



OVERVIEW SCRUTINY GROUP

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To: Councillors Capleton (Chair), Ranson (Vice-Chair), Bradshaw, Brookes, Paling and Sutherland (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Overview Scrutiny Group to be held in Committee Room 2 - Council Offices on Monday, 13th August 2018 at 6.30 pm for the following business.

Chief Executive

Southfields
Loughborough

3rd August 2018

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 4 - 8
To approve the minutes of the meeting of the Group held on 2nd July 2018.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTEREST
4. DECLARATIONS OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES
11.16

No questions were submitted.

6. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items were identified for pre-decision scrutiny from the Cabinet agenda for 16th August 2018:

(a) MODEL OF LOCAL GOVERNMENT IN LEICESTERSHIRE 9 - 15

A report of the Chief Executive to seek Cabinet's agreement to the Council working with other local authorities in Leicestershire to review the current model of local government for Leicestershire will be considered for pre-decision scrutiny. This is in order to make recommendations to the Cabinet as appropriate.

(b) ADDITIONAL CABINET ITEMS FOR PRE-DECISION SCRUTINY

To enable the Group to consider any further Cabinet items added to the agenda for 16th August 2018.

7. OVERVIEW SCRUTINY GROUP PRE-DECISION SCRUTINY - CABINET RESPONSE 16 - 20

A report of the Cabinet setting out its responses to recommendations of the Group on pre-decision scrutiny items.

8. WORK PROGRAMME 21 - 31

A report of the Head of Strategic Support setting out the list of forthcoming Executive Key Decisions and the Group's Work Programme for consideration, in order to identify items for future scrutiny.

SCRUTINY QUESTIONS

What topics to choose?

- What difference will scrutiny make?
- Is this an area of concern – public/performance/risk register?
- Is this a corporate priority?
- Could scrutiny lead to improvements?
- What are the alternatives to pre-decision scrutiny?

Pre-decision scrutiny

- What is Cabinet being asked to agree?
- Why?
- How does this relate to the overall objective? Which is ...?
- What risks have been identified and how are they being addressed?
- What are the financial implications?

- What other options have been considered?
- Who has been consulted and what were the results?
- Will the decision Cabinet is being asked to take affect other policies, practices etc.?

Basic Questions

- Why are you/we doing this?
- Why are you/we doing it in this way?
- How do you/we know you are making a difference?
- How are priorities and targets set?
- How do you/we compare?
- What examples of good practice exist elsewhere?

OVERVIEW SCRUTINY GROUP 2ND JULY 2018

PRESENT: The Chair (Councillor Capleton)
Vice Chair (Councillor Ranson)
Councillors Bradshaw, Brookes and Jones

Chief Executive
Head of Finance and Property Services
Head of Strategic Support
Procurement Manager
Democratic Services Officer (NA)

APOLOGIES: Councillor Paling

Also present was Councillor Barkley in respect of items 6A and 6B.

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, 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.

1. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Group held on 8th May 2018 were confirmed as a correct record and signed.

2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

3. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

4. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions had been submitted.

5. CAPITAL PLAN AMENDMENT REPORT

A report of the Head of Finance and Property Services was considered which set out the changes to the 2018/19 – 2020/21 Capital Plan for approval (item 06A on the agenda filed with these minutes).

The Lead Member for Finance and Property Services and the Head of Finance and Property Services attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) Following the Grenfell Tower incident and the more recent Liverpool car park incident the Council wanted to ensure that the Beehive Lane Car Park safety measures were up to the highest standard
- (ii) A consultation process was not required as a full risk assessment had been undertaken and the requirements of the car park had been assessed to identify measures that would improve fire safety.
- (iii) It was not necessary to close the car park while the work was being carried out as the risk was low to members of the public.
- (iv) Officers would check and advise the Committee the current arrangements regarding the provision of fire extinguishers at the car park.

RESOLVED that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Finance and Property Services.

Reason

Having considered the report and asked questions of the Lead Member for Finance and Property Services and the Head of Finance and Property Services on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

6. AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN 2018/19

A report of the Head of Finance and Property Services was considered to approve the additions to the Annual Procurement Plan 2018/19 (item 06B on the agenda filed with these minutes).

The Lead Member for Finance and Property Services and the Procurement Manager attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The Tenants Home Contents Insurance contract was explained to the Group as a service provided to the tenants whereby they were advised on a suitable insurance provider. The contract had a 4 year lifespan so needed to be re-tendered.
- (ii) The Group questioned the scheme of delegation and the amount of money that Heads of Service could authorise. The Lead Member advised that officers were trained professionals in procurement and the Cabinet were happy to take their advice.
- (iii) The Lead Member advised that the Cabinet was happy with the current level of delegation as a clear process had been agreed that worked well.

RESOLVED that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Finance and Property Services.

Reason

Having considered the report and asked questions of the Lead Member for Finance and Property Services and the Procurement Manager on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

7. HEALTH AND SAFETY PERFORMANCE REPORT 2017/18

A report of the Head of Strategic Support to note the Council's Health and Safety performance over the year was considered (item 06C on the agenda filed with these minutes).

The Head of Strategic Support attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The report showed a downward trend for the number of accidents over the year which was seen as positive and showed that the Council was taking steps to mitigate any possible accidents.
- (ii) The Council was now taking an assurance based approach whereby managers and directors were given advice regarding health and safety in the workplace.
- (iii) No benchmarking was available other than comparison with previous years as it was difficult to measure the Council against others due to the different services provided and the number of interactions varied wildly. It was possible to say that the Council dealt with a large number of interactions throughout the year of which the accident level was comparably low.
- (iv) A higher level of detail was requested by the Group for next year's report which was noted by the Head of Strategic Support.
- (v) The central recording system was clarified for the Group as being held by the Health and Safety Team and each service notified them of any accidents within their team.
- (vi) Current policies and procedures were being reviewed and work was underway to improve the documents.

RESOLVED that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Strategic Support.

Reason

Having considered the report and asked questions of the Head of Strategic Support on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

8. OVERVIEW SCRUTINY GROUP PRE-DECISION SCRUTINY – CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Group on pre-decision scrutiny items (item 7 on the agenda filed with these minutes).

RESOLVED that the Cabinet's responses to the Group's recommendations be noted.

Reason

The Group was satisfied that it added value where appropriate and welcomed the Cabinet's consideration of the Group's views and recommendations as part of its decision making process.

9. WORK PROGRAMME

A report of the Head of Strategic Support was considered, to enable the Group to consider its work programme and forthcoming Key Decisions and decisions to be taken in private by the Cabinet in order to schedule items for pre-decision scrutiny and to provide an opportunity for members of the Group to raise suggestions on issues for scrutiny (in addition to pre-decision scrutiny) which fell within the Group's remit, for scheduling by Scrutiny Management Board (item 8 on the agenda filed with these minutes).

The Group considered the report (and further information on the forthcoming Key Decisions and decisions to be taken in private by the Cabinet provided by the Chief Executive at this meeting) and agreed to schedule items for pre-decision scrutiny prior to the next Cabinet meeting, but that the following pre-decision scrutiny items should be added to its work programme at this stage:

- Provision of Environmental Services – September 2018
- Future Cemetery Provision for Loughborough – September 2018

RESOLVED that the Group's current work programme be noted and updated following this meeting, in accordance with the decisions taken during consideration of this item and at this meeting and any items of pre-decision scrutiny that require changing due to their reprogramming by the Cabinet.

Reason

To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public service providers and partners were operating effectively for the benefit of the Borough.

NOTES:

1. 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 the fifth working day following publication of the minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Group.

CABINET – 16TH AUGUST 2018

Report of the Chief Executive Lead Member: Councillor Jonathan Morgan

Part A

ITEM MODEL OF LOCAL GOVERNMENT IN LEICESTERSHIRE

Purpose of Report

To seek Cabinet's endorsement of the proposal to work with other local authorities in Leicestershire to review the current model of local government for Leicestershire.

Recommendation

That the Council adopts a collaborative approach with other Local Authorities in Leicestershire to examine what may be the best way of delivering local services for residents in the County, and in the wider context of the East Midlands region.

Reason

To demonstrate commitment to collaborative working and produce a proposal upon which stakeholders have been fully engaged.

Policy Justification and Previous Decisions

There have been no related previous Cabinet decisions on this matter. The Corporate Plan sets out the Council's objective of providing efficient and effective services through its theme of Delivering Excellent Services. This collaborative exercise would identify whether that objective would be better achieved by adopting a different model of local government in Leicestershire.

Implementation Timetable including Future Decisions and Scrutiny

Cabinet's decision would come into effect immediately following the call in period for this item.

The report will be available for pre decision scrutiny by the Overview Scrutiny Group if requested at its meeting on 13th August 2018.

It is anticipated that the Scrutiny Management Board may wish to consider the long term implications of this report and will therefore be able to arrange any future scrutiny of any future proposals that emerge.

Report Implications

The following implications have been identified for this report.

Financial Implications

At this stage, no detailed specification has been prepared to identify, appraise and evaluate options. It is envisaged that all participating local authorities would jointly develop a specification and scope to be agreed by all. Initial work on the preparation of a specification would be undertaken within existing resources using existing budgets. Once all participating local authorities have agreed on the specification, should any additional costs be identified that are not covered by existing budgets, a further report will be presented to Cabinet to seek approval to any such expenditure. Clearly, it is important that costs are kept to the minimum necessary whilst recognising that a thorough and detailed appraisal will be needed.

In the future, should any form of local government reorganisation occur, significant costs associated with the process of re-organisation may be incurred although the intention would be to implement a model that is financially beneficial to taxpayers by providing savings to taxpayers and residents, but with appropriate local representation. At this stage, the costs are not yet quantifiable as the details and timing of any potential reorganisation are unknown.

Legal Implications

The process for the creation of a unitary authority is set out in Sections 1-7 of the Local Government and Public Involvement in Health Act 2007, as now to be read with section 15 Cities and Local Government Devolution Act 2016.

This process sets out that the Secretary of State can 'invite' a proposal. In making any such proposal, the proposing authority or authorities must take into consideration the guidance from the Secretary of State as to what a proposal should seek to achieve and the matters that should be taken into account in formulating a proposal (Section 3(4)).

Once a submission is received by the Secretary of State, the procedures under the 2007 Act say that the Secretary of State may seek the advice of the Local Government Boundary Commission on any matter relating to the proposal. The procedures also require that the Secretary of State may not make an order implementing a proposal unless he/she has consulted every local authority and such other persons as he considers appropriate.

Risk Management

The risks associated with the decision 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 |
|--|------------|----------|---|
| Failure to thoroughly and objectively appraise options. | Unlikely | Major | A detailed specification will be prepared and the work will be carefully managed. |
| Costs of the exercise exceed budget. | Unlikely | Moderate | This will be managed by ensuring there is a clear and costed proposal. |
| Failure to communicate effectively to stakeholders and the public. | Unlikely | Moderate | A communication plan will be prepared and adopted. |

Key Decision:

No

Background Papers:

None.

Officer to contact:

Geoff Parker
Chief Executive
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geoff.parker@charnwood.gov.uk

Part B

Background

1. Cabinet may be aware that District Council Leaders issued a joint statement on 27th July 2018 as follows:

“The District and Borough Council Leaders of Leicestershire have agreed to work together to review the current model of local government for Leicestershire.

We as Council Leaders wish to adopt a collaborative approach to examine what may be the best way of delivering local services for residents in the County, and in the wider context of the East Midlands region.

This new collaborative approach will examine what is both cost effective in how services may be delivered and how best to retain their link with local residents. Such models may mean stronger District Councils working within a combined authority or having multiple unitary authorities or whether the current structure is still the best way of delivering local services.

We have a number of reservations as to the model proposed by the County Council not least the rushed timetable and it being too remote for local residents. However, we recognise that it may be premature to rule it out at this early stage.

Accordingly the Council Leaders have pledged to work together to find the right solution for the residents of Leicestershire and look forward to engaging with our elected partners, stakeholders and residents to deliver the best in local government for Leicestershire and the East Midlands region.

We would invite the County Council and others to join us in this approach, as collectively, we have the expertise to determine the best solution for our residents.”

2. Cabinet may also be aware that on 6th July 2018 Leicestershire County Council’s (LCC) Cabinet met to consider a report on its proposals for local government reform in Leicestershire and to the development of a Strategic Alliance for the East Midlands, linked to a proposed devolution agreement with the Government. A press statement was issued by the Leader of LCC on 29th June 2018.
3. The following timetable was agreed by LCC in respect of reporting its work on these matters.

LCC Cabinet : 16 October - to consider outline proposals to agree to engage with stakeholders on options

LCC Scrutiny Commission : 14 November - to comment on the outline proposals

LCC Cabinet : 23 November - to consider the outcome of stakeholder engagement and the way forward

County Council : 05 December - to debate the proposed way forward recommended by its Cabinet.

Initial Response

4. On 29th June 2018 the Leader of this Council issued a press statement which stated:

“To be very clear, this proposal is unlikely to happen - it would require an Act of Parliament, and the Government has publicly said that it won’t give parliamentary time for proposals, without substantive support from local MPs, district and county councils, and the public.

There may be a strong case for reviewing the local government structure in the county, but any proposals need to have the backing of all those involved, following proper debate.

Over the coming months, other, better supported options are likely to come forward and provide the same levels of savings, but with better local representation.”

Public Sector Reform

5. There are different models operating within the UK ranging from traditional two-tier County and District and single unitary models to more innovative and collaborative district and unitary models.
6. The All Party Parliamentary Group’s (APPG) recent inquiry for District Councils into collaboration and devolution demonstrated that “collaboration is part of the District Council’s DNA it is a long standing feature of the way districts transfer public services and reduce costs”.
7. At a House of Commons debate on district council collaborative and devolution in England in November last year, Jake Berry MP said “we have made it absolutely clear that devolution must be locally led. We are seeking agreement between local partners and where such agreement exists – whether it is district councils, unitaries or county councils – the government are happy to meet local partners to discuss their ambition, through devolution, to boost growth and productivity”. He indicated that the Government was proposing to provide clarity on how best district councils and other councils can take forward their devolution ambitions. At the time of writing, the government framework on this matter is still to be published.
8. At the LGA conference in July 2018, James Brokenshire, the Secretary of State for Housing, Communities and Local Government made a clear statement that proposals for local government reform must have clear local agreement, as without this the proposals would not be supported.
9. In 2016 central government issued some guidance on local government re-organisation which states that:

“where an area has plans for its governance arrangements to be changed and proposes this to the Secretary of State, it must provide evidence as to how its proposals are likely to result in the provision of better local public services, significant cost savings, greater value for money, stronger and more accountable local leadership, and sustainability in the medium to long term. It is of course open to any body or person to make representations to the Secretary of State either in support of or in opposition to such proposals. As we have made clear during discussions with areas, whilst size is an important consideration for areas considering governance changes, there is no maximum or minimum permitted sizes.”

10. Notwithstanding the statement that there was no maximum or minimum size, DCLG (as was) indicated in response to the proposals from Dorset for reorganisation that they regarded the minimum size for a unitary to be around 300,000 population and a maximum of around 700,000.

11. Since then the government has produced statutory guidance under the Local Government and Public Involvement in Health Act 2007 by the then Secretary of State Savid Javeed, in relation to the Northamptonshire situation and the invitation on 27th March 2018 to the Northamptonshire councils to submit proposals for unitary government. Whilst this related to the situation in Northampton, it is likely that similar criteria would be applied to any other proposals which would come forward from areas. In particular the guidance states:

“A proposal should seek to achieve for the area concerned the establishment of a single tier of local government that is the establishment of unitary authorities;

a. Which are likely to improve the local government and service delivery across the area of the proposal, giving greater value for money, generating savings, providing stronger strategic and local leadership, and which are more sustainable structures;

b. Which command a good deal of local support as assessed in the round overall across the whole area of the proposal; and

c. Where the area of each unitary authority is a credible geography consisting of one or more existing local government areas and having a substantial population that as a minimum is substantially in excess of 300,000.”

12. In addition, in a parliamentary question asked on 18th April 2018 about the unitary councils, the Minister Rishi Sunak MP replied:

“the Secretary of state has issued this guidance including population size, having regard to past reorganisations, the Northamptonshire County Council Best Value Inspection Report of March 2018 and research, including that from the County Council’s Network in 2016 into lessons from previous unitarisation which found that the scale of the unitary was key, with larger authorities able to deliver economies of scale while smaller unitary councils were more likely to be less reliant”.

13. The above provides some context within which the Cabinet may wish to discuss this issue.
14. It is considered that this is an appropriate time to undertake a thorough, objective and impartial review of the current structure of local government in Leicestershire to determine whether change would be in the best interests of residents and, if so, what sort of change. It is important that there is no predetermined outcome and that the voices of residents and stakeholders are heard and that their views are taken into account.

Corporate Plan Implications

15. The Council's Corporate Plan will need to be reviewed at the appropriate time to reflect any outcomes from proposals to reform Local Government in Leicestershire.

Consultation

16. Consultation with local communities and stakeholders will be an important part of any process of local government reform that inputs on this area.

Other Implications

17. The implications of local government reform in the area could impact on the role and responsibilities of local town and parish councils which will need to be considered as part of any review. It may also impact on the type and level of local services provided which will also need to be considered.

Corporate Implications

18. At this stage, Cabinet is only being requested to approve the participation in a collaborative exercise to review the current model of local government for Leicestershire. Any further implications depend on the result of that review and further action that may then be taken. Those implications may be fundamental if they result in the introduction of a new model of local government across Leicestershire.

OVERVIEW SCRUTINY GROUP – 13TH AUGUST 2018

Report of the Cabinet

ITEM 07 OVERVIEW SCRUTINY GROUP PRE-DECISION SCRUTINY - CABINET RESPONSE

Purpose of Report

To set out the Cabinet's responses to the recommendations of the Group on pre-decision scrutiny items.

Action Requested

To note the Cabinet's responses to the recommendations submitted by the Group on items considered for pre-decision scrutiny.

Policy Context

One of the principles of effective scrutiny, identified by the Centre for Public Scrutiny, is "provide a constructive critical friend challenge to the Executive".

Pre-decision Scrutiny

Since the May meeting of the Group, the Cabinet has considered the following items on which the Group undertook pre-decision scrutiny:

A. CAPITAL PLAN AMENDMENT REPORT

B. AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN 2018/19

C. HEALTH AND SAFETY PERFORMANCE REPORT 2017/18

Details of the Group's consideration of the items as reported to the Cabinet on the 5th July 2018 are set out in the appendix to this report.

The Chair of the Group, Councillor Capleton, attended the Cabinet's meeting on the 5th July 2018 to present the Group's reports to the Cabinet.

Cabinet Response

The Cabinet considered the Group's reports and acknowledged the work undertaken and the views of the Group. In particular, the Cabinet responded as follows to the reports:

Capital Plan Amendment Report

The Cabinet adopted the officer recommendations, which the Group had supported.

Amendments to the Annual Procurement Plan 2018/19

The Cabinet adopted the officer recommendations, which the Group had supported.

Health and Safety Performance Report 2017/18

The Cabinet adopted the office recommendations, which the Group had supported.

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

Officer to contact: Nadia Ansari
Democratic Services Officer
01509 634502
nadia.ansari@charnwood.gov.uk

CAPITAL PLAN AMENDMENT REPORT

Recommendation of the Overview Scrutiny Group

That the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Finance and Property Services.

Reason

Having considered the report and asked questions of the Lead Member and Head of Finance and Property Services on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

Meeting Discussion

The Lead Member for Finance and Property Services and the Head of Finance and Property Services attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) Following the Grenfell Tower incident and the more recent Liverpool car park incident the Council wanted to ensure that the Beehive Lane Car Park safety measures were up the highest standard
- (ii) A consultation process was not required as a full risk assessment had been undertaken and the requirements of the car park had been assessed to identify measures that would improve fire safety.
- (iii) It was not necessary to close the car park while the work was being carried out as the risk was low to members of the public.
- (iv) Officers would check and advise the Committee the current arrangements regarding the provision of fire extinguishers at the car park.

AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN 2018/19

Recommendations of the Overview Scrutiny Group

That the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Finance and Property Services.

Reason

Having considered the report and asked questions of the Lead Member for Finance and Property Services and the Procurement Manager on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

Meeting Discussion

The Lead Member for Finance and Property Services and the Procurement Manager attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The Tenants Home Contents Insurance contract was explained to the Group as a service provided to the tenants whereby they were advised on a suitable insurance provider. The contract had a 4 year lifespan so needed to be re-tendered.
- (ii) The Group questioned the scheme of delegation and the amount of money that Heads of Service could authorise. The Lead Member advised that officers were trained professionals in procurement and the Cabinet were happy to take their advice.
- (iii) The Lead Member advised that the Cabinet was happy with the current level of delegation as a clear process had been agreed that worked well.

HEALTH AND SAFETY PERFORMANCE REPORT 2017/18

Recommendations of the Overview Scrutiny Group

That the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Strategic Support.

Reason

Having considered the report and asked questions of the Head of Strategic Support on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

Meeting Discussion

The Head of Strategic Support attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The report showed a downward trend for the number of accidents over the year which was seen as positive and showed that the Council was taking steps to mitigate any possible accidents.
- (ii) The Council was now taking an assurance based approach whereby managers and directors were given advice regarding health and safety in the workplace.
- (iii) No benchmarking was available other than comparison with previous years as it was difficult to measure the Council against others due to the different services provided and the number of interactions varied wildly. It was possible to say that the Council dealt with a large number of interactions throughout the year of which the accident level was comparably low.
- (iv) A higher level of detail was requested by the Group for next year's report which was noted by the Head of Strategic Support.
- (v) The central recording system was clarified for the Group as being held by the Health and Safety Team and each service notified them of any accidents within their team.
- (vi) Current policies and procedures were being reviewed and work was underway to improve the documents.

OVERVIEW SCRUTINY GROUP – 13TH AUGUST 2018

Report of the Head of Strategic Support

ITEM 08

WORK PROGRAMME

Purpose of Report

1. To consider the list of forthcoming Executive Key Decisions and the Group's Work Programme in order to schedule items to be considered for pre-decision scrutiny.
2. To provide an opportunity for members of the Group to raise suggestions on issues for scrutiny, in addition to pre-decision scrutiny, which fall within the Group's remit, for scheduling by the Scrutiny Management Board.

Work Programme

The Group's current Work Programme is attached at Appendix 1.

In addition to Cabinet pre-decision scrutiny, the Group is also able to consider for inclusion on the Work Programme (subject to the agreement of Scrutiny Management Board):

- (i) Scrutiny of external public service providers and partners;
- (ii) Scrutiny of outside bodies, especially those which the Council gives grants to and/or has service level agreements with;
- (iii) Scrutiny of services which are shared with other local authorities including joint scrutiny of those services.

Key Decisions

To enable the Group to be aware of the Key Decisions to be taken by the Cabinet over the coming months and to determine which, if any, of these items should be programmed for pre-decision scrutiny, details of forthcoming Exempt and Key Decisions to be taken by the Cabinet are attached as Appendix 2.

Items dated prior to or for this meeting have been removed to avoid confusion on Appendix 2.

Background Papers: None
Officer to contact: Nadia Ansari
Democratic Services Officer
(01509) 634502

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|-------------------------|--------------------------------------|--|--|--|--|---|
| Overview Scrutiny Group | 10 September 2018 (standing item) | OSG Pre-decision scrutiny – Cabinet Response | A report of Cabinet, setting out the response of Cabinet to recommendations by the Overview Scrutiny Group on pre-decision scrutiny items. | | N. Ansari (report) Lead Officer (meeting) | |
| Overview Scrutiny Group | 10 September 2018 (standing item) | Work Programme | To agree and schedule items to be considered at future meetings. | To allow the Group to identify items, including the scrutiny of forthcoming Key Decisions, pre-decision scrutiny and the scrutiny of external public service providers and partners. | N. Ansari (report) Lead Officer (meeting) | |
| Overview Scrutiny Group | 10 September 2018 (standing item) | Cabinet items for pre-decision scrutiny | | | To be confirmed | Items may be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda. |
| Overview Scrutiny Group | 10 September 2018 | Provision of Environmental Services | | Cabinet item for pre-decision scrutiny. | M. Bradford | Added by SMB 13 June 2018 (see min 6.6). |

| | | | | | | |
|-------------------------|-------------------|--|--|---|-------------|--|
| Overview Scrutiny Group | 10 September 2018 | Future Cemetery Provision for Loughborough | | Cabinet item for pre-decision scrutiny. | M. Bradford | Added by SMB 13 June 2018 (see min 6.6). |
| Overview Scrutiny Group | As required | Capital Plan Amendment Reports | | Cabinet item for pre-decision scrutiny. | C. Hodgson | Agreed by OSG at its meeting on 13th November 2017, with the item to be included when the Chair and Vice-chair identify that there are particular issues that require scrutiny in that quarter's report. |

Note: Over the next 6 months, meetings of the Overview Scrutiny Group will be held as follows:

- 15 October 2018
- 12 November 2018
- 10 December 2018
- 14 January 2019
- 11 February 2019
- 11 March 2019



**FORTHCOMING KEY
DECISIONS AND DECISIONS
TO BE TAKEN IN PRIVATE
BY CHARNWOOD BOROUGH
COUNCIL'S EXECUTIVE**

**Published
18th July 2018**

What is a Key Decision?

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £100,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

What is a Private Meeting?

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

Representations

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

Karen Widdowson
Democratic Services Manager
Charnwood Borough Council,
Southfield Road, Loughborough, Leicestershire, LE11 2TX
Tel: 01509 634785
Email: democracy@charnwood.gov.uk

FORTHCOMING EXECUTIVE KEY DECISIONS

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|--|-----------------------------|--|-----------------------------|--|---|
| Charnwood Grants | To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2018/19. | Cabinet | 13th September 2018 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |
| Provision of Environmental Services | To consider whether to extend the existing Environmental Services Contract or to commence a procurement exercise to secure services after June 2020. | Cabinet | 13th September 2018 | Report | Yes, unless exempt. | Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 matthew.bradford@charnwood.gov.uk |
| Amendments to Annual Procurement Plan | To consider possible amendments to the Annual Procurement Plan. | Cabinet | 13th September 2018 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Capital Plan Amendment Report | To consider and approve amendments to the Capital Plan. | Cabinet Council | 13th September 2018 5th November 2018 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Future Cemetery Provision for Loughborough | To consider this matter following further work to appraise the sites for a Cemetery for Loughborough, consultation on the viable options and setting out the preferred option. | Cabinet | 13th September 2018 | Report | Yes | Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 matthew.bradford@charnwood.gov.uk |
| Lightbulb Service Implementation Update | To consider an update on the implementation of the Lightbulb Service in Charnwood. | Cabinet | 18th October 2018 | Report | Yes | Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|---|-----------------------------|--|-----------------------------|--|---|
| Future Options for the Provision of Revenues and Benefits Services | To consider which of one or more options for the future provision of the Revenues and Benefits service should be progressed. | Cabinet | 18th October 2018 | Report | Yes | Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk |
| Medium Term Financial Strategy 2019-2022 | To present a revised MTFs to Cabinet and Council for approval. | Cabinet Council | 15th November 2018 21st January 2019 | Report Report | Yes Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Charnwood Grants | To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2018/19. | Cabinet | 13th December 2018 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |
| Draft General Fund and HRA 2019-20 Budgets | To seek approval to the Draft Revenue Budget for 2019-20 as a basis for consultation. | Cabinet | 13th December 2018 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Capital Plan Amendment Report | To consider and approve amendments to the Capital Plan. | Cabinet Council | 13th December 2018 21st January 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Amendments to Annual Procurement Plan | To consider possible amendments to the Annual Procurement Plan. | Cabinet | 13th December 2018 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|---|--|-----------------------------|--|-----------------------------|--|---|
| Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy 2019-20 | To seek approval to the Treasury and Investment Strategy for 2019-20 and to seek approval to the annual report on the Prudential Code. | Cabinet Council | 14th February 2019 25th February 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| 2019-20 General Fund and HRA Revenue Budgets and Council Tax | To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2019-20 and to propose the Council Tax for approval by Council. | Cabinet Council | 14th February 2019 25th February 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Capital Plan Amendment Report | To consider and approve amendments to the current Capital Plan. | Cabinet Council | 14th March 2019 25th March 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Annual Procurement Plan 2019/20 | To seek approval to the Annual Procurement Plan for 2019/20. | Cabinet | 14th March 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Housing Capital Programme | To approve the annual investment programme for improvements to the Council's housing stock. | Cabinet | 14th March 2019 | Report | Yes | Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk |
| Local Development Scheme | To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed. | Cabinet | 14th March 2019 | Report | Yes | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|--|-----------------------------|--|-----------------------------|--|---|
| Business Plan 2019/20 | To set out the Council's principal activities in delivering the Corporate Plan for the Council Year 2019/20. | Cabinet | 14th March 2019 | Report | Yes | Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk |
| Charnwood Grants | To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20. | Cabinet | June 2019 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |
| Capital Plan Outturn 2018/19 | To report the Council's capital expenditure results for 2018/19 subject to audit. | Cabinet | June 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| General Fund and HRA Revenue Outturn Report (2018/19) and Carry Forward of Budgets | To report the Council's revenue expenditure results for 2018/19 subject to audit. | Cabinet | June 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Capital Plan Amendment Report | To consider and approve amendments to the Capital Plan. | Cabinet Council | July 2019 September 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |
| Amendments to Annual Procurement Plan | To consider possible amendments to the Annual Procurement Plan. | Cabinet | July 2019 | Report | Yes | Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 clare.hodgson@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|---|--|-----------------------------|--|-----------------------------|--|---|
| Charnwood Dog Control Public Spaces Protection Order 2019 | To approve the formal Notice of Intention to renew the Borough-wide Public Spaces Protection Order for Dog Control (dog fouling, dogs on leads and dogs under control) under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014. | Cabinet | July 2019 | Report | Yes | Alan Twells Head of Regulatory Services Tel: 01509 634650 alan.twells@charnwood.gov.uk |

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

The following items are due to be considered by the Council's Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|-------------------------------------|--|-----------------------------|--|-----------------------------|--|---|
| Provision of Environmental Services | To consider whether to extend the existing Environmental Services Contract or to commence a procurement exercise to secure services after June 2020. | Cabinet | 13th September 2018 | Report | Yes, unless exempt. | Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 matthew.bradford@charnwood.gov.uk |

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

| Name (Group) | Lead Member Responsibilities |
|--|--|
| Councillor Morgan (Conservative) | Leader of the Council Whole Council, Strategic Partnerships and Communications |
| Councillor Barkley (Conservative) | Deputy Leader of the Council Finance and Property |
| Councillor Bokor (Conservative) | Loughborough |
| Councillor Harper-Davies (Conservative) | Performance of Major Contracts |
| Councillor Mercer (Conservative) | Housing |
| Councillor Poland (Conservative) | Equalities, Member and Strategic Services |
| Councillor Rollings (Conservative) | Deputy Lead Member for Customer Services |
| Councillor Smidowicz (Conservative) | Regulatory Services, Enforcement and Licensing |
| Councillor Taylor (Conservative) | Communities, Safety and Wellbeing |
| Councillor Vardy (Conservative) | Planning, Inward Investment and Tourism Strategy |