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PUBLIC

To: Members of Cabinet Member meeting - Strategic Leadership, Culture and Tourism

Wednesday, 16 October 2019

Dear Councillor,

Please attend a meeting of the **Cabinet Member meeting - Strategic Leadership, Culture and Tourism** to be held at **1.00 pm** on **Thursday, 24 October 2019** in Committee Room 3, County Hall, Matlock, DE4 3AG, the agenda for which is set out below.

Yours faithfully,

A handwritten signature in cursive script that reads 'Janie Berry'.

JANIE BERRY
Director of Legal Services

A G E N D A

PART I - NON-EXEMPT ITEMS

1. Declarations of Interest

To receive declarations of interest (if any)

2. Minutes (Pages 1 - 4)

To confirm the non-exempt minutes of the meeting of the Cabinet Member – Strategic Leadership, Culture and Tourism held on 5 September 2019

3. To consider the report of the Executive Director, Commissioning, Communities and Policy on Proposed Changes to the opening hours at the Derbyshire Record Office (Pages 5 - 12)
4. To consider the report of the Executive Director, Economy Transport and Environment on Trent Valley Vision - National Lottery Heritage Awards (Pages 13 - 16)

PUBLIC

MINUTES of a meeting of the **CABINET MEMBER FOR STRATEGIC LEADERSHIP, CULTURE AND TOURISM** held on 5 September 2019 at County Hall, Matlock

PRESENT

Cabinet Member – Councillor B Lewis

13/19 **MINUTES RESOLVED** that the minutes of the meeting held on 10 June 2019 be confirmed as a correct record and signed by the Cabinet Member.

14/19 **COMMUNITY PRIORITIES PROGRAMME** In May 2016 Members agreed to establish a £2.271m Community Priorities Programme. The Programme was initially established to run for two years targeting designated geographical areas. This involved devolving funds to a local level to support community activities, particularly activity which helped communities to help themselves, supported the Council's priorities and worked alongside the Thriving Communities approach.

On 14 September 2017, Cabinet were provided with an update on the projects supported by the programme and approved changes to the programme's scope to ensure the best use of available funding. Since that date, a further 150 projects totalling £936,461 had been approved. Further details about each project was attached at Appendix A to the report. Total spend on the Community Priorities Programme to date was £2,114,484 with 285 projects supported. In addition, four projects were currently being progressed to the value of £14,541 which would bring the total spend throughout the life of the programme to £2,129,025.

The programme had now been active for a total of three years, including a one year extension to maximise the allocation of funding across all areas of the county. The programme was no longer taking applications and as such it was recommended that remaining funds totalling £141,975, not committed at this point in time, be returned to the General Reserve and the programme be formally closed.

Whilst applications to the programme were no longer being accepted, many of the funded projects would continue and, in cases where funding had recently been awarded, monitoring would commence. To ensure effective monitoring of projects, officers would continue to work on the programme over the next six months to ensure funds approved had been, or were in the process of being, spent on agreed activity.

RESOLVED to (1) note the 150 projects totalling £936,461 that had been approved since the last update report to Cabinet on 14 September 2017 and the total programme spend of £2,129,025;

(2) approve the return of unspent programme funds totalling £141,975 to General Reserves and to confirm the formal closure of the programme; and

(3) note the work that is taking place to evaluate the programme and receive a report on the outcome of the evaluation at a future Cabinet Member meeting in due course.

15/19 URGENT DECISIONS TAKEN BY THE EXECUTIVE DIRECTOR COMMISSIONING, COMMUNITIES AND POLICY – WHALEY BRIDGE HARSHIP FUND AND WHALEY BRIDGE BUSINESS HARSHIP FUND

On 1 August 2019, residents and businesses in Whaley Bridge and the New Mills area had been evacuated following the partial collapse of the dam spillway at Toddbrook Reservoir. To ensure those affected by the evacuations and in financial hardship, did not suffer further financial difficulties, it was necessary for the Council to put in place support mechanisms for those at greatest risk.

Due to the urgency of the support required by both residents and local businesses, an urgent decision was sought from the Executive Director for Commissioning, Communities and Policy for permission to use the existing Derbyshire Discretionary Fund to establish a Hardship Fund for local residents and a public donation telephone line. A further urgent decision, to establish a Hardship Fund for local businesses was also sought. Together, both funds provided a package of support for those affected. Details of both these decisions were appended to the report for information.

RESOLVED that the report be noted.

16/19 BUDGET MONITORING 2019-20 – PERIOD 3 (AS AT 30 JUNE 2019) The net controllable budget for the Strategic Leadership, Culture and Tourism portfolio was £10.720m. The Revenue Budget Monitoring Statement prepared at period 3 indicated that there was a projected year-end underspend of £0.280m. The key variances were as follows:-

Communications – underspend £0.099m

The main underspend related to staffing and running expenses.

Policy and Research – underspend £0.111m

The main underspends related to staff vacancy, VCS grant to Bolsover CVP (no longer in operation) and a reduction in running costs.

Call Derbyshire – underspend £0.111m

The underspend related to staff turnover and vacancy control.

Budget reductions totalling £0.701m had been allocated for the year. It was forecast that £0.701m of savings would have been achieved by the year-end, and these were detailed in the report.

The portfolio had received the following additional budget allocations in 2019-20:

- (i) Thriving Communities £0.368m (on going)
Funding to concentrate on three priorities in respect of rolling out the Council Plan commitment across Derbyshire: radically reshaping demand, unlocking community potential and creating an alliance for work and skills.
- (ii) Enterprising Council £0.094m (ongoing)
Support for this programme of transformational change, which would affect the whole organisation and was a Council Plan commitment.
- (iii) Community Managed Libraries - £0.742m (one off)
Funding for the Council Plan commitment to introduce community managed libraries.

Earmarked reserves totalling £2.384m were currently held to support future expenditure and details of these reserves were presented.

RESOLVED to note the report.

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DERBYSHIRE COUNTY COUNCIL

**MEETING OF CABINET MEMBER – STRATEGIC LEADERSHIP, CULTURE
AND TOURISM**

24 October 2019

**Report of the Executive Director
Commissioning, Communities and Policy**

**PROPOSED CHANGES TO OPENING HOURS AT THE
DERBYSHIRE RECORD OFFICE**

1 Purpose of Report

To seek approval to undertake a six week public consultation on options for reduced opening hours at the Derbyshire Record Office. Dependent on the outcome of the consultation and further consideration it may be appropriate in due course to consider proposals for a revised staffing structure reflecting any changes in hours that are agreed.

2 Information and Analysis

At its meeting on 11 September 2019, Cabinet agreed a new Five Year Financial Plan for the County Council and this included a range of budget savings proposals over the lifetime of the plan. One of the areas identified for savings was a review of opening hours and staffing levels at the Derbyshire Record Office (DRO) to achieve savings of £60,000. In order to achieve these savings it is proposed to consult with the public about possible changes to the opening hours at the DRO. Once the consultation process has been concluded a further report will be presented to the Cabinet Member to consider the outcome of the consultation and, potentially, to consider proposals for revised opening hours and a proposed staffing structure, which may realise a saving of up to £60,000 from the DRO budget.

Currently, the DRO is open four days a week for a total of 30 hours and it opens on one Saturday a month. A summary of the services offered is attached as Appendix 1.

Tuesday	9.30am to 5pm
Wednesday	9.30am to 5pm
Thursday	9.30am to 5pm
Friday	9.30am to 5pm
Saturday	Once a month

It is proposed to undertake a public consultation exercise over a proposed reduction to the opening hours at the DRO from 30 to 22.5 hours a week, a

reduction of 25%. (There is no proposal to change the current pattern of Saturday opening). In addition to consulting on the proposed reduction in opening hours, four alternative proposals will be consulted upon based on current levels of use and these are attached as Appendix 2. Each option retains the current arrangements for opening on the last Saturday of each month from 9.30am to 4pm. If alternative opening hours proposals arise as part of the consultation process they will also be considered.

The proposed reduction in opening hours is mitigated by the significant improvements that have been made to providing digital access to material online. These actions have increased the accessibility of the collections held in the DRO to a worldwide audience and even when the physical building is closed the digital access remains available 24/7. The DRO aspires to provide an online service that maximises the resources available and has developed a strategy to continue to digitise Derbyshire's archives and make them accessible.

In line with the Council's commitment to transparent decision making and to ensure that all those affected have the opportunity to comment on any proposed change, it is proposed that the Council undertakes a period of consultation to:

- Set out the financial context and challenges within which decisions on future service delivery need to be made.
- Share and explore the opening hours options outlined in appendix 2.
- Receive feedback on the proposed reduction and the potential impact of the options.

The Council's existing engagement mechanisms will be used to support the process to ensure that input from service users and non-users is secured as far as possible and that all groups are provided with the best opportunities for input. On-line surveys, social media and face to face meetings may also form part of this process.

As a Place of Deposit for Public Records, the County Council is also required to consult with The National Archives (TNA) over any changes to opening hours to ensure that they do not impact on the Record Office's accredited status. There is a potential risk that the proposed changes to opening hours may result in a referral to the TNA accreditation panel.

The feedback received will then be analysed as to the proposed reduction in hours and as to the four initial options, The consultation, and the impact analysis referred to below, will help to identify affected individuals, stakeholders and communities, to explore issues in more detail, potential impact, scope for refinement, opportunities for mitigation of impact etc. If

alternative proposals arise as part of the consultation process they will also be considered as part of the analysis.

An Equality Impact Analysis will be undertaken in parallel with the above engagement process and the conclusions reported alongside the consultation analysis.

An outline timetable for the above process is set out below:

- November 2019 to December 2019 consultation with the public.
- December/January 2020 evaluation of the results and preparation of options.
- January/February 2020 Cabinet member report.

The January/February 2020 report, will further consider any changes to opening hours at the DRO and subject to the outcome of consultation, will also include proposals for a revised staffing structure, if any changes to be agreed. The potential staffing implications of any reduction in opening hours would then also be the subject of formal consultations with individual employees and the trade unions in accordance with the Council's policies and statutory requirements.

3 Financial Considerations

Changes to opening hours and anticipated staffing changes are intended to achieve savings of approximately £60,000.

4 Legal Considerations

The Council has specific duty in relation to the Equality Act 2010 which states the Council should give 'due regard' to the need to eliminate discrimination, harassment and victimisation, and to advance equality of opportunity and fostering good relations, in the exercising of its functions. This need for 'due regard' specifically applies to nine protected characteristics set out in the Act, including age and disability. An Equality Impact Analysis will consider these issues and will form part of the final report.

5 Human Resources Considerations

Staff will be consulted as stakeholders in relation to the provision of services at the DRO and subject to the outcome of the public consultation any staffing implications will be the subject of separate consultation with the staff and the Trade Unions.

6 Other considerations

In preparing this report the relevance of the following factors has been considered: prevention of crime and disorder, equality and diversity, environmental, health, property, social value and transport considerations.

7 Key Decision

No.

8 Call-In

Is it required that call-in be waived for any decision on this report?

No.

9 Background Papers Held on file within the Commissioning, Communities and Policy Department. Officer contact details – Don Gibbs, extension 36572.

10 OFFICER'S RECOMMENDATIONS That the Cabinet Member Strategic Leadership, Culture and Tourism approves that:

10.1 A six week public consultation on options for revised opening hours at the Derbyshire Record Office is undertaken.

10.2 The results of the consultation and an Equality Impact Analysis are presented to a future meeting prior to any decision being made as to changes to the opening hours at the Derbyshire Record Office.

10.3 Subject to the outcome of the consultation and the Cabinet members decision proposals for a revised staffing structure at the Derbyshire Record Office are developed and reported for consideration.

**Emma Alexander, Executive Director
Commissioning, Communities and Policy**

Derbyshire Record Office

Statutory Basis

The principal pieces of legislation relating to archives are:

- Local Government Act 1972: local authorities are required to make 'proper arrangements for their records'.
- Public Records Act 1958: public records must be deposited at a local Place of Deposit (PoD). The Derbyshire Record Office (DRO) is the PoD for Derbyshire.
- Church of England's Parochial Registers and Records Measure, 1978: DRO acts as the record office for the Diocese of Derby.

DRO Functions

DRO collects, conserves, and makes publicly accessible:

- the records of Derbyshire County Council (DCC) and Derby City Council,
- the records of other local authorities in the County,
- diocesan and parish records in its capacity as Diocesan Record Office
- public records, such as those of the magistrates courts, hospitals, NHS trusts, prisons and coroners, under the Public Records Act 1967,
- collections of private people, families, organisations and businesses.

These records are used by a wide range of people, including council staff, local residents, community groups, schools, university students and academics. By preserving this material and providing free access, the DRO:

- supports accountability and democracy, by making the County's records easily available to Derbyshire's residents,
- ensures that DCC staff and Police have access to records required for legal purposes (e.g. public inquiries and Police investigations),
- reduces the Council's Freedom of Information burden by making records publicly accessible, and thereby exempt from Freedom of Information requests.

The DRO has been awarded Accredited Archive Service status by The National Archives, which monitors local archive services.

DRO's Services

- Taking in archive and local history collections, and cataloguing them. This service is largely free, but commercial organisations and wealthy individuals may be charged.
- Operating a public service in its building, for researchers to be able to access the records.

- Offering a paid-for copying and research service for people who are not able to visit in person.
- Providing information for requests made under the Data Protection Act 1998, Freedom of Information Act 2000, and Environmental Information Regulations 2004.
- Maintaining secure, environmentally monitored stores and conserving documents to ensure that records are preserved forever.
- Carrying out outreach activities, such as talks, exhibitions and workshops to engage the public with Derbyshire's heritage. These services are usually charged for.
- Supporting local community groups to celebrate and care for their heritage, by offering charged for training courses and funding advice.
- Offering charged for education resources and classroom sessions for local schools, to support the local history aspects of the curriculum.
- Providing corporate records management for the Authority, providing policy, procedures and guidance for DCC departments to enable them to manage current records in accordance with legislative requirements.

Use of Service (2018/19)

- 11,194 physical visits
- over 7,000,000 online page views
- over 2,400 email or postal enquiries

Appendix 2**Option 1**

Monday	Closed
Tuesday	9.30-5pm
Wednesday	9.30-5pm
Thursday	9.30-5pm
Friday	Closed

Total opening hours per week 22.5

Open the last Saturday of each month 9.30 to 4pm

Option 2

Monday	Closed
Tuesday	Closed
Wednesday	9.30-5pm
Thursday	9.30-5pm
Friday	9.30-5pm

Total opening hours per week 22.5

Open the last Saturday of each month 9.30 to 4pm

Option 3

Monday	Closed
Tuesday	9.30-5pm
Wednesday	9.30-5pm
Thursday	Closed
Friday	9.30-5pm

Total opening hours per week 22.5

Open the last Saturday of each month 9.30 to 4pm

Option 4

Monday	Closed
Tuesday	9.30-5pm
Wednesday	Closed
Thursday	9.30-5pm
Friday	9.30-5pm

Total opening hours per week 22.5

Open the last Saturday of each month 9.30 to 4pm

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Agenda Item No.4

DERBYSHIRE COUNTY COUNCIL

**MEETING OF CABINET MEMBER – STRATEGIC LEADERSHIP, CULTURE
AND TOURISM**

24 October 2019

Report of the Executive Director – Economy, Transport and Environment

**TRENT VALLEY VISION – NATIONAL LOTTERY HERITAGE HORIZON
AWARDS**

(1) **Purpose of Report** To seek retrospective approval for Derbyshire County Council, on behalf of the D2N2 (Derby, Derbyshire, Nottingham and Nottinghamshire) Local Enterprise Partnership (LEP), to submit an Expression of Interest to the National Lottery Heritage Fund (NLHF) for its Heritage Horizons Awards.

(2) **Information and Analysis** The NLHF has recently launched the Heritage Horizon Awards for grants of £5 million and over. The concept behind the award is 'Backing big ideas, unlocking possibilities'. The NLHF is looking for projects that are transformative, innovative and collaborative and meet its strategic priorities of 'landscape and nature' and 'heritage at risk'.

Projects should demonstrate clear and ambitious plans that would bring about positive changes and benefits for people, places and wider heritage. In order to bid for the Award, an Expression of Interest was required to be submitted to the NLHF by 11 October 2019. The NLHF will notify shortlisted projects by December 2019, inviting them to submit an application for development phase funding by August 2020.

If the Trent Valley Vision project is shortlisted, then a development phase application would need to be submitted by 31 August 2020. Applicants must contribute at least 10% of the costs of the development phase and 10% of the costs of the delivery phase. The NLHF describes contributions as "partnership funding" and it can be made up of cash, non-cash contributions, volunteer time or a combination of all of these.

The Trent Valley Vision is an environmental-led regeneration initiative aimed at transforming the landscape of the Trent Valley over a 50 year period to generate a £multi-billion leisure and recreation economy at the heart of England.

An economic study of the Trent Valley within Derbyshire concluded that for the period 2020 to 2050, the benefits of the landscape-led Vision are estimated to be:

- £16 billion of economic benefits.
- £450 million of social and environmental benefits.

The Vision would take advantage of ongoing gravel extraction, projected housing growth and new infrastructure projects. It would create a more robust, attractive and multi-functional landscape character of interlocking water bodies, wetlands and woodland. This new landscape would be designed and planned to mitigate the adverse effects of mineral extraction and housing growth, and create greater environmental capacity to both absorb and facilitate further development.

The area would become an attractive setting for high quality, new housing development with direct access to new and enhanced Green Infrastructure networks.

The Vision would build on the Valley's natural and cultural heritage and its natural capital. The new landscape would retain, integrate and protect the best and most significant elements of the existing landscape to provide a range of recreational and leisure opportunities.

The new landscape would be recognised by residents and businesses alike, as an invaluable resource, an attraction and a valued asset, making the Valley a desirable location in which to live, work, play and invest.

The Vision would be a strategic environmental response similar to the Northern Forest being developed by the Northern Powerhouse in response to the Government's recently published Industrial Strategy and 25 year Environment Plan.

The economic assessment, which was commissioned by Derbyshire County Council for the Derbyshire component of the Trent Valley only, identified that by 2050, the additional economic benefits of following a coordinated Vision, over an uncoordinated approach, could be £2.8 billion per year. There could also be an additional £80 million per year in social and environmental benefits. The returns on investing in a coordinated approach are likely to be even higher for the Trent Valley across a wider project area than Derbyshire.

The economic assessment substantiated that there are clear economic, as well as environmental and social reasons to produce a Vision to coordinate the impacts and change that are going to happen in the Trent Valley. However, while there is an increasing consensus for the need for a Vision, it has been difficult to secure the funding to develop the Vision that will steer change and to identify and deliver the first phase of projects.

The NLHF's Heritage Horizons Awards appear to perfectly align with the aspirations of the Trent Valley Vision and the monies available through the grant scheme would be sufficient to develop a comprehensive framework/masterplan for the Trent Valley across Derbyshire, Leicester and Nottinghamshire; develop a delivery and management structure; and identify and contribute to the delivery of the Vision's first phase.

(3) **Financial Considerations** The minimum grant application is £5 million. The NLHF requires a minimum of 10% match funding. While the match can be cash, non-cash contributions, volunteer time or a combination of all of these, any application is likely to be considered more favourably the greater the level of match, particularly cash match.

The proposed project boundary includes Derbyshire, Leicestershire and Nottinghamshire counties, albeit a small part of Leicestershire. As well as the three County Councils, there are also the two city authorities of Derby and Nottingham and at least seven local authorities. The project boundary is extensively in the D2N2 LEP area with a small part in the Leicester and Leicestershire LEPs area. The boundary could also include a part of Lincolnshire which is within the West Lindsey District Council administrative area.

The project would be over five to seven years. While £500,000 is a significant amount of match funding, this would be considerably more manageable over the project timeframe and if distributed between all of the partner local authorities and LEPs highlighted above. A firm match funding agreement would need to be negotiated and in place as part of the development phase application.

(4) **Human Resources Considerations** The Expression of Interest form has already been drafted by the Conservation, Heritage and Design Service ready for submission. If the NLHF selects the Trent Valley Vision, it will fund circa 90% of the development phase costs. This is likely to include at least 1 full time equivalent officer.

(4) **Social Value Considerations** The Trent Valley Vision initiative is to create a highly functioning landscape that works hard for the environment, the economy and community. The outcomes for the Vision will create a beautiful landscape for the existing and new communities of the Trent Valley providing recreation and health and wellbeing benefits, as well as employment opportunities. Through the delivery of the NLHF's Awards Scheme, training opportunities will be available for local communities.

Greater Natural Capital will be delivered in the Trent Valley through the Vision, which in turn will give greater robustness to the eco-system services that the Natural Capital supports.

Other Considerations

In preparing this report the relevance of the following factors has been considered: legal, prevention of crime and disorder, equality and diversity, environmental, health, property and transport considerations.

(5) **Key Decision** No.

(6) **Call-In** Is it required that call-in be waived in respect of the decisions proposed in the report? No.

(7) **Background Papers** Held on file within the Economy, Transport and Environment Department.

(8) **OFFICER'S RECOMMENDATION** That the Cabinet Member retrospectively approves that Derbyshire County Council submitted, on behalf of the D2N2 (Derby, Derbyshire, Nottingham and Nottinghamshire) Local Enterprise Partnership, an Expression of Interest to the National Lottery Heritage Fund for its Heritage Horizons Awards.

Mike Ashworth
Executive Director – Economy, Transport and Environment