



CABINET

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To: Councillors Barkley, Bokor, Harper-Davies, Morgan, Mercer, Poland, Rollings, Smidowicz, Taylor and Vardy (for attention)

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in The Preston Room, Woodgate Chambers, Woodgate, Loughborough on Thursday, 5th July 2018 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

22nd June 2018

AGENDA

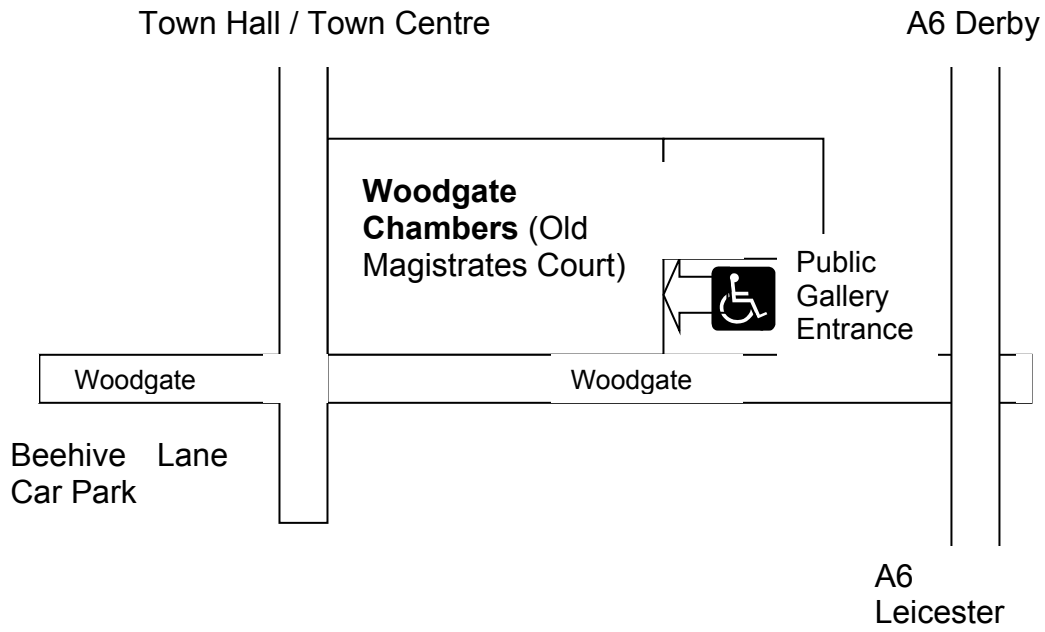
1. APOLOGIES
2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
3. LEADER'S ANNOUNCEMENTS
4. MINUTES OF PREVIOUS MEETING 4 - 9

To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7
- The deadline for questions is noon on Wednesday, 27th June 2018.
6. AMENDMENTS TO ANNUAL PROCUREMENT PLAN 10 - 16
- A report of the Head of Finance and Property Services to consider additions to the Annual Procurement Plan 2018/19.
- Key Decision*
7. CAPITAL PLAN AMENDMENT REPORT 17 - 28
- A report of the Head of Finance and Property Services to consider changes to the 2018/19 - 2020/21 Capital Plan and its financing.
- Key Decision*
8. REINVESTMENT RESERVE FUNDING TO ENABLE INVESTMENT IN PROPERTY FUND 29 - 32
- A report of the Head of Finance and Property Services to consider funding from the reinvestment reserve to enable the Council to undertake investment in an additional Property Fund.
9. ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2017/18 33 - 46
- A report of the Head of Strategic Support to consider the Annual Health and Safety Performance Report 2017/18.
10. MEMORANDUM OF UNDERSTANDING WITH JIANYANG MUNICIPAL GOVERNMENT 47 - 53
- A report of the Chief Executive to consider a Memorandum of Understanding with the Jianyang Municipal Government setting out how the Council and the Jianyang Municipal Government will work together to promote trade and co-operation between their localities.

WHERE TO FIND WOODGATE CHAMBERS AND PUBLIC ACCESS

Woodgate Chambers
70 Woodgate
Loughborough
Leics
LE11 2TZ



**CABINET
14TH JUNE 2018**

PRESENT: The Leader (Councillor Morgan)
The Deputy Leader (Councillor Barkley)
Councillors Bokor, Harper-Davies, Mercer, Poland,
Rollings, Smidowicz, Taylor and Vardy

Chief Executive
Monitoring Officer/Head of Strategic Support
Section 151 Officer
Head of Finance and Property Services
Head of Neighbourhood Services
Democratic Services Officer (LS)

The Leader stated that this meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

The Leader welcomed Councillors Rollings and Taylor as new members of the Cabinet.

1. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

The following disclosures were made:

- (i) Councillors Barkley and Vardy – personal interests in item 6 on the agenda (Charnwood Grants) in respect of the application by Age Concern Syston and District.
- (ii) Councillor Vardy – a personal interest in item 6 on the agenda (Charnwood Grants) in respect of the application by Thurmaston Old School Community Centre (as a member of the Members' Advisory Group there). He stated that the Group did not have any direction or influence into the matters, rather they reviewed the Action Plan going forward.

2. LEADER'S ANNOUNCEMENTS

No announcements were made.

3. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting held on 10th May 2018 were confirmed as a correct record and signed.

With reference to Minute 133 (Climate Change Strategy and Action Plan 2018-2022), the Democratic Services Officer would check for Councillor Mercer that the latest Carbon Management Plan monitoring report had now been made

available to councillors.

4. QUESTIONS UNDER CABINET PROCEDURE 10.7

No questions had been submitted.

5. CHARNWOOD GRANTS

Considered a report of the Head of Neighbourhood Services to consider applications received for funding in round one of the Community Facilities and Community Development and Engagement Grants schemes for 2018/19 (item 6 on the agenda filed with these minutes).

The Head of Neighbourhood Services assisted with consideration of the report.

RESOLVED

1. that the following Community Facilities Grant be awarded:
 - £3,360 to Thurmaston Old School Community Centre towards the cost of a feasibility study for the refurbishment of the Community Centre;
2. that the following Community Facilities Grant application be declined:
 - Grange Park Centre - £18,130 requested – applied for funding towards the cost of cycle storage, paving, landscaping and a noticeboard;
3. that the following Community Development and Engagement Grants be awarded:
 - £4,500 to Age UK Leicestershire and Rutland towards the cost of the Men in Sheds project (£2,250 to be funded through the Community Development and Engagement grant scheme, and £2,250 to be funded through the Loughborough Community grants scheme);
 - £1,200 to Age Concern Syston and District towards an advice and guidance service;
4. that the following Community Development and Engagement Grant applications be deferred:
 - Loughborough Acrobatics Gymnastics Club - £8,071 requested – applied for funding towards the cost of a parkour project;
 - The Marios Tinenti Centre - £900 requested – applied for funding towards the cost of the 'Back to the Fuschia' green space project – to be transferred to the Loughborough Community Grants scheme, which is a more appropriate grants scheme for this Loughborough based project;

5. that the following Community Development and Engagement Grant applications be declined:
 - BOSCAPS - £350 requested – applied for funding towards the cost of a summer playscheme in August 2018;
 - Carillon Arts - £585 requested – applied for funding towards the cost of a growth project at John Storer House;
 - St Mary’s Catholic Social Action Group - £1,710 requested – applied for funding towards the cost of a school holiday lunch club for Primary School aged children;
6. that the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Facilities and Community Development and Engagement Grants.

Reasons

1. To provide financial support to organisations which meet the criteria of the Community Facilities grants scheme in terms of community and organisational need.
 2. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Facilities grants scheme.
 3. To provide financial support to organisations which meet the criteria of the Community Development and Engagement Grants and Environmental schemes in terms of community and organisational need and to use funding provided through the Loughborough Grants scheme to support projects in Loughborough.
 4. To enable further work to be undertaken with the applicant to see whether the application can be improved and strengthened.
 5. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Development and Engagement Grants scheme.
 6. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.
6. CAPITAL PLAN OUTTURN REPORT 2017/18

Considered a report of the Head of Finance and Property Services to consider the Capital Plan outturn position for 2017/18, carry forward of budgets to 2018/19 and the provisional arrangements for financing the Plan (item 7 on the agenda filed with these minutes).

The Head of Finance and Property Services assisted with consideration of the report.

RESOLVED

1. that the outturn position for 2017/18 set out in Appendix 1 to the report of the Head of Finance and Property Services be noted and that the carry forward of project budgets totalling £1,537,100 be approved;
2. that the provisional financing of the Plan, set out in Table 2 in Part B of the report of the Head of Finance and Property Services, be noted.

Reasons

1. To enable projects to be completed.
2. To indicate how the Plan is likely to be financed.

7. REVENUE OUTTURN 2017/18 AND CARRY FORWARD OF BUDGETS

Considered a report of the Head of Finance and Property Services to consider the revenue outturn position of the General Fund and Housing Revenue Account for 2017/18 and carry forward of budgets (item 8 on the agenda filed with these minutes).

The Head of Finance and Property Services assisted with consideration of the report.

RESOLVED

1. that the Revenue Outturn positions of the General Fund and Housing Revenue Account for 2017/18 set out in the Appendices to the report of the Head of Finance and Property Services be noted;
2. that the carry forwards of budgets amounting to £139.1k for the General Fund and £52.4k for the HRA be approved, funded from the General Fund Working Balance and HRA Balance in 2018/19, as detailed in paragraphs 39 and 40 of the report of the Head of Finance and Property Services;
3. that the transfer of £626K in 2018/19 from the General Fund Working Balance to the Reinvestment Reserve be approved.

Reasons

1. To enable the information to be used when considering future budgets and the Medium Term Financial Strategy.

2. To enable the budgets to be carried forward to cover costs of committed services in 2018/19.
3. To provide funding for approved budgets from the Reinvestment Reserve and to bring this Reserve balance up to the required level of £500k.

8. STRATEGIC RISK REGISTER 2018/19

Considered a report of the Head of Strategic Support to consider a refreshed, interim Strategic Risk Register for 2018/19 (item 9 on the agenda filed with these minutes).

The Head of Strategic Support assisted with consideration of the report.

RESOLVED

1. that the interim Strategic Risk Register set out in Appendix 1 to the report of the Head of Strategic Support be adopted, and that the Audit Committee continues to monitor progress against those risks on the register by receiving and considering monitoring reports quarterly on an exception basis;
2. that authority be delegated to the Head of Strategic Support to make amendments to the risk register where required, in consultation with the relevant Strategic Director and Cabinet Lead Member.

Reasons

1. To ensure that the Council has adequate risk management arrangements in place whilst the current risk management framework is reviewed and to ensure that the most significant strategic risks which could impact on the delivery of the Corporate Plan objectives are identified and actively managed.
2. To ensure that the interim Strategic Risk Register can be kept up to date and relevant in light of any changes in circumstances during the interim period.

Notes

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on Friday, 22nd June 2018 unless called in under Scrutiny Committee Procedure Rule 11.7.
2. No reference may be made to these minutes at the Council meeting on 3rd September 2018 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on Friday, 22nd June 2018.

3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

Agenda Item 6|

CABINET – 5TH JULY 2018

Report of the Head of Finance and Property Services

Lead Member: Councilor Tom Barkley

Part A

ITEM 6 AMENDMENTS TO ANNUAL PROCUREMENT PLAN 2018/19

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2018/19. Cabinet approved the Annual Procurement Plan on 15 March 2018. Since that report, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these

Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

Reasons

1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

Policy Justification and Previous Decisions

This links with the Council's strategic aim for Delivering Excellent Services.

Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables in appendices A and B.

A further report will be submitted to Cabinet on 13th September 2018 if additional Procurement approvals are required.

Financial Implications

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

Risk Management

The risks associated with the decisions that the Cabinet are asked to make and proposed actions to mitigate those risks are set out in the table overleaf.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Possible	Minor	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Possible	Minor	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision: Yes

Background Papers: None

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Clare Hodgson
Head of Finance and Property Services
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Part B

Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2018/19 and details of all contracts that they have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

Appendices

Appendix A – Contracts between £25,000 and £75,000

Appendix B – Contracts between £75,001 and £500,000

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APPENDIX A

Additions to Annual Procurement Plan 2018/2019 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Strategic Support	Learning Pool	Framework	Yes	01/08/2018
2	Strategic Support	Apprenticeship Degree & Masters Courses	Waiver	Yes	01/09/2018

APPENDIX B

Additions to Annual Procurement Plan 2018/2019 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Finance & Property Services	Corporate Stationery Contract	Tender	Yes	01/01/2019
2	Information Services	Virtual Desktops - upgrade of the virtual Windows Desktop Infrastructure that supports all Council ICT users	Framework Contract / Waiver	Yes	01/08/2018
3	Landlord Services	Window repairs	Tender	Yes	01/09/2018
4	Landlord Services	Small works responsive repairs supporting contractor	Tender	Yes	01/09/2018
5	Landlord Services	External wall insulation inspection and remedial works	Tender	Yes	01/09/2018
6	Landlord Services	Door entry maintenance	Tender	Yes	01/09/2018
7	Landlord Services	Tenants Home Contents Insurance	Tender	Yes	24/09/2018
8*	Landlord Services	Specialist fire safety works	Framework / Waiver	Yes	01/08/2018
9	Regulatory Services - Licensing	Private Hire and Hackney Carriage Vehicles enhanced compliance checks by selected Garages located within the borough.	Tender	Yes	01/09/2018
10	Strategic and Private Sector	Employment Support Services for Vulnerable Persons	Tender	Yes	01/11/2018

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
	Housing.	Resettlement Scheme			

* The installation, service and maintenance of fire protection equipment (extinguishers, fire blankets automatic and manual smoke ventilation systems), fire stopping survey and remedial works, installation, inspection and testing of fire doors.

CABINET – 5TH JULY 2018

Report of the Head of Finance and Property Services Lead Member: Cllr Tom Barkley

Part A

ITEM 7 CAPITAL PLAN AMENDMENT REPORT

Purpose of the Report

This report requests Cabinet to consider and approve changes to the 2018/19-2020/21 Capital Plan, and its financing.

Recommendations

1. That, the current Capital Plan for 2018/19 - 2020/21, as amended by the changes shown in Appendix 1, in the sum of £29,822.5k, be approved.
2. That the Beehive Lane car park fire and evacuation safety systems scheme to the sum of £125k be added to the Capital Plan in 2018/19 and that it proceeds.

Reasons

1. To enable the Capital Plan to be the basis for capital spending by the Council and so that schemes may proceed.
2. To confirm that the Beehive Lane car park fire and evacuation safety systems scheme, to the sum of £125k, should be added to the Capital Plan and should proceed and that the cost be funded, in full, from capital receipts.

Policy Justification and Previous Decisions

The Capital Plan is an integral element of all policies and the current three-year plan was adopted by Council on 26th February 2018. Amendments to the Capital Plan were last reported to the Cabinet on 15th March 2018.

Implementation Timetable including Future Decisions and Scrutiny

This report will be available for scrutiny by the Overview Scrutiny Panel on 2nd July 2018.

Report Implications

The following implications have been identified for this report.

Financial Implications

The financial implications are covered in the body of this report.

Risk Management

Risks Identified	Likelihood	Impact	Risk Management Actions Planned
Insufficient funding	Possible	Major	The funding of the Capital Plan is regularly monitored and any apparent shortfalls are brought to the attention of Cabinet with suggested solutions.
General Risks associated with capital expenditure	Possible	Moderate	The Capital Plan is controlled through Project Boards for larger schemes and Project Officers for smaller schemes. Progress, risks and possible problems are notified to these boards and to the Capital Programme Team for all projects of £50k or more. Such risks are identified and dealt with and reported as necessary to the Senior Management Team and Cabinet.

Key Decision:

Yes

Background Papers:

None

Officer to Contact:

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 Head of Finance and Property Services
 01509 634810
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Part B

Background - Capital Plan

1. Since the last Capital Plan Amendment Report on 15th March 2018 a number of amendments and additions to the Capital Plan have been put forward. These changes have affected the overall total and the funding of the Plan and those requiring an amendment to the expenditure budget are set out in Appendix 1. This report summarises these changes and, if approved, becomes the current Capital Plan for 2018/19 - 2020/21.
2. The net effects of these changes on the 2018/19 Capital Plan are as follows:

2018/19 Capital Plan	£'000
2017/18 Capital Plan as at 15 March 2018	7,856
Net new/amended schemes	4,869
Amended 2017/18 Capital Plan	12,725

Funded by:	£'000
General Fund:	
Grants, Contributions and Revenue Contributions	2,528
Contributions from Capital Plan Reserve	1,350
Contributions from Capital Receipts	1,281
Total General Fund	5,159
HRA:	
MRA or equivalent	3,257
Contribution from HRA Financing Fund	7
Contributions from Capital Receipts	586
Revenue Contributions	3,716
Total HRA	7,566
Total Funding for 2018/19	12,725

3. Details of the decisions and amendments are listed in the attached Appendix 1 and the current Capital Plan, including the changes outlined in Appendix 1, is included as Appendix 2.

Information on Major Changes

1. **Birstall Cedars Academy Multi-Use Games Area (MUGA), £50k.** This is approved by a Delegated Decision made by the Head of Neighbourhood Services therefore does not require approval as part of this report and is provided for information only. Cedars Academy have been working on the provision of an all-weather pitch for some time recognising the need for the enhanced facilities within the new development. This is a £200k project to install an all-weather 3G MUGA (55 x 37m) to the rear of the Palmer-Tomkinson Centre. Planning permission will be sought and no monies will be paid until this is in place and appropriate invoices have been received. This is fully funded by S106 monies.
2. **Birstall Parish Council contribution towards Community Meeting Hall, £150k** – This is approved by a Delegated Decision made by the Head of Neighbourhood Services therefore does not require approval as part of this report and is provided for information only. This is an addition to the £350k already approved towards the provision of a Community Meeting Hall within the Hallam Fields Development in Birstall. The Parish Council are in the process of going out to tender for the project and planning permission has been granted. The £500k shall be used towards the costs incurred in the detailed design and specification work and the costs of construction and no monies will be paid until this is in place and appropriate invoices have been received. This is fully funded by S106 monies.
3. **Digital Programme Investment Plan, £85k** – this was approved by Cabinet on 12 April 2018. Funded by the Reinvestment Reserve to enable and accelerate the Council's principal digital initiatives. £60k has been added to the Hardware Replacement Budget for the purchase of new hardware, potentially along the lines of the Microsoft Surface Pro. Then for wireless and connectivity equipment £10k and audiovisual and wireless presentation facilities (estimated for three rooms) £15k.
4. **Messenger Close, Loughborough, £180k** – this was approved by Cabinet 10 May 2018 to develop industrial storage compounds on industrial land owned by the Council at Messenger Close. The payback period would be approximately four and half years, with a yield of 8%.
5. **Carry forwards, £1,537k.** These carry forwards were approved by Cabinet on 14 June 2018 and include budget carry forwards of £1,235k for General Fund schemes and £302k for Housing Revenue Account schemes. The current budget for 2018/19 on the attached Appendix 2 includes these carry forwards.
6. **Town Hall Seating Replacement £20k** – this is an addition to the £60k already approved by Council in February 2018, making the total cost of this scheme £80k. The additional cost is based upon the actual tender process and relates to changing the fittings to the seats and utilizing a better fabric. This is to be funded by revenue savings from the Town Hall buildings budget therefore no additional capital budget is being requested for these works.

7. **Beehive Lane car park fire and evacuation safety system, £125k** – this is a new scheme, needing approval. The 6 level building of Beehive Lane car park currently has no on-site method of alerting occupants to any dangerous situation which may necessitate evacuation.

Following a recent high profile fire at a multi-storey car park in Liverpool, Street Management approached Leicestershire County Council Health & Safety Service for advice on fire safety precautions for the car park. The operational advice is being implemented. However, they recommended that to improve the fire safety of the building the Council should install a new alarm system and a dry riser for use by the Fire Service if required. As most fire tenders only carry ladders and hoses that will reach the first or second level this appears to indicate that total building loss is envisaged in the current fire plan should a serious fire take hold. The installation of a dry riser would help to minimise the potential for total building loss. The installation of a fire detection and evacuation alarm system would ensure that in the event of an emergency, the alarm can be raised to ensure the building is evacuated and people prevented from entering the building.

The full design of the scheme will form part of the tendering process, to ensure the relevant expert advice is sought and the most appropriate system installed.
8. **Disabled Facilities Grants £15k** – confirmation has been received that the allocation from the Bettercare fund will be £920,160 which is £15k higher than original estimated. The scheme budget will be increased to allow the extra income to be spent on disabled adaptations.
9. The Capital Plan is fully funded as per the table in paragraph 2 of this report.

Appendices

- Appendix 1 – Details of Capital Plan Amendments
- Appendix 2 – Capital Plan 2018/19-2020/21

CAPITAL PLAN AMENDMENT REPORT 2018/19

Appendix 1

	2018/19	2019/20	2020/21
	£	£	£
Capital Plan Amendment Report - 15th March 2018 - Minute 109	7,855,500	0	0
<u>Cabinet 15 February 2018 - Minute 92</u> New Capital Plan 2018/19 to 2020/21 Remove previous HRA capital programme 2018/19	8,095,900 -5,278,000	9,571,300	7,376,500
<u>Delegated Decision 35 2017/18 - 26th February 2018</u> Birstall Cedars Academy MUGA S106	50,000		
<u>Delegated Decision 47 2017/18 - 15th March 2018</u> Birstall Parish Council - contribution towards Community Meeting Hall - Hallam Fields, Birstall - S106 - addition to the £350k already in the programme		150,000	
<u>Delegated Decision 70 2017/18 - 13th April 2018</u> Quorn Parish Council - redevelopment of Old School Hall - S106	25,200		
<u>Cabinet 12 April 2018 - Minute 118</u> Footpath at Jubilee Avenue Sileby - 50% General Fund Estate Works - Footpath at Jubilee Avenue Sileby - 50% HRA	7,000 7,000		
<u>Cabinet 12th April 2018 - Minute 121</u> Digital Programme Investment Plan:- Replacement Hardware Programme - Block Sum Wireless connectivity including presentation facilities	60,000 25,000		
<u>Cabinet 15 March 2018 - Minute 110 & Cabinet 10th May 2018 Minute 135</u> Messenger Close, Loughborough - Options for future use - extra to be approved May 18	180,000		
<u>Cabinet 14th June 2018 - Minute xxx</u> Carry forwards from 2017/18	1,537,100		
<u>Capital Programme Team - 12th June 2018</u> Town Hall Seating Replacement - funded by revenue Beehive Lane car park fire and evacuation safety systems Disabled Facilities Grants - scheme increase externally funded	20,000 125,000 15,000		
Update Report - Total	12,724,700	9,721,300	7,376,500

CAPITAL PLAN 2018/19

Scheme Details	First year in Capital Plan	Total Cost £	Spend Before 2018/19 £	2018/19				2019/20		2020/21		External Funding		
				Original Plan £	Current Budget £	Actual Spend 31/5/18 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2018/19 £	2019/20 £	2020/21 £
CAPITAL PLAN														
Direct Delivery														
Community Wellbeing		3,259,015	670,315	793,600	1,715,700	-15,359	1,731,059	188,000	188,000	685,000	685,000	420,300	50,000	0
Corporate Services		2,944,329	2,149,029	315,000	575,300	39,258	353,142	110,000	110,000	110,000	110,000	0	0	0
Housing, Planning & Regeneration & Regulatory Services - General Fund		785,430	184,530	50,000	300,900	21,908	278,992	200,000	200,000	100,000	100,000	1,100	0	0
Housing, Planning & Regeneration & Regulatory Services - HRA		77,381,466	57,913,466	7,257,300	7,566,200	-760,210	8,326,410	6,613,300	6,613,300	5,288,500	5,288,500	0	0	0
Sub-total Direct Delivery		84,370,240	60,917,340	8,415,900	10,158,100	-714,403	10,689,603	7,111,300	7,111,300	6,183,500	6,183,500	421,400	50,000	0
Indirect Delivery														
Community Wellbeing		1,264,539	146,439	0	878,100	20,915	857,185	30,000	180,000	60,000	60,000	683,300	0	0
Corporate Services		0	0	0	0	0	0	0	0	0	0	0	0	0
Housing, Planning & Regeneration & Regulatory Services - General Fund		16,085,339	10,833,839	515,000	1,688,500	31,487	1,657,013	2,430,000	2,430,000	1,133,000	1,133,000	1,037,800	1,540,000	1,058,000
Housing, Planning & Regeneration & Regulatory Services - HRA		0	0	0	0	0	0	0	0	0	0	0	0	0
Sub-total Indirect Delivery		17,349,878	10,980,278	515,000	2,566,600	52,402	2,514,198	2,460,000	2,610,000	1,193,000	1,193,000	1,721,100	1,540,000	1,058,000
GF Total		24,338,652	13,984,152	1,673,600	5,158,500	98,209	4,877,391	2,958,000	3,108,000	2,088,000	2,088,000	2,142,500	1,590,000	1,058,000
HRA Total		77,381,466	57,913,466	7,257,300	7,566,200	-760,210	8,326,410	6,613,300	6,613,300	5,288,500	5,288,500	0	0	0
Grand Total		101,720,118	71,897,618	8,930,900	12,724,700	-662,001	13,203,801	9,571,300	9,721,300	7,376,500	7,376,500	2,142,500	1,590,000	1,058,000
Public Realm														
Community Wellbeing														
Direct Delivery														
Z478 Shortcliffe Community Park	2015/16	162,119	144,419	0	17,700	2,380	15,320	0	0	0	0	9,400	0	0
JT Z697 Bell Foundry Pocket Park	2016/17	66,976	4,776	0	62,200	0	62,200	0	0	0	0	62,200	0	0
JT Z494 Public Art Provision - Loughborough & Shepshed	2017/18	92,824	17,724	0	75,100	0	75,100	0	0	0	0	75,100	0	0
JR Z388 CCTV	2014/15	225,009	106,609	35,000	48,400	-8,735	57,135	35,000	35,000	35,000	35,000	0	0	0
SW Z389 Loughborough - Town Centre signage	2014/15	59,020	54,020	0	5,000	0	5,000	0	0	0	0	0	0	0
SW Z413 Town Hall - Tills	2015/16	10,967	9,767	0	1,200	0	1,200	0	0	0	0	0	0	0
SW Z392 Public Realm and Art Improvements	2014/15	103,354	93,754	0	9,600	0	9,600	0	0	0	0	0	0	0
SW Z393 Grants for Shop Front Improvements	2014/15	15,031	13,431	0	1,600	0	1,600	0	0	0	0	0	0	0
SW Z421 Carillon Tower Restoration Project	2017/18	282,000	0	0	282,000	37,964	244,036	0	0	0	0	44,600	0	0
KS Z746 Charnwood Museum Public Toilets Refurbishment	2018/19	16,000	0	16,000	16,000	0	16,000	0	0	0	0	0	0	0
MB Z748 Loughborough Festive Lights and Street Dressing	2018/19	130,000	0	130,000	130,000	0	130,000	0	0	0	0	10,000	0	0
MB Z749 Loughborough Market Improvements	2018/19	60,000	0	60,000	60,000	0	60,000	0	0	0	0	20,000	0	0
RK Z756 Town Hall Public Wifi Installation	2018/19	15,000	0	15,000	15,000	0	15,000	0	0	0	0	0	0	0
RK Z757 Town Hall Roof Upgrade	2018/19	50,000	0	50,000	50,000	0	50,000	0	0	0	0	0	0	0
RK Z758 Town Hall Seating Replacement	2018/19	80,000	0	60,000	80,000	0	80,000	0	0	0	0	0	0	0

Scheme Details	First year in Capital Plan	Total Cost £	Spend Before 2018/19 £	2018/19				2019/20		2020/21		External Funding		
				Original Plan £	Current Budget £	Actual Spend 31/5/18 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2018/19 £	2019/20 £	2020/21 £
MB Z394 Provision of Neighbourhood Notice Boards	2014/15	15,001	8,901	0	6,100	0	6,100	0	0	0	0	0	0	0
MB Z739 Green Spaces Programme	2016/17	613,995	77,195	125,000	536,800	-46,968	583,768	0	0	0	0	159,000	0	0
JT Z747 Dishley Pool Access Works	2018/19	32,600	0	32,600	32,600	0	32,600	0	0	0	0	0	0	0
MB Loughborough Cemetery - New Burial Provision	2018/19	650,000	0	0	0	0	0	0	0	650,000	650,000	0	0	0
SR Z750 Loughborough Old Cemetery Green Flag Site Development	2018/19	40,000	0	40,000	40,000	0	40,000	0	0	0	0	20,000	0	0
MB Z751 Loughborough Playgrounds - Replacement Surfacing	2018/19	60,000	0	60,000	60,000	0	60,000	0	0	0	0	0	0	0
SR Z752 Mountsorrel Castle Park Green Flag Site Development	2018/19	40,000	0	40,000	40,000	0	40,000	0	0	0	0	20,000	0	0
MB Z753 The Outwoods Country Park - Septic tank system replacement	2018/19	45,000	0	45,000	45,000	0	45,000	0	0	0	0	0	0	0
MB Z754 The Outwoods Country Park - Visitor Centre and Café	2018/19	188,000	0	35,000	35,000	0	35,000	153,000	153,000	0	0	0	50,000	0
MB Z755 Shortcliffe Park Access Bridges	2018/19	50,000	0	50,000	50,000	0	50,000	0	0	0	0	0	0	0
AG Z484 Closed Churchyards Walls	2016/17	156,119	139,719	0	16,400	0	16,400	0	0	0	0	0	0	0
Sub-total Direct Delivery		3,259,015	670,315	793,600	1,715,700	-15,359	1,731,059	188,000	188,000	685,000	685,000	420,300	50,000	0
Indirect Delivery														
Z348 Community Facilities Grants	On-going	421,551	136,751	0	194,800	2,200	192,600	30,000	30,000	60,000	60,000	0	0	0
JR Z488 Thorpe Acre Residents Association - contribution towards community hub building	2016/17	25,900	0	0	25,900	0	25,900	0	0	0	0	25,900	0	0
JR Z499 Syston Town Council - contribution towards Cemetery in Syston	2017/18	219,588	9,688	0	209,900	0	209,900	0	0	0	0	209,900	0	0
JR Z292 Hallam Fields Community Hall	2007/08	500,000	0	0	350,000	18,715	331,285	0	150,000	0	0	350,000	0	0
JR Z500 Birstall Cedars Academy MUGA	2018/19	50,000	0	0	50,000	0	50,000	0	0	0	0	50,000	0	0
JR Z502 Quorn Parish Council - redevelopment of Old School Hall	2018/19	25,200	0	0	25,200	0	25,200	0	0	0	0	25,200	0	0
MB Syston Community Garden	2018/19	22,300	0	0	22,300	0	22,300	0	0	0	0	22,300	0	0
Sub-total Indirect Delivery		1,264,539	146,439	0	878,100	20,915	857,185	30,000	180,000	60,000	60,000	683,300	0	0
Community Wellbeing - Total		4,523,554	816,754	793,600	2,593,800	5,556	2,588,244	218,000	368,000	745,000	745,000	1,103,600	50,000	0
Corporate Services														
Direct Delivery														
SH Z310 Planned Property Refurbishment	On-going	0	0	155,000	0	0	0	0	0	0	0	0	0	0
AK Z085 Replacement Hardware Programme - Block Sum	On-going	1,319,984	1,012,684	80,000	147,300	12,564	134,736	80,000	80,000	80,000	80,000	0	0	0
AK Z354 Infrastructure Development - Block Sum	2012/13	201,522	111,522	30,000	30,000	615	29,385	30,000	30,000	30,000	30,000	0	0	0

Scheme Details	First year in Capital Plan	Total Cost £	Spend Before 2018/19 £	2018/19				2019/20		2020/21		External Funding			
				Original Plan £	Current Budget £	Actual Spend 31/5/18 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2018/19 £	2019/20 £	2020/21 £	
AK Z780 Wireless connectivity including presentation facilities	2018/19	25,000	0	0	25,000	0	25,000	0	0	0	0	0	0	0	0
KB Z423 Call Secure System - PCI Compliance	2017/18	40,152	4,252	0	35,900	0	35,900	0	0	0	0	0	0	0	0
KB Z425 Corporate Booking System	2017/18	22,913	16,013	0	6,900	0	6,900	0	0	0	0	0	0	0	0
SL Z485 Online Customer Experience Project	2016/17	55,696	55,696	0	0	-2,000	2,000	0	0	0	0	0	0	0	0
SH Z415 Southfields Offices - Roofing	2015/16	100,020	84,620	0	15,400	0	15,400	0	0	0	0	0	0	0	0
SH Z466 DWP Co-Location	2014/15	653,471	653,471	0	0	-3,000	3,000	0	0	0	0	0	0	0	0
SH Z493 Fearon Hall	2017/18	250,035	174,235	0	75,800	26,979	48,821	0	0	0	0	0	0	0	0
SH Z740 Emergency Backup Generator & UPS Power	2016/17	38,302	36,302	0	2,000	0	2,000	0	0	0	0	0	0	0	0
SH Z759 Woodgate Chambers - high level roof and windows improvements	2018/19	50,000	0	50,000	50,000	0	50,000	0	0	0	0	0	0	0	0
DC Z777 Messenger Close, Lough - Options for future use	2017/18	180,234	234	0	180,000	4,100	0	0	0	0	0	0	0	0	0
DC Z779 Jubilee Avenue Sibley	2018/19	7,000	0	0	7,000	0	0	0	0	0	0	0	0	0	0
Sub-total Direct Delivery		2,944,329	2,149,029	315,000	575,300	39,258	353,142	110,000	110,000	110,000	110,000	0	0	0	0
Corporate Services - Total		2,944,329	2,149,029	315,000	575,300	39,258	353,142	110,000	110,000	110,000	110,000	0	0	0	0
Housing, Planning & Regeneration & Regulatory Services - General Fund															
Direct Delivery															
AT Z744 Beehive Lane Car Park Improvements and refurbishment scheme	2018/19	180,000	0	50,000	50,000	5,845	44,155	30,000	30,000	100,000	100,000	0	0	0	0
AT Beehive Lane Car Park fire & safety evacuation systems	2018/19	125,000	0	0	125,000	0	125,000	0	0	0	0	0	0	0	0
AT Car Parks Resurfacing and Improvements	2018/19	170,000	0	0	0	0	0	170,000	170,000	0	0	0	0	0	0
SH Z738 Carbon Management Schemes	2016/17	190,969	101,169	0	89,800	0	89,800	0	0	0	0	0	0	0	0
RB Z468 Planning and Regeneration Essential Technology Refresh	2015/16	84,461	83,361	0	1,100	0	1,100	0	0	0	0	1,100	0	0	0
AS Z424 Choice Based Lettings Software	2017/18	35,000	0	0	35,000	16,063	18,937	0	0	0	0	0	0	0	0
Sub-total Direct Delivery		785,430	184,530	50,000	300,900	21,908	278,992	200,000	200,000	100,000	100,000	1,100	0	0	0
Indirect Delivery															
DH Z366 Loughborough University Science & Enterprise Park	2012/13	500,000	150,000	0	350,000	0	350,000	0	0	0	0	0	0	0	0
DH Z367 Bleach Yard	2013/14	30,000	20,300	0	9,700	3,062	6,638	0	0	0	0	0	0	0	0
DH Bedford Square Gateway	2018/19	780,000	0	0	0	0	0	780,000	780,000	0	0	0	390,000	0	0
DH Shepshed Bull Ring	2018/19	600,000	0	0	0	0	0	600,000	600,000	0	0	0	170,000	0	0
DH Z745 Leicestershire Superfast Broadband Phase 3	2018/19	100,000	0	100,000	100,000	0	100,000	0	0	0	0	0	0	0	0
RB Z396 Public Realm - Shepshed Town Centre	2014/15	50,488	13,688	0	36,800	0	36,800	0	0	0	0	0	0	0	0

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Scheme Details	First year in Capital Plan	Total Cost £	Spend Before 2018/19 £	2018/19				2019/20		2020/21		External Funding		
				Original Plan £	Current Budget £	Actual Spend 31/5/18 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2018/19 £	2019/20 £	2020/21 £
RS Z210 Disabled Facilities Grants - Block Sum	On-going	11,651,278	8,584,478	5,000	1,028,800	28,425	1,000,375	980,000	980,000	1,058,000	1,058,000	1,028,800	980,000	1,058,000
RS Z346 Private Sector Housing Grants - Block Sum	On-going	398,957	142,657	0	111,300	0	111,300	70,000	70,000	75,000	75,000	0	0	0
RS Z141 Regional Housing Pot Grant	On-going	1,889,057	1,846,157	0	42,900	0	42,900	0	0	0	0	0	0	0
RS Z363 Fuel Poverty Scheme	2012/13	85,559	76,559	0	9,000	0	9,000	0	0	0	0	9,000	0	0
RS Z346 Housing Grants	2016/17	0	0	410,000	0	0	0	0	0	0	0	0	0	0
Sub-total Indirect Delivery		16,085,339	10,833,839	515,000	1,688,500	31,487	1,657,013	2,430,000	2,430,000	1,133,000	1,133,000	1,037,800	1,540,000	1,058,000
Housing, Planning & Regeneration & Regulatory Services - General Fund - Total		16,870,769	11,018,369	565,000	1,989,400	53,395	1,936,005	2,630,000	2,630,000	1,233,000	1,233,000	1,038,900	1,540,000	1,058,000
Housing, Planning & Regeneration & Regulatory Services - HRA														
Direct Delivery														
PO Z300 Major Adaptations	On-going	5,741,912	5,741,912	0	0	-148,080	148,080	0	0	0	0	0	0	0
PO Z761 Major Adaptations - Fortem	2018/19	1,425,000	0	525,000	525,000	0	525,000	450,000	450,000	450,000	450,000	0	0	0
PO Z301 Minor Adaptations	On-going	718,292	568,292	50,000	50,000	2,493	47,507	50,000	50,000	50,000	50,000	0	0	0
PO Z302 Stairlifts	On-going	721,444	541,444	60,000	60,000	21,219	38,781	60,000	60,000	60,000	60,000	0	0	0
PO Z380 Major Void Works	On-going	1,337,954	1,337,954	0	0	-14,666	14,666	0	0	0	0	0	0	0
PO Z762 Major Void Works - Fortem	2018/19	840,000	0	280,000	280,000	0	280,000	280,000	280,000	280,000	280,000	0	0	0
Compliance												0	0	0
PO Z434 Asbestos Removal	On-going	1,621,896	1,171,896	150,000	150,000	8,160	141,840	150,000	150,000	150,000	150,000	0	0	0
PO Z741 Communal Area Improvements	2016/17	21,889	11,389	0	10,500	27,903	-17,403	0	0	0	0	0	0	0
PO Z771 Communal Area Improvements - Fortem	2018/19	450,000	0	150,000	150,000	0	150,000	150,000	150,000	150,000	150,000	0	0	0

Scheme Details	First year in Capital Plan	Total Cost £	Spend Before 2018/19 £	2018/19				2019/20		2020/21		External Funding		
				Original Plan £	Current Budget £	Actual Spend 31/5/18 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2018/19 £	2019/20 £	2020/21 £
PO Z742 Communal Area Electric	2016/17	948,899	296,599	200,000	252,300	15,791	236,509	200,000	200,000	200,000	200,000	0	0	0
PO Z374 Carbon monoxide/smoke alarms	On-going	239,875	239,875	0	0	564	-564	0	0	0	0	0	0	0
PO Z772 Carbon Monoxide Alarms - Fortem	2018/19	120,000	0	50,000	50,000	602	49,398	40,000	40,000	30,000	30,000	0	0	0
PO Z401 Fire Safety	On-going	1,472,314	1,472,314	0	0	-100,222	100,222	0	0	0	0	0	0	0
PO Z773 Fire Safety Works - Fortem	2018/19	300,000	0	100,000	100,000	0	100,000	100,000	100,000	100,000	100,000	0	0	0
PO Z404 Cavity/Loft insulation	On-going	66,320	66,320	0	0	-5,220	5,220	0	0	0	0	0	0	0
PO Z774 Cavity/Loft insulation - Fortem	2018/19	150,000	0	50,000	50,000	0	50,000	50,000	50,000	50,000	50,000	0	0	0
<u>Stock Maximisation</u>														
PO Z375 Garages	2016/17	150,000	0	50,000	50,000	0	50,000	50,000	50,000	50,000	50,000	0	0	0
<u>Decent Homes</u>														
PO Z460 Charnwood Standard Kitchens	On-going	9,867,207	9,867,207	0	0	-41,861	41,861	0	0	0	0	0	0	0
PO Z763 Kitchens - Fortem	2018/19	870,000	0	322,000	322,000	0	322,000	190,000	190,000	358,000	358,000	0	0	0
PO Z461 Charnwood Standard Bathrooms	On-going	4,470,151	4,470,151	0	0	-20,525	20,525	0	0	0	0	0	0	0
PO Z764 Bathrooms - Fortem	2018/19	1,925,100	0	616,300	616,300	0	616,300	578,300	578,300	730,500	730,500	0	0	0
PO Z454 Electrical Upgrades	On-going	4,567,646	4,567,646	0	0	815	-815	0	0	0	0	0	0	0
PO Z765 Electrical Upgrades - Fortem	2018/19	199,000	0	66,000	66,000	0	66,000	54,000	54,000	79,000	79,000	0	0	0
PO Z011 Windows	On-going	2,787,224	2,787,224	0	0	-5,369	5,369	0	0	0	0	0	0	0
PO Z766 Windows - Fortem	2018/19	60,000	0	20,000	20,000	0	20,000	20,000	20,000	20,000	20,000	0	0	0
PO Z005 Charnwood Standard Planned Heating	On-going	12,131,262	12,131,262	0	0	-248,892	248,892	0	0	0	0	0	0	0
PO Z767 Central Heating and Boiler Installation - Fortem	2018/19	1,190,000	0	518,000	518,000	1,790	516,210	238,000	238,000	434,000	434,000	0	0	0
PO Z743 Sheltered Housing Improvements inc heating & equipment	2016/17	1,139,130	539,130	200,000	200,000	-89,590	289,590	200,000	200,000	200,000	200,000	0	0	0
PO Z462 Door Replacement	On-going	2,643,997	2,596,597	0	47,400	-70,860	118,260	0	0	0	0	0	0	0
PO Z768 Door Replacement - Fortem	2018/19	945,000	0	315,000	315,000	0	315,000	315,000	315,000	315,000	315,000	0	0	0
PO Z459 Roofing/guttering	On-going	3,072,036	2,943,936	0	128,100	109,127	18,973	0	0	0	0	0	0	0

CAPITAL PLAN 2018/19

Scheme Details	First year in Capital Plan	Total Cost £	Spend Before 2018/19 £	2018/19				2019/20		2020/21		External Funding		
				Original Plan £	Current Budget £	Actual Spend 31/5/18 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2018/19 £	2019/20 £	2020/21 £
PO Z769 Re-roofing - Fortem	2018/19	1,800,000	0	600,000	600,000	0	600,000	600,000	600,000	600,000	600,000	0	0	0
PO Z369 Major Structural Works	On-going	1,233,589	1,233,589	0	0	-229,687	229,687	0	0	0	0	0	0	0
PO Z770 Major Structural Works - Fortem	2018/19	750,000	0	250,000	250,000	0	250,000	250,000	250,000	250,000	250,000	0	0	0
PO General Capital Works												0	0	0
PO Z357 Estate Works	On-going	632,070	625,070	0	7,000	-6,545	13,545	0	0	0	0	0	0	0
PO Z776 Estate and External Works - Fortem	2018/19	615,000	0	205,000	205,000	0	205,000	205,000	205,000	205,000	205,000	0	0	0
PO Z857 Housing Capital Technical Costs	On-going	4,435,943	3,499,943	312,000	312,000	0	312,000	312,000	312,000	312,000	312,000	0	0	0
PO Z378 Door Entry Systems	On-going	1,321,814	680,014	200,000	241,800	42,868	198,932	200,000	200,000	200,000	200,000	0	0	0
PO Z419 New Build/Acquisitions	2017/18	304,577	304,577	0	0	700	-700	0	0	0	0	0	0	0
PO Z760 Acquisition of Affordable Housing to meet housing need	2018/19	3,809,000	0	1,953,000	1,953,000	0	1,953,000	1,856,000	1,856,000	0	0	0	0	0
PO Z406 Mobility Scooter Storage in Sheltered Schemes	On-going	128,363	128,363	0	0	0	0	0	0	0	0	0	0	0
PO Z775 Mobility Scooter Storage - Fortem	2018/19	45,000	0	15,000	15,000	0	15,000	15,000	15,000	15,000	15,000	0	0	0
PO Z470 Job Management System	2015/16	112,562	90,762	0	21,800	-10,725	32,525	0	0	0	0	0	0	0
Sub-total Direct Delivery		77,381,466	57,913,466	7,257,300	7,566,200	-760,210	8,326,410	6,613,300	6,613,300	5,288,500	5,288,500	0	0	0
Housing, Planning & Regeneration & Regulatory Services - HRA - Total		77,381,466	57,913,466	7,257,300	7,566,200	-760,210	8,326,410	6,613,300	6,613,300	5,288,500	5,288,500	0	0	0

CABINET - 5TH JULY 2018

**Report of the Head of Finance and Property Services
Lead Member: Councillor Barkley**

Part A

**ITEM 8 REQUEST FOR REINVESTMENT RESERVE FUNDING TO
ENABLE INVESTMENT IN PROPERTY FUNDS**

Purpose of Report

To seek approval for funding from the reinvestment reserve to enable the Council to undertake investment in an additional Property Fund.

Recommendation

That an amount of up to £160,000 is made available from the reinvestment reserve to fund investment in a further property fund during 2018/19 financial year.

Reason

To enable the Council to undertake investment in a further Property Fund in a timely and cost effective manner.

Policy Justification and Previous Decisions

The Council's treasury management strategy was amended to allow the Council to invest in property funds (see Treasury Management update – mid-year review for the 6 months ended 30th September 2017 – minute reference 60 relating to the meeting of 16th November 2017 refers).

Following an assessment exercise two property funds were subsequently selected with a view to undertaking an investment of £2.5m in each fund in March 2018. Fund investment requires payment of an upfront introductory fee and Cabinet was requested to approve a virement within the 2017/18 budget to cover the upfront fees in a report of 15th February 2018 (see report of that date titled: 'Request For Virement To Enable Investment In Property Funds'; minute reference 94 relating to that report refers).

Due to prevailing market conditions, it was not possible to invest in one of the selected funds in March 2018. The virement could only apply to transactions within the 2017/18 financial year so to enable the second fund investment in 2018/19 it is therefore necessary to request funding that is available within the current financial year. Hence this request to request funding from the Reinvestment Reserve.

The investment meets the criteria of the Reinvestment Reserve as it will fund a one off cost which will produce a payback to the Council.

Implementation Timetable including Future Decisions and Scrutiny

Fund investment will be undertaken during 2018/19 as soon as suitable units become available.

Report Implications

The following implications have been identified for this report.

Financial Implications

Funding of up to £160,000 is requested is from the Reinvestment Reserve, from which sufficient monies are available.

Risk Management

The risks associated with this decision are set out in the table below.

<i>Risk Identified</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Risk Management actions planned</i>
Returns from the investment fail to cover the cost of the introductory fees	Possible	Moderate	<ul style="list-style-type: none">• Professional advice has been acquired in the selection of property funds for investment• Full day assessment of funds undertaken with participation from Cabinet members and senior officers of the council• Close ongoing monitoring of fund performance

Key Decision:

No

Background Papers:

Cabinet report of 15th February 2018: Request For Virement To Enable Investment In Property Funds

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Part B

Background

1. Prior to March 2018, the Council's portfolio of treasury investments comprised overnight and short term bank deposits and loans to local authorities. Returns on these investments inevitably correlate to the current very low interest rates, being in the order of 0.5% on bank deposits and 3-4% on local authority loans.
2. In the light of the low returns on shorter term investments the Council considered other types of investment in financial instruments and concluded, after taking professional advice, that investment in property funds offered an appropriate mix of risk and return. Broadly, it is envisaged that medium term returns of 4-5% are achievable and whilst poor fund performance can be experienced in the short term it is very unlikely that this would continue over an extended period.
3. The Council has therefore concluded that a proportion of the total funds available for investment (£5m of a total of c£40m) will be invested in property funds with a medium term view of retaining these investments for a minimum of five years. It is likely that this investment will increase the Council's returns in the range of £150,000 - £200,000 per annum.
4. Following a full-day of assessment involving cabinet members and senior officers, facilitated by an independent professional adviser, two funds were selected for an investment of £2.5m each being Lothbury Property Unit Trust and Hermes Property Trust, a total of £5m.
5. Following Cabinet approval of a virement request in February 2018 (minute 94), the Council invested in Lothbury property fund via the 'secondary market' in March 2018. In the period to 31st March 2018 this investment gained in value by £19k and is generating yields in the order of 3.2%
6. Rather than waiting for the funds to issue new 'units', the secondary market allows prospective purchasers to buy from existing unit holders. An introductory fee relating to brokers and commission is still payable but this fee is lower than would be required for the acquisition of new units (ie. the primary market). A further advantage of the secondary market is that it allows quicker access to the investment.
7. At the time of the initial Cabinet report, it was envisaged that the Council would place two investments of £2.5m each into property funds. Unfortunately the second investment was no longer available in March 2018. It is therefore requested that an amount of up to £160,000 be made available from the reinvestment reserve to fund a further £2.5m property fund investment during 2018/19 when either units become available on the secondary market or new units are issued. This funding would come from the reinvestment reserve. As per the initial request, it is anticipated that this investment will lead to higher investment returns which have already been included in the 2018/19

investment income budget in anticipation of fund investment. As noted in paragraph 5 above, the current property fund investment is performing well and generating good returns for the Council.

CABINET – 5TH JULY 2018

Report of the Head of Strategic Support Lead Member: Councillor James Poland

Part A

ITEM 9 ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2017-18

Purpose of Report

To inform Cabinet and provide a public record of the Council's health and safety performance.

Recommendation

That the Cabinet note the Council's health and safety performance over the preceding year as set out in Part B of this report.

Reason

It is considered good practice by the Health and Safety Executive, the Institute of Directors and the Royal Society for the Prevention of Accidents for public bodies to publish an annual report on health and safety performance. The Management of Health and Safety at Work regulations 1999 require all employers to review their health and safety management system. Since 2015 the Council has employed BS OHSAS 18001: "Occupational Health & Safety Management Systems" as its base system for managing health and safety.

Policy Justification and Previous Decisions

The Council's Corporate Health and Safety Policy states: "Members of the Cabinet and other elected members shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems."

This report also supports the following themes in the Corporate Plan:

1. Every Resident Matters by ensuring that our all of our sites and services, are safe to use for all residents.
2. Delivering Excellent Services by continuously looking for ways to deliver services more efficiently by reducing the costs of accidents, insurance claims and streamlining our arrangements for complying with health and safety law.

Implementation Timetable including Future Decisions and Scrutiny

Following Cabinet consideration it is intended that the report will be published on the Council's web site.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications directly related to this report.

Risk Management

There are no specific risks associated with this decision.

Key Decision: No

Background Papers: None

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Part B

Background

1. Cabinet receive this annual health and safety report safety to inform them of health and safety performance during the reporting period; this report covers the period April 2017 – March 2018.
2. The Council manages a wide portfolio of services for a Borough of more than 160,000 people. Some of these services may involve a potential significant risk of harm to our staff, our partners or the public. To prevent injury and ill health, the Council's objective is a positive health and safety culture and we are committed to the principles of sensible risk management and compliance with our legal obligations.
3. To achieve this we have implemented a safety management system that involves all staff and considers our partners and service users as well. We retain specialist advisors and train managers and staff to understand and control the risks that arise from our service to the community.
4. Following the departure of the Council's Corporate Health & Safety Officer in December 2017, and following consultation with the Council's Senior and Corporate Management Team's, the corporate health and safety service has been provided by Leicestershire County Council's Health, Safety and Wellbeing service since February 2018. The agreement with the County Council is for a 6 month period to the end of July 2018, the purpose of this arrangement was to provide a trial period of the proposed working arrangements. The agreement provides for a dedicated Health & Safety Officer to be on site for 4 working days per week with access to a Duty Officer on the non-working day, and provides the Council with increased resilience and access to an extensive knowledge base.

Appendices:

Appendix A Annual Health & Safety Report 2017-18.



Annual Health and Safety Report

2017 - 2018

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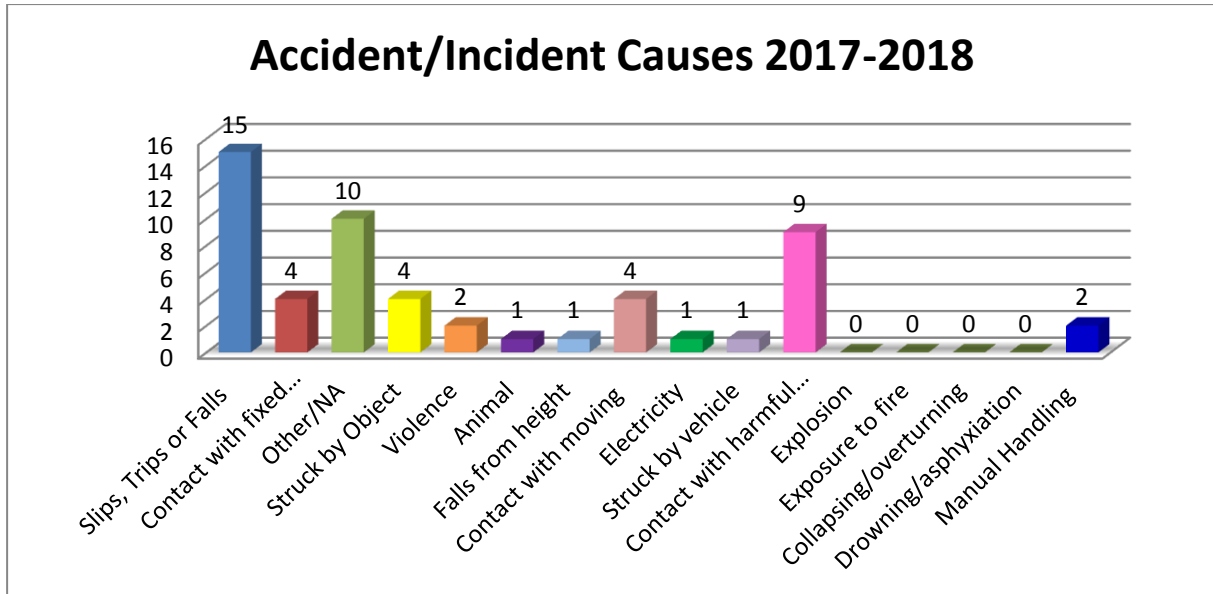
Introduction

1. The health, safety and wellbeing (HSW) of staff, service users and other customers within the Council is of paramount importance. The Health and Safety service within the Council endeavours to continually monitor HSW performance within the authority in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, clients, service users, volunteers and our contractors.
2. The report highlights to Cabinet the work that has been undertaken within Health and Safety during the 2017/18 financial year, the risk / hazard areas that impact upon the authority and where improvements need to be made to ensure improved compliance and staff safety.
3. The report details accident statistics from the 2017/18 financial year, which have been obtained from the accident/incident report form found on the intranet and information completed on the corporate accident recording spreadsheet.
4. Ensuring that health and safety is factored into the working practices of the Council is the responsibility of all members of staff within the authority. Heads of Service, Service Managers and Team Leaders support the Chief Executive and Strategic Directors to meet statutory requirements and implement effective health and safety management. The Chief Executive and Strategic Directors have responsibilities for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.
5. The report is written in summary format to give an overview of the issues impacting upon the authority. The following aspects of HSW are covered in the report:
 - Accident Data
 - Audit Statistics
 - Training Statistics
 - Occupational Health/Health Surveillance
 - Corporate Objectives
 - Safety Initiatives
 - Legislative changes

Accident Data Analysis

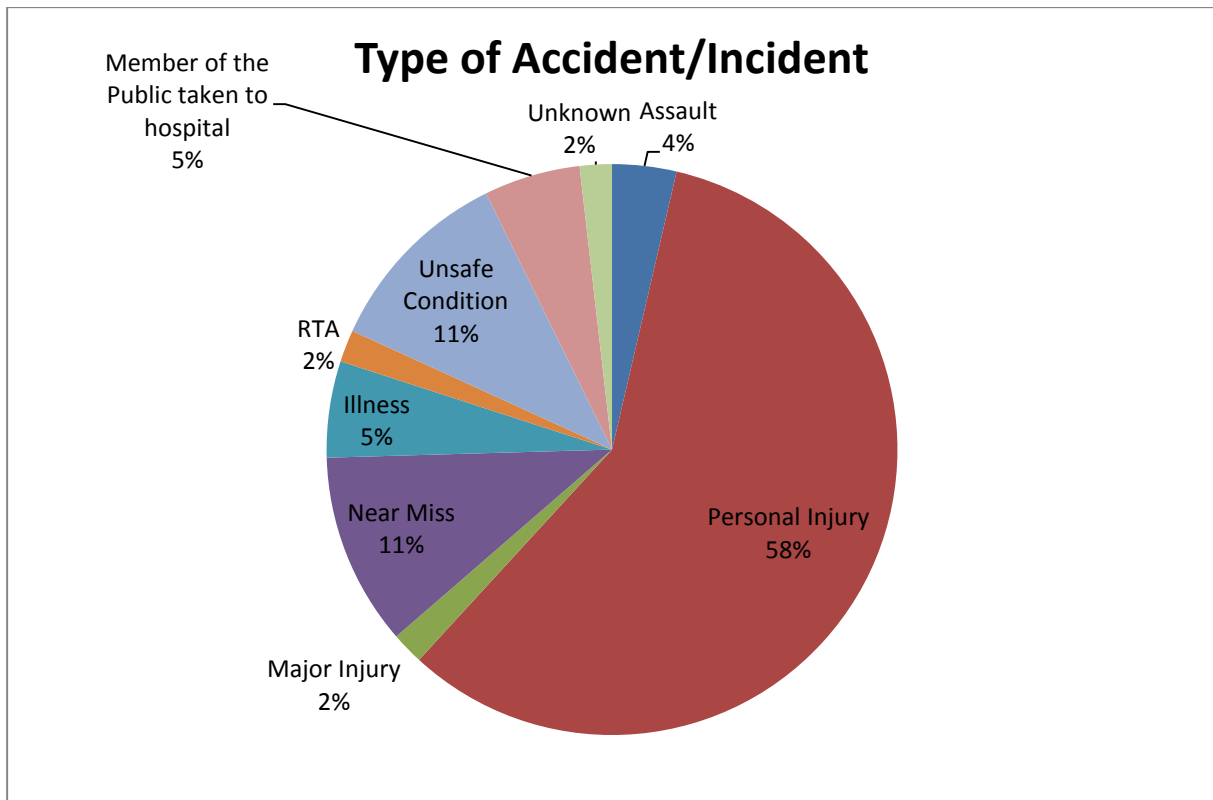
6. All accident/incident statistics, health and safety activities, insurance claims and strategic risks are presented to the Corporate Management Team (CMT) within the Risk Management Group (RMG) on a quarterly basis. CMT includes all Heads of Service, Strategic Directors and the Chief Executive.

Figure 1- Corporate Accidents by Causes 2017-18



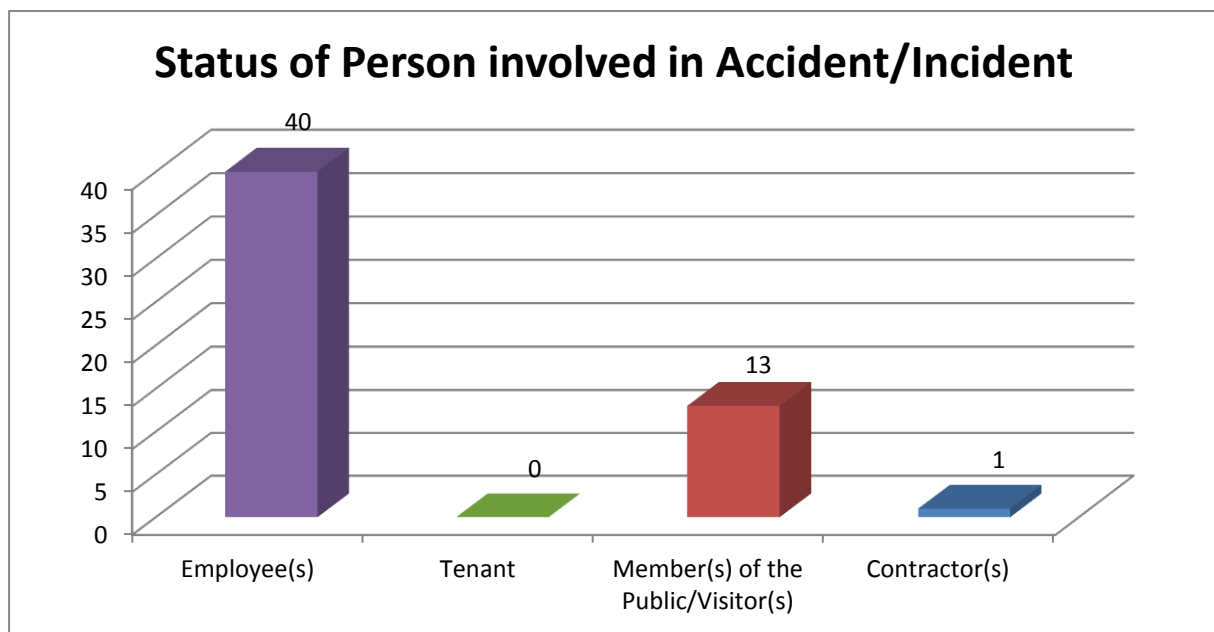
7. The graph above highlights that there have been a total of 54 accidents/incidents within the Council during the 2017-18 financial year. Clearly slips, trips and falls are the single biggest cause of accidents/incidents, accounting for 27.8%.

Figure 2- Type of Accident/Incident



8. The chart above reflects the type of accidents/incidents during this financial year 2017-18. Personal Injury was the highest percentage of 58%. From the total number of accidents/incidents reported during 2017-18, 39 of the 54 resulted in an injury occurring which gives an overall percentage of 72%.
9. The total number of accidents required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) during 2017-18 was 2 which included, a broken hand by a Landlord Services operative when moving items stored within their van and member of the public obtaining a fracture to the upper limb after tripping. The total number of RIDDORs reported in 2016-17 was 4 which highlight a decrease.

Figure 3- Status of Person involved in Accident/Incident



10. The graph above highlights that most accidents/incidents recorded have occurred to employees, i.e. 74.1% of accidents have involved Council employees and 24.1% have involved members of the public/visitors and 1.8% involved a contractor.
11. When this information is cross referenced with the total number of Full Time Employees (FTEs) working within the Council, approximately 12% of all FTE employees have been involved in an accident within the last financial year i.e. just over 1 in every 9 people.

Table 1- Number of Accidents/Incidents reported by each Service Area between 2015-2018

Service Area	2015-16	2016-17	2017-18
Leisure & Culture	14	22	13
Landlord Services	40	13	21

Finance & Property	5	10	6
Regulatory Services	7	4	6
Customer Experience	3	1	3
Cleansing & Open Spaces	5	2	1
Planning & Regeneration	1	0	2
Strategic Housing	1	3	0
Strategic Support	0	0	1
Neighbourhood Services	0	1	1
Total	76	56	54

12. The table above highlights the number of accident/incidents reported, over a three year period. Over the three year period there has been an overall decrease of 29% of accidents/incidents reported.

13. It has been identified that improvements need to be made in recording and reporting accidents/incidents centrally rather than within different Service Areas.

14. These statistics reflect that there is a possibility that there is under reporting across the authority. Estimated under reporting has the potential to impact on the number of RIDDORs specifically around Lost Time.

15. The Health and Safety Executive (HSE) served an improvement notice for Hand Arm Vibration (HAVs), Occupational Health and documentation in May 2016. In June 2017 this notice was signed off.

16. Fire Drills that have occurred during 2017-2018 include;

Southfields

24/04/2017 – 5 minute Drill – 3 minute evacuation time – False Alarm

20/10/2017 – 4Hr – 8 minute evacuation time – Silent evacuation – suspect package

ICS

25/08/2017 – 2 minute Drill – Planned evacuation.

17. Two of the accidents reported during the year resulted in claims being made against the Council. Both claims were covered by the Council's insurance policies and the combined cost of the claims to the Council was £850.00.

Audit Statistics

18. By auditing proactively, issues are identified at the earliest opportunity. Where non conformities are identified, the auditor supports Managers through the development of an action plan and provides practical advice.
19. The table below shows the Service Areas that have been audited within the last financial year 2017-18.

Table 2- Audit Outcomes

Service Area	Period of review	Assurance Rating
Cleansing and Open Spaces	May – June 2017	Moderate
Finance and Property Services	September 2017	Moderate
Leisure and Culture	April – June 2017	Moderate
Customer and Information Service	March 2018	Limited

20. These audits formed part of a review of the previous audits and were risk-based which focussed on specific areas. Each service area is comparably different and often expose employees to different hazards due to the nature of their activities. Each audit followed the OHSAS 18001 standard.
21. It has been noted that 18001 standard is not aligned to the corporate assurance system for example a failure to comply with statute could result in a moderate outcome with the current system. However, this would be identified as a major non-conformity within the OHSAS 18001 standard.
22. Action plans from the audits conducted have been developed and have been given to the appropriate Head of Service and Manager.
23. The Audit Programme has included 4 proactive audits within 2017-2018.

Training Statistics

24. The following section highlights the numbers of delegates that have attended corporate Organisational Learning and Development courses that fall under the remit of health and safety.
25. Landlord Services- Toolbox talks take place by the Health, Safety & Environment Manager on the last Thursday of every month lasting up to one hour. Information is disseminated to operatives and other landlord services employees.

Corporate Health and Safety Training Courses

Table 3 – Corporate Training (All Service Areas)

Course Title	Number of Employees 2017-2018
Health & Safety Induction	64
Lone Working & Personal Safety	22
Managing Aggression & Challenging Behaviour	44
Managing Mental Health - for Managers	21
Mental Health Awareness e-learning	1
Paediatric First Aid	13
First Aid at Work Requalification	9
Emergency First Aid at Work	20
First Aid at Work	6
Refresher First Aid at Work	1
Mental Health Awareness Workshop	15
Good Posture at Work Worksop	15
Drive Safe Arrive Safe Training Course	49
Yoga for Beginners	10
Post Handling	17
Take Control Workshop	90
Asbestos Awareness	113
Asbestos CAT B Non-Licensed Work	25
Site Management Safety Training Scheme - Refresher Training	10
Face Fit – New Masks	42
COSHH Awareness	27
Fire Emergency	27
Total	307

26. Further partnership working with the organisational Learning and Development team will take place to develop training, expanding across a range of training subjects such as COSHH (corporately), manual handling, asbestos and legionella. It is evident that there is a lack of training in the management of health and safety and risk assessments.

27. All Health and Safety training courses can be booked through Learning and Development.

Occupational Health/Health Surveillance

28. Health Monitoring is a contracted service provided by Health Management Ltd through the Occupational Health service. All health monitoring is organised through the Corporate Health and Safety Officer (CHSO) and the Health, Safety and Environment Manager. Managers are responsible through the risk assessment process to identify any health monitoring required for employees and can be supported by the CHSO. The contract is managed by the HR Team.

29. Health monitoring undertaken in 2017-18 includes;

- Audiometry testing- Half of all employees working in the customer contact centre, that are required to use headsets as part of their daily work have undertaken this testing in August 2017. The purpose of this testing is to identify to gain an understanding of whether there is has been any induced hearing loss. Further testing is scheduled to take place in August 2018.
- Hand Arm Vibration (HAVS) testing was undertaken within 2017-2018 for staff within Landlord Services. 35 members of staff received this testing.

Corporate Health and Safety Committee Objectives

30. In January 2017 the Corporate Health and Safety Committee adopted a set of objectives as part of its “core management system” for health and safety.

Number	Objectives	Completed
1	Policy signed and in date	Signed in November 2017.
2	Annual safety report delivered to Cabinet.	Completed. July 2017.
3	Committee meetings occur on time (six-monthly).	Completed. Last meeting February 2018 delayed due to change in service provision.
4	Accident, incident and insurance reports all delivered on time to Risk	Completed.

	Management Group (quarterly).	
5	No enforcement action.	None.
6	Target of no more than 3 RIDDOR reportable injuries to staff per annum.	Completed. 1 Employee and 1 Member of the Public.
7	All RIDDOR-reportable incidents fully investigated and reported to HSE within statutory time scales.	Completed.
8	OHSAS 18001 review of each service area completed at least every 2 years.	Due to a change in the provision of the service, OHSAS 18001 reviews of 6 service areas planned for 2017/18 were not completed by 31 st March 2018. These will be completed during 2018/19.
9	No action rated “medium” or above from any review outstanding for 2 successive H&S Committee meetings.	1 ‘medium’ rated action was recorded as outstanding at the July 2017 and February 2018 Committee meetings.

Legislative Changes

31. Cabinet are advised that there are no proposed legislative changes.

Policy and Guidance Document Changes

32. As part of the six month contract with Leicestershire County Council a review of all documentation has taken place. A large number of documents had not been reviewed in the last 3 years and therefore require a full review with amendments. It is noted that there is no policy/guidance documents in key areas such as Fire Safety, Manual Handling, Work Equipment, Electrical Safety, Working at Height, Stress etc. The creation and implementation of these documents is required. To meet this requirement, an action plan will be developed with specific targets set.

33. Current Progress- The work to date has included;

1. The corporate risk assessment template has been revised and circulated through One Charnwood.
2. The Health and Safety Policy Statement has been signed by the Chief Executive in November 2017 and can be found on the intranet.
3. The Organisation and Responsibilities policy has been approved by the health and safety committee and circulated to all employees.

4. New guidance documents include; Control of Substances Hazardous to Health (COSHH), Personal Emergency Evacuation Plan (PEEP) and the Workplace Inspection Form.

All health and safety policies and guidance documents can be found on the Council's health and safety intranet site.

New Initiatives

- Lone Working Procedure
 - Contract agreement in place with Alert Com and was signed in November 2017. Alert Com is a safety device that has been chosen to provide a robust system for all employees that travel on their own or are visiting residential and commercial businesses throughout the Borough of Charnwood.
 - Alert Com has been introduced within the Landlord Services. In October 2017 93 devices were ordered and these have been rolled out to 93 employees.
 - These devices are to be rolled out corporately across the remaining service areas within 2018.

CABINET – 5TH JULY 2018

**Report of the Chief Executive
Lead Member: Councillor Vardy**

Part A

ITEM 10 MEMORANDUM OF UNDERSTANDING WITH JIANYANG
MUNICIPAL GOVERNMENT

Purpose of Report

To consider a Memorandum of Understanding with the Jianyang Municipal Government setting out how the Council and the Jianyang Municipal Government will work together to promote trade and co-operation between their localities.

Recommendation

That the Memorandum of Understanding with the Jianyang Municipal Government appended to this report be approved and entered into.

Reason

To support joint working with the Jianyang Municipal Government to promote and encourage trade, investment, cultural links and tourism between the two localities.

Policy Justification and Previous Decisions

The Council's Corporate Plan includes a key theme of creating a strong and lasting economy. Within that theme there are objectives to embrace innovation and technology so that Charnwood can compete on a worldwide platform at the highest level and to promote the Borough to increase tourism and support initiatives to help our towns and villages thrive.

Implementation Timetable including Future Decisions and Scrutiny

This item is not currently included on the Scrutiny Work Programme but may be considered by the Overview Scrutiny Group at its July meeting. It is planned that a delegation from Jianyang will visit Charnwood on 30th and 31st July 2018. The purpose of this visit would be to meet with key stakeholders and identify opportunities for collaboration in ways that will benefit the economy and prosperity of both localities in accordance with the aims set out in the Memorandum of Understanding.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications associated with entering into the Memorandum of Understanding. If any projects emerge from the implementation of the Memorandum of Understanding that would have significant financial implications or could not be met from existing budgets they will be the subject of further Cabinet reports.

Risk Management

The risks associated with the decision the Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
The Memorandum of Understanding ceases to have any benefit for the Council or the residents of the Borough.	Unlikely	Minor	The Memorandum of Understanding includes provisions for it to be dissolved by either party.

Key Decision: No

Background Papers: None

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Chief Executive
01509 634600

Part B

Background

1. Jianyang is a city in Chengdu, Sichuan in China, with a population of around 1.17m people. As a consequence of a recent visit to Jianyang by representatives of Loughborough College, the opportunity has arisen to develop links for the economic development and investment purposes. Areas of potential for collaboration include aerospace, high-end equipment manufacturing, the energy and intelligent automobile industries and tourism. Further information on Jianyang city is attached at Appendix 2.
2. A Memorandum of Understanding between the Council and the Jianyang Municipal Government, which is appended to this report, has therefore been prepared that sets out the framework in which this could happen. The Memorandum of Understanding proposes that the two authorities will work together to promote and encourage trade, investment, cultural links and tourism between the two localities. In particular they will work to develop projects that promote business and educational links and the sharing and development of research, skills and technical expertise.
3. In order to develop specific projects that would deliver the aims set out in the Memorandum of Understanding there will be further dialogue between the two authorities and other stakeholders. It is planned that a delegation from Jianyang will visit Charnwood on 30th and 31st July 2018.

Appendices

- | | |
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| Appendix 1 | Memorandum of Understanding between the Borough of Charnwood and Jianyang Municipal Government |
| Appendix 2 | Further Information on Jianyang City |

**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE BOROUGH OF CHARNWOOD AND THE JIANYANG
MUNICIPAL GOVERNMENT**

Charnwood Borough Council and Jianyang Municipal Government agreed to collaborate together for the mutual benefit of both regions. The parties wish to record the basis on which they will collaborate with each other and hereby agree to work together to promote trade and co-operation between their localities on the following basis:

- 1. Both parties wish to develop a close working relationship in order to promote and support friendship and co-operation between their respective citizens and businesses, to the benefit of both localities.
- 2. Both parties have identified opportunities to promote and encourage trade, investment, cultural links and tourism between the two localities.
- 3. Both parties have a desire to seek in particular to develop projects that promote business and educational links and the sharing and development of research, skills and technical expertise.
- 4. The leaders of both parties, and their offices, will keep in regular contact for the purpose of overseeing the delivery of initiatives established under this Memorandum of Understanding and other issues of common interest.
- 5. Both parties will review and evaluate the operation of the partnership at regular intervals.
- 6. This Memorandum of Understanding may be amended with the written agreement of the authorised representatives of both parties.
- 7. This Memorandum of Understanding comes into effect upon its signature by the authorised representatives of both parties and it will remain in effect unless terminated by either party giving 6 months' notice.

Signed for and on behalf of
**CHARNWOOD BOROUGH
COUNCIL**

Signature:
Name:
Position:

Signed for and on behalf of
**JIANYANG MUNICIPAL
GOVERNMENT**

Signature:
Name: Endi Yi
Position: Mayor of the Municipal Government

Brief Introduction of Jianyang City

The city of Jianyang covers an area of 1,730 square kilometers and governs 42 townships, 4 streets, and with a total population of 1.17 million. It is one of the leader cities in industry in Sichuan Province, a leader city for the development of small and medium-sized enterprises in Sichuan Province, a provincial-level health city, a civilized city, a safe city, a beautiful demonstration city in the province, and a national nominated city in a civilized city. In 2017, the GDP of Jianyang City reached 41.37 billion RMB, with an increase of 8%.

Jianyang City is positioned as the integrated service center, new high-end equipment and intelligent manufacturing base in Chengdu' s eastern urban area. It also tries to create a livable and comfortable park city with beautiful natural view.

In Industry Area: it has clearly defined the development of high-end equipment and leading industries in smart manufacturing, aerospace and new energy and new materials, and focused on building an advanced manufacturing industry ecosystem.

Signed and contracted to introduce Wulong Group(Annual Production of 400,000 New Energy Pure Electric Passenger Cars and Lithium-Ion Power Battery) with a total investment of

RMB 16 billion, introduced Beijing high-throughput broadband satellite industry base with total investment 120 million yuan, introduced the Institute of Automation of the Chinese Academy of Sciences Intelligent Manufacturing and Robotics Research Institute and other major projects in Jianyang City.

In terms of service industry, Jianyang City takes the full advantages of adjacent to the airport to develop e-commerce, aviation logistics, smart business, and other industries for building an e-commerce logistics industry ecosystem. Striving to build an international e-commerce development center that integrates national and the world, and serve the airport service base in the west.

Jianyang traffic location advantage is more prominent: Jianyang is located on the development axis of Chengdu&Chongqing city group, which is 48 kilometers away from Chengdu city. Jianyang has 7 highways, 7 expressways, and 8 rail transit routes, including the 18th, 13th, and 24th subway lines. Line, Airport Link, Chengdu-Chongqing Railway, Chengdu-Chengdu.

Jianyang has broad prospects for development: it plans to implement 581 major projects within five years with a total investment of 480 billion RMB. These projects cover various areas such as urban construction, tertiary industrial development,

public service facilities, and ecological environmental protection. These projects contain huge investment demand and are in need of powerful and insightful large-scale enterprise groups to participate in infrastructure construction and industrial development.