the Corporate Plan Priorities and Key aims including:

### Our Future

- a. Support economic growth and infrastructure
  - i. Enable the delivery of housing across all tenures to meet Local Plan targets
  - ii. Influence the improvement of infrastructure to meet the demands of growth
- b. Transforming the Council
  - i. Provide modern ways of working that support the Council to deliver services to meet changing needs

### Our People

- c. Supporting and safeguarding the most vulnerable
  - i. Promote health and wellbeing across the district
- d. Deliver excellent services
  - i. Ensure consistency in the way the Council deals with its service users
  - ii. Have in place methods of communication that enables customers to provide and receive information
  - iii. Ensure technology enables us to effectively connect with our communities
  - iv. Invest in our workforce

## Our Environment

- e. Improve the environment of the district
  - i. Enhance biodiversity across the District
- f. Tackle Climate Change
  - i. Strive to make South Derbyshire District Council carbon neutral by 2030
- g. Enhance the attractiveness of South Derbyshire
  - i. Enhance the appeal of Swadlincote town centre as a place to visit
  - ii. Improve public spaces to create an environment for people to enjoy

### **Risk Impact**

- 6.5 There is no nationally recognised practice or prescribed methodology for tree management, although Forestry England's - Operational Guidance Book #1 (Tree Safety Management) sets out a good baseline for inspecting trees on the public forest estate. As a result, much guidance derives from established professional practice and case law, which identifies the need for landowners to put in place pro-active defensible systems for managing tree risk as part of its general duty of care, particularly for open spaces. If the Council does not have adequate measures in place, it may be liable to substantial financial and reputational consequences, if found to be negligent in its management.
- 6.6 The additional resources will allow the Council to protect itself against potential claims for damage or injury, but also allows a much more integrated and pro-active approach to managing trees on its land.

### **7.0 Community Impact**

- 7.1 Effective management of its tree stock is of critical importance to all South Derbyshire residents who benefit from the positive impact of trees in many areas of life including the environment, biodiversity, housing, amenity and leisure. Similarly, effective management is of critical importance to a variety of partners and community stakeholders including the National Forest Company, Forest England, Parish Councils the private sector and a plethora of Voluntary and Community Sector organisations.

### **Consultation**

- 7.2 Consultation has taken place across relevant service areas within the Council

### **Equality and Diversity Impact**

- 7.3 None Known

### **Social Value Impact**

- 7.4 Use of local tree contractors can promote local businesses.
- 7.5 Working closely with developers to enable the delivery of housing across all tenures to meet Local Plan targets.
- 7.6 Potential to involve communities in new tree planting schemes.

### **Environmental Sustainability**

7.7 Trees are crucial to the environmental sustainability of the District and by extension the planet, by:

- Capturing atmospheric carbon
- Cleaning the air that we breath
- Filtering atmospheric pollution
- Stabilising river/stream sides and attenuating flow
- Stabilising soils and moderating rainfall absorption
- Improving the quality of contaminated land
- Providing a barrier to noise and screening poor views; trees and other vegetation can play an important role in reducing noise
- Providing shelter from the sun, wind, rain, and other weather events
- Shading out harmful solar radiation, reducing “heat island” effects.

## **8.0 Conclusions**

8.1 Trees are an immensely valuable asset for the environment and people of South Derbyshire. Therefore, for the reasons set out in this report the Committee approves the establishment of a tree maintenance budget.

## **9.0 Background Papers**

9.1 Tree Management Policy - 2022

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<b>REPORT TO:</b>	<b>HOUSING AND COMMUNITY SERVICES COMMITTEE</b>	<b>AGENDA ITEM: 13</b>
<b>DATE OF MEETING:</b>	<b>01 FEBRUARY 2024</b>	<b>CATEGORY: DELEGATED</b>
<b>REPORT FROM:</b>	<b>STRATEGIC DIRECTOR (SERVICE DELIVERY)</b>	<b>OPEN</b>
<b>MEMBERS' CONTACT POINT:</b>	<b>DEMOCRATIC SERVICES 01283 59 5889/5722 <a href="mailto:democraticservices@southderbyshire.gov.uk">democraticservices@southderbyshire.gov.uk</a></b>	<b>DOC:</b>
<b>SUBJECT:</b>	<b>COMMITTEE WORK PROGRAMME</b>	<b>REF:</b>
<b>WARD(S) AFFECTED:</b>	<b>ALL</b>	<b>TERMS OF REFERENCE: G</b>

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**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.

## Housing and Community Services Committee – 01 February 2024 Work Programme

Work Programme Area	Date of Committee meetings	Contact Officer (Contact details)
<b>Reports Previously Considered By Last 5 Committees</b>		
Council House Letting and Void Properties	25 April 2023	Paul Whittingham Head of Housing (01283) 595984
Corporate Plan 2020-24: Performance Report (2022-2023 Quarter 4 – (1 April to 31 March)	01 June 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Council ASB Policy Review	01 June 2023	Sean McBurney (Head of Cultural & Community Services) 07435 935050
Parks and Green Spaces Policy (Service Standards)	01 June 2023	Sean McBurney (Head of Cultural & Community Services) 07435 935050
Corporate Plan 2020-24: Performance Report 2023-2024 Quarter 1 – (1 April to 30 June)	17 August 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Budget Setting Approach 2024-25	28 September 2023	Charlotte Jackson (Head of Finance) 07770 085452
Update to Parks and Green Spaces Service Standards Policy	28 September 2023	Sean McBurney Head of Cultural & Community Services 07435 935050
Sharpe's Pottery Heritage and Arts Trust (Exempt)	28 September 2023	Sean McBurney Head of Cultural & Community Services 07435 935050

Long Term Lease of Shardlow Allotments to Shardlow & Great Wilne Parish Council (Exempt)	28 September 2023	Sean McBurney Head of Cultural & Community Services 07435 935050
Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 2 – (1 July to 30 September)	16 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Transfer of Sports Pavilion to Willington Parish Council – Exempt	16 November 2023	Sean McBurney Head of Cultural & Community Services 07435 935050
Long Term Lease of Philip Richardson Memorial Field to Netherseal Parish Council – Exempt	16 November 2023	Sean McBurney Head of Cultural & Community Services 07435 935050
Tenancy Strategy and Tenancy Policy	16 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Housing Compliance in Conjunction with New Regulator Consumer Standards	16 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Regulator of Social Housing Proposed Consumer Standards	16 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Fisher Close Social Housing Development - Exempt	16 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Housing Services Review – Exempt	16 November 2023	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Service Base Budget 2024-25	08 January 2024	Charlotte Jackson Head of Finance 07770 085452
Housing Revenue Account Budget 2024-25	08 January 2024	Charlotte Jackson Head of Finance 07770 085452

<b>Provisional Programme of Reports To Be Considered by Committee</b>		
Active Schools Partnership – School Swimming Partnership	01 February 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Bevin Boys Miners Memorial	01 February 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Beat the Street Update	01 February 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Review of the South Derbyshire District Council Surveillance Policy	01 February 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Revitalising Rosliston Forestry Centre Update	01 February 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Police and Crime Commissioner Funding	01 February 2024	Matt Holford Head of Environmental Services 07891 072081
Housing Repairs and Maintenance Service	01 February 2024	John Comber Interim Head of Housing
Tenancy Strategy and Tenancy Policy Consultation	01 February 2024	John Comber Interim Head of Housing
Tree Management	01 February 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Cultural and Communities Services Staffing	01 February 2024	Sean McBurney Head of Cultural & Community Services 07435 935050

Corporate Plan 2020-24: Performance Report (2023-2024 Quarter 3 – (1 October to 31 December)	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
SHDF Wave 1 + 2	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Health and Housing Strategy 2021-23	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Foundation/Adaptations Policy Review	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Procurement of Housing Orchard IT Software	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Voids and Relet Update	07 March 2024	Heidi McDougall Strategic Director (Service Delivery) 01283 595775
Careline Service	07 March 2024	John Comber Interim Head of Housing
Community Grant Fund updates	23 April 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Volunteering Policy	23 April 2024	Sean McBurney Head of Cultural & Community Services 07435 935050
Strategic Housing development and refurbishment Options Appraisals	23 April 2024	Heidi McDougall/Eileen Jackson Strategic Director (Service Delivery) 01283 595775
Policy on Access to Allotments	23 April 2024	Sean McBurney Head of Cultural & Community Services 07435 935050

Fisher Close Redevelopment	23 April 2024	John Comber Interim Head of Housing
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