

Council Size Submission

Derby City Council

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How to Make a Submission

It is recommended that submissions on future governance arrangements and council size follow the guidance provided and use the format below as a template. Submissions should be treated as an opportunity to focus on the future needs of the council and not simply describe the current arrangements. **Submissions should also demonstrate that alternative council sizes have been considered in drawing up the proposal and why you have discounted them.**

The template allows respondents to enter comments directly under each heading. It is not recommended that responses be unduly long; as a guide, it is anticipated that a 15 to 20-page document using this template should suffice. Individual section length may vary depending on the issues to be explained. Where internal documents are referred to URLs should be provided, rather than the document itself. It is also recommended that a table is included that highlights the key paragraphs for the Commission's attention.

'Good' submissions, i.e. those that are considered to be most robust and persuasive, combine the following *key success components* (as set out in the guidance that accompanies this template):

- Clarity on objectives
- A straightforward and evidence-led style
- An understanding of local place and communities
- An understanding of councillors' roles and responsibilities

About You

The respondent should use this space to provide the Commission with a little detail about who is making the submission, whether it is the full Council, Officers on behalf of the Council, a political party or group, a resident group, or an individual.

The submission is provided as it has been 20 years since the last Local Government Boundary Review of Derby City Council in 2001.

Two of the Council's existing wards, Arboretum and Chellaston, are marginally out of tolerance with required electorate size limits. This review gives the Council the opportunity to correct the imbalance, consider the impact of population growth and new housing developments in the city, and determine whether the current number of councillors, as well as the shape of wards and polling districts, remains fit for purpose.

The draft submission was prepared by Council Officers, in consultation with political Group Leaders and taking into consideration evidence collated as part of a survey of councillors that took place between Friday 20 and Sunday 29 August 2021.

Whilst this submission represents the Council's primary response, Political Groups have been encouraged to make their own submissions to the Commission should they wish to do so.

The final submission to the Commission was approved at a Council meeting held on 22 September 2021, subject to clarification of the preferred council size stated at the conclusion of this document.

Reason for Review (Request Reviews Only)

Please explain the authority's reasons for requesting this electoral review; it is useful for the Commission to have context. *NB/ If the Commission has identified the authority for review under one of its published criteria, then you are not required to answer this question.*

N/A

The Context for your proposal

Your submission gives you the opportunity to examine how you wish to organise and run the council for the next 15 - 20 years. **The consideration of future governance arrangements and council size should be set in the wider local and national policy context.** The Commission expects you to challenge your current arrangements and determine the most appropriate arrangements going forward. In providing context for your submission below, please demonstrate that you have considered the following issues.

- When did your Council last change/reorganise its internal governance arrangements and what impact on effectiveness did that activity have?
- To what extent has transference of strategic and/or service functions impacted on the effectiveness of service delivery and the ability of the Council to focus on its remaining functions?
- Have any governance or capacity issues been raised by any Inspectorate or similar?
- What influence will local and national policy trends likely have on the Council as an institution?
- What impact on the Council's effectiveness will your council size proposal have?

Derby City Council last fully reviewed its governance arrangements between May 2018 and January 2020, where the Council explored the possibility of moving from a Strong Leader and Cabinet model to a Committee System. The review concluded that most councillors supported retention of executive arrangements and that the existing governance system remained fit for purpose. However, approximately one third of councillors are known to favour a Committee System.

No wholesale change to the Council's governance structure has taken place since 2001, however, the Council undertakes continual review of its constitutional arrangements, in response to emerging issues and best practice recommendations. For example, widespread changes were introduced to the Council's licensing arrangements and the operation of licensing sub-committees from 2016, in response to a Report in the Public Interest (PIR) and subsequent national recommendations emanating from the Casey Review.

The Council has undertaken two recent public consultations on its electoral cycle in 2016 and 2020. The consultations demonstrated support from the public and the business community for a change to whole council elections from the current system of election by thirds.

On both occasions, a simple majority of councillors favoured changing the electoral cycle, however the proposal failed to achieve the necessary two-thirds majority required under relevant legislation. The electoral cycle continues to represent a topical discussion amongst councillors and it is conceivable that a further vote may be proposed during the boundary review period.

The Council's current Overview and Scrutiny structure was adopted in 2017, where the creation of an Executive Scrutiny Board put in place robust pre-decision scrutiny of decisions taken by the Council Cabinet. Similarly, the Council has undertaken continual review of its Standards regime in recent years, initially in response to the PIR and more recently in incorporating best practice recommendations from the Committee on Standards in Public Life and the Local Government Association.

Since the last boundary review in 2001, the Council has changed dramatically. Whilst unitary authorities like Derby have taken on additional responsibilities (notably public health, under the provisions of the Health and Social Care Act 2012), reductions in central government funding and increasing reliance on local taxation have fundamentally altered the composition of the Council. Since 2014 alone, the headcount at Derby City Council has reduced by 14 per cent, from 3806 to 3273 employees (when school staff are included this reduction is 38 per cent). Similarly, the Senior Officer Management Structure of the Council has been substantially streamlined over the same period.

The nature and focus of service delivery has also changed significantly since 2001 – the Council has moved from being an organisation that predominantly delivers services directly, to one that also commissions them or seeks to build capacity within communities as a means of early intervention. The role of councillors in this respect is increasingly important.

The Council works closely with other local authorities in the region on the delivery of a range of services – for example, Derby City Council is party to a joint waste contract with Derbyshire County Council. However, discussions in relation to devolution have not yet developed fully in the East Midlands. Variations of a Derby, Derbyshire, Nottingham and Nottinghamshire Combined Authority have been discussed by political leaders in the region for several years, whilst Derby and Nottingham adopted a shared Metropolitan Strategy in 2018. More recently, both the Leaders of Derby City and Derbyshire County Councils have publicly stated positions in support of wider local government reorganisation

It is likely that these discussions will gather momentum in coming years, in response to national policy. Nevertheless, Derby is a city with a distinct identity and a complex set of challenges; locally elected representation remains fundamentally important to the city realising its broader ambitions.

Evidence collected as part of this review supports that assertion: it has demonstrated a sense from existing councillors that their workload has increased substantially, particularly in relation to casework and community leadership. The Council remains able to operate its existing governance arrangements effectively with the current number of councillors, but a moderate increase would ease capacity issues in relation to unfilled appointments to committee places and outside bodies.

A fully developed Council Size proposal is detailed at the conclusion of this document. It is envisaged that the proposal will ensure councillors are able to more effectively discharge

their existing duties and prepare the Council for further structural and demographic changes envisaged by the time of the next boundary review.

Local Authority Profile

Please provide a short description of the authority and its setting, in particular the local geography, demographics and community characteristics. This should set the scene for the Commission and give it a greater understanding of any current issues. The description should cover all of the following:

- Brief outline of area - are there any notable geographic constraints for example that may affect the review?
- Rural or urban - what are the characteristics of the authority?
- Demographic pressures - such as distinctive age profiles, migrant or transient populations, is there any large growth anticipated?
- Community characteristics – is there presence of “hidden” or otherwise complex deprivation?
- Are there any other constraints, challenges, issues or changes ahead?

Further to providing a description, the Commission will be looking for a submission that demonstrates an understanding of place and communities by putting forth arguments on council size based upon local evidence and insight. For example, how does local geography, demographics and community characteristics impact on councillor casework, workload and community engagement?

Derby is a compact city of 30 square miles with an estimated 111,227 dwellings (MHCLG, 2020) and is divided into 17 wards. It has been a unitary authority since 1997. It has links via the A38, A50 and A52 to the motorway network and is a historic centre for rail.

Population profile and growth

Derby has an estimated resident population of 256,800 (ONS, 2020), this has increased from 248,752 at the last census in 2011. Arboretum and Normanton wards have the highest resident population in recent estimates and are also the wards with the fastest growing populations.

According to the ONS 2020 mid-year estimates the age profile for the city is...

- 20.9% (53,600) aged 0-15 years.
- 62.6% (160,900) aged 16-64 (working age).
- 16.5% (42,400) aged 65 and over (including 6,400 aged 85 and over which is 2.5% of the population).

The population of Derby is projected to increase to the region of 274,266 by 2043 (ONS population projections, 2018) with the 0-15 age group expected to take a smaller proportion of the population (18.8%) and ages above 60 making up a larger proportion. Those aged 65 years and over are projected to rise to 21.3% of the population with 3.7% aged 85 years and over.

11.4% of dwellings in the city are owned by the local authority, 7.4% by private registered providers and the majority (81.1%) privately owned (MHCLG, 2020). 51% of the properties in Derby are in Council Tax Band A (Valuation Office Agency, 2020).

24.7% of the population are from an ethnic minority communities, increasing from 15.7% in the 2001 census. This includes 12.5% from an Asian / Asian British background (ONS, Census 2011). The “Other White” ethnic group, which includes migrants from Eastern Europe, made up 3.9% of the city population making it the third largest ethnic minority group in the city. The percentage of the population from ethnic minority communities varies significantly between wards with over 60% of people living in Normanton and Arboretum wards with an ethnic minority background (ONS, Census 2011).

Further information on population, demographics and ward profiles can be found on Derby’s Local Information System <https://info4derby.derby.gov.uk/>

Housing need and demand

As one of the top 20 urban areas in England, Derby has been affected by recent changes to the calculation of its housing needs; changes to the ‘standard methodology’ for calculating housing need introduced in December 2020 (MHCLG), resulted in Derby’s housing need increasing by 35%, which is expected to be met within the city area.

Over the past ten years, on average about 550 new homes have been provided in the city each year. The new, increased need is now for nearly 1,200 new homes a year going forward.

Planning for the next 20 years, up to 2041, will mean housing needs will be somewhere near 24,000 dwellings. This will have an impact on population growth as well as demands on services and spaces within the city.

As the city is already built up to its boundaries, the Council will need to plan how and where this significant housing need, as well as the required supporting infrastructure and services, are met from now until 2041. Government planning policy (National Planning Policy Framework) is that local authorities meet their housing needs by the sustainable development of land and in particular increasing densities, using land effectively and delivering housing on previously developed (brownfield) land. This intensification of housing stock within the city will change the nature of the existing neighbourhoods and therefore the resident numbers in certain locations and wards.

The diagram below shows the current wards and voter numbers, with the areas with the greatest number of voters shaded darkest and known residential housing developments overlaid in black. It is notable that several substantial developments are proposed in the two wards identified by the Commission as being outside of the accepted tolerance for electorate size (Arboretum and Chellaston); these include several proposals for high density, city-centre housing.



Note: the data provided is based on land allocations and planning permissions for housing which the Council has approved, but the delivery of the vast majority of housing is done by the development sector and we cannot control when they deliver. They are working within the economics of a housing market. The data provided is a best estimate, using dialogue with the development sector where possible, about the delivery rates on sites.

The sites identified are the larger ones where we have reasonable confidence that homes will be delivered in the timeframe (to 2027). There will inevitably be many more homes delivered on a range of sites across the city as new planning permissions are granted on 'windfall' sites. We cannot identify where these will be so they are not specifically identified, but they can cumulatively create large numbers of new homes across the city and contribute to overall growth.

Whilst not directly relevant to this review, it is notable that significant housing growth is taking place in the form of large-scale developments bordering the city in neighbouring local authority areas, particularly South Derbyshire. This is and will continue to lead to increased pressure on infrastructure and services within Derby City.

Details of the current [Local Plan](#) are available to view on the Council's website.

Deprivation

Derby is the 67th most deprived authority in England (out of 317 – 1 being the most deprived). Derby has areas of high deprivation with one in three residents living in an area regarded as one of the top 20% most deprived nationally...

- Arboretum ward had the highest proportion of neighbourhood areas within the 10% most deprived nationally, 90% are within the top 10% most deprived and 100% within the top 20%.
- Sinfin had 55.6% within the most deprived 10% and 77.8% within the most deprived 20%. Normanton had 44.4% within the most deprived 10% and 88.9% within the most deprived 20% nationally.
- Allestree, Blagreaves, Littleover and Mickleover have no LSOAs in either the top 10% or 20% most deprived nationally.

(MCCLG Indices of Multiple Deprivation, 2019).

The 2017 Social Mobility Index produced by the Social Mobility Commission identified the city of Derby as being a social mobility cold spot falling into the worst performing 20 percent of all authorities being scored 22 of 65, a score of 1 being the worst.

Industry and Employment

Derby is home to major international producer businesses, notably Rolls-Royce and Bombardier, and Toyota which lies just outside the City. Derby is renowned for specialist industries – transport, railways engineering and hi-tech. The top industries of employment within the city are Manufacturing (19.6%), Human Health and Social Work (14.7%) and Wholesale and Retail Trade (repair of motor vehicles and motorcycles) (11.9%) (ONS, BRES 2019).

The percentage of the working age population with NVQ4 level and above qualifications is 44.2%, this is higher than both the East Midlands (37.2%) and Great Britain (43.1%). 4.8% of the working age population has no formal qualifications lower than both the East Midlands (6.3%) and Great Britain (6.4%) (ONS, APS 2020).

The number of people claiming out of work benefits is 11,045 in latest data (ONS claimant count, July 2021) which is 6.9% of the population (higher than East Midlands and England rates). Claimant rates vary significantly between wards, Arboretum and Normanton have the highest claimant rates within the city.

Life expectancy

There are lower than national average life expectancy rates at birth:

1. Derby males rate of 78.6 years versus the England average of 79.8 years.
2. Derby females rate of 82.1 years versus the England average of 83.4 years.

- The inequality in life expectancy rates at birth is also higher than national rates for both males and females in Derby. Life expectancy is 10.2 years lower for men and 10.1 years lower for women in the most deprived areas compared to the least deprived areas.

(Public Health England, 2017-19)

Council Plan and Recovery Plan

The Council Plan 2019-2023 sets out the long term vision for Derby and describes the opportunities and challenges that the city and council face, our priorities are under 3 themes:

- A city with big ambitions
- A city of health and happiness
- A council focussed on the things that matter.

[Council Plan 2019-23 FINAL_190719.pdf \(derby.gov.uk\)](#)

Since the start of the pandemic, the Council has worked with partners and stakeholders towards a common aim of supporting the city’s response and recovery, mitigating risks and developing any opportunities emerging from the pandemic.

The Derby Recovery Plan 2021/22 sets out what actions we will take to support the city to build back and build back better.

[derby-recovery-plan-orig.pdf](#)

Council Size

The Commission believes that councillors have three broad aspects to their role. These are categorised as: **Strategic Leadership, Accountability (Scrutiny, Regulatory and Partnerships), and Community Leadership**. Submissions should address each of these in turn and provide supporting evidence. Prompts in the boxes below should help shape responses.

Strategic Leadership

Respondents should provide the Commission with details as to how elected members will provide strategic leadership for the authority. Responses should also indicate how many members will be required for this role and why this is justified. **Responses should demonstrate that alternative council sizes have been explored.**

| Topic | | |
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| Governance Model | <i>Key lines of explanation</i> | <ul style="list-style-type: none"> ➤ <i>What governance model will your authority operate? e.g. Committee System, Executive or other?</i> ➤ <i>The Cabinet model, for example, usually requires 6 to 10 members. How many members will you require?</i> ➤ <i>If the authority runs a Committee system, we want to understand why the number and size of the committees you propose represents the most appropriate for the authority.</i> |

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| | | <p>➤ <i>By what process does the council aim to formulate strategic and operational policies? How will members in executive, executive support and/or scrutiny positions be involved? What particular demands will this make of them?</i></p> <p>➤ <i>Whichever governance model you currently operate, a simple assertion that you want to keep the current structure does not in itself, provide an explanation of why that structure best meets the needs of the council and your communities.</i></p> |
| | Analysis | <p>Composition of the Council</p> <p>Derby City Council currently has 51 councillors divided between 17 electoral wards.</p> <p>The political composition of the Council following the May 2021 elections and at the time of writing was as follows:</p> <ul style="list-style-type: none"> - Conservative – 21 - Labour – 13 - Liberal Democrat – 8 - Reform Derby – 6 - Ungrouped independent councillors - 3 <p>The full Council is scheduled to meet six times per year, but there have been several extraordinary meetings summoned in recent years to consider issues of significance or urgency.</p> <p>Derby City Council has operated a ‘Strong Leader and Cabinet’ governance model since 2001, under the provisions of the Local Government Act 2000 and the Local Government and Public Involvement in Health Act 2007.</p> <p>Since the date of the last boundary review, the Council has had several variations of political control:</p> <ul style="list-style-type: none"> - Labour majority control (2001-2003) - Liberal Democrat / Conservative coalition (2003-2005) - Labour majority control (2005-2006) - Labour / Conservative coalition (2006-2008) - Liberal Democrat minority control (2008-2010) - Conservative minority control (2010-2011) - Conservative / Liberal Democrat coalition (2011-2012) - Labour majority control (2012-2018) - Conservative minority control (2018 to present) |

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| | | <p>The regular changes of political control reflect a closely contested political culture in the city, which is echoed in the operation of the Council's committees and the level of activity from opposition groups.</p> <p>Executive Arrangements</p> <p>The current Council Cabinet is formed of nine members, covering a range of portfolios which broadly align with the corporate structure of the Council and key themes reflected in the Council Plan and Derby Recovery Plan (see below). This is an increase of one Council Cabinet member from the 2020-21 municipal year and falls one short of the statutory maximum number.</p> <p>Council Cabinet meetings are scheduled to take place twelve times per year but are often required to meet more frequently. The current financial threshold for Key Decisions is £250k; the Council's Contract and Financial Procedure Rules detail several circumstances in which Cabinet approval is required; and the Council Cabinet maintain an overview of corporate performance via quarterly reporting.</p> <p>Taken together, this results in a high volume of decisions requiring Council Cabinet approval:</p> <ul style="list-style-type: none">- 2018-19: 15 meetings, 148 decisions- 2019-20: 12 meetings, 116 decisions- 2020-21: 11 meetings, 92 decisions <p>The Leader of the Council has delegated executive decision-making powers to individual members of the Council Cabinet. These decisions are broadly categorised as non-key executive decisions with a financial impact of above £100k or approval of minor policies and procedures. These decisions are discharged at individual Cabinet Member meetings, which are held in accordance with statutory access to information provisions.</p> <p>The volume of decisions taken via individual Cabinet Member Meetings, or via Urgent Decisions taken by the Leader of the Council, are as follows:</p> <ul style="list-style-type: none">- 2018-19: 28 meetings, 63 decisions- 2019-20: 24 meetings, 65 decisions- 2020-21: 25 meetings, 64 decisions |
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The Council Cabinet and individual Cabinet Members play an active role in the authority outside of constituted meetings. Cabinet Members attend weekly briefings with the Council's Senior Leadership Team and with lead officers within their respective portfolios.

Cabinet Members also maintain oversight of key projects and capital schemes through representation on strategic programme boards, as well as sitting on a variety of boards involving the Council's external partners (detailed later in this document).

Committee Structure

The Council operates the following committees to discharge non-executive functions and functions delegated by the Cabinet, constituted in proportion to the political representation of the full Council.

Committees are relatively large in membership, to allow political balance requirements to be fulfilled across the Council's four established groups.

Discounting the Council Cabinet, in 2021-22 the Council appointed to 133 positions across its established committees, scrutiny boards and joint bodies. This equates to 2.6 seats per councillor, although if members of the executive are discounted this figure increases to 3.1.

Regulatory Committees

- Planning Control Committee (12 members, 9 scheduled meetings per year)
- Licensing Committee (15 members, 5 scheduled meetings per year)
 - General Licensing Sub-Committee (3 members, summoned as required)
 - Taxi Licensing Sub-Committee (5 members, summoned as required)

Other Committees

- Corporate Parenting Committee (8 members, 4 scheduled meetings per year)
- Audit and Governance Committee (9 elected members, 6 scheduled meetings per year)
- Health and Wellbeing Board (6 elected members, 6 scheduled meetings per year)
- Personnel Committee (9 members, 5 scheduled meetings per year)

- Conservation Area Advisory Committee (3 elected members, 8 scheduled meetings per year)
- Standards Committee (5 elected members, 4 scheduled meetings per year)
- Appointments Panel (membership varies, summoned as required)
- Disputes Resolution Committee (4 elected members, summoned as required)

Neighbourhood Boards, Forums and Ward Committees

Councillors participate in Neighbourhood Boards, Forums and Ward Committees to discharge delegated functions relating to neighbourhood engagement and locality working:

- Ward Committees comprise of the three elected councillors and determine applications for use of Neighbourhood Board funding. Each ward has a budget of £10,000pa to spend on community priorities.
- Neighbourhood Boards comprise of ward councillors and appointed representatives of residents, businesses, voluntary and community groups, to produce a Neighbourhood Plan and make recommendations on the use of delegated funding.
- Neighbourhood Forums are a consultative body open to all members of the public.

Joint Bodies

- Derbyshire Fire Authority (4 DCC members, 6 meetings per year)
- Derbyshire Police and Crime Panel (1 DCC constituent member, 2 DCC co-opted members, 6 meetings per year)
- Derbyshire Development Plans Joint Advisory Committee (5 DCC members)
- Standing Advisory Council for Religious Education (4 elected members, 4 meetings per year)

The current size and political composition of each of the Council's committees is detailed at Appendix A.

Councillor Champions

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| | <p>The Council appoints to fifteen ‘Councillor Champion’ positions at its Annual Meeting. Whilst these roles remain constitutionally undefined, they play an important consultative role on a wide range of issues. (for example, by chairing the Council’s Diversity Forums).</p> <p>The current Councillor Champions cover the following areas:</p> <ul style="list-style-type: none">- Disability- Minority Ethnic Communities- Older People- Children and Young People- LGBTQ+- Gender- Anti-Fraud- Safeguarding- Mental Health- Cycling- Armed Forces- Climate Change (one per political group) <p>Review of Governance System</p> <p>Between May 2018 and January 2020 the Council undertook a review of its governance system, exploring the possibility of moving to a Committee System.</p> <p>Whilst the review concluded that Strong Leader and Cabinet remained the preferred governance model for the majority of councillors, there remains a minority of elected members who are known to favour a Committee System. At the time of writing, the Council is aware of two active petitions seeking a referendum on the Council’s governance arrangements.</p> <p>Therefore, the review of Council size must also account for the realistic possibility that Derby City Council may change its governance arrangements and operate a Committee System in the years following this boundary review.</p> <p>Other relevant information</p> <ul style="list-style-type: none">- A recent survey of councillors found that 40 per cent of respondents spent between 6 and 10 hours either preparing for or participating in committees each week. |
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| | | <ul style="list-style-type: none"> - By custom and practice, most Derby City Council's constituted meetings take place in the evening, except for Licensing Sub-Committees, the Audit and Governance Committee, Personnel Committee, Health & Wellbeing Board and Corporate Parenting Committee. - Meeting attendance at the Council and its committees is good – in the 2019-20 municipal year, councillors attended more than 90 per cent of scheduled meetings to which they were appointed. |
| Portfolios | <i>Key lines of explanation</i> | <ul style="list-style-type: none"> ➤ <i>How many portfolios will there be?</i> ➤ <i>What will the role of a portfolio holder be?</i> ➤ <i>Will this be a full-time position?</i> ➤ <i>Will decisions be delegated to portfolio holders? Or will the executive/mayor take decisions?</i> |
| | Analysis | <p>For the 2021-22 municipal year, the Leader has appointed eight Cabinet Members:</p> <ul style="list-style-type: none"> - Cabinet Member for Strategy and Policy (Leader of the Council) - Cabinet Member for Regeneration, Decarbonisation, Strategic Planning and Transport (Deputy Leader) - Cabinet Member for Governance - Cabinet Member for Finance, Assets and Digital Services - Cabinet Member for Adults, Health and Housing - Cabinet Member for Children, Young People and Skills - Cabinet Member for Place and Community Development - Cabinet Member for Streetpride and Public Spaces - Cabinet Member for Wellbeing, Leisure, Culture and Tourism <p>The current Council Cabinet portfolios, mapped against services, themes/programmes and Scrutiny Boards, is attached at Appendix B.</p> <p>The Cabinet meet monthly to take executive Key Decisions and hold individual Cabinet Member meetings to determine executive non-key decisions as the need arises.</p> <p>As detailed previously, the Cabinet has recently been expanded to accommodate key priorities and pressures arising relating to recovery from the Covid-</p> |

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| | | <p>19 pandemic and community development in particular.</p> <p>The Leader and Cabinet Members are very active and are closely involved with the day-to-day functioning of the authority. Anecdotal evidence would suggest that their workload is equivalent to that of a full-time role.</p> <p>The Leader of the Council works closely with the Chief Executive to build and maintain relationships with the Council’s strategic partners, on a local, regional, and national level. Cabinet members sit on a variety of outside bodies, which require varying time commitments.</p> <p>Cabinet Members receive weekly briefings from the Corporate Leadership Team, as well as Service Directors and Heads of Service within their respective portfolio areas.</p> <p>The Cabinet maintain a visible presence in the local press and are the primary focus of any media coverage relating to the authority, whether positive or negative.</p> <p>Whilst the current Council Cabinet of nine is only one short of the statutory maximum, it is the view of Council Officers that this is appropriate for an urban, unitary authority like Derby.</p> <p>A large and active Cabinet ensures the effective discharge of the Council’s functions and maintains democratic oversight of the wide variety of projects and programmes the Council is currently undertaking.</p> |
| Delegated Responsibilities | <i>Key lines of explanation</i> | <ul style="list-style-type: none"> ➤ <i>What responsibilities will be delegated to officers or committees?</i> ➤ <i>How many councillors will be involved in taking major decisions?</i> |
| | Analysis | <p>The extract below details the matters reserved to the Council Cabinet, Executive Leader and individual Cabinet Members, as detailed in Part 3 of the Council Constitution:</p> <p>The following matters are reserved to the Council Cabinet:</p> <ul style="list-style-type: none"> - Making recommendations to Council on the budget and the policy framework; |

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| | | <ul style="list-style-type: none"> - Implementing the budget and policy framework in respect of all functions except non-executive functions; - Making key decisions about implementation of any of the council's functions except non-executive functions. This includes all policies procedures and strategies not included in the policy framework; - Coordinating and securing best value within the budget and policy framework agreed by Council; - Undertaking activities relating to virement and other issues specified under Financial Procedure Rules; - Making recommendations to Council on intended action following the receipt of reports from the external auditor, external inspectorates and the Local Government Ombudsman; - Forming partnerships; and - Monitoring performance indicators, general service performance and financial management. <p>The following matters are reserved to the Executive Leader</p> <ul style="list-style-type: none"> - Making executive, non-key decisions, within their area of responsibility, and within the limitations of the Financial Procedure Rules, which result in the council incurring expenditure or making savings of between £100,000 and £249,999; - Monitoring service performance and taking action to improve performance where necessary, in conjunction with the relevant service director; - Approving minor policies and procedures that do not have a significant impact on two or more wards, within his/her area of responsibility; - Approving consultation arrangements and initial proposals for policies, plans and strategies within the budget and policy framework in accordance with the Budget and Policy Framework Rules; - Making recommendations to Council Cabinet on matters reserved to Council Cabinet - Other than executive matters reserved to the Council Cabinet, to discharge executive functions which have not been allocated to an individual member of the Council Cabinet or an officer, or to arrange for the discharge of those |
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| | | <p>functions by an individual member of the Council Cabinet or an officer;</p> <ul style="list-style-type: none"> - Performing the functions of, or taking decisions on matters reserved to, an individual member of the Council Cabinet if the Monitoring Officer determines that the relevant individual member is unable to act; - Taking decisions in cases of urgency in respect of any executive matter, including key decisions; - Receiving and considering petitions in accordance with the Petitions Scheme; and - Exercise of the Derby Homes Single Shareholder Vote. This function may be allocated by the Executive Leader to another member of the Council Cabinet. <p>The following matters are reserved to an individual member of the Council Cabinet</p> <ul style="list-style-type: none"> - Making executive, non-key decisions, within his/her area of responsibility, and within the limitations of the Financial Procedure Rules, which result in the council incurring expenditure or making savings of between £100,000 and £249,999; - Monitoring service performance, within his/her area of responsibility, and taking action to improve performance where necessary, in conjunction with the relevant service director; - Approving consultation arrangements and initial proposals for policies, plans and strategies within the budget and policy framework in accordance with the Budget and Policy Framework Rules; - Approving minor policies and procedures that do not have a significant impact on two or more wards, within his/her area of responsibility; - Making recommendations to the Council Cabinet, within his/her areas of responsibility, on matters reserved to the Council Cabinet; - Receiving and considering petitions in accordance with the Petitions Scheme. <p>The Council Constitution also delegates executive functions relating to human resources and corporate parenting to the committees detailed earlier in this document.</p> <p>The Council maintains a comprehensive scheme of delegation to officers, detailed within the Council</p> |
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| | | <p>Constitution. In general terms, these are decisions that fall below the £100k financial impact threshold that would require a decision to be made at an Individual Cabinet Member Meeting.</p> <p>Officers holding delegated authority will often consult Cabinet Members before discharging executive functions.</p> |
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Accountability

Give the Commission details as to how the authority and its decision makers and partners will be held to account. The Commission is interested in both the internal and external dimensions of this role. **Responses should demonstrate that alternative council sizes have been explored.**

| Topic | |
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| Internal Scrutiny | The scrutiny function of authorities has changed considerably. Some use theme or task-and-finish groups, for example, and others have a committee system. Scrutiny arrangements may also be affected by the officer support available. |
| Key lines of explanation | <ul style="list-style-type: none"> ➤ <i>How will decision makers be held to account?</i> ➤ <i>How many committees will be required? And what will their functions be?</i> ➤ <i>How many task and finish groups will there be? And what will their functions be? What time commitment will be involved for members? And how often will meetings take place?</i> ➤ <i>How many members will be required to fulfil these positions?</i> ➤ <i>Explain why you have increased, decreased, or not changed the number of scrutiny committees in the authority.</i> ➤ <i>Explain the reasoning behind the number of members per committee in terms of adding value.</i> |
| Analysis | <p>Derby City Council currently operates six Overview and Scrutiny Boards, which undertake a mixture of pre-decision and post-decision scrutiny.</p> <p>The Council's scrutiny culture is very active, with the Executive Scrutiny Board exerting considerable political pressure on the Cabinet due to the nature of its remit and the Council currently being under no overall control.</p> <p>The Scrutiny process in Derby is intended to be led by councillors – Chairs and Vice Chairs play an active role in co-ordinating the work programme of each Board and undertaking evidence gathering outside of scheduled meetings. This is partially a consequence in a reduction in the level of direct officer support provided to scrutiny boards. Like many authorities, Derby City Council now employs dual-hatted</p> |

Democratic Services Officers, who fulfil both the role of scrutiny officer and clerk to the committees.

The Overview and Scrutiny Annual Report for 2019-20 is attached at Appendix C, which details the volume of business considered by scrutiny committees and the topic reviews undertaken during this period.

The specific role and remit of the six scrutiny boards is described below:

Executive Scrutiny Board

The Executive Scrutiny Board meets monthly on the evening before Council Cabinet meetings and comprises of 12 councillors.

The primary function of the committee is to scrutinise the Cabinet agenda. Recommendations from the scrutiny board are considered by the Council Cabinet the following evening, with the responses from the Cabinet reviewed at the next scheduled meeting of the Board.

The Executive Scrutiny Board also maintains oversight of Corporate Performance, maintaining a Performance Forward Plan and receiving presentations on areas of good practice or underperformance. The Board will make recommendations to the five Scrutiny Review Boards for matters they believe require further investigation.

The Chair of the Executive Scrutiny Board exercises statutory responsibilities in terms of agreeing to the consideration of urgent or confidential business, when not contained within the Council Cabinet Forward Plan.

The Executive Scrutiny Board is also responsible for considering call-in hearings and co-ordinating the annual Budget Scrutiny meeting – since the Board was constituted in its current form in 2017, four call-ins have been heard.

Typically, the Chairs of the Scrutiny Review Boards are represented in the membership of the Executive Scrutiny Board. The large membership of the committee is necessitated by the need to achieve political proportionality, but also to ensure that all groups have fair opportunity to participate in pre-decision scrutiny of the executive.

Scrutiny Review Boards

The Council maintains five Scrutiny Review Boards, which comprise of seven councillors each. Between four and six

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| | <p>meetings are scheduled at the start of the municipal year, although extraordinary meetings can be called if necessary or working groups formed to collate additional evidence.</p> <p>The current Scrutiny Review Boards cover the following areas and are aligned to Cabinet Portfolios, as detailed within Appendix B.</p> <ul style="list-style-type: none"> - Corporate Services - Regeneration and Housing - Children and Young People - Adults and Health - Communities <p>The Adults and Health Board fulfils statutory health scrutiny responsibilities and the Communities Board acts as the statutory crime and disorder committee.</p> <p>Scrutiny Review Boards identify items on their annual work programmes for further investigation, receiving reports and presentations from officers, partners and stakeholders at their scheduled meetings.</p> <p>A Board will typically conduct one topic review over the course of a municipal year. Reports and evidence will be received over a series of meetings, before a report and recommendations are finalised for submission to the Council Cabinet or the relevant decision-making body.</p> <p>The Boards are supported by council officers to identify areas where scrutiny can add value to the Council's activity. Nevertheless, the Chairs, Vice Chairs and Board members are primarily responsible for sharpening their respective work programmes.</p> <p>Scrutiny Review Boards will on occasion form task and finish groups to consider specific issues in greater detail outside of scheduled meetings. For example, the Corporate Services Scrutiny Board recently concluded a review of women's representation in local government, having formed a working group involving members from the wider cohort of councillors.</p> |
| <p>Statutory Function</p> | <p>This includes planning, licencing and any other regulatory responsibilities. Consider under each of the headings the extent to which decisions will be delegated to officers. How many members will be required to fulfil the statutory requirements of the council?</p> |
| <p>Planning</p> | <p><i>Key lines of explanation</i></p> <ul style="list-style-type: none"> ➤ <i>What proportion of planning applications will be determined by members?</i> ➤ <i>Has this changed in the last few years? And are further changes anticipated?</i> |

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| | | <ul style="list-style-type: none"> ➤ <i>Will there be area planning committees? Or a single council-wide committee?</i> ➤ <i>Will executive members serve on the planning committees?</i> ➤ <i>What will be the time commitment to the planning committee for members?</i> |
| | Analysis | <p>The Council operates a single Planning Control Committee comprising of 12 members, which meets nine times per year.</p> <p>More than 90 per cent of planning applications are determined by officers under delegated powers, whilst the remainder are considered by the committee. This has remained relatively consistent in recent years.</p> <p>The criteria for an application to be considered by the Planning Control Committee are set out within the Scheme of Delegations in the Council Constitution as follows:</p> <p><i>Determining individual applications for planning permission and advertisement control and any other application made under planning legislation where:</i></p> <ul style="list-style-type: none"> a) <i>15 or more duly made objections (within 28 days of notification of an application) have been received, which raise material planning considerations and the officer recommendation is to approve permission/consent (objections from the same house or household or family members will be treated as a single objection), or</i> b) <i>the application is contrary to a Local Plan allocation and the officer recommendation is to approve, or</i> c) <i>a Member of the Council has, within three weeks of being sent notification of an application, written to the Director of Planning and Transportation requesting its determination by the Committee, giving reasons for the request. Where the member concerned does not attend the meeting in person, or submit written representations, the application will be deemed to be determined in accordance with the recommendation of the Director of Planning and Transportation.</i> <p>The number of applications considered by the committee in previous municipal years has remained consistent:</p> <p>2016-17: 31 2017-18: 33 2018-19: 31 2019-20: 24 2020-21: 32</p> |

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| | | <p>The time commitment required by members of the Planning Committee is significant. Committee meetings typically last between 90 minutes to three hours and during the 2020/21 municipal year considered an average of 4 applications per meeting.</p> <p>Councillors are encouraged to review applications in detail and seek advice from officers prior to meetings. Councillors may also request site visits where appropriate, although the number conducted in recent years has declined given the availability of information online.</p> <p>Dedicated training is provided to Planning Control Committee members by officers in the Planning Department and external training is offered periodically – the training addresses the role and remit of the committee, governance and probity in decision-making, the legislative framework within which planning decisions are made and key policy developments. All councillors receive refresher training on planning policy as part of the Council’s annual Member Training day.</p> <p>Taken together, it is estimated that each member of the committee devotes around 8 hours to their role every six weeks.</p> <p>There are currently no plans to introduce area planning committees. Cabinet Members are permitted to sit on the Planning Control Committee, although none are currently appointed.</p> <p>The Council also operates a Conservation Area Advisory Committee, to which three elected members are appointed. The CAAC meets 8 times per year and advises on applications for planning permission and related consents that could affect the character, appearance or setting of a World Heritage Site, Conservation Area or buildings of historical, architectural or archaeological interest.</p> <p>Parts of Derby city centre fall within the Derwent Valley Mills UNESCO World Heritage Site, and there are several conservation areas elsewhere within the city boundaries.</p> |
| <p>Licensing</p> | <p>Key lines of explanation</p> | <ul style="list-style-type: none"> ➤ <i>How many licencing panels will the council have in the average year?</i> ➤ <i>And what will be the time commitment for members?</i> ➤ <i>Will there be standing licencing panels, or will they be ad-hoc?</i> ➤ <i>Will there be core members and regular attendees, or will different members serve on them?</i> |

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| | Analysis | <p>The Licensing Committee comprises of 15 councillors and meets five times per year, with its primary function to set, review and amend policies across a range of licensing disciplines that include alcohol licensing, taxi licensing and regulated entertainment.</p> <p>Taking its membership from the Licensing Committee, the General Licensing Sub Committee acts in a quasi-judicial capacity to determine the application, review (including expedited applications) and revocation/suspension of personal and premises licenses granted under relevant legislation, as well as for temporary events (TENS). Similarly, the Taxi Licensing Sub Committee determines applications for, and the suspension/revocation of, individual and operator taxi licenses under circumstances specified within the Council's policies.</p> <p>There is also the regulation of animal health, skin piercing, tattooing, adult entertainment, gambling, scrap metal, street and house collections, and caravan licensing which fall under the approval of these Committees at various times for approval and/or enforcement.</p> <p>Sub-committee meetings are not scheduled in advance and are summoned as business dictates. General Licensing Sub-Committees comprise of three members, whilst the Taxi Licensing Sub-Committee requires five. Either the Licensing Committee Chair or one of four Vice-Chairs are required to preside over hearings of the two sub-committees.</p> <p>The number of appeals considered by Licensing Sub Committees has notably declined in recent years, following the introduction of wholesale changes to the Council's taxi licensing policies in 2016 and increased use of delegated powers by officers. Nevertheless, the time commitment required from Licensing members remains significant.</p> <p>General Licensing hearings</p> <p>2016-17: 9 2017-18: 11 2018-19: 7 2019-20: 6 + 1 expedited review 2020-21: 4</p> <p>Taxi Licensing hearings</p> <p>2016-17: 12 2017-18: 6 2018-19: 14 2019-20: 4 2020-21: 0</p> |
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| | | <p>Hearings of sub-committees vary in length depending on their complexity, but some general licensing hearings have been known to last more than one working day. In addition to the time of the hearing, councillors involved in the sub-committee will attend a pre-meeting with legal counsel and meet following the hearing to agree a decision notice. Moreover, in circumstances when a decision of the sub-committee is appealed in the Magistrates Court, a member of the sub-committee is required to give evidence.</p> <p>Dedicated training is provided to Licensing Committee members by officers in the Licensing and Legal Services departments, with external training offered periodically from organisations such as the Institute of Licensing. All councillors receive refresher training on Licensing policy as part of the Council's annual Member Training day.</p> |
| <p>Other Regulatory Bodies</p> | <p><i>Key lines of explanation</i></p> | <ul style="list-style-type: none"> ➤ <i>What will they be, and how many members will they require?</i> ➤ <i>Explain the number and membership of your Regulatory Committees with respect to greater delegation to officers.</i> |
| | <p>Analysis</p> | <p>Although they are not regulatory bodies, there are several other committees that discharge functions that cannot be dealt with by the Cabinet. These are as follows:</p> <ul style="list-style-type: none"> - Audit and Governance Committee - Health and Wellbeing Board - Standards Committee - Appointments Panel - Disputes Resolution Committee <p>The Cabinet also choose to delegate executive functions to the following committees:</p> <ul style="list-style-type: none"> - Personnel Committee - Corporate Parenting Committee <p>The time commitment required by members of the committees listed above varies significantly, with the workload of members of the Audit and Governance committee equivalent to that of the two main regulatory committees.</p> <p>Similarly, the Personnel Committee, Health and Wellbeing Board and Standards Committee meet on several occasions per year and hold broad remits that generate a significant workload for their members.</p> <p>The current size and composition of these committees is detailed earlier in this document and at Appendix A.</p> |

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| External Partnerships | Service delivery has changed for councils over time, and many authorities now have a range of delivery partners to work with and hold to account. |
| <i>Key lines of explanation</i> | <ul style="list-style-type: none"> ➤ <i>Will council members serve on decision-making partnerships, sub-regional, regional or national bodies? In doing so, are they able to take decisions/make commitments on behalf of the council?</i> ➤ <i>How many councillors will be involved in this activity? And what is their expected workload? What proportion of this work is undertaken by portfolio holders?</i> ➤ <i>What other external bodies will members be involved in? And what is the anticipated workload?</i> |
| Analysis | <p>The Outside Bodies and Charities to which councillors are appointed at the Council's Annual General Meeting are detailed at Appendix C.</p> <p>The Council makes appointments to a wide range of social, economic and cultural partners at a national, regional and local level, with councillors playing an active role in representing the Council and providing independent assurance to the respective organisations. At the 2021 Annual General Meeting, 77 appointments were requested from a wide variety of organisations.</p> <p>Appointments vary between portfolio holders and other councillors, depending on the constitutional arrangements of the organisation requiring an appointment. Given the large volume of appointments the Council is asked to make, most councillors will hold at least one appointment to an outside body, with many choosing to serve on two or three.</p> <p>Regional bodies to which the Council appoints includes the D2N2 Local Enterprise Partnership; East Midlands Councils Executive Board and the Environment Agency Trent Regional Flood and Coastal Committee.</p> <p>The Council also appoints to several delivery partners within the city. Notable examples include appointments to the Derby Homes Board (the arm's length management organisation for the Council's housing stock); Direct Help and Advice, who operate several Community Managed Libraires in the city; and, Community Action Derby, who play a co-ordinating role for other voluntary sector organisations in the local area.</p> <p>Councillors are also represented on the City Partnership Board, which acts as a leadership forum for partners across the city, as well as statutory local partnerships including those relating to Health and Wellbeing and Community Safety. Councillors also sit on boards for Marketing Derby, which is a public/private partnership seeking to attract inward investment</p> |

in the city, and the two Business Improvement Districts that are located in the city centre.

A wide variety of cultural organisations also seek appointments from the City Council, including the Derby Museums Trust, QUAD (a city centre venue for contemporary art and film) and Sinfonia Viva.

A recent survey of councillors found that 80 per cent of respondents held at least one appointment to an Outside Body; 67 per cent of respondents spent fewer than five hours per week attending meetings of outside bodies, whilst 28 per cent spent between six and ten hours.

The roles undertaken by councillors varied significantly, with councillors acting as representatives of the authority at large, their communities, or providing independent assurance. Time commitments also vary substantially between appointments.

For example, members of the Derby Homes Board are required to attend six meetings per year and may also be appointed to other committees. Similarly, those appointed to the Fire Authority or the Museums Trust are also asked to sit on internal boards and committees. Other appointments require national travel and overnight accommodation. By comparison, some may only meet on one or two occasions per year.

Councillors responding to the survey emphasised that sitting on Outside Bodies required a breadth of knowledge of relevant local and national issues, and that additional training was also necessary, to discharge their duties effectively.

In summary, councillors are actively involved in representing the Council on a wide variety of organisations across the city and the wider region. For those most actively involved, it represents a considerable proportion of their workload and a substantial weekly time commitment.

Community Leadership

The Commission understands that there is no single approach to community leadership and that members represent, and provide leadership to, their communities in different ways. The Commission wants to know how members are required to provide effective community leadership and what support the council offers them in this role. For example, does the authority have a defined role and performance system for its elected members? And what support networks are available within the council to help members in their duties? The Commission also wants to see a consideration of **how the use of technology and social media by the council as a whole, and by councillors individually, will affect casework,**

community engagement and local democratic representation. Responses should demonstrate that alternative council sizes have been explored.

| Topic | | Description |
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| Community Leadership | Key lines of explanation | <ul style="list-style-type: none"> ➤ <i>In general terms how do councillors carry out their representational role with electors?</i> ➤ <i>Does the council have area committees and what are their powers?</i> ➤ <i>How do councillors seek to engage with their constituents? Do they hold surgeries, send newsletters, hold public meetings or maintain blogs?</i> ➤ <i>Are there any mechanisms in place that help councillors interact with young people, those not on the electoral register, and/or other minority groups and their representative bodies?</i> ➤ <i>Are councillors expected to attend community meetings, such as parish or resident's association meetings? If so, what is their level of involvement and what roles do they play?</i> ➤ <i>Explain your approach to the Area Governance structure. Is your Area Governance a decision-making forum or an advisory board? What is their relationship with locally elected members and Community bodies such as Town and Parish Councils? Looking forward how could they be improved to enhance decision-making?</i> |
| | Analysis | <p>Councillors fulfil a vital representative role in ensuring the views of local residents are reflected in the delivery of public services and the Council's long-term, strategic ambitions.</p> <p>Engaging with residents and undertaking casework is fundamental to the role of all councillors, although there is no centralised approach to ward work that is recommended.</p> <p>Instead, councillors are encouraged to develop working practices and forms of engagement that are most appropriate for their local communities. This may take the form of face-to-face surgeries, online meetings and communications, or neighbourhood walkabouts.</p> <p>A recent survey of councillors found that 100 per cent of respondents utilised newsletters and mail shots, whilst 95 per cent made use of online publications and social media; 85 per cent of respondents arranged community walkabouts, whilst 70 per cent conducted surgeries and public forums.</p> <p>As detailed earlier in this document, the Council has constituted Ward Committees, Neighbourhood Boards and Neighbourhood Forums to engage residents and make decisions on locally identified priorities, although these operate differently between wards depending on local circumstances. Ward Committees determine the allocation</p> |

of neighbourhood budgets, whilst Boards and Forums involve residents and community groups directly in a consultative capacity.

The Council provides support to councillors corporately via Democratic Services, as well as through colleagues based within wards in variety of different contexts.

The Executive Support (Members) team consists of three support staff, who provide administrative support to all councillors and diary management to members of the Council Cabinet. The team will book and publicise surgeries for councillors, undertake casework and provide weekly bulletins on issues relevant to councillors' roles.

Councillors are provided with an induction at the start of their terms of office and a handbook to support them with understanding key policies and processes relating to their roles – the latest Councillors Induction Handbook is attached at Appendix D.

All councillors are invited to attend regular briefings on topics of relevance relating to their community leadership roles. This proved particularly important during the Covid-19 pandemic, where key messages from public health colleagues could be communicated quickly and effectively to residents via their local councillors.

Each ward is assigned a Neighbourhood Manager and Neighbourhood Partnership Officer to co-ordinate community capacity building and initiatives for resident engagement. Neighbourhood Officers work closely with Public Protection Officers, the Community Safety Team, Local Area Co-ordinators, the Police and social housing providers to initiate community projects and interventions on behalf of local councillors.

The Council maintains several Equality Hubs and Forums, which allows councillors and officers to engage with under-represented groups. For example, the Council operates a successful Voices in Action Youth Council and holds annual citywide elections for a Youth Mayor, who attends meetings of the Council Cabinet. Councillors also actively engage with Community Associations within their wards.

A survey of councillors found that councillors employed a variety of methods for identifying under-represented groups within their wards. For example, many engaged with schools, youth groups and the local Scouts/Guiding associations. Councillors would also attend Dementia Friendly groups or work closely with Local Area Co-

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| | | <p>Ordinators, to engage with vulnerable adults and their carers. Moreover, councillors emphasised the increasing importance of social media as a means of gathering the views of residents and incorporating them within their decision-making and wider activity.</p> <p>The survey also highlighted that many councillors are actively involved with groups that exist within their wards, that are not directly appointed to by the Council. For example, councillors frequently attend meetings of Residents and Community Associations, Friends of Parks, religious groups or special interest groups within their wards. The involvement of councillors within these groups ranges from observing meetings to chairing and administering proceedings.</p> <p>In summary, since the last boundary review, the extent of centralised officer support provided to councillors has reduced significantly and greater emphasis has been placed on councillors to work with partners within their wards to fulfil their community leadership roles.</p> <p>The Covid-19 pandemic has accelerated the adoption of new working practices and online forms of engagement, but the Council retains the view that councillors are best placed to determine the methods and forms of engagement that work best for their communities and constituents.</p> |
| Casework | <i>Key lines of explanation</i> | <ul style="list-style-type: none"> ➤ <i>How do councillors deal with their casework? Do they pass it on to council officers? Or do they take a more in-depth approach to resolving issues?</i> ➤ <i>What support do members receive?</i> ➤ <i>How has technology influenced the way in which councillors work? And interact with their electorate?</i> ➤ <i>In what ways does the council promote service users' engagement/dispute resolution with service providers and managers rather than through councillors?</i> |
| | Analysis | <p>The Council does not hold centralised data in relation to the volume of casework undertaken by all councillors. Individual councillors have different approaches to undertaking casework, with some choosing to utilise the support provided by Democratic Services whilst others take up cases directly with services.</p> <p>From 1 April 2021 to 13 August 2021, the Executive Support (Members) team had assisted councillors with 589 individual items of casework, with approximately one third of councillors utilising the support service during that period. However, a recent survey of councillors has indicated that the majority of casework is dealt with directly by councillors,</p> |

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| | | <p>who access advice from relevant service areas independently.</p> <p>Fifty per cent of respondents to the survey received between five and 20 enquiries per week that could be considered as casework, whilst 40 per cent received more than 30 enquiries.</p> <p>The survey highlighted the increasing volumes of casework received via social media, particularly during the Covid-19 pandemic, and councillors emphasised that many residents expected immediate responses to enquiries. Residents also expected councillors to undertake casework through third-party community Facebook pages, rather than necessarily via a direct approach to the councillor through official channels.</p> <p>An online Councillor Portal is currently in development which will allow councillors to raise casework via an online application, which will be passed directly to services for resolution and subsequent communication from the councillor back to residents. It is envisaged that this will provide a more comprehensive basis on which to assess the caseload of each councillor.</p> <p>Since the time of the last boundary review and increasingly in recent years, the Council is conducting a greater proportion of its transactions online, with residents encouraged to create online accounts to resolve straightforward enquiries (for example, reporting a missed refuse collection or pothole).</p> <p>Nevertheless, evidence collated as part of a survey of councillors would suggest that councillors remain exceptionally busy undertaking casework and that the shift to online self-service has not resulted in a discernible reduction in the number of residents seeking support. For more complex cases councillors often adopt a co-ordinating role, where responses may be required from multiple services, depending on the particular circumstances of the case.</p> |
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Other Issues

Respondent may use this space to bring any other issues of relevance to the attention of the Commission.

Other issues highlighted by councillors as part of the recent survey that are pertinent to the review are as follows:

- Support for retention of three councillor wards, to ensure members can work together to undertake a high volume of casework and are able to sustain a manageable balance between work and home life.
- Complexity of some casework enquiries, particularly in wards with high levels of socio-economic deprivation.
- Difficulty identifying required number of back-bench appointments to committees when a group forms a minority administration.
- Difficulty councillors experience fulfilling duties alongside employment or caring responsibilities.
- Increased demands and expectations from residents during the Covid-19 pandemic and the broader impact of social media on the workload and wellbeing of councillors.
- Recruitment and retention of experienced councillors

Summary

In following this template respondents should have been able to provide the Commission with a robust and well-evidenced case for their proposed council size; one which gives a clear explanation as to the governance arrangements and number of councillors required to represent the authority in the future.

Use this space to summarise the proposals and indicate other options considered. Explain why these alternatives were not appropriate in terms of their ability to deliver effective Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership.

Having collated available data and undertaken consultation with councillors, three options have been considered in response to this Council Size submission:

- A reduction in the overall number of councillors
- Maintain the existing number of councillors (51)
- An increase in the overall number of councillors

Council agreed the following points of principle at its meeting on 22 September 2021:

- 1) The Council would not support any reduction in the number of councillors.
- 2) The Council would not oppose a recommendation from the Commission to maintain the current Council size.
- 3) The Council would support a small increase in the number of councillors.
- 4) The Council supports maintaining three member wards.

Derby City Council therefore proposes an increase in council size to 57 councillors.

The key pieces of evidence in support of this proposal are summarised below:

Governance Arrangements

Although the governance structure of the Council was recently reviewed and no substantial changes were made, councillors remain fundamentally important to the daily operation of the authority.

Given the long-term challenges presented by reductions in central government funding and more recently the response to the Covid-19 pandemic, councillors are presented with

increasingly complex decisions, that require increasing amounts of committee time to deliberate and scrutinise.

Currently, 85 per cent of councillors hold some form of special responsibility, as either a Cabinet Member, Committee Chair / Vice-Chair or Opposition Spokesperson. In addition, they each represent the Council on a wide variety of outside bodies and charities.

An increase in Council Size to 57 councillors would allow an appropriate balance to be achieved between tackling the complex, strategic issues faced by the Council, whilst also allowing capacity for effective community leadership and representation.

Appointments to committees and outside bodies

The Council operates relatively large committees, to ensure political proportionality requirements can be achieved across the four recognised political groups.

Whilst committees operate effectively with the current overall number of councillors, each opposition or backbench councillor sits on an average of three committees. This is exacerbated within the current group comprising the controlling minority administration, once nine Cabinet Members are discounted.

A larger number of councillors would allow councillors to focus more closely on their particular specialism and take a more active involvement in the business of the committees to which they are appointed.

Similarly, there are several vacancies across the Outside Bodies and Charities to which the Council is asked to appoint. The recent survey of councillors emphasised the significant workload associated with some outside body appointments. A small increase in Council Size would allow appointments to be spread more evenly across the whole cohort of councillors.

Population Growth

As detailed earlier in this document, the population of Derby has grown by 11 per cent since 2001 and is forecast to grow by a further 7 per cent of current levels by 2043.

At the time of the previous review in 2001, there were approximately 4524 residents per councillor, compared to 5035 in 2021.

An increase in council size to 57 councillors would return the ratio of residents per councillor to the level previously set in 2001 and is forecast to remain moderately below the current ratio by 2043.

| Year | Derby Population | Residents per councillor (51) | Residents per councillor (54) | Residents per councillor (57) |
|------------------|------------------|-------------------------------|-------------------------------|-------------------------------|
| 2001 | 230,700 | 4524 | | |
| 2011 | 248,752 | 4877 | | |
| 2021 (estimated) | 256,800 | 5035 | 4756 | 4505 |
| 2043 (projected) | 274,226 | 5377 | 5078 | 4811 |

Council Size Expected Range

Evidence provided by the Commission indicates that Derby falls within the lower quintile of council sizes, when compared to fourteen councils of similar size and spending power, as identified by the Chartered Institute of Public Finance and Accountancy (CIPFA).

The median council size amongst Derby's comparator authorities is 56.5 councillors, and therefore 57 councillors is considered appropriate.

Support for three councillor wards

A recent survey of councillors indicated broad support for three councillor wards. The Council therefore would support a Council size that is divisible by three.

Councillors cited benefits which included being able to work with counterparts to manage caseloads; supporting appropriate work/life balance and time away from public duties; allowing those with special responsibilities to let counterparts lead on ward business when needed; and, ensuring a broad range of skills and experience, whilst enabling succession planning.

Whilst these benefits are most often realised in wards where councillors represent the same political party, councillors in split wards can work effectively together in most circumstances.

Volume and type of casework

Since the last boundary review in 2001, the nature of a councillor's role has changed significantly. The advent of social media has fundamentally altered how many councillors choose to communicate with their electorate.

The recent survey of councillors undertaken emphasised this change: councillors cited significantly increased caseloads and an expectation from residents that enquiries would be answered immediately. More recently, the Covid-19 pandemic has also led to a substantial increase in casework volumes. Several councillors described the volume of casework they undertake as relentless, citing concerns that the current levels were unsustainable and may lead to councillors choosing to stand down and parties struggling to attract new candidates.

Reduced officer support

The level of direct officer support provided to councillors has reduced substantially since 2001, in line with the overall reduction in headcount across the local authority. However, the Council does not believe that this warrants an equivalent reduction in Council Size. Indeed, the reductions in central government funding across the public sector has led to an increase in the volume of casework undertaken by councillors, and the complexity of the strategic decisions they are expected to make.

Whilst councillors have access to administrative support via the Executive Support (Members) team and teams based in localities, members are increasingly self-sufficient. Similarly, the Council has reduced the level of direct support provided to the Overview and Scrutiny process, with councillors expected to lead in scoping and undertaking service reviews.

Councillors are routinely undertaking duties and functions that in the past have been performed on their behalf by officers, which has resulted in an increasing workload.

Changing role of the Council

As detailed earlier in this document, the role of the Council in delivering services has altered significantly, in response to funding pressures experienced across local government. In many cases, rather than delivering services directly, the Council is focusing on building capacity within communities.

Like many post-industrial urban areas, Derby is tackling a complex and diverse set of socio-economic issues, several of which will likely take many years to address. Locally elected councillors with sufficient knowledge, skills and experience are fundamentally important to build the relationships and networks needed for a locality-based approach to be successful.

Recruitment and retention of councillors

The increasing pressures of the role have led to issues with the recruitment and retention of councillors by political groups.

In recent years, several experienced councillors have not sought re-election or stood down, citing the role as being incompatible with work or family life. Similarly, a recent report of the Council's Independent Remuneration Panel cited the need to attract candidates from a diverse range of backgrounds. Moreover, a recent Overview and Scrutiny review of gender representation highlighted that only 13 out of 51 councillors were women and explored the substantial barriers to entry that exist for female councillor candidates.

An increased number of councillors allows for the potential for the Council to be more representative of the city and in turn ensure the Council can be more responsive to the needs of Derby's residents.

Constitutional Committees 2021-22

Mayor of Derby: [Councillor Robin Wood](#)
Deputy Mayor of Derby: [Councillor Grimadell](#)

Overview and Scrutiny Boards

Executive Scrutiny Board: 12 (Conservative 5, Labour 3, Lib Dem 2, Reform Derby 2)

Chair: [Cllr Repton](#)

Vice Chairs: SCRUTINY REVIEW BOARD CHAIRS FROM APPOINTEES BELOW

Other members: [Cllr Cooper](#), [Cllr Pattison](#), [Cllr Grimadell](#), [Cllr Eyre](#), [Cllr Pegg](#), [Cllr Martin](#), [Cllr Dhindsa](#), [Cllr Evans](#), [Cllr Prosser](#), [Cllr Care](#), [Cllr Carr](#)

Corporate Services Scrutiny Review Board: 7 (Conservative 3, Labour 2, Lib Dem 1, Independent 1)

Chair: [Cllr Naitta](#)

Vice Chair: [Cllr Nawaz](#)

Other members: [Cllr Pandey](#), [Cllr T Pearce](#), [Cllr Cooper](#), [Cllr J Khan](#), [Cllr Ingall](#)

Regeneration and Housing Scrutiny Review Board 7 (Conservative 3, Labour 2, Reform Derby 1, Independent 1)

Chair: [Cllr Evans](#)

Vice Chair: [Cllr Ingall](#)

Other members: [Cllr Pattison](#), [Cllr Grimadell](#), [Cllr Pandey](#), [Cllr West](#), [Cllr S Khan](#)

Children & Young People Scrutiny Review Board 7 (Conservative 3, Labour 2, Lib Dem 1, Reform Derby 1)

Chair: [Cllr Lind](#)

Vice Chair: [Cllr Kus](#)

Other members: [Cllr T Pearce](#), [Cllr Eyre](#), [Cllr Pandey](#), [Cllr Bonser](#), [Cllr Hezelgrave](#)

Adults and Health Scrutiny Review Board 7 (Conservative 3, Labour 2, Lib Dem 1, Independent 1)

Chair: [Cllr Martin](#)

Vice Chair: [Cllr Lonsdale](#)

Other members: [Cllr Pegg](#), [Cllr Cooper](#), [Cllr Grimadell](#), [Cllr Hussain](#), [Cllr Froggatt](#)

Communities Scrutiny Review Board * 7 (Conservative 3, Labour 2, Lib Dem 1, Reform Derby 1)

Chair: [Cllr Dhindsa](#)

Vice Chair: [Cllr Prosser](#)

Other members: [Cllr Eyre](#), [Cllr Jennings](#), [Cllr Pandey](#), [Cllr Sandhu](#), [Cllr Atwal](#)

including matters acting as statutory health committee

* Including matters acting as statutory crime and disorder committee

Regulatory Committees

Planning Control Committee: 12 (Conservative 5, Labour 3, Lib Dem 2, Reform Derby 2)

Chair: **CLlr S Khan**

Vice Chair: **CLlr Care**

Other members: **CLlrs Potter, Hassall, Jennings, T Pearce, Pegg, Nawaz, West, Carr, Bettany, Prosser**

Licensing Committee: 15 (Conservative 6, Labour 4, Lib Dem 2, Reform Derby 2, Independent 1)

Chair: **CLlr Atwal**

Vice Chairs (x4): **CLlr Hezelgrave, CLlr Hussain, Cllr Bettany, Cllr A J Graves**

Other members: **CLlrs A Holmes, Jennings, Cooper, Pattison, Pegg, Potter, Peatfield, J Khan, Skelton, Testro**

Other Committees

Corporate Parenting Committee: 8 (Conservative 3, Labour 2, Lib Dem 1, Reform Derby 1, Independent 1)

Chair: **CLlr Williams**

Vice Chair: **CLlr Hezelgrave**

Other members: **CLlrs Pattison, Pandey, Hussain, Lind, Kus, Independent Vacancy**

Disputes Resolution Committee: 4 (Conservative 2, Labour 1, Reform Derby 1)

Cannot be the same members as Personnel Committee

Chair: To be determined at first meeting

Vice Chair: To be determined at first meeting

Members: **CLlrs Poulter, M Holmes, Repton, Evans**

Audit and Governance Committee 9 (Conservative 4, Labour 2, Lib Dem 2, Reform Derby 1)

Cannot appoint Cabinet Member

Chair: **CLlr West**

Vice Chair: **CLlr Willoughby**

Other members: **CLlrs Jennings, Grimadell, Pegg, T Pearce, Hussain, Care, Bettany.**

Personnel Committee 9 (Conservative 4, Labour 2, Lib Dem 2, Reform Derby 1)

Cannot be the same members as Disputes Resolution Committee

Chair: **CLlr Sandhu**

Vice Chair: **CLlr Carr**

Other members: **CLlrs Eyre, A Holmes, Pandey, Pegg, Dhindsa, Skelton, Prosser**

Conservation Area Advisory Committee: 3 (Conservative 1, Labour 1, Lib Dem 1)

Chair is taken by an outside representative

Members: **CLlrs Wood, Bonser, Carr**

Standards Committee (Conservative 1, Labour 1, Lib Dem 1, Reform Derby 1, Independent 1)

Not subject to Widdecombe

Chair: **CLlr S Khan**

Vice Chairs: **CLlrs A Holmes, Atwal, A W Graves, Independent Vacancy**

Health and Wellbeing Board

Elected members:

Chair: Leader of the Council

Other members: [Cllr Webb](#), [Cllr Williams](#), [Cllr Martin](#), [Cllr Lind](#), [Cllr Lonsdale](#)

Under the Health and Social Care Act 2012, councillor appointments are made by the statutory member, this being the Leader of the Council. In 2021-22 there were eight councillor appointments.

Non-elected members:

Statutory: Robyn Dewis (Derby City Council), Andy Smith (Derby City Council), Steve Studham (Healthwatch Derby), Merryl Watkins (Derby and Derbyshire Clinical Commissioning Groups)

Non statutory (appointments made by Council): David Cox (Derbyshire Constabulary), Tim Broadley (Derbyshire Community Healthcare Services), Stephen Bateman (DHU Healthcare), Gavin Boyle (Derbyshire Hospitals NHS Foundation Trust), Kath Cawdell (Health and Wellbeing Network), Jane Chapman (NHS England) Chris Clayton (Derbyshire CCGs), Angelique Foster (Derbyshire Police and Crime Commissioner), Kim Harper – (Community Action Derby), Ifti Majid (Derbyshire Healthcare Foundation Trust), Paul Simpson (Derby City Council), Perveez Sadiq (Derby City Council), Vikki Taylor (Joined Up Care Derbyshire), Rob Reynolds (Derbyshire Fire and Rescue Service) and Bill Whitehead (University of Derby).

Joint Bodies (Numbers to be confirmed with Derbyshire County Council)

Derbyshire Fire Authority: (Conservative 2, Labour 1, Lib Dem 1)

Nominations: [Cllr Potter](#), [Cllr Williams](#), [Cllr Peatfield](#), [Cllr Skelton](#)

Police and Crime Panel: (One nomination and named substitute: can be either Conservative or Labour – political balance will be achieved by corresponding co-option appointments)

Nomination: [Cllr Potter](#) Substitute: [Cllr Smale](#)

Derbyshire Development Plans Joint Advisory Committee: (Conservative 2, Labour 2, Lib Dem 1)

Nominations: [Cllr Poulter](#), [Cllr McCristal](#), [Cllr Martin](#), [Cllr S Khan](#), [Cllr Carr](#)

Standing Advisory Council for Religious Education: (Conservative 1, Labour 1, Lib Dem 1, Reform Derby 1)

Nominations: [Cllr Wood](#), [Cllr Martin](#), [Cllr Lonsdale](#), Cllr Kus

Champions

Disability – [Cllr Naitta](#)

Minority Ethnic Communities – [Cllr Dhindsa](#)

Older People – [Cllr Hussain](#)

Children and Young People – [Cllr Lind](#)

LGBTQ+ – [Cllr Lonsdale](#)

Gender – [Cllr Peatfield](#)

Anti-Fraud – [Cllr West](#)

Safeguarding – [Cllr Hezelgrave](#)

Mental Health – [Cllr Lonsdale](#)

Cycling – [Cllr Care](#)

Armed Forces – [Cllr Cooper](#)

Climate Change – [Cllr Potter](#), [Cllr Peatfield](#), [Cllr Care](#), Cllr Kus

Portfolios, Scrutiny and Management Structure 2021/22

| Cabinet Portfolio | Services / Functions | Themes / Programmes | Lead Officers | Scrutiny Board | |
|---|--|--|--|--|--|
| Cabinet Member for Strategy (Leader of the Council) Cllr Chris Poulter | <ul style="list-style-type: none"> Overall strategic lead on all Council services Strategic partnerships Derby Plan/Council Plan Medium Term Financial Strategy National and regional profile International development | Growth <ul style="list-style-type: none"> Economic Recovery Investment (Smartparc, SDGZ) | Chief Officers: Paul Simpson, Simon Riley, Rachel North Directors: Alison Parkin, Heather Greenan, David Fletcher | <div style="display: flex; flex-direction: column; align-items: center; justify-content: center;"> <p>Corporate Services Scrutiny Review Board</p> <p>Chair: Councillor Naitta Vice Chair: Councillor Nawaz</p> <p>Other members: Councillors Cooper, Pandey, T Pearce, J Khan and Ingall</p> <hr/> <p>Regeneration and Housing Scrutiny Review Board</p> <p>Chair: Councillor Evans Vice Chair: Councillor Ingall Other members: Councillors Grimadell, Pandey, Pattison, S Khan and West</p> <hr/> <p>Adults and Health Scrutiny Review Board</p> <p>Chair: Councillor Martin Vice Chair: Councillor Lonsdale Other members: Councillors Cooper, Grimadell, Pegg, Hussain and Froggatt</p> </div> | |
| Cabinet Member for Governance Cllr Mick Barker | <ul style="list-style-type: none"> Communications & Marketing Audit/CMAP Human Resources Organisational Development Legal Democracy Elections & Land charges Procurement & Contracting Health & Safety Counter Terrorism / Migration | Working Smarter <ul style="list-style-type: none"> Commercial / Contract Management | Chief Officers: Simon Riley, Rachel North Directors: Emily Feenan (Monitoring Officer), Heather Greenan, Sam Dennis | | |
| Cabinet Member for Finance, Assets and Digital Cllr Nicola Roulstone | <ul style="list-style-type: none"> Finance Revenues and Benefits Business Support Business Systems Customer Management Digital & IT Strategic Asset Management & Estates Facilities Management Property Design Connect Derby Policy & Insight Strategy & Performance Change Derby | Working Smarter <ul style="list-style-type: none"> Intelligence Led Council Corporate Landlord / property rationalisation Commissioning / Demand management Digital Customer Portfolio Management | Chief Officer: Simon Riley Directors: Alison Parkin, Andy Brammall, Steve Caplan, Heather Greenan | | |
| Cabinet Member for Regeneration, Decarbonisation & Strategic Planning & Transport (Deputy Leader of the Council) Cllr Matthew Holmes | <ul style="list-style-type: none"> Economic Development Regeneration and Major Projects Traffic and Transport Highways & Engineering Planning | Vibrant <ul style="list-style-type: none"> City Centre (Master Plan, Cultural Heart, Becketwell, Castleward, City Living) Green <ul style="list-style-type: none"> Mobility – Transforming Cities Our City Our River Climate Change & Energy (Commission, Hydrogen Fuels, NO2) | Chief Officers: Rachel North Directors: David Fletcher, Verna Bayliss | | |
| Cabinet Member for Adults, Health and Housing Cllr Roy Webb | <ul style="list-style-type: none"> Derby Homes Derby Advice, Housing Options & Homelessness Strategic Housing | Resilient <ul style="list-style-type: none"> Homelessness / rough sleeping / evictions HRA Capital Programme | Chief Officer: Rachel North Directors: Maria Murphy, David Fletcher | | |
| | <ul style="list-style-type: none"> Public Health Preparing for Adulthood, Ordinary Lives and Deaf Service Community Support Mental Health and LAC Safeguarding & Professional Services Home First Direct Services Business Intelligence Commissioning and Market Management | Resilient <ul style="list-style-type: none"> Health & Equality (including COVID response) Joined Up Care (including links to demand management) | Chief Officers: Andy Smith Directors: Robyn Dewis, Kirsty McMillan, Perveez Sadiq | | |

Executive Scrutiny Board
 Chair: Councillor Repton. Vice Chairs: Councillors Evans, Martin and Dhindsa
 Other members: Councillors Cooper, Eyre, Grimadell, Pattison, Pegg, Dhindsa, Martin, Carr and Prosser

Portfolios, Scrutiny and Management Structure 2021/22

| Cabinet Portfolio | Services / Functions | Themes / Programmes | Lead Officers | Scrutiny Board | |
|---|--|---|--|--|--|
| Cabinet Member for Children, Young People and Skills Cllr Evonne Williams | <ul style="list-style-type: none"> • Adult Education • Education and Skills • Employability (part of Economic Development) • Inclusion and Intervention • Fostering and Adoption • Childrens QA • Specialist Services • CYP Residential • Care Leavers • Early Help • Social Care Fieldwork • Commissioning • School Organisation and Provision | Growth <ul style="list-style-type: none"> • Opportunity Area • Jobs & Skills Resilient <ul style="list-style-type: none"> • Stronger families (Contextual Safeguarding, SEND, links to demand management) | Chief Officer: Andy Smith Directors: Pauline Anderson, Suanne Lim, Gurmail Nizzer, David Fletcher | Children and Young People Scrutiny Review Board Chair: Councillor Lind Vice Chair: Councillor Kus Other members: Councillors Eyre, Pandey, T Pearce, Bonser and Hezelgrave | |
| Cabinet Member for Place and Community Development Cllr Jonathan Smale | <ul style="list-style-type: none"> • Community Recovery • Partnership engagement including city centre and VCS • Community Safety and Integration • Neighbourhoods • Environmental Protection Housing Standards, Licensing and Emergency Planning • Trading Standards, Bereavement Services & Food Safety and Building Consultancy | Resilient <ul style="list-style-type: none"> • Community Recovery • Partnership engagement including city centre and VCS • Locality Working • Poverty Commission Green <ul style="list-style-type: none"> • Waste (Sinfin Waste Plant) | Chief Officer: Rachel North Directors: Sam Dennis, Mags Young | Communities Scrutiny Review Board Chair: Councillor Dhindsa Vice Chair: Councillor Prosser Other members: Councillors Eyre, Jennings, Pandey, Sandhu and Atwal | |
| Cabinet Member for Streetpride and Public spaces Cllr Jerry Pearce | <ul style="list-style-type: none"> • Street Cleaning, Waste and Fleet Management • Highways Maintenance, Grounds Maintenance, Land drainage • Streetpride (including parks / city centre bins) • Parks & Open Spaces | Green <ul style="list-style-type: none"> • Bus partnership and routes • Waste (Strategy) | Chief Officer: Rachel North Directors: Sam Dennis, Claire Davenport, Mags Young, Verna Bayliss | | |
| Cabinet Member for Wellbeing, Leisure, Culture and Tourism Cllr Ross McCristal | <ul style="list-style-type: none"> • Leisure & Business Development (including Derby Live, libraries and events) • Active Living and Wellbeing • Tourism • Culture & Arts Development • Markets & Market Place | Vibrant <ul style="list-style-type: none"> • City Centre (Cultural Heart, Market Hall) • Culture Resilient <ul style="list-style-type: none"> • Health & Equality (Moorways Sports Village) | Chief Officer: Rachel North Director: Claire Davenport | | |



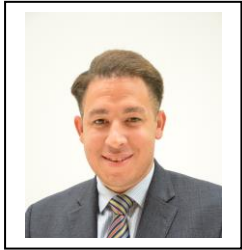
DERBY CITY COUNCIL OVERVIEW AND SCRUTINY

OVERVIEW & SCRUTINY ANNUAL REPORT 2019 -2020

Overview and Scrutiny Annual Report for the work undertaken between May 2019 and June 2020.

Democratic Services

Foreword



Councillor Dom Anderson

Party: Conservative (was Independent)

Ward: Boulton

I am pleased to present the Overview and Scrutiny Annual Report for the work undertaken between May 2019 and June 2020. Unfortunately, because of the National Health Emergency relating to Coronavirus, all Council meetings including Scrutiny Boards were cancelled during the months of March and April 2020. Nevertheless, Overview and Scrutiny was still able to make a valuable contribution

to our local democracy throughout the municipal year.

The report includes a brief summary of the role and responsibilities of Overview and Scrutiny, the work undertaken over the past year and the various outcomes achieved. It has been a busy year for the Councillors on the six Scrutiny Boards, whose chosen topics cover a broad range of services and their impact on local people and the City. Some of the topics scrutinised were looked at in depth and the outcomes are highlighted in this report.

It was a challenging year for Councillors, and I would like to thank them for their involvement and the contribution they made to the meetings. During my time as the Chair of the Executive Scrutiny Board, Councillors and Officers have enjoyed robust discussion about a variety of issues, and I hope this healthy debate will continue over the following year.

I would also like to thank the Council Officers and partner organisations for their support and hard work facilitating the Scrutiny process. A programme of

work is in the process of being created for the next twelve months. I am sure that members on Scrutiny Boards will show the same dedication in scrutinising the work of the Council and external partners during the year ahead.

Sincerely

Councillor Dom Anderson

dom.anderson@derby.gov.uk

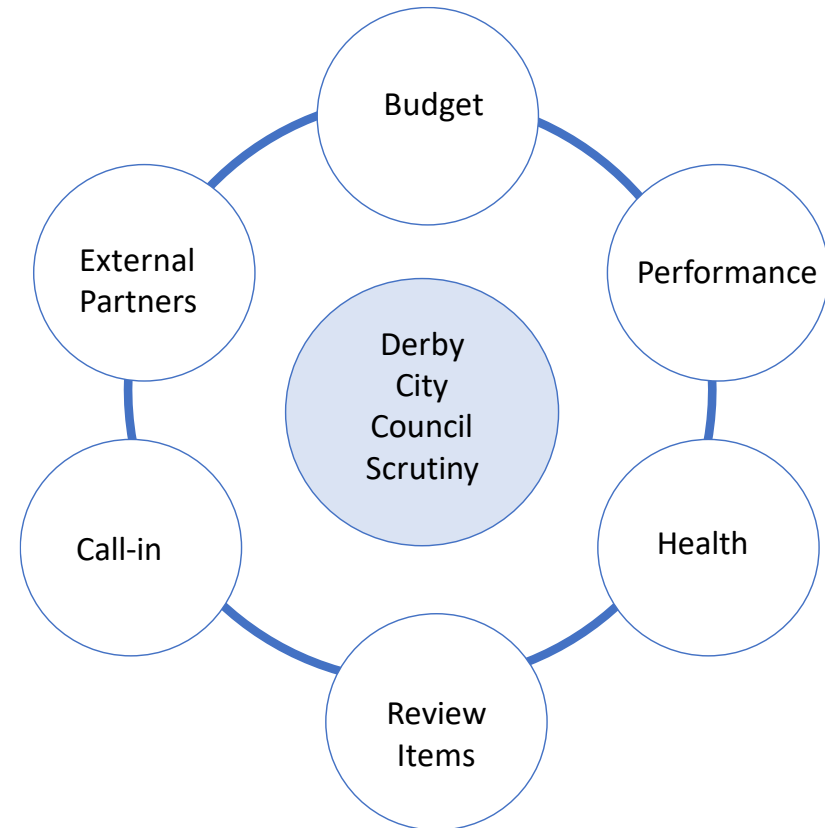
Introduction to Scrutiny

Key principles of scrutiny

- Provides a **challenge and feedback** to executive policy-makers and decision makers
- **Enables the voices and concerns of the public** to be heard
- Is carried out by **independent minded people** who take responsibility for their role
- It **drives improvement** in public services

Overview and Scrutiny Committees were introduced under the Local Government Act 2000 as part of new executive governance arrangements to ensure that members of an authority who were not part of the executive (Cabinet) could hold the executive to account for the decisions and actions that affect their communities.

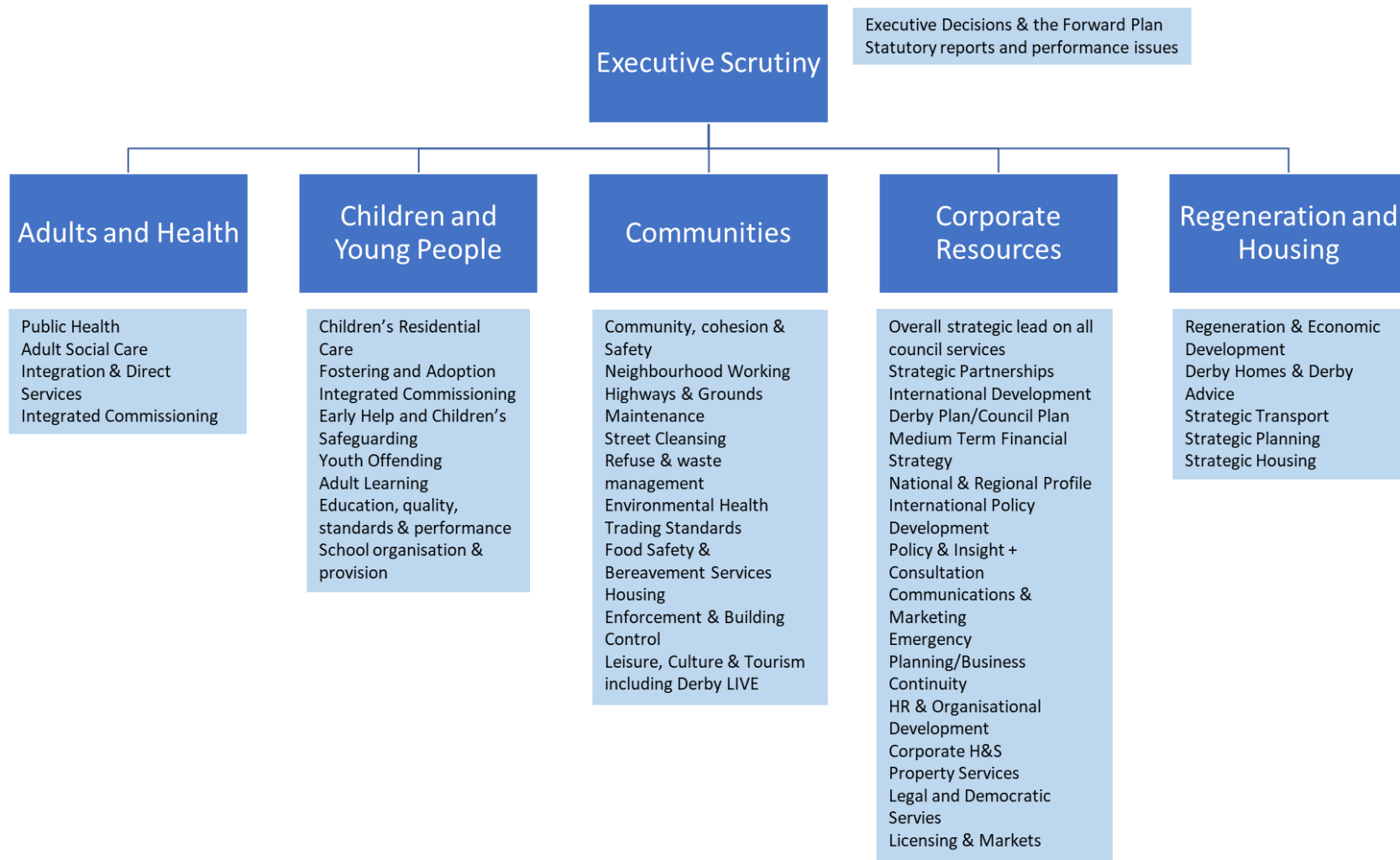
Overview and Scrutiny Committees have statutory powers to scrutinise decisions the executive is planning to take, those it plans to implement, and those that have already been taken or implemented. Recommendations following scrutiny enable improvements to be made to policies and how they are implemented. Overview and Scrutiny Committees can also play a valuable role in developing policies before they are agreed.



What Scrutiny does not deal with

Scrutiny is not able to deal with legal proceedings, individual complaints, or regulatory decisions such as planning or licensing applications. It also does not consider any issues where there are recognised complaints/other procedures such as The Local Government and Social Care Ombudsman or The Information Commissioner

General Remit of each Scrutiny Board



There are six Overview and Scrutiny Boards at Derby City Council. The Executive Scrutiny Board reviews decisions made by Council Cabinet. The membership of Executive Scrutiny consists of some of the Chairs and Vice Chairs of the other Scrutiny Review Boards.

Each Overview and Scrutiny Board is made up of councillors from different political groups. The number of councillors from each party reflects the political balance of the Council.



The five Scrutiny Boards come under the Executive Scrutiny Board and each focus on a different area of the Council, and broadly relate to individual Cabinet portfolios. Their remit includes:

- reviewing services and putting forward recommendations for their improvement or development
- participating in the early stages of consultation for any changes to services and any new proposals
- contributing to policy development
- monitoring the performance and progress of specific projects

The Aim of Scrutiny

Scrutiny Boards aim to make sure that decision makers are held accountable and local services are fit for purpose. Scrutiny of decisions is carried out in public in an impartial manner through scheduled meetings throughout the municipal year. The meetings can involve questioning of Cabinet Members, Council Officers and representatives of partner organisations about their decisions and policies. Board members can also speak to local people who could be affected by the decisions being taken. Scrutiny Boards also have legal powers to ask representatives from some other public organisations to attend. These are called “responsible authorities” and include:

- Derbyshire Constabulary
- Derbyshire Fire and Rescue Service
- East Midlands Ambulance Service
- National Probation Service
- NHS
- Police and Crime Commissioner for Derby



Co-optees

Following a successful recruitment process for new co-optees in early 2018, we have continued to bring external voices into scrutiny to enhance our work and offer different perspectives and challenge. The co-opted members ensure a strong external representation and help scrutiny to engage with the public.

Co-optees:

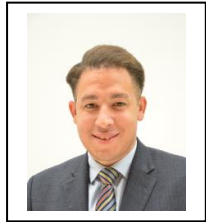
Act as an independent voice for those who live or work in Derby.

Bring specialist knowledge, skills and an element of external challenge to the overview and scrutiny process.

Take an interest in, attend and contribute to the committees and working groups to which appointed.

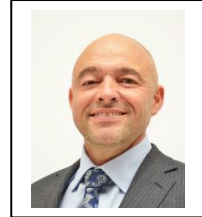
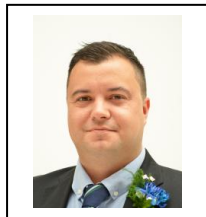
Establish good relations with other members, officers and co-optees.

Executive Scrutiny Board



Councillor Anderson
Chair

Councillors Cooper, Hudson and Evans
Vice Chairs



The Board comprises 12 elected members who reflect the Council's overall political balance. They meet monthly to examine every Cabinet decision and in particular "Key Decisions" that the Council takes, the Board makes recommendations on these prior to the Cabinet meeting the following evening

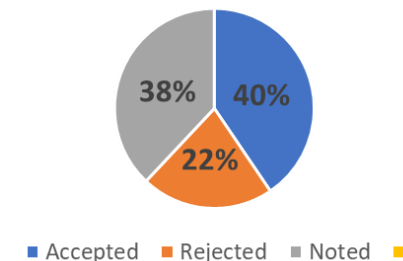
Key Decisions

- Key Decisions are those which result in a financial cost or saving of £250,000 or more.
- A decision would also be key if it is likely to have a significant environmental, physical, social or economic impact on people living or working in two or more communities in the City

Recommendations

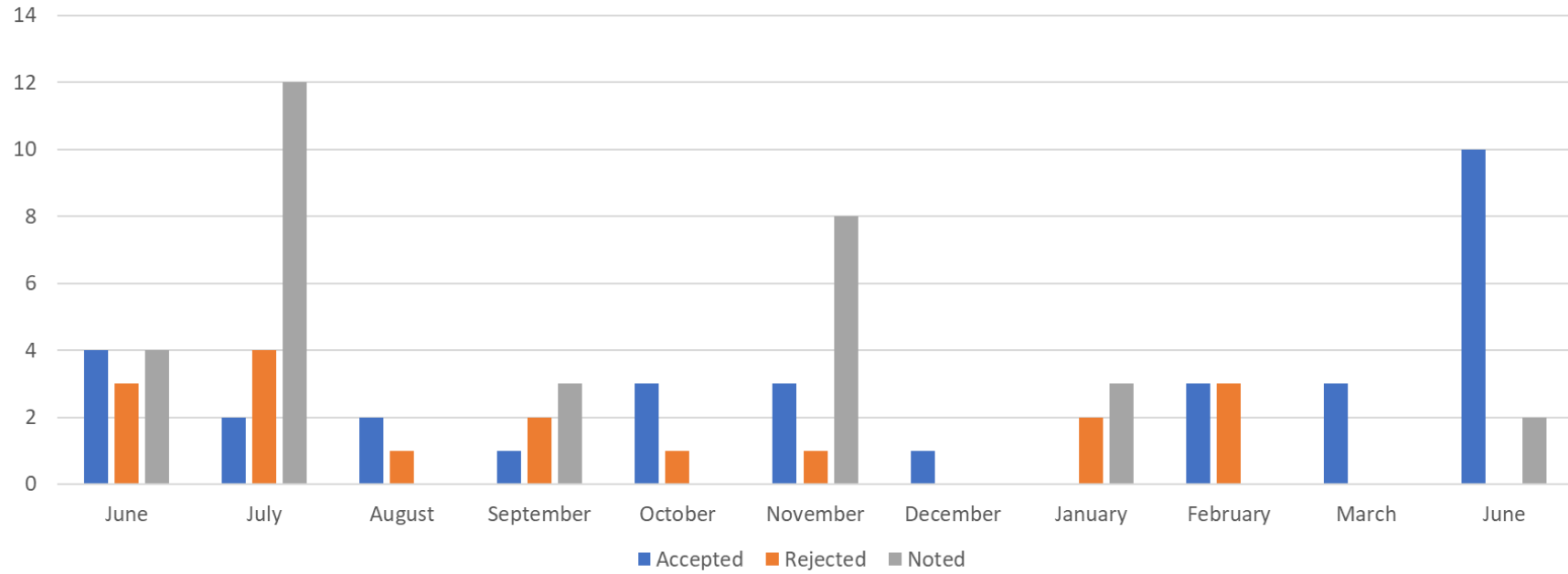
During the Municipal Year 2019/2020 the Executive Scrutiny Board made 81 Recommendations to Council Cabinet of which 32 were accepted, 17 rejected and 32 were noted.

Executive Scrutiny Recommendations 2019 - 2020



| Month | Item | Title | No. of Recommendations | Accepted | Rejected | Noted |
|--------------|------|--|------------------------|-----------|-----------|-----------|
| June | 11 | Property Design and Maintenance Capital Programme | 3 | 0 | 1 | 2 |
| | 13 | Final Accounts – 2018/19 | 3 | 0 | 2 | 1 |
| | 14 | Council Plan 2019-2023 | 2 | 1 | 0 | 1 |
| | 15 | Compliance with Contract and Financial Procedure Rules | 3 | 3 | 0 | 0 |
| July | 2 | D2N2 Career and Employability Hub | 3 | 2 | 0 | 1 |
| | 8 | Adult Commissioning Transformation Programme Procurement | 3 | 0 | 0 | 3 |
| | 9 | Reintroduction of Blue Bins to Arboretum, Normanton and Mackworth | 2 | 0 | 0 | 2 |
| | 10 | Older Persons' Housing Strategy 2019 - 2029 | 3 | 0 | 2 | 1 |
| | 12 | Allenton Market – Future Proposals | 4 | 0 | 2 | 2 |
| August | 13 | Medium Term Financial Strategy 2020/21 – 2022/23 | 3 | 0 | 0 | 3 |
| | 8 | Statements of Common Ground | 1 | 1 | 0 | 0 |
| | 11 | D2N2 (Local Enterprise Partnership) Project Call for Bids | 1 | 0 | 1 | 0 |
| September | 12 | Annual Report and Review of Performance 2018/19 | 1 | 1 | 0 | 0 |
| | 9 | Derby and Derbyshire Safeguarding Children Partnership | 1 | 1 | 0 | 0 |
| | 11 | Derby City Road Skid Resistance Policy | 1 | 0 | 1 | 0 |
| | 14 | Castleward Urban Village – Future Phases | 2 | 0 | 1 | 1 |
| October | 15 | Becketwell Regeneration | 2 | 0 | 0 | 2 |
| | 8 | Adult Social Care 'Your Life Your Choice' Strategy Refresh for 2019 and Beyond | 1 | 1 | 0 | 0 |
| | 9 | RAM Energy Fuel Poverty Fund | 1 | 1 | 0 | 0 |
| November | 11 | Compliance with Contract and Financial Procedure Rules | 2 | 1 | 1 | 0 |
| | 2 | Compliance with Contract and Financial Procedure Rules: Transforming Cities Fund | 2 | 0 | 0 | 2 |
| | 9 | Creation of a Single Early Years Inclusion Fund | 2 | 0 | 0 | 2 |
| | 10 | Purchase of a Residential Development to Provide 13 New Affordable Homes | 1 | 0 | 0 | 1 |
| | 11 | Compulsory Purchase Scheme – Compulsory Purchase of Properties in Castleward | 2 | 0 | 0 | 2 |
| | 12 | Investment in High Quality Office Development | 1 | 0 | 0 | 1 |
| December | 15 | Medium Term Financial Plan 2020/21 – 2022/23 – Consultation Report | 4 | 3 | 1 | 0 |
| | 9 | Derby Cleaner Fleet Policy | 1 | 1 | 0 | 0 |
| January | 10 | Draft Air Quality Action Plan | 4 | 0 | 2 | 2 |
| | 12 | Compliance with Contract and Financial Procedure Rules | 1 | 0 | 0 | 1 |
| February | 10 | New Primary School Provision at Snelsmoor Grange and Castleward | 1 | 1 | 0 | 0 |
| | 11 | Our City Our River Update and Next Steps | 1 | 1 | 0 | 0 |
| | 13 | Derby Destination Management Plan | 2 | 0 | 2 | 0 |
| | 14 | Derby Culture Strategy 2020-2030 | 2 | 1 | 1 | 0 |
| March | 9 | Schools Capital Programme 2020/21 – Phase 1 – Mickleover Primary | 2 | 2 | 0 | 0 |
| | 15 | Compliance with Contract and Financial Procedure Rules - Skip Hire and Waste Disposal Contract | 1 | 1 | 0 | 0 |
| June | 2 | Late item - Implications and proposed process for implementation of the Children's Social Care Flexibilities | 1 | 1 | 0 | 0 |
| | 8 | Housing Strategy | 3 | 1 | 0 | 2 |
| | 9 | Derby Recovery Plan | 5 | 5 | 0 | 0 |
| | 10 | Compliance with Contract and Financial Procedure Rules | 1 | 1 | 0 | 0 |
| | 11 | Council Response to Covid 19 Pandemic | 2 | 2 | 0 | 0 |
| Total | | | 81 | 32 | 17 | 32 |

Executive Scrutiny Recommendations 2019 - 2020



Executive Scrutiny Work Programme

The Work Programme for 2019/20 included an in-depth scrutiny of the Council's Medium Term Financial Plan (MTFP) for 2020-2021 2022-2023 and revenue and capital budget proposals for 2019/20, to make sure that the council's resources are used effectively and efficiently.

Comments from the Executive Scrutiny Board when scrutinising the proposed financial plans were fed back to Council Cabinet as part of the consultation process in setting the budget.

Performance Monitoring

A Performance Work Programme is also set at the start of each Municipal Year to ensure that robust performance monitoring and challenge takes place. During the year 2019 – 2020 the Board received presentations and reports from a variety of service areas which included:

- Sickness Absence
- Inspections Update – Joint Targeted Area Inspection (JTAI) and Special Educational Needs and Disability (SEND)
- Change Derby Programme
- Neighbourhood Working

Call In

It is one of the Executive Scrutiny Board's responsibilities to meet to consider key decisions that have been "called in". During 2019-2020 there were no call ins considered.

Call in of Cabinet Key Decisions

This is a process used by three or more councillors to question if a Cabinet decision has been made in line with the Council's Decision-Making principles.

Councillors who ask for a "call in" have to prove that the decision is wrong on one of the following grounds:

- Proportionality – the action must be proportionate to the declared outcome
- Due consideration – professional advice must have been taken from officers
- A presumption in favour of openness – all relevant information in the public interest must have been disclosed
- Clarity of aims and desired outcomes
- Respect for human rights

Call in also applies

- if a record has not been provided of what other options were considered
- if the reasons for the decision are not available
- if any relevant issues do not appear to have been taken into consideration.

Adults and Health Scrutiny Review Board



Councillor Cooper
Chair



Councillor A J Graves
Vice Chair

The Adults and Health Scrutiny Review Board has a statutory role under the Health and Social Care Act 2001, as amended, to scrutinise local health services. Given the wide remit of the Board, members chose not to carry out a single topic review and instead focused on a number of relevant issues over the course of the municipal year.

The Adults & Health Scrutiny Board reviewed annual reports and performance information in respect of Derby HealthWatch. It received information on NHS service reviews and, where appropriate as statutory consultees, commented on the proposals and associated communications and engagement plans. These included:

Review of Derby and Derbyshire NHS Sustainability and Transformation Plan (STP). The new system would involve joint planning for the health and social care needs of the population and would move from an NHS focus on illness to enabling wellness. Delivery of services will be through Place Alliances rather than organisations and would be supported by strong Primary Care Networks. The Chair wrote to each Derby City Neighbourhood Board Chair about the STP Review and suggest that if they wished they could consider the STP Review at their next Neighbourhood Board meeting.

The Product of the review of Derby and Derbyshire NHS STP. The delivery model was considered by the Board. The model included integrated care teams in each of the Place Alliances, better cancer screening uptake and more people with dementia and delirium being supported in their own home or in a place they call home.

Proposals to relocate the functional mental health care for older adults from the London Road Community Hospital to Kingsway Hospital. The Board were informed of the proposals outlined in the draft consultation document. The Board supported the proposal in terms of access and suitability but were concerned that ward 1 on the London Road site would fall into disuse. The main concern of the Derby & Derbyshire Clinical Commissioning Group was that people with mental health needs should be placed in the best facilities available for those needs. The Board resolved to note and support the proposed report and draft consultation document.

GP Access to Surgeries. The Board considered the number of appointments available for patients to book in the extended access period March – July 2019 and the number of appointments actually booked, in the period. They also considered the utilisation of appointments across the three hubs in Derby and noted the large differences area to area. The difficulties that can be experienced when trying to book an appointment by telephone were discussed and the Board agreed that demand should be monitored.

Winter Pressures Update. The Board were updated on Derby City Council and partners seasonal operational planning. There was now a 12 month operational plan which was reviewed quarterly. The plan was led by the Derbyshire Operational Resilience Group (health and social care operational managers) reporting to the Derbyshire A&E Delivery Board. The plan included capacity modelling, flu planning and escalation processes. The Board stressed the importance of staff getting themselves vaccinated and the different ways of promoting this.

Public Health Vaccination Programme. The Board considered a report which provided an overview of vaccination and the current NHS life course vaccination schedule. It also described the delivery of the national vaccination programme in Derby. Assurance was given that the Derby City vaccination programmes are delivering positive outcomes for eligible residents, including groups where uptake has been low in the past. The report also raised awareness of the performance, achievements and challenges associated with the vaccination programmes.

Update on Pharmacy Services. An update on the Pharmacy Services on discharge from hospital, the current schemes and services relating to the use of medicines that support reducing General Practitioner (GP) Pressures, and greater integration and utilisation of the Community Pharmacy. The Board requested an update report, with key performance indicators, be provided to assure them that there was no deterioration in dispensing services for patients using the new Pride Park Pharmacy, and the Royal Mail tracked medicines delivery service compared to the Boots store. The Board also requested a further update report on Pharmacy Services with evidence to indicate referral pressures are being removed from GPs.

Update from East Midlands Ambulance Services NHS Foundation Trust. The Board considered the reduction in various response times in March 2019, compared to March 2018. It was reported that EMAS was making widespread improvements in its response times to patients by having a large increase in its workforce.

Children and Young People Scrutiny Review Board



Councillor Lind
Chair



Councillor Kus
Vice Chair

The work of the Children and Young People Scrutiny Review Board contributes to the Council's ambitions to give people in Derby an inspiring start in life, particularly by improving educational attainment.

The Children and Young People Board considered the following overview reports and presentations:

Derby City Virtual School – the report gave an update on the academic outcomes of pupils in the Virtual School, for the school year 2018-19. The report outlined the key education performance measures for Looked After Children (LAC), the key successes and areas for development for the Virtual School and celebrated the

notable progress and achievements of the young people. The reportable cohort are those youngsters in care for twelve months or more on 31st March 2019.

Derby City Council Educational Outcomes. The Board asked that an Inclusion Report, which gives greater depth about attainment and achievement in SEND, be brought to a future Board meeting in the summer of 2020.

The Board has received regular updates on Monitoring Safeguarding Practice and noted that, after the Joint Targeted Agency Inspection (JTAI) in March 2019, the main workforce development continued to be the strategic review of the "Front Door" multi agency safeguarding hub arrangements. The implementation of the Derby Derbyshire Children Safeguarding Partnership on 29 September 2019, which replaced the Derby Safeguarding Children Board, was also noted.

Strategic School Place Planning. The Council has a legal duty to ensure that sufficient school places exist for all children and young people living within their boundary. It monitors pupil numbers and developments that will affect the places requirement. A separate fund is available for additional provision for pupils with special needs. The Council considers these aspects separately in relation to school provision. Decisions on SEND provision are reported to this Committee. The Board were concerned that planning provision should be in place for children with SEND. They recommended that Council Cabinet ensure the Council was reviewing school place planning for SEND provision alongside school place planning for mainstream provision to meet the needs of the local area.

An initial review of the new arrangements of the Derby and Derbyshire Safeguarding Children Partnership which highlighted the strengths of the new partnership, including increased efficiency and effective working practices to safeguard children and families, comprehensive discussions with Strategic and Chief Officers in decision making and a more joined up approach to address challenges such as child exploitation.

A report on Contextual Safeguarding, which outlined the headline principles of Contextual Safeguarding as a strategic response by partners in Derby, and the current progress of Derby and Derbyshire Safeguarding Children's Partnership (DDSCP) in developing a defined, holistic model of practice.

Derby Safeguarding Children Board Children at Risk of Exploitation (CRE) The Board were informed of recent developments including the creation of a joint Children at Risk of Exploitation (CRE) Strategy with Derbyshire County Council.

The Special Educational Needs Joint Strategic Needs Assessment (JSNA) Review. The Board were informed that the Council has hosted engagement and feedback events to ensure the Written Statement of Action addresses the key areas of weakness, can be delivered, and drives a culture of inclusion and co-production in the local area as a whole.

The Board considered a report which gave an update on **Inspection of services for children and young people with special educational needs and/or disabilities.** Councillors had received feedback from local residents regarding communications and the need to

understand what was happening. It was confirmed that work was being undertaken, with communications leads in the CCG and Council, to develop a Communications Strategy and there would be regular communication going forward. The agreed Strategy would work through different levels with messages to Parents and Carers, Headteachers. A series of Bulletins was also planned.

Off Rolling in Derby Schools. The Board recommended that the information contained in the presentation on off rolling be circulated to all Derby City School Governing Bodies, in order to hold Headteachers and their senior management team to account and take steps to change the culture of approach to off-rolling in schools. Governors need to have the fullest information available on off-rolling in the context of the school and City as a whole. An update report on off-rolling should be brought back to a future CYP Scrutiny meeting.

Extended Entitlement for 3 and 4 year olds. The Board considered an update on the outcome of a further extended entitlement parental survey undertaken in February 2019. The report highlighted the good performance the Council has had with the take up of the extended entitlement. This had exceeded the achievements of other Local Authorities both regionally and nationally. It was good news that there were 2,127 children currently accessing the offer in Derby compared with Department for Education (DfE) expectations of 2,050.

The Lighthouse and Integrated Disabled Children's Service. The Board considered a joint report of the Strategic Director of Peoples Services and Derby & Derbyshire Clinical Commissioning Group

(CCG), which gave an update on the current position of the Integrated Disabled Children's Service (IDCS), with a focus and re-emphasis on the work currently being undertaken in relation to re-modelling the residential short breaks element of the service. The Board requested that they were made aware of current services being delivered by the IDCS along with the current workload, pressures and developments in the service, including ongoing work in regards to re-modelling the residential short breaks element of the service.

With regard to the Residential Short Breaks Service to assure the Board of the importance of involving parents, stakeholders, partners and others with an interest in the re-modelling of this service, and to update on progress with the 90 day consultation process currently underway in line with our statutory obligations.

Communities Scrutiny Review Board



Councillor Hudson
Chair



Councillor Testro
Vice Chair

The Communities Scrutiny Review Board scrutinises Streetpride and Neighbourhood working, Leisure Culture and Tourism. The Board is also the Council's statutory Crime and Disorder Committee.

The Communities Scrutiny Board considered the following overview reports and presentations:

An overview report and presentation of the Derby City Playing Pitches Strategy (PPS) and the vision and strategy action plan that formed part of the Council's evidence base for physical activity and sport in the city.

The Implementation of Community Managed Libraries - In July 2017, the Council agreed a new strategy for the Library Service in

Derby. The Council considered a number of options and approved a community managed model. The Board were concerned about how the different operational approaches would work in relation to customer data protection, and who was liable if there was a data breach. An explanation was given of how the system worked to provide compliance for the council regarding the Data Protection Act 2018.

Derby Live, overview, function and partnership working. The Board were interested in how Derby LIVE would be commercially refocused. It was explained that there would be a change in some of the job roles to become more commercially focused rather than the emphasis being on producing theatre shows.

Garden and Food Recycling Project Update. The introduction of a free brown bin service was based on an estimated uptake of 75% of households in Derby. In order to reduce the current projected additional costs of this project, the service and project team were working on several possible methods of increasing household participation in the scheme such as targeted door knocking, targeted social media, business and community engagement or community events. Members of the board asked whether sign up rates had varied significantly by household type, and whether a digital map could be produced giving sign-up rates in each ward on a street by street basis.

Traffic Lights – network management. The Board were concerned whether consideration had been given to the impact on traffic flow once work had finished on the A52, and whether any data modelling has been conducted for this scenario. It was suggested

that as 25,000 vehicles use the A52 to commute to Derby daily this would have an impact.

Commercial Waste an update on the disposal of trade waste from Derby City Council (DCC) operated sites, such as Derby Arena, was provided. The Chair informed the Board that he had received reports that The Arena in Derby were not separating their general waste and recycling and that staff at the arena had confirmed this. It was The Arena's responsibility to ensure that they were recycling where possible. The Board recommended that the Arena be contacted regarding issues with their lack of recycling.

Street Cleansing Bins the report provided an update on the City Centre rubbish bin emptying collection programme and associated costs.

Neighbourhood Agenda update. A report and presentation provided an update on Neighbourhood working, including information on Public Protection Officers. The Council had originally recruited six Community Protection Officers from Nottingham City Council through secondment. This trial had gone well and that core funding for the Council to provide its own permanent Public Protection Officers (PPOs) had been approved. The Board requested an update on the Council's new PPOs be brought to the Communities Scrutiny Review Board in six months' time.

Flooding Response Report. An overview of specific flood prevention measures and joined up agency working during extreme weather conditions was provided. the Board requested that the

following question be included as an item at the next Communities Scrutiny Review Board meeting – "What assessment has been carried out to predict the effectiveness of the flood defence system in the event of an extreme event".

Corporate Services Scrutiny Review Board



Councillor Naitta
Chair



Councillor Pattison
Vice Chair

The Corporate Scrutiny Board considered the following overview reports and presentations:

Finance – state of the nation position on the Council’s finances and current budget risks. The report outlined the current "state of the nation" position on Council's finances and the budget risks in the Medium Term over the period 2020-2023. The Board asked what steps or actions could be taken to replenish the reserve and were informed that more savings would be needed. Due to pressures of Adult Social Care and Children and Young People services, it would be helpful to set funding arrangements at a national level. The Board asked for a note of all the commitments against the £230m before August 2019 to be provided.

International Development -Trading internationally and the effect of Brexit on Derby. It was reported that there were options and opportunities available with national changes and developments, which would include trade with different countries. Economic growth would help to boost the business base of the City. Local business growth would lead to larger property requirements for businesses which would in turn lead to more Council Tax for Derby. The Board was certain that local businesses, were already linking up with other countries. They suggested giving local companies help to attend Business Conventions to establish links, or the Council could host Trade Fairs. Officers suggested linking with these local businesses and introducing them to people with experience of working with other countries.

Customer Services and Universal Credit - how are vulnerable families being affected. An update report on the Council's work on Universal Credit and the Welfare Reform Service was provided. Derby City Council has a unique case management service that identifies individuals with expenditure higher than their income. The Council provided personalised support plans, managed by experienced case workers, for customers in financial crisis.

Markets – City Centre Regeneration Plan, update on markets (Allenton and Market Hall). The Board recommended that Council Cabinet agree the proposed new space in the market place should be developed to encourage and attract more young people from all backgrounds and cultures to access the facilities thus ensuring the development of diversity and engagement from all age ranges and demographics in Derby. This would ensure the sustainability of the

market place for future generations. It was also recommended that Council Cabinet should consider including a Technology Hub within the new Market Place space to encourage tech entrepreneurs and startups in Derby.

Derby Plan – City Plan. The Board received an update on the Derby Plan (City Vision). It was felt that the Council couldn't transform the city on its own, but it could create a platform that would allow Derby to be successful. It was reported that there was a disparity in deprivation rates throughout Derby and that it was important for the City Plan to help solve this and to bring the city together. The City Plan would allow the Council to shape and create a strong structure that would allow the city to thrive.

Energy Improvement Plan for Derby City Council. The Board received a report which set out a reinvigorated approach to energy management. The new approach would play a fundamental role and contribution in establishing the direction of travel for the Council's assets, ensuring a fit for purpose, sustainable, future property portfolio. It was noted that this report aligned with the Council's commitment under the Climate Emergency Agenda. The Board noted the approach detailed in the report and endorsed the key principles to ensure energy was managed efficiently, ensuring carbon and cost savings.

Corporate Asset Management - direction of travel for property. A report was received by the Board explaining that the Council's Estates Strategy was about repurposing and reinvesting in assets. Previously the Council had placed much more emphasis upon building compliance, in comparison to building maintenance, but

that the Estates Strategy would change this. Core assets that had been identified for retention would be targeted for investment through the Property Capital Programme, depending on their condition and need. Reviews would be undertaken to establish whether core assets were to be retained or disposed.

Land Charges. The report outlined the current position in relation to turnaround times for official Local Land Charges property search requests. In May 2019 the turnaround time for official search requests was 38 working days and concerns had been raised by The Minister for Housing, Local Estate Agents, Personal Search companies, conveyancers and the press. However Official Search turnaround times had now significantly improved to approximately 9 working days. The Government's expected local authority response time target for search requests to be 10 working days or less.

Digital Transformation – impact and direction. The Board received a presentation which highlighted the four strands of digital transformation

- **'Digital by Default / Digital Citizen'** which would enable all public services to be in one place and to be managed through a single secure account to manage relationships with the Council, giving citizens easy 24/7 access to services from any device or location
- **'Digital Workforce'** which would provide everything the 21st Century Worker needed on a single device, at any location and at any time. The Microsoft technology suite,

alongside Skype for Business, would provide colleagues with secure, modern, flexible and connected devices.

- **'Digital Connectivity'** which included providing secure and compliant connectivity networks for today and the future
- **'Future Infrastructure'** which included flexibly and intelligently right-sourcing the Council's Computing and Storage in a changing world.

Motion on Responsible Tax Conduct -The Board considered a motion on Responsible Tax Conduct that had been referred to the Board by Council. The Board suggested that the task of ensuring responsible tax conduct would be better dealt with by national government. Although the principle of this motion was correct, the detail asked too much of a Local Authority such as Derby City Council. It was concluded that the Council wouldn't have the resources to implement the recommendations within this motion. The Board recommended that the Council wrote to the government, asking them to take action around the issues raised in the Responsible Tax Conduct motion.

Gender Representation Task Group

The Board considered a set of draft notes from the first meeting of the Gender Representation Task Group. Upon the conclusion of the Gender Representation Task Group's work, the Board would consider a report setting out the task group's findings and recommendations.

Climate Change Working Group

It was noted that on 22 May 2019, Derby City Council had declared a Climate Emergency in the city. The decision had been unanimous across all parties, at the Council's Annual General Meeting.

The Council had been asked to:

- Establish a Derby Climate Change working group to respond to this challenge
 - Consider recommendations from the proposed working group, and set a target for Derby to be carbon neutral
 - Work with other local authorities and public, private and voluntary sector partners on carbon reduction projects to ensure the UK is able to deliver on its climate commitments
 - Ensure the Government provides the necessary resources and powers so that Derby can make its contribution to the UK's Carbon Reduction targets
- Derby was one of 245 UK local authorities (60%) that had declared a climate emergency and that 149 of these had set a target of reaching zero emissions by 2030.

Topic Review – Agency Workers Trend of Spend, Hours and Usage

A report was presented by the Human Resources Shared Services Manager and provided figures on agency use through the Matrix contract covering the period April 2019 to June 2019.

Key Findings of the Review

- In quarter one of 2019/2020 total spend on agency staff at the Council had risen, largely as a result of a national 2% pay rise that agency staff were entitled to.
- The total hours worked by agency staff during this quarter had also risen and that this trend needed to be monitored.
- People's Services directorate accounted for the highest spend in quarter one 2019/2020 at £591,325 followed by Communities and Place at £439,038.
- Agency workers made up around 4-5% of the Council's workforce and that this figure was to be expected for an organisation of Derby City Councils size.
- The Council aimed to lower agency usage by offering permanent contracts to agency workers in instances where this was a viable option.

The Board agreed to continue to monitor the appropriate use of agency staff, the length of agreements and to consider other alternatives whenever possible to ensure that a reduction is achieved

Regeneration and Housing Scrutiny Review Board



Councillor Evans
Chair



Councillor Pearce
Vice Chair

The Regeneration and Housing Scrutiny Board considered the following overview reports and presentations:

Derby Integrated Infrastructure Plan and the National Infrastructure Commission. The Board considered a report and presentation which gave an overview of the 'case study' project, and the role of the National Infrastructure Commission in working with Derby to develop an Integrated Infrastructure Plan. The Plan would set out Derby's infrastructure vision and strategy with a pipeline of developed priority projects to 2050. The Board suggested that the green agenda be highlighted to help tackle the climate emergency. It was suggested that consideration be given to municipalisation of transport to ensure that people could travel

easily around the city. The Board resolved to support the development of an integrated infrastructure plan for Derby and engage with the development of the plan as part of stakeholder engagement. They requested an update be brought back to a future meeting.

Transforming Cities Fund (TCF) – Development Update. The Board considered a report which gave an update on the development of the Transforming Cities Fund (TCF) programme and Derby's joint work with Nottingham City Council. The three elements were mass transit, active travel links and smart bus corridors. The Board were very supportive of the plans particularly in relation to demand - responsive transport.

Impact of Brexit and Support to Business - The Board considered a report and presentation on the impacts on local businesses of the imminent departure of the UK from the European Union, and the support on offer to help businesses during the transition period. The presentation highlighted how confident East Midlands businesses felt about their preparedness if the UK left with a deal or without a deal. It also included what the Council was undertaking, such as officer led readiness groups, working in collaboration with partners, prioritising and mitigating internal risks, and impacts, signposting and reporting to government. The Board resolved to request an update to all Councillors at the earliest opportunity on what the Council was doing in readiness for Brexit, including, decision making, risks and mitigation.

Welfare Reform: Roll Out of Universal Credit, Impact on Rent Collection and Rent Arrears. The Board received a presentation on the impact on rent collection and rent arrears due to the roll out of Universal Credit. The presentation included historic and current information in relation to rent arrears, work to avoid evictions, evictions, the welfare reform team and what the Council and Derby Homes were doing to help people. The Board asked about advice given during the five week transition to Universal Credit, and if tenants were able to catch up arrears that occurred during that time. It was reported that the Council could apply for direct rent payment once the arrears reached eight weeks.

Housing Issues Update - The Board received two presentations,

- **Affordable housing demand.** The Board were interested to know what could be done to allow people to be accommodated in supported housing if there were vacancies and people were waiting, and what the costs were for temporary accommodation. The reduction in housing stock since 1981 was discussed and it was noted that Derby had a higher than average number of sales.
- **Affordable housing provision** - The presentation on new approach to affordable housing provision included: opportunities, financial viability, how to progress and the timescales involved. The Board suggested that consideration should be given to getting developers to look at solar panels, rainwater capture and bus routes to make homes more affordable. The Board noted that Derby

Homes were investigating the use of air source heat pumps for new properties and also the cost for retro fitting them into older properties.

Regeneration and Housing Board Topic Review

The Board undertook a Topic Review on Housing provision in Derby. The Review examined exactly how many homes were needed in Derby. They investigated how many empty homes there were in Derby currently and also how much it would cost to build new homes. They considered whether treasury management could be used to buy more homes, upgrade and renovate them and sell them for a profit. They also looked into whether the requirements of Local Plan policy CP7 could be altered.

Appointments to Outside Bodies 2021/22

| Body | Information | 2020/21 Appointment | 2021/22 Nominations |
|---|---|----------------------------|---|
| Cathedral Quarter Business Improvement District | Cabinet member responsible for economic development | Cllr Smale | Cllr Smale |
| St Peters Quarter Business Improvement District | Cabinet member responsible for economic development | Cllr Smale | Cllr Smale |
| Bus Lane Adjudication Service Joint Committee (BLASJC) | One appointment required | | Cllr J Pearce – Nominated by Cllr Poulter on 02/07/21 |
| PATROL (Parking and Traffic Regulations Outside London) Adjudication Joint Committee | One appointment required | | Cllr J Pearce – Nominated by Cllr Poulter on 02/07/21 |
| Compact Forum | Three appointments required, up to four appointments allowed | Cllr Williams, Vacancy x2 | Cllr Williams, Cllr Lonsdale and VACANCY |
| D2N2 (Derby, Derbyshire, Nottingham and Nottinghamshire Local Enterprise Partnership) | Leader of the Council | Cllr Poulter | Cllr Poulter |
| Derby and District Ex Services Association | One appointment required | Cllr McCristal | Cllr McCristal |
| Derby City Homes Regeneration Ltd | Cabinet member responsible for housing | Cllr Webb | Cllr Webb |
| Derby Community Healthcare Project | Two appointments | Cllrs Webb & Froggatt | Cllr Webb and VACANCY |
| Derby Concert Promoters Organisation | One appointment required - does not have to be elected member | Cllr A Pegg | Cllr A Pegg |
| Community Action Derby Formerly Derby CVS | Two appointments required | Cllrs Peatfield & J Khan | Cllr Lind and Cllr Peatfield |
| Derby Dance Centre – Development Board | Two appointments required | Cllrs Wood & Potter | Cllrs Wood and Potter |

| Body | Information | 2020/21 Appointment | 2021/22 Nominations |
|--|---|------------------------------------|---------------------------------------|
| Derby Homes Board | Three elected members | Cllrs Care, Graves Sr, and Russell | Cllrs Care, Graves Sr and Cllr S Khan |
| Derby Homes Single Shareholder Vote | The Leader of the Council unless specifically delegated by the Leader | Cllr Poulter | Cllr Poulter |
| Derby Hospitals NHS Foundation Trust | Three-year appointment | Cllr Williams (appointed 19/20) | Cllr Williams |
| Derby Housing Market Area Joint Advisory Board | One appointment required | Cllr Care | Cllr Care |
| Derby and Derbyshire Local Access Forum | One appointment required | Cllr Carr | Cllr Carr |
| Derby and Derbyshire Music Partnership | One appointment required | Cllr A Pegg | Cllr A Pegg |
| Derby and Derbyshire War Memorials Committee | Three appointments required | Cllrs Cooper, Lind & Ingall | Cllrs Cooper, Dhindsa, Carr |
| Derby and Sandiacre Canal Trust | Two appointments (one elected member) required | Cllrs Graves Sr & Poulter | Cllr Poulter and VACANCY |
| Derbyshire County Council Investment Committee | Two appointments required | Cllr Care and Carr | Cllrs Care and Carr |
| Derbyshire Environmental Trust Ltd | One appointment required | Cllr Ashburner | Cllr Lonsdale |
| DHA – Direct Help & Advice | One appointment required | Cllr Repton | Cllr Repton |
| Derbyshire Healthcare NHS Foundation Trust – Board | One appointment required | Cllr Webb | Cllr Webb |
| Derbyshire Sport | One appointment required | Cllr Anderson | Cllr Nawaz |
| Derwent Valley Mills Partnership | One appointment required | Cllr Wood | Cllr Wood |
| Derwent Valley Trust | One appointment required | Cllr Wood | Cllr Wood |
| Disability Direct – Management Committee | One appointment required | Cllr Smale | Cllr Smale |
| East Midlands Airport Consultative Committee | One appointment required | Cllr Barker | Cllr Barker |

| Body | Information | 2020/21 Appointment | 2021/22 Nominations |
|--|---|---|--|
| East Midlands Councils Committee | Leader of the Council | Cllr Poulter | Cllr Poulter |
| East Midlands Councils Executive Board | Leader of the Council | Cllr Poulter | Cllr Poulter |
| East Midlands Reserve Forces and Cadets Association | One appointment required | Cllr McCristal | Cllr McCristal |
| Environment Agency Trent Regional Flood and Coastal Committee | Appropriate Cabinet Member | Cllr M Holmes | Cllr M Holmes |
| English Churches Housing Group – Midlands Customer Focus Group | One appointment required (does not have to be elected member) | Vacancy | Cllr Prosser |
| Guru Ravidass Sabha Community Centre Management Group | One appointment required | Cllr Sandhu | Cllr Sandhu |
| Indian Community Centre Executive Committee | One appointment required | Cllr Dhindsa | Cllr Dhindsa |
| World Heritage UK | Two appointments required (need not be elected members) | Cllrs Wood and Anderson | Cllr Wood and VACANCY |
| LGA – General Assembly | Four members, five votes | Cllrs Barker, Poulter, Shanker and Skelton | Cllrs Barker, Poulter, Skelton, Graves Sr |
| Derby Museums | Three appointments required | Cllrs Care, West & Wood | Cllrs Care, West and Wood |
| National Association of British Market Authorities | Unlimited appointments | Cllrs Barker, Naitta, Poulter and Roulstone | Cllr Barker, Naitta, Poulter and Roulstone |
| Quad Management Board | One appointment required | Cllr West | Cllr Prosser |

| Body | Information | 2020/21 Appointment | 2021/22 Nominations |
|---|---|--|--|
| Scape Group Limited | <ul style="list-style-type: none"> • Shareholder representative (Cabinet member with responsibility for property design and maintenance) • Director (Officer) • Alternate Director (Officer) | <p>Cllr Barker</p> <p>Mr Paul Simpson</p> <p>Mr Steve Caplan</p> | <p>Cllr Barker</p> <p>Mr Paul Simpson</p> <p>Mr Steve Caplan</p> |
| Museum of the Mercian Regiment (WFR Collection) | One appointment required | Cllr P Pegg | Cllr Jennings |
| Sinfonia ViVA | Two appointments Note: Councillor Wood is appointed to this organisation as an individual. | Cllrs Repton and Willoughby | Cllrs Repton and Willoughby |
| SIGOMA | Cabinet member | Vacancy | Cllr Roulstone |

Appointments to Charities 2021/22

| Charity | Member | Term of office expiry | Nomination 2021/22 |
|--|-----------------------|-----------------------|----------------------|
| Derby City Charity (four-year appointments) | Mr Eric Ashburner | 18 May 2024 | Cllr Emily Lonsdale* |
| | Cllr Joe Naitta | 18 May 2024 | |
| | Cllr Danielle Lind | 21 May 2023 | |
| | Cllr Shiraz Khan | 24 May 2021 | Cllr Shiraz Khan |
| | Cllr Adrian Pegg | 23 May 2022 | |
| The Poor's Lands, Littleover (Joyce Harpur) (four-year appointments) | Mr Eric Ashburner | 21 May 2023 | Cllr Emily Lonsdale* |
| | Cllr Ruth Skelton | 18 May 2024 | |
| Liversage (four-year appointments) Note: Councillors Webb and Harwood are also appointed to this committee as individuals. | Cllr Michael Carr | 24 May 2021 | Cllr Michael Carr |
| | Cllr Shiraz Khan | 18 May 2024 | |
| | Cllr Jerry Pearce | 21 May 2023 | |
| Spondon Relief in Need (four-year appointments) | Mrs Joy Taylor | 18 May 2024 | |
| | Mr Peter Berry | 21 May 2023 | |
| Wilmot, Gilbert and Berrysford (four-year appointments) | Councillor Rob Cooper | 6 January 2023 | |
| | Ms Sara Bolton | 23 May 2022 | |

*Appointed for the remainder of former Cllr Ashburner's original four year term