

SOUTH DERBYSHIRE DISTRICT COUNCIL COMMITTEES RESPONSIBILITIES FOR FUNCTIONS

HOUSING & COMMUNITY SERVICES COMMITTEE

HCS	To make proposals for the provision of its services for consideration of the Finance & Management Committee when it is drafting the Community Strategy and Corporate Plan for consideration by Full Council.
HCS01	To make proposals for approval or adoption by Full Council of the strategy and plans which comprise the Housing Investment Programme.
	To maintain and manage Council dwellings and incidental amenities including the modernisation of Council dwellings, planned maintenance and adaptations for disabled persons.
	To maintain and manage Council housing, garages and permanent gypsy sites.
	To develop good tenant relations and participation.
	To review housing and garage rents, District heating and other charges.
	To liaise with other appropriate agencies and organisations to ensure that the Council's housing management functions provide best value in accordance with the Council's primary purposes / aims and objectives.
	To exercise the Council's functions in respect of homelessness.
	To exercise the Council's functions in respect of meals on wheels and concurrent functions.
	To consider and recommend Housing Revenue Account Budgets and associated rents and charges.
	To provide housing advice.
	To make proposals for ensuring that an adequate supply of housing of a proper standard is available in the District to meet existing and future needs in the public and private sectors.
HCS02	To make advances for house purchase and improvement.
	To exercise the Council's functions in respect of slum clearance and disrepair of houses in the private sector, including compulsory purchase.
	To exercise the Council's functions in respect of Housing grants.
	To exercise the Council's functions in respect of the licensing of mobile homes.
HCS03	To maintain and manage the Council's sheltered housing stock.
HCS04	The exercise of the Council's functions in respect of community and social regeneration.
HCS05	Health Improvement Activities.
HCS06	The exercise of the Council's functions in respect of public health and infectious and communicable diseases.
HCS07	To make proposals for approval or adoption by the Council of the the Crime and Disorder Reduction Strategy.
	The exercise of the Council's functions in respect of crime and disorder.
	The exercise of the Council's functions in respect of home and water safety matters and crime prevention initiatives.

SOUTH DERBYSHIRE DISTRICT COUNCIL COMMITTEES RESPONSIBILITIES FOR FUNCTIONS

HOUSING & COMMUNITY SERVICES COMMITTEE contd.

	The provision, management, promotion, publicity and co-ordination of all matters dealing with arts, heritage, community, sport & leisure activities for the District in accordance with the relevant plans and strategies.
	The provision of grant aid support to voluntary organisations.
	The provision of environmental education.
	Participation in and management of / assistance to externally funded projects.
HCS08	The provision and management of leisure facilities including monitoring the Green Bank Leisure Centre Contract and the performance of the Etwall Leisure Centre (including to receive the Minutes of the Etwall Leisure Centre Joint Management Committee).
HCS09	The provision and management of cemeteries, crematoria and mortuaries including the receipt of the Minutes of the Bretby Crematorium Joint Management Committee.
HCS10	The provision and management of public parks and open space.
HCS11	The provision of welfare funerals and exhumations.
HCS12	The provision and management of short-stay gypsy sites.
	The control of unauthorised camping by travellers.

COMMUNITY SERVICES / HOUSING & COMMUNITY SERVICES COMMITTEES

REVIEW OF AGENDA ITEMS (May 2003 – Aug 2003)

DATE	OPEN / EXEMPT	SUBJECT
Members' Reports		
17 Jul 03	O	Welcome of representatives from TACT, CPA Peer challenge and new Housing Manager
28 Aug 03	O O O	Rosliston Forestry Centre Redesignation of social housing Festival of Leisure
Reports from Overview & Scrutiny Committee		
5 Jun 03	O	Monitoring of council plans and strategies
Plans and Strategies (Including Service Plans, Audit Reports)		
5 Jun 03	O O	2002/03 Service Plans – final reports Crime & Disorder Partnership update
17 Jul 03	O O	Homelessness Strategy 2003/06 Anti Social Behaviour
Budget issues		
Best Value Reviews		
5 Jun 03	O	Community Safety
Service developments (reductions)/capital projects (e.g. introduction of new composting rounds etc)		
5 Jun 03	O	Restoration of Maurice Lea Park
17 Jul 03	O	Housing Stock options
28 Aug 03	O O O O	Further improvement works – Swadlincote Woodland Forest Park Rosliston Forestry Centre Neighbourhood Risk Assessments Development options for former sheltered housing units
Procurement (e.g.)		
5 Jun 03	O	Community Partnership Scheme SRB6 and Derbyshire County Council funding applications
17 Jul 03	O O E	Mediation services Housing repairs and maintenance Housing management IT procurement
28 Aug 03	E	Gas servicing and maintenance contract
Committee Administration		
5 Jun 03	O E	Bretby Crematorium Joint Committee Coton in the Elms Band Room
17 Jul 03	O O O	Declaration of interests Bretby Crematorium Joint Committee & Scrutiny Panel Review of Committee terms of reference
28 Aug 03	O O	Bretby Crematorium Joint Committee & Scrutiny Panel Supporting People – transitional arrangements for Warden Services

Other items		
28 Aug 03	O	Presentation by Aurora Developments
Use of land and property		
5 Jun 03	E	Land to rear of Stanley Close
	E	Land adj. 58 Lullington Road Overseal
	E	Village Halls and community premises
17 Jul 03	E	Land to rear of Bass's Crescent

COMMUNITY SERVICES / HOUSING & COMMUNITY SERVICES COMMITTEES

REVIEW OF AGENDA ITEMS (May 2001 – May 2002)

DATE	OPEN / EXEMPT	SUBJECT
Members' Reports		
23 Aug. 01	E	Sheltered Housing Best Value Review
4 Oct. 01	O	TACT Members welcomed to the meeting
	E	Notice to intention to seek possession on the tenant of 1 Appleton Close Newhall
15 Nov 01	E	Substitution arrangements at meetings
	O	Consultation proposals to establish a Notts, Derbys, and Lincs Strategic Health Authority
21 Feb 02	O	Asian over 60's Club
	O	Carole Warburton introduced to the Committee
11 Apr 02	O	Queen's Golden Jubilee Celebrations
	O	Sale of council houses petition
Reports from Overview & Scrutiny Committee		
23 Aug. 01	O	Review of proposals for the Sheltered Housing Service
4 Oct. 01	E	Sheltered Housing Best Value Review
21 Feb 02	O	Exit Strategy – Swadlincote Woodlands
11 Apr 02	O	Exit Strategy – Swadlincote Woodlands
Plans and Strategies (Including Service Plans, Audit Reports)		
12 Jul 01	O	2001 Housing Investment Programme
	O	Crime & Disorder Act (1998) s17 proposed strategy
	O	Housing Revenue Account Business Plan
4 Oct 01	O	Crime and Disorder Audit
	O	Home Energy Conservation 2001
	O	Revised strategy for dealing with dog fouling within South Derbyshire
15 Nov 01	O	Service plans
	O	HRA Business Plan
21 Feb 02	O	HRA Business Plan
11 Apr 02	O	General enforcement policy for Environmental Health Division
	O	Crime & Disorder Strategy update
Budget issues		
13 Aug. 01	O	Changes to Home Repair Assistance Grants
23 Aug. 01	E	Low cost housing at Hilton Depot – valuation of land
4 Oct. 01	E	Housing Budgets 2001/02
10 Jan 02	O	HRA Budgets 2001/02 & 2002/03 and proposed rent increases for 2002/03
	O	General Rate Fund Budgets 2001/02 & 2002/03
	O	Capital Programme 2001/05
21 Feb 02	O	Changes to the maximum limit for Disabled Facilities Grants
11 Apr 02	O	Travellers encroachment – Gresley Common

Committee Administration		
12 Jul 01	O	Authorisation of Officers for Health & Safety at Work Act 1974 and Food Safety Act 1990
	O	Housing Strategy Development Working Panel
	E	Housing Strategy Development Working Panel
	E	Housing Rechargeable repairs and associated write offs
23 Aug. 01	E	Request to serve notice of intention to seek possession
	E	Commencement of legal proceedings
4 Oct. 01	O	Authorisation of Officers for Health & Safety at Work Act 1974 and Food Safety Act 1990
	E	Commencement of legal proceedings
15 Nov 01	O	Etwell Leisure Centre Joint Management Committee
	E	Etwell Leisure Centre Joint Management Committee
	E	Service of notice to seek possession
10 Jan 02	O	Bretby Crematorium Joint Committee
11 Apr 02	O	Bretby Crematorium Joint Committee
	O	Footpath form Patrick Close to Main Street Linton
	O	Proposed rail crossing Willington
	E	Bretby Crematorium Joint Committee
Other items		
12 Jul 01	O	Public Question Time – Sheltered Housing Best Value Review Consultation on proposals by Derbyshire Dales and South Derbyshire PCG
23 Aug 01	O	Redesignation of Environmental Health Officer post to Scientific Officer
	E	Request for re-housing
4 Oct. 01	O	Tenant Participation
15 Nov 01	O	Meals on wheels presentation
	O	Crime & Disorder presentation
10 Jan 02	O	Celebrating the Golden Jubilee
	O	Community Police Office
	E	Restructuring the resale of social housing
21 Feb 02	O	Tenant involvement in recruitment and selection
11 Apr 02	O	Presentation by Derbyshire CVS
	O	Derbyshire Youth Games
	O	Participation Survey
	O	Relaxation of fees for non commercial events for the Golden Jubilee celebrations
	O	Tenant involvement in recruitment and selection
Use of land and property		
12 Jul 01	O	Land off Nadins Way Swadlincote
	E	Restricting the resale of social housing
	E	Land off 27 Windsor Close Newhall
23 Aug. 01	E	Sale of council land midway
15 Nov 01	O	Former British coal stocking site Coton Park
10 Jan 02	E	Sale of council land
21 Feb 02	E	Land at the junction of Church Street / Hall Farm Road
11 Apr 02	E	Wellwood Road Newhall

COMMUNITY SERVICES / HOUSING & COMMUNITY SERVICES COMMITTEES

REVIEW OF AGENDA ITEMS (May 2002 – May 2003)

DATE	OPEN / EXEMPT	SUBJECT
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Members' Reports		
6 Jun 02	O	Recent achievements of Pingle Panthers Basketball team
18 Jul 02	O	Tribute paid to recent success of local sports teams in Youth Games
	O	14 -16 Wellwood Road Newhall
29 Aug 02	O	Press article
	O	SLM Seminar
	E	Refurbishment of Willoughby House
10 Oct 02	O	Garden of Remembrance
	O	Withdrawal of bus service
	O	Registration of Private Sector landlords
	O	Annual inspection of council properties
	O	Meals on Wheels service
9 Jan 03	O	Restriction of burials at Etwall Cemetery
6 Feb 03	O	E Midlands Tenant Participation Forum
13 Mar 03	O	Community Partnerships Scheme
	O	Resignation of Sandra Whiles
	O	Mrs Rose not seeking re-election to Council
	E	Sale of land Coton in the Elms
Reports from Overview & Scrutiny Committee		
29 Aug 02	O	Provision of leisure facilities for young people
Plans and Strategies (Including Service Plans, Audit Reports)		
6 Jun 02	O	Service plans – monitoring reports
	O	HRA Business Plan
	O	Review of Tenant Participation Agreement and Action Plan
10 Jul 02	O	HRA Business Plan – presentation
	O	2002 Housing Investment Programme
	O	Housing Strategy - presentation
18 Jul 02	E	HRA – rent restructuring proposals
29 Aug 02	O	Local Cultural Strategy
	O	Framework for the proposed HRA Asset Management strategy
	O	Supporting people regime
10 Oct 02	O	Allocation Policy review
	O	Supporting People Strategy
21 Nov 02	O	EM Regional Assembly consultation on Public Health Strategy for the E Midlands
	O	2002/03 Service Plans -monitoring reports
	O	2003/03 Service Plans
6 Feb 03	O	Sports Facility Strategy – S Derbyshire
13 mar 03	O	Local Cultural Strategy
	O	Strategic housing HIP
	O	Private sector Housing Renewal policy

Budget issues		
29 Aug 02	O	Improvement work – Newhall Park
10 Oct 02	E	DSO Trading Account Schedule of Rates
21 Nov 02	E	DSO Trading Account Schedule of Rates
9 Jan 03	O	HRA budgets 2002/03 and 2003/04 and proposed rent increases 2003/04
	O	General Rate Budgets 2002/03 and 2003/04
	O	Capital programme 2003/04
13 Mar 03	O	Allotment rents
Best Value Reviews		
6 Jun 02	O	Housing services
21 Nov 02	O	Sheltered Housing
6 Feb 03	E	Sheltered Housing
13 Mar 03	E	Sheltered Housing
Service developments (reductions)/capital projects (e.g. introduction of new composting rounds etc)		
6 Jun 02	O	GBLC – presentation by SLM
	E	Housing change and improvement programme
18 Jul 02	O	Presentation by Aurora Developments
	O	Rosliston Forestry Centre – car park
	O	Incentive to move scheme
29 Aug 02	O	Improvements to the Sheltered Housing Service
10 Oct 02	O	Consultation on Sheltered Housing tenants re. intermediate care service
	O	Service Level Agreements with Voluntary Sector Organisations
	O	Community Partnership Scheme
	O	Playscheme Review
	O	Foot & Mouth Recovery Projects
	E	Bars and catering provision - GBLC
21 Nov 02	O	Community Partnership Schemes
	O	Proposed changes to Disabled Adaptations Service
	O	Improvements to Sheltered Housing – outcomes at various schemes
	E	Bars and catering provision -GBLC
6 Feb 03	E	Bars and catering provision -GBLC
13 Mar 03	O	Playscheme review
	O	Housing stock options
17 Apr 03	O	Review of structures to deliver strategic housing role and improve delivery of housing support services
Procurement (e.g.)		
6 Jun 02	E	Appointment of landscape consultants ML Park
29 Aug 02	O	Restoration of Maurice Lea Park
21 Nov 02	E	GBLC swimming pool hall
6 Feb 03	E	Home Energy Conservation Act 1995 – loft insulation
	E	Proposed maintenance and improvement programme for council housing 2003/04
13 Mar 03	O	Home Security Project
	O	Proposed policy change on external doors
	E	One stop Disabled Adaptations Agreement

Committee Administration		
18 Jul 02	O O O	Bretby Crematorium Joint Committee & Scrutiny Panel Etwall Leisure Centre JMC Change & Improvement Management Programme – progress report
29 Aug 02	O O O O O E E	Bretby Crematorium Joint Committee & Scrutiny Panel Etwall Leisure Centre JMC Swadlincote Woodlands SRB2 Final Report Community Partnership Scheme Housing briefing Etwall Leisure Centre JMC Change & Improvement Management Programme – progress report
10 Oct 02	O	Bretby Crematorium Joint Committee & Scrutiny Panel
6 Feb 03	O O O E	Etwall Leisure Centre JMC Community Partnership Scheme Delegated responsibilities Etwall Leisure Centre JMC
13 Mar 03	O	Active Sport Year 3
Other items		
10 Jul 02	O	S Derbyshire – Housing marketing and needs study – presentation
18 Jul 02	O O	Presentation from TACT Performance management information
6 Feb 03	O	Lottery funding for children's play
13 Mar 03	O	Presentation – Derbyshire & Peak Park Sport & Recreation Forum
17 Apr 03	O	Interim management arrangements – Community Services
Use of land and property		
6 Jun 02	O E	Sale of land – Peniston Rise Land to rear of Leedhams Croft
18 Jul 02	E	Land to rear of Leedhams Croft
10 Oct 02	E E E	Land adj. 56 Valley Road Overseal Land rear off Parliament Street Option appraisal – 18 Bridge Street-Castle Gresley

HOUSING & COMMUNITY SERVICES COMMITTEE - INITIAL IDEAS FOR A POSSIBLE WORK PROGRAMME

DATE OF MEETING	PLANS, STRATEGIES and POLICIES	SERVICE PROJECTS & DEVELOPMENTS	MANAGING PERFORMANCE	COMMITTEE ADMINISTRATION (INCLUDING BUDGET AND RESPONSIVE ISSUES)	MEMBER SPECIAL PROJECTS
June 2004	Housing Strategy (EH14)		Service Plans - Monitoring Report (year end)		
July 2004	Anti Social Behaviour Strategy (CLD3) Sports Development Plan (CLD5) Youth Facilities Plan (CLD11)				
August 2004	Anti Social Behaviour Policy - Council homes	Housing Advice Booklet		Budget Outturn 2003/04	
October 2004	Review Gypsy/Traveller Policy (EH12)	Crime and Disorder - Audit (all service areas) Race Equality Scheme - audit (all service areas) Private sector stock - assessment of compliance Decent Homes standard (EH8) Review of contract arrangements - Market (TS10)	Service Plans - Monitoring Report (half year) Corporate Plan - monitor and contribute to review		
November 2004	Crime and Disorder Audit (CLD3)	Swadincote Urban Forest Park - Management arrangements (TS2) Area Improvement Scheme proposals (EH8)	Draft Service Plans 2005-2008		

January 2005 (special)				Corporate Plan - Identify Committee priorities and action	Budget proposals	
February 2005						
March 2005	Green Space Strategy (TS8)	Neighbourhood Wardens - feasibility study (CLD11)	Maurice Lea Park - Management arrangements (TS4)	Provision of additional burial space - Etwell and Gresley (TS9)		
		Deployment Plan for CCTV in Town Centre (CLD11)				
April 2005	Crime and Disorder Strategy (CLD3)	Review of Service Level Agreements with Voluntary Sector (CLD4)		Finalise 2005/08 Service Plans	Produce Annual Report and Work Programme	Any Special projects?

NB: Items in brackets e.g. (CLD3) relate to references in Service Plans