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OVERVIEW SCRUTINY GROUP

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To: Councillors Capleton (Chair), Ranson (Vice-Chair), Bradshaw, Brookes, Gerrard and Paling (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, 10th December 2018 at 6.30 pm for the following business.

Chief Executive

Southfields
Loughborough

30th November 2018

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 4 - 7
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 13th December 2018:

- (a) Charnwood Grants - Round Three - 2018/19 Community Facilities and Community Development and Engagement Grant Applications 8 - 35

A report of the Head of Neighbourhood Services to enable Cabinet to consider applications received in round three of the Charnwood Grants Scheme will be considered for pre-decision scrutiny. This is in order to make recommendations to the Cabinet as appropriate.

- (b) Write off report for Business Rate properties 36 - 39

A report of the Head of Customer Experience seeking Cabinet approval to write off irrevocable debts in line with Financial Procedure Rules will be considered for pre-decision scrutiny. This is in order to make recommendations to Cabinet as appropriate.

7. OVERVIEW SCRUTINY GROUP PRE-DECISION SCRUTINY - CABINET RESPONSE 40 - 44

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

8. WORK PROGRAMME 45 - 55

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
15TH OCTOBER 2018**

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

Councillors Bokor (Cabinet Lead Member for
Loughborough) and Harper-Davies (Cabinet Lead
Member for Performance of Major Contracts)

Chief Executive
Head of Cleansing and Open Spaces
Strategic Director of Corporate Services
Strategic Director of Neighbourhoods and
Community Wellbeing
Democratic Services Officer (NA)

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.

26. MINUTES OF THE PREVIOUS MEETING

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

27. DISCLOSURES OF PECUNIARY AND PERSONAL INTEREST

No disclosures were made.

28. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

29. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

30. FUTURE CEMETERY PROVISION FOR LOUGHBOROUGH

A report of the Head of Cleansing and Open Spaces was considered setting out the site options for a new cemetery (item 06A on the agenda filed with these minutes).

The Lead Member for Loughborough, the Strategic Director for Neighbourhoods and Community Wellbeing and the Head of Cleansing and Open Spaces attended the

meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) All the three sites proposed were considered suitable options but Allendale Road was chosen as the preferred site previously as it was the easiest site to bring into action as well as its good location and proximity to the town centre.
- (ii) The Nanpantan site was subsequently chosen as the preferred site due to a number of factors: the strong public support received, the capacity available, good public transport links and not being overlooked. The longevity of the site was referred to as making the site the most viable. The Nanpantan ground could offer more than 200 years capacity. This was considered to be the preferable option rather than choosing a smaller site and looking for another one in a relatively short space of time.

RESOLVED that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Cleansing and Open Spaces.

Reason

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

31. FUTURE OPTIONS FOR THE PROVISION OF REVENUES AND BENEFITS SERVICES

A report of the Head of Customer Experience was considered seeking agreement from Cabinet on the next steps in the decision-making process for the delivery of the Revenues and Benefits Services post 2020 (item 06B on the agenda filed with these minutes).

The Lead Member for Performance of Major Contracts and the Strategic Director for Corporate Services attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The option of bringing the service back in house would require a significant amount of work and investment. An IT hosting solution would need to be procured whereas Capita already had systems in place and had the resilience in their team to ensure the continuity of the service.
- (ii) The option to join the shared services scheme was discussed and the Group was advised that there was some work to do in understanding the service level agreements in place and the existing agreements between the Councils.
- (iii) Risk and resilience were considered the most important considerations when looking at the future of the service. A larger, shared arrangement was considered the preferred option as that offered flexibility and better

opportunities for managing risks and provided a resilient basis for the service delivery.

- (iv) Capita was noted to have made genuine efforts to improve their performance recently and the hope was that would continue. Extending the current contract was perceived to be the lowest risk option which was considered preferable. There was an option to extend the contract for up to 5 years but the shorter period would also be feasible.
- (v) Capita's financial position had improved as they had consolidated some of their assets and raised capital to help the business keep running. Their position was now considered stable. There was also a contingency plan in place as there was for all major contracts to ensure business continuity should the existing contractor become unable to provide the service.
- (vi) The Council would be piloting a flexible working scheme that included home working and would look at the security measures in place to protect data sharing. It was expected that the shared service partnership already had a system in place to meet security requirements and the new General Data Protection Regulations (GDPR).

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

Reason

Having considered the report and asked questions of the Lead Member for Performance of Major Contracts and the Strategic Director for Corporate Services on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

32. 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.

33. 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:

- Discretionary Houses in Multiple Occupation Licensing Scheme Options – December 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 5th November 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 these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Overview Scrutiny Group.

CABINET – 13TH DECEMBER 2018

Report of the Head of Neighbourhood Services Lead Member: Councillor Deborah Taylor

Part A

CHARNWOOD GRANTS – ROUND THREE – 2018/19 COMMUNITY FACILITIES AND COMMUNITY DEVELOPMENT AND ENGAGEMENT GRANT APPLICATIONS

Purpose of Report

To enable the Cabinet to consider applications received for funding in round three of the Community Facilities and Community Development and Engagement Grants schemes for 2018/19.

Recommendations

1. That the following Community Development and Engagement Grants be awarded:
 - £5,066 to Without Walls Christian Fellowship towards a singing café;
 - £6,400 to The Loughborough Leggo Group towards volunteer, website and social media development;
 - £3,200 to Coping with Cancer in Leicestershire and Rutland towards a Time-out group in Wanlip;
 - £10,000 to Go-Getta CIC towards their overall youth diversion provision across Charnwood;
 - £10,000 to The Exaireo Trust towards a Community Addiction Support project (£7,500 to be funded through the Community Development and Engagement Grant scheme, and £2,500 to be funded through the Loughborough Community Grants scheme);
 - £5,000 to Transition Loughborough towards a ‘Fantastic Home’ project (to be funded through the Community Development and Engagement Environmental Grants scheme);
 - £300 to Carillon Arts towards the ‘Feel Hear Be’ project (to be funded through the Loughborough Community Grants scheme);
 - £6,600 to Passion Youth Centre towards running costs, new weekly cooking sessions and a small kitchen upgrade.
2. That the following Community Development and Engagement Grant application be declined:
 - Miller and Peverill Residents’ Association Sileby - £2,000 requested – applied for funding towards general running costs.

3. That the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Development and Engagement Grants.
4. That approval is given to run a Round 4 in 2018/19 with a focus on Environmental projects only.

Reasons

1. 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.
2. 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.
3. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.
4. To enable the monies received for grants for projects that deliver environmental outcomes to be disbursed.

Policy Justification and Previous Decisions

The Council's Corporate Plan 2016-20 makes a commitment to make sure that Charnwood is a great place to live for families by creating a safe, secure and caring environment and to provide opportunities for participation in social, leisure and cultural activities and in community life. It aims to make Charnwood an attractive place for all by funding community groups and providing a range of diverse opportunities and events.

The Council's Corporate Plan 2016-2020 was approved by Council on the 29th February 2016. A review of the existing grants criteria was undertaken at this time and it was concluded that the existing criteria were still appropriate and aligned with the priorities of the Corporate Plan 2016-2020.

Implementation Timetable including Future Decisions and Scrutiny

The Community Development and Engagement Grants considered in this report will be released, providing they are approved, once the applicants have met any required payment conditions. Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure, requested.

Report Implications

The following implications have been identified for this report.

Financial Implications

Community Facilities Grant Funding

The remaining budget for Community Facilities Grants after Round 2 in 2018-19 was £70,142 (or £63,742 if additional works were needed for the previous East Goscote Village Hall scheme application). There were no applications received for Round 3, and following the completion of works at East Goscote Village Hall, the balance is now £68,961 for future rounds of Community Facilities Grants.

Community Development & Engagement Grant Funding

The 2018/19 budget for Community Development and Engagement Grants is £64,100. The balance after Round 2 was £38,770.

This Round 3 report recommends that eight applications are supported totalling £46,566, with £38,766 of this amount being funded through the Community Development and Engagement grants scheme, £2,800 being funded through the Loughborough Community grants scheme, and £5,000 being funded through the Community Development and Engagement Environmental grants scheme. This will leave a balance of £4 for Community Development and Engagement Grants.

Loughborough Community Grant Funding

Cabinet at its meeting on the 21st January 2016 (min 93) approved the recommendation that the Head of Neighbourhood Services be given delegated authority to allocate any grant budget for schemes in Loughborough that are funded through the Loughborough Special Expenses between the Loughborough Community Grants fund (maximum £2,000) and a budget within the Community Development and Engagement Grants fund (maximum £10,000) ring-fenced for schemes based in Loughborough. This was to enable the budget for funding schemes in Loughborough to be more flexibly allocated between large and small applications.

The intention as outlined above is to allocate £2,800 from the Loughborough Community Grants budget towards the Loughborough based projects, The Exaireo Trust (£2,500) and Carillon Arts (£300).

Community Development and Engagement - Environmental Grant Funding (External funding provided by Serco)

Serco have agreed to provide £20,000 per year to Charnwood Borough Council (CBC) for grants to projects that deliver environmental outcomes. They have made a commitment to provide this funding for three financial years (2017/18, 2018/19 and 2019/20).

The ring-fenced budget for environmental projects in 2018/19 is £24,000 as the underspend of £4,000 from 2017/18 is available, as the external funding is ring fenced for this purpose. An application for an environmental project has been received in Round 3 for 2018/19, Transition Loughborough (£5,000), therefore the balance remaining for this year is £19,000. The Grants Panel recommend that an

additional round of Grant applications be invited specifically for environmental projects.

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
Grants do not deliver the objectives of the Grants scheme	Unlikely	Moderate	The grants have been assessed against the criteria and will be supported with appropriate monitoring information.

Equality and Diversity

There is a requirement in the grants criteria for each organisation that applies to either have their own Equal Opportunities Policy or provide a statement that the organisation will abide by the Council's Equal Opportunities Policy.

In addition an Equality Impact Assessment has been completed and attached at Appendix 2.

Crime and Disorder

The grants criteria specifically cover crime and disorder with projects needing to outline how the proposed project reduces the impact of crime and anti-social behaviour and promotes stronger, cohesive and balanced communities.

Sustainability

Many of the grants criteria are concerned with sustainability.

Key Decision: Yes

Background Papers: None

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Part B

Charnwood Community Grants Criteria

1. At its meeting on 12th April 2012, Cabinet agreed the revised Community Grants Criteria to reflect the changes in the Council's Corporate Plan.

The Council's new Corporate Plan 2016-2020 was approved by Council on the 29th February 2016. A review of the existing grants criteria has been undertaken and it was concluded that the existing criteria was still appropriate and aligned with the priorities of the new Corporate Plan 2016-2020.

Community Facilities Grants

2. The criteria include the following:
 - That the maximum amount awarded would be £20,000 (was previously £30,000) for projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
 - That the scheme would support up to 50% of the cost of feasibility studies, with an upper limit of £5,000.
3. Schemes are scored using an assessment matrix which looks for:
 - Well prepared schemes, with a realistic costing of the work, and projects that are well targeted, have good local support and a strong input from volunteers.
 - Projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
 - Applications from organisations with a strong local base and full accessibility to the community.
 - The need of the community for the facility and the need of the organisation for the funding.
4. The assessment matrix produces a maximum score of 100. A scheme scoring below 30 on the matrix is recommended for refusal and the Grants Panel will provide feedback to the community organisation on the reasons why it was not successful. Where a scheme scores between 30 and 40 on the first assessment the Grants Panel will work with the community organisation to see whether the bid can be improved and strengthened. Schemes scoring 40 and above are normally recommended for approval. However applicants seeking a large grant which scores only just over 40 are advised that they may only receive part of the money they have applied for.

Community Development and Engagement Grants

5. The criteria include the following:
 - Maximum amount to be awarded is £10,000.
 - Provides funding for projects delivered by the voluntary and community sector

- Must be available for the wider community
6. All applications are assessed against two measures of need: how the project meets the Council's aims and objectives in meeting identified community needs and the organisational need of grant funding from the Council to enable the project to succeed. Both measures seek to demonstrate the value for money to be obtained in providing grant funding. Twelve criteria are used to assess community need based on the aims and objectives set out in the Corporate Plan.
- How does your project promote stronger, cohesive and balanced communities (in particular encouraging people from different backgrounds to get along together)?
 - How does your project involve volunteers and how will volunteers be supported and developed?
 - How does your project promote and support physical health and well-being (in particular healthy eating, physical activity, sexual health and reduced substance misuse)?
 - How does your project promote and support improved mental health and emotional well-being?
 - How does your project reduce the impact of crime and/or anti-social behaviour?
 - How does your project improve the quality of life of people living in priority neighbourhoods?
 - How does your project improve the well-being of residents through acknowledging their diverse needs?
 - How does your project enable children, young people and older people to make a positive contribution to the communities in which they live?
 - How does your project enable older people to live independent lives?
 - How does your project promote access of local people to green spaces and the countryside?
 - How does your project add value to Charnwood's commitment to reduce the impact of climate change?
 - How does your project help promote local businesses to prosper and develop vibrant towns and villages, and support rural enterprise?
7. Five criteria are used to assess the need for the Council to provide grant funding. Organisations must demonstrate that their projects are prepared and managed well and will be encouraged to explore other funding sources where appropriate.
- Has a realistic total cost and timetable for the project been identified after being researched, for example through obtaining quotes or using reliable information from previous years?
 - Have efforts been made to obtain other funding to enable the project to begin and is the amount sought from the Council necessary to secure match funding or because other sources of funding are not available?
 - What balances and reserves are available and has using these to fund the activity been considered?
 - Is the proportion of the cost of the project the Council is being asked to fund justified?

- No specific geographically based conditions or targets are applied to grant awards but the geographical distribution of grants across the Borough is taken into account.
8. Applications are assessed qualitatively against these criteria and rated high, medium or low. These ratings are converted to a score on the following basis which rewards those applications which rate highly in meeting community need and provide a maximum possible score of 97.

Table 1 – Conversion of rankings into scores

Ranking	Community Need Score	Organisation Need Score
HIGH	6	5
MEDIUM	2	3
LOW	1	1
Maximum Score	72	25

Levels for funding

Score	Level of funding
Less than 30	Nil
30 – 40	Some of grant funding applied for
More than 40	Most or all of funding applied for

Community Facilities Grant Applications

9. No applications for Community Facilities Grant funding have been received for this round.

Community Development & Engagement Grant Applications

10. Nine applications were received for funding in Round 3 for 2018/19. Nine applications have been assessed against the criteria; eight have been recommended for approval, and one has been recommended for refusal.

Without Walls Christian Fellowship - Score 43 - Recommendation to award up to £5,066

11. Without Walls Christian Fellowship is a charity which was formed in 2006, working in Leicestershire and serving the local community. Their 'Singing Café' project began five years ago and they have been successful in reaching and helping people with mental health challenges such as dementia, memory loss and other issues. Their focus is to care for and look after people, relieving any suffering and providing a safe place. They run four cafés across Leicestershire. The aim in providing the cafés is to enhance the quality of life of those that attend. The organisation is aware of the increasing need for the provision of help for those facing issues in the area of mental health, and knows that their service is helping alleviate the problem.

12. Singing Café sessions enable participants to have a singalong using a large TV screen and computer to follow words if they are able, while providing visual stimulation. They are encouraged to shake tambourines, which requires concentration to keep to the rhythm and light exercise, to upbeat and positive songs. Guests can participate entirely at whatever level they are able, and they do find that even those in the most advanced stages of dementia who have difficulty talking are still able to sing.
13. The organisation is applying for funding towards two of the Singing Cafés, which are held in Loughborough and Shepshed libraries. Funding would cover 12 months general running costs, and allow for growth and development of the cafés.
14. The benefits of the project include:
 - Reduces loneliness and isolation, by providing a setting where people can come with their carers, and connect with others in a similar situation;
 - Music and singing is therapeutic and studies have shown that it can help the structural connectivity of the brain;
 - Improves confidence and self-esteem.
15. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
 - Promotes stronger, cohesive and balanced communities;
 - Promotes and supports improved mental health and emotional wellbeing;
 - Improves the well-being of residents through acknowledging their diverse needs.
16. The application of £5,066 is for 45.2% of the total scheme costs of £11,209.
17. The Panel scored this scheme at 43 and recommends that a grant of up to £5,066 be awarded.
18. The Panel feel that this is a great project, which addresses a need that we have in the Borough to support people with dementia. The Panel would be happy to work with the organisation to promote the sessions through the Health and Wellbeing Partnership.

The Loughborough Leggo Group - Score 62 - Recommendation to award up to £6,400

19. The Loughborough Leggo Group is an established group based at Fearon Hall in Loughborough for young people with special needs, aged 10-19 years who have physical, mild learning and social interaction difficulties. Several of the members have anxiety and mental health issues, and nearly all of the members have Autism and other conditions that impact young people, including ADHD, ADD, Aspergers Syndrome, Cerebral Palsy, Downs Syndrome, Dyspraxia and Dyslexia. The organisation delivers a Friday night

youth club at Fearon Hall, providing a programme of structured physical and social activities in which gross and fine motor skills, co-ordination and strength can be developed.

20. The organisation aims to enable the young people to achieve their potential through:
 - The provision of recreational and leisure activities to aid their co-ordination, strength and general well-being;
 - The provision of support and activities which develop their skills, capacities and capabilities to enable them to participate in society as mature and responsible individuals;
 - The provision of support to meet their emotional and mental wellbeing needs.
21. Networking and partnership working has led to the increased demand for places at Loughborough Leggo Group. Membership has increased much faster than expected and the group is operating a waiting list, with eight young people waiting for a place. In autumn 2017, a new model for the youth club was established and the group doubled its capacity by delivering two youth groups on one evening.
22. The organisation is applying for funding towards a volunteer development programme, which will support volunteers to help run the sessions and in the upkeep of the organisation's website and social media development.
23. The benefits of the project include:
 - Increase in physical activity for the young people with disabilities;
 - Participants' increase in confidence and self-esteem;
 - Improvement of social skills and independence;
 - A support network for parents/guardians.
24. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
 - Promotes stronger, cohesive and balanced communities;
 - Involves, supports and develops volunteers effectively;
 - Promotes and supports physical health and wellbeing;
 - Promotes and supports improved mental health and emotional wellbeing;
 - Improves the quality of life of people living in priority neighbourhoods;
 - Improves the well-being of residents, through acknowledging their diverse needs.
25. The application of £6,400 is for 33.5% of the total scheme costs of £19,106.
26. The Panel scored this scheme at 62 and recommends that a grant of up to £6,400 be awarded.

27. The application scored highly against the criteria of the scheme and the Panel feel that this is a very positive application, showing growth in an organisation which is well-managed and supported by volunteers and parents.

Coping with Cancer in Leicestershire and Rutland – Score 45.3 - Recommendation to award up to £3,200

28. Coping with Cancer in Leicestershire and Rutland is an independent charity which was formed in 1981. Their aim is to empower people to help themselves by actively promoting self-help, mutual support and equal access to all cancer and care services in the locality of Leicestershire and Rutland. They offer impartial and confidential guidance and practical and emotional support to anyone affected by cancer. They also provide an opportunity to have views and concerns heard about cancer services in the area and will consider how else they can better their services to cater for those service users who require them.
29. This application is for funding towards 12 months' general running costs of the Wanlip Time-out Group, which meets twice a month and has approximately 20 attendances per month. The sessions offer cancer patients, their families and carers the chance to access advice and support, plus enjoy complementary therapy treatment in a calm, relaxing atmosphere and chat to other patients over a cup of tea. The sessions run by the group work with the person as a whole, giving them a sense of control over what is happening to them, reducing stress, tension, sleeplessness, anxiety and depression.
30. The benefits of the project include:
- An opportunity for people from all backgrounds to meet and socialise, supporting each other in similar circumstances;
 - Improved mental health, reduced anxiety/depression;
 - Support for family members, and carers.
31. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
- Promotes stronger, cohesive and balanced communities;
 - Promotes and supports physical health and well-being;
 - Promotes and supports improved mental health and emotional well-being;
 - Improves the well-being of residents through acknowledging their diverse needs.
32. Local Ward Councillors were consulted on the application. One Councillor was unable to comment due to a personal interest in the organisation, and another Councillor provided the following response:

"I have read the application and it seems the group are offering a great service to those in need. I do have a couple of reservations which I'm hoping could be cleared up by requesting some further information from the applicant. A great project but I think the applicant should be given the opportunity to clarify a couple of points and the option to amend the application if they so wish, before it goes forward for a final decision." The issues raised were in relation to :

- The costs of the leaflets – which seemed very high
 - That they don't seem to be doing any of their own fundraising. All funds for the project seem to be coming from grant applications.
33. The application of £3,434 is for 47.1% of the total scheme costs of £7,290.
34. The Panel scored this scheme at 45.3 and recommends that a grant of up to £3,200 be awarded, subject to the organisation working with officers to look at the cost of the production of the leaflets and the distribution. If these costs are reduced the grant awarded will also reduce.
35. The application scored well against the criteria of the scheme, and the Panel liked the self help approach to the project. The Panel will work with the applicant to find ways of reducing the marketing costs. The VCS Development Officer will work with the group to develop their Business plan and move the organisation towards a more sustainable funding position. The Panel also clarified that the group are generating donations and additional income from the Charnwood Lottery.

Go-Getta CIC – Score 53.5 - Recommendation to award up to £10,000

36. Go-Getta CIC was launched in 2012 to deliver high quality provision for young people. Existing statutory services would often report difficulties in engaging particular groups of 'hard to reach' young people. Existing policies would often mean vulnerable young people or those with challenging behaviours were being excluded due to risk issues. Go-Getta CIC are passionate that their approach, ethos and diverse experience in supporting the most vulnerable and disadvantaged young people in society, attributes to success in engaging those 'hard to reach' groups and modifying behaviours.
37. Go-Getta CIC have extensive experience in supporting particularly vulnerable groups including;
- Young offenders – including those with high risk sexual and violent offences;
 - Children in care / care leavers;
 - Young people and adults with mental health diagnoses or difficulties;
 - Young people with learning needs;
 - Young people and adults with substance misuse issues;
 - Young people and adults with complex or multiple additional needs;
 - Homeless young people and adults;
 - Refugee and asylum seeking children;
 - Victims of child sexual exploitation.
38. Their direct experience and expertise in project management and Community Engagement has enabled them to successfully deliver projects working with young people across Leicestershire since their launch 4 years ago. Their aims are to improve the life chances of disadvantaged young people at high risk of social exclusion, to reduce youth related anti-social behaviour in

deprived neighbourhoods, and to increase awareness and support around mental health and substance misuse within targeted communities.

39. The benefits of the project include:

- Enhancement of young people's understanding of the impact of their behaviour on their communities, neighbours, families, and schools;
- Open to young people of all backgrounds, ethnicities, religion, and engages with young people with a wide range of diverse needs, including young people with gender identity issues, those identifying with LGBT, learning or mental health/cognitive needs such as dyslexia, dyspraxia, ADHD and autism;
- Increase in young peoples' self confidence and self-esteem;
- Reduction of anti-social behaviour.

40. The organisation delivers a comprehensive youth diversion programme in Charnwood and is applying for funding towards their youth motivators element of the programme which forms part of their overall co-ordinated provision across Charnwood, which includes the following:

- Words over Weapons (a project tackling knife crime amongst 11-19 year olds);
- Youth Engagement (supporting young people identified as being particularly vulnerable);
- Desire (youth group project managed by Ashby Road Estates Community Association for young people in the Ashby Road estate area);
- Mountsorrel Youth Café (delivered in partnership with Fusion, with the aim of diverting young people in the area away from ASB);
- Anstey Youth Sessions (delivered in partnership with Fusion, with the aim of diverting young people in the area away from ASB);
- Syston Youth Café (weekly youth café for young people from Syston and the surrounding area);
- Youth Motivators (delivery of detached youth work across Warwick Way, Ashby Road, Thorpe Acre and Shelthorpe Estates, engaging with young people aged 8yrs to 19yrs).

41. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:

- Promotes stronger, cohesive and balanced communities;
- Involves, supports and develops volunteers effectively;
- Promotes and supports physical health and well-being;
- Promotes and supports improved mental health and emotional well-being;
- Reduces the impact of crime and/or anti-social behaviour;
- Improves the quality of life of people living in priority neighbourhoods.

42. The application of £10,000, towards the Youth Motivators element of the project, is for 17.44% of the total youth diversion programme costs of £57,345.

43. The Panel scored this scheme at 53.5 and recommends that a grant of up to £10,000 be awarded.

44. The application scored highly against the criteria of the scheme, and the Panel recognise that the organisation fulfils a vital function, filling a gap in provision for youth diversion from crime and anti-social behaviour with young people. The Panel believe the organisation provides excellent value for money, not only working with young people, but also providing support to other organisations working with young people. They also recognise that the organisation lever in other external funding towards their overall package of provision which contributes towards reducing asb, crime and disorder by young people.

The Exaireo Trust – Score 51.8 - Recommendation to award up to £10,000 (£7,500 through the Community Development and Engagement Grants scheme, and £2,500 through the Loughborough Community Grants scheme)

45. The Exaireo Trust provides temporary supported housing for people who have been, or are at risk of becoming homeless. The accommodation is in shared houses in Leicestershire (ten in Loughborough and one in Coalville), with each resident having their own bedroom and mainly shared communal spaces. Residents are assigned a key-worker with whom they meet weekly. The organisation also provides guaranteed work experience. Many residents have a history of substance misuse, and the organisation provides a rehabilitation house, support to attend community groups and a dedicated addiction support worker. They currently co-ordinate various groups including 'Road to Recovery' (Exaireo), 'Hope' (joint venture) and 'Streets to Seats' (Falcon Support Services). They also accompany people to community groups, and with this individual support, the project builds relationships with individuals with a view to supporting them to attend meetings wherever possible.
46. The main focus of their application is to maintain and extend the project, to provide support to a greater number of people. They will set aside specific hours to work within the Bell Foundry Estate and they will work with the Marios Tinenti Centre within the area, which supports the need identified for outreach drugs support work as part of the Bell Foundry People Zone stakeholder workshop. They would provide a detox facility using Care Quality Commission registered professionals. This is a facility which is not currently available, and would enable the organisation to prepare people for residential rehabilitation. The project currently provides 20 hours per week, split between Exaireo and Falcon Support Services. They are aiming to increase this to 45 hours (to provide within the community, hours within Exaireo and Falcon Support Services and hours within the Bell Foundry Estate). The project will benefit people living in supported housing, within the Bell Foundry Estate and within the wider Loughborough community who are experiencing substance misuse issues.
47. The benefits of the project include:
- Reduction of substance misuse;
 - Improvement of mental health, including self-esteem/confidence;
 - Positive effect on crime and anti-social behaviour.
 - Addressing significant identified need within the Bell Foundry People Zone project

48. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
- Promotes and supports physical health and well-being;
 - Promotes and supports improved mental health and emotional well-being;
 - Reduces the impact of crime and anti-social behaviour;
 - Improves the quality of life of people living in priority neighbourhoods.
49. The application of £10,000 is for 29.15% of the total scheme costs of £34,339.
50. The Panel scored this scheme at 51.8 and recommends that a grant of up to £10,000 be awarded, subject to the Police and Crime Commissioner funding bid being approved, and further discussions with CBC Officers around the delivery of the project. (£7,500 to be funded through the Community Development and Engagement Grant scheme, and £2,500 to be funded through the Loughborough Community Grants scheme).
51. The application scored highly against the criteria of the scheme, and the Panel recognises that this project fills a gap in the Borough for work with drug addiction, prevention and outreach work. The Panel would like the applicant to meet with CBC Officers to discuss specifics around the delivery of the project in the Bell Foundry area of Loughborough. The Panel notes that the applicant has applied to the Police and Crime Commissioner for two year funding, to a total value of £49,331, and that this application, if successful, will enable them to develop the project further during Year 1, with a second part-time addiction support worker. The applicant is working with the PCC and their 'People Zone' project and the Community Safety Partnership to address the issues highlighted in this application.

Transition Loughborough - Score 46 - Recommendation to award up to £5,000 through the Community Development and Engagement Environmental Grant scheme

52. Transition Loughborough was formed in November 2010, and aims to make the community more resilient in the face of environmental problems, including climate change, declining oil supplies, rising energy prices and issues caused by waste and unsustainable transport. Whilst many of the problems are global, the organisation works to tackle them through practical local projects involving local people and local ideas.
53. The organisation is seeking funding towards a 'Fantastic Home' mobile exhibition, in the form of a house on wheels, visiting six outdoor community events in the area (likely to include Picnic in the Park and Loughborough Mela), promoting living in an environmentally sustainable manner. The exhibition will cover topics including domestic energy efficiency, domestic renewables, waste reduction, water efficiency, affordable warmth and sustainable transport. It will include interactive elements such as a bike which can be pedalled to see how much power people can generate, a miniature living room full of energy efficiency and affordable warmth features, and the opportunity for members of the community to share their own 'top tips' for energy saving with others. Members of Transition Loughborough will create six bespoke posters for the exhibition containing Charnwood-specific

information on them. The project will aim to help communities in Charnwood learn more about the many practical ways in which they can tackle climate change, making their homes warmer, cheaper to heat, more energy efficient, better for the environment and healthier to live in. The project will reach around 240 people, (40 per event), with tailored one-to-one advice. It will also engage around six volunteers who will work alongside an expert Energy Advisor to deliver the exhibition to the public.

54. The benefits of the project include:
 - Will encourage householders in Charnwood to make their homes easier and cheaper to heat;
 - A knock-on effect of the exhibition may be that some householders then feel able to heat their homes, leading to improvement of general health and wellbeing;
 - One-to-one advice will ensure the needs of individuals are met;
 - Raising awareness of climate change for a wide audience, including older people, children and young people.
55. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
 - Involves and supports volunteers effectively;
 - Promotes and supports physical health and wellbeing;
 - Enables older people to live independent lives;
 - Adds value to Charnwood's commitment to reduce the impact of climate change.
56. The application of £5,024 is for 38.85% of the total scheme costs of £12,930.
57. The Panel scored this scheme at 46 and recommends that a grant of up to £5,000 be awarded through the Community Development and Engagement Environmental Grant scheme.
58. The application scored well against the criteria of the scheme and the Panel feel that this is a positive project which is suited to the environmental element of the grants schemes.

Carillon Arts - Score 30.3 - Recommendation to award up to £300 through the Loughborough Community Grants scheme

59. Carillon Arts is a new organisation which aims to explore how people connect to place, through sensory and bodily engagement with sounds and materials. This is achieved by creating participatory, playful artistic experiences which focus on a group's daily physical and sensory engagement with a site. By exploring these daily experiences through fine art practice, they want to demonstrate how art can relate to people within the context of their own individual social and physical worlds.
60. The organisation is applying for funds towards their first project, 'Feel, Hear, Be', a participatory art project focusing on the John Storer Charnwood

therapeutic allotment in Loughborough (JSC Thyme Project), where adults with learning difficulties and other disabilities spend quality time performing gardening activities. They will work with approximately 20 adults. Their planned participatory art activities will record the nuances of everyday life on the allotment site, and the artists will aim to encapsulate the deep sense of connection which the adults have with the allotment, by documenting their sensory and bodily engagement with it, through activities which involve sound and soil. A sound artist will explore and synthesise the sounds of the allotment, juxtaposing the urban and natural soundscape of the allotment along with the group's verbal responses to the sound of traffic. Another artist, whose art practice encompasses painting and sculpture, will explore the participants' tactile and bodily interaction with the natural aspects of the allotment. Participants will:

- Collect soil and other organic materials with which they will learn to make paint, eventually making a large group earth painting;
- Make tracks with a mud-covered wheelbarrow tyre over long rolls of paper – this will become an undulating sculptural piece;
- Be involved in making a large scale "book of soil" imprinted with the adults' handprints and embedded with small objects, which they will collect from the allotment;
- Make a map of "rubbings" which plot the adults' everyday journeys around the site by recording contact with specific natural materials and objects.

61. Outcomes will be presented as an installation of sound and objects within the main John Storer House Community Centre and the Martin Hall Gallery at Loughborough University.
62. The benefits of the project include:
 - Opening up new artistic opportunities for the participants;
 - Will foster a deeper connection with the site for the participants;
 - Working with soil has significant health and therapeutic benefits;
 - Increase in self-esteem and self-confidence.
63. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
 - Promotes and supports physical health and well-being;
 - Promotes and supports improved mental health and emotional well-being;
 - Promotes access of local people to green spaces and the countryside.
64. The application of £450 is for 9.56% of the total scheme costs of £4,704.
65. The Panel scored this scheme at 30.3 and recommends that a grant of up to £300 be awarded through the Loughborough Community Grants scheme, subject to their bid for funding to the Arts Council being successful.
66. The Panel like this project and feel that it is offering something different, to enhance an already successful project at the allotment. They do however feel that the artists' costs are high, and would encourage the applicant to look into how these costs could be reduced.

Passion Youth Centre - Score 50.2 - Recommendation to award up to £6,600

67. Passion Youth Centre was formed in 2009, to act as a resource for young people primarily up to the age of 18 living in Shepshed and surrounding areas, by providing advice and assistance and organising programmes of physical, educational and other activities. They aim to:
- Help young people advance in life by developing their skills, capacities and capabilities to enable them to participate in society as independent, mature and responsible individuals;
 - Advance education;
 - Provide recreational and leisure time activity in the interests of social welfare for those living in the area who have need by reason of their youth, age, infirmity or disability, poverty or social and economic circumstances.
68. The youth club has been operating for a number of years, and they currently offer three sessions a week on Thursdays, Fridays and Sundays from 7-9pm. During the sessions they engage with 15-20 young people, many of whom are experiencing a range of social, emotional and behavioural issues. The sessions operate as a drop-in and they provide a range of activities such as pool, karaoke, arts and crafts and discussion circles. They also host a film night each month, and throughout the year the young people get involved with fundraising activities.
69. The organisation is requesting funding towards overall running costs and the delivery of new cooking sessions, which will require a small upgrade to their kitchen. The upgrade will increase the opportunities available to the young people they work with. They will be offering after-school sessions on Fridays from 4-7pm. During this time they will work with the young people and teach them how to cook simple meals. They will be supervised by a sessional youth worker from a catering background along with the Youth Leader. This project will allow the organisation to:
- Deliver youth sessions throughout the year;
 - Deliver new cooking sessions;
 - Invite older people from the community to support an inter-generational cooking session. (Their aspiration is to create a learning environment where our older supporters and donors can teach the young people how to cook);
 - Enhance their fundraising events (e.g. monthly soup kitchen) by being able to cook meals to serve to the community;
 - Develop the venue so it functions as a community hub which offers coffee mornings and other community activities in Shepshed.
70. The benefits of the project include:
- Bringing older and younger people together;
 - Provides diversionary activities for young people who are likely to be involved in crime or ASB;
 - Will promote healthy eating and a healthy lifestyle;
 - Facilitating young people's integration into the community;

- Improvement of self-esteem and self-confidence.
71. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
- Promotes stronger, cohesive and balanced communities;
 - Promotes and supports physical health and well-being;
 - Promotes and supports improved mental health and emotional well-being;
 - Reduces the impact of crime and/or anti-social behaviour.
72. The application of £6,600 is for 14.47% of the total scheme costs of £45,600.
73. The Panel scored this scheme at 50.2 and recommends that a grant of up to £6,600 be awarded.
74. The application scored very highly against the criteria of the scheme. The Panel feel that this is a strong project meeting a need for youth diversionary activity in the Shepshed area.

Miller and Peverill Residents' Association Sileby – Score 16.5 - Recommendation to decline

75. Miller and Peverill Residents' Association Sileby was formed in May 2018, to work on behalf of residents who live on the newly developed Miller and Peverill housing estate. Primarily the residents association represents residents in liaising with Meadfleet, a private land management company who residents make quarterly payments to in order to maintain land on the estate, to ensure they are acting in the best interests of residents. Meadfleet own large areas of recreational land on the estate, and the quarterly maintenance fees go towards management of the land, which includes parkland used by residents. Invoicing to residents is with little explanation of the services provided or how Meadfleet selects its contractors. The Residents' Association aims to hold Meadfleet to account for the quality and cost of services residents are charged for whilst also having a say in the improvements made. It will also help residents with wider issues such as community engagement, anti-social behaviour and a neighbourhood watch scheme.
76. The organisation is requesting funding towards general running costs, including IT equipment, promotion costs and meeting room hire.
77. Local Ward Councillors were consulted on the application, and one provided the following response / comments:

Concerns were raised in relation to the application being about the residents issues with Meadfleet, the costs of services, invoicing and holding the organisation to account. The Councillor went on to say:

"Whilst looking at this application and the issues that they are having with Meadfleet I can only encourage them to work with them and develop a strong Partnership. I think it's a valid point they have made about better communication with the Parish Council and Councillors and I welcome this going forward. In the village we have many problems regarding anti-social

behaviour and we have a very good neighbourhood watch scheme that I would encourage the residents of Miller and Peverill Estate to join."

78. The application of £2,000 is for 100% of the total scheme costs.
79. The Panel scored this scheme at 16.5 and recommends that the application be declined.
80. The Panel feel that this particular project does not meet the criteria of the scheme, and that funding cannot be contributed towards legal challenges. However, the Panel will be happy to offer support and advice to the organisation with any community-led activities or events.

Appendices

Appendix 1 – Community Development and Engagement Grants Summary

Appendix 2 – Equality Impact Assessment

APPENDIX 1

Round 3 2018/19 - Community Development and Engagement Grants Summary

**Budget for 2018-19: £64,100
Balance after Rd 2: £38,770
Balance Remaining: £4**

Applicant	Project description	Amount applied for (£)	Total project cost (£)	Community need score	Organisation need score	Total score	Recommendation
Grant ref 1186 Without Walls Christian Fellowship	Singing café	5,066	11,209	24	19	43	Approve up to £5,066
Grant ref 1187 The Loughborough Leggo Group	Volunteer, website and social media development	6,400	19,106	43	19	62	Approve up to £6,400
Grant ref 1188 Coping with Cancer in Leics and Rutland	Wanlip Time-out Group	3,434	7,290	28.8	16.5	45.3	Approve up to £3,200
Grant ref 1190 Go-Getta CIC	Overall youth provision across Charnwood	10,000	57,345	39.5	14	53.5	Approve up to £10,000

Grant ref 1191 The Exaireo Trust	Community Addiction Support project	10,000	34,339	30.8	21	51.8	Approve up to £10,000 (£7,500 to be funded through Community Development and Engagement Grants scheme and £2,500 through Loughborough Community Grants scheme)
Grant ref 1192 Transition Loughborough	'Fantastic Home' project	5,024	12,930	30	16	46	Approve up to £5,000 (to be funded through Community Development and Engagement Environmental Grants scheme)
Grant ref 1193 Carillon Arts	'Feel Hear Be' project	450	4,704	16.3	14	30.3	Approve up to £300 (to be funded through Loughborough Community Grants scheme)
Grant ref 1194 Passion Youth Centre	Running costs, weekly cooking sessions, including a small kitchen upgrade	6,600	45,600	32.8	17.4	50.2	Approve up to £6,600

Grant ref 1189 Miller and Peverill Residents' Association	General running costs	2,000	2,000	9.5	7	16.5	Decline – does not meet the criteria of the scheme
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Equality Impact Assessment
'Knowing the needs of your customers and employees'

■ Background

An Equality Impact Assessment is an improvement tool. It will assist you in ensuring that you have thought about the needs and impacts of your service/policy/function in relation to the protected characteristics. It enables a systematic approach to identifying and recording gaps and actions.

■ Legislation- Equality Duty

As a local authority that provides services to the public, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

- ✓ Eliminate discrimination, harassment and victimisation
- ✓ Advance Equality of Opportunity
- ✓ Foster good relations

For the following protected characteristics:

1. Age
2. Disability
3. Gender reassignment
4. Marriage and civil partnership
5. Pregnancy and maternity
6. Race
7. Religion and belief
8. Sex (Gender)
9. Sexual orientation

What is prohibited?

1. Direct Discrimination
2. Indirect Discrimination
3. Harassment
4. Victimisation
5. Discrimination by association
6. Discrimination by perception
7. Pregnancy and maternity discrimination
8. Discrimination arising from disability
9. Failing to make reasonable adjustments

Step 1 – Introductory information

Title of the policy	Community Development & Engagement Grant and Community Facilities Grant.
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	March 2018
Date EIA completed	March 2018

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)

Charnwood Borough Council recognises the value and contribution of individuals, voluntary sector organisations and other community-led projects and the benefits they provide to the residents of Charnwood.

Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need.

Three times a year Cabinet considers applications for revenue funding for the Community Facilities Capital Grants and Community Development and Engagement Grants Schemes.

It is the Council's aim to ensure the grants process is inclusive of all community groups and funding supports projects targeting individuals across a range of protected characteristics, as outlined in the Equality Act 2010.

What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?

It is the Council's aim to ensure that the grants process is inclusive of all community groups and funding supports projects targeting individuals/ residents across a range of protected characteristics, as outlined in the Equality Act 2010.

Analysis is therefore undertaken to ensure that the grants are distributed in a reasonable and proportionate manner.

Which groups have been consulted as part of the creation or review of the policy?

Evaluation takes place on successful applications to analyse whether there are any gaps with regards to the protected characteristics in order to ensure the grants process is fair and equal to all. In particular analysis is undertaken to determine any barriers which may prevent specific community groups/ communities of interest from successfully applying or even applying at all to Charnwood Grants.

Step 3 – What we already know and where there are gaps

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.

Data/information such as:

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

- Analysis of successful Community Development & Engagement Grants, Loughborough Grants and Community Facilities Grants 2017/18

What does this information / data tell you about diverse groups? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

Number & total of grants awarded based on protected characteristic:

	Number of grants awarded	Total funding approved
Age	10	£29,720
Disability	5	£24,200
Gender Reassignment	0	£0
Pregnancy & Maternity	0	£0
Race	3	£4,490
Religion or Belief	N/A	N/A
Sex/ Gender	2	£7,895
Sexual Orientation	0	£0
No Characteristic/ Wider Community	18	£84,332
TOTAL	37	£150,637

N.B. The characteristic of Marriage and Civil Partnership was not included due to its status within the Equality Act 2010 legislation, as it is to protect individuals from discrimination in the employment law. The harassment provisions that relate to other protected characteristics do not apply to marriage or civil partnership.

It is acknowledged that some of the approved grants are towards projects which support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

Step 4 – Do we need to seek the views of others? If so, who?

In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.

Further equalities monitoring may be required for those projects which have applied and are deemed unsuccessful in order to identify any further issues or potential barriers.

However, at this stage of analysis it is felt the information currently held is sufficient to analyse trends

and determine any barriers or negative impacts.

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	There is a reasonable proportion of grant funding awarded to projects relating to Age. Of the grants awarded, there is a reasonable proportionate spread between projects for older and younger people. The process has therefore created a positive impact in relation to the protected characteristic of Age.
Disability (Physical, visual, hearing, learning disabilities, mental health)	There is a reasonable proportion of grant funding awarded to projects relating to disability. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. Therefore, creating further positive impacts for people with disabilities. The process has therefore created a positive impact overall in relation to the protected characteristic of Disability.
Gender Reassignment (Transgender)	No projects have been specifically funded to support the protected characteristic of Gender Reassignment. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Race	There is some grant funding awarded to projects relating to Race. In additional it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics.
Religion or Belief (Includes no belief)	Whilst Charnwood Grants do not specifically support religious groups / activities, it does provide funding to these groups who are delivering activities for the wider community. The impact is therefore neutral with regards to the protected characteristic of religion or belief with the acknowledged that wider benefits are created for the wider community.
Sex (Gender)	There is some grant funding awarded to projects relating to Gender. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. The process has therefore created a positive impact in relation to the protected characteristic of

	Gender.
Sexual Orientation	No projects have been specifically funded to support the protected characteristic of Sexual Orientation. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	There is no grant funding awarded to projects relating to these other protected groups. In addition it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics. Additional targeted promotional work will be undertaken.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	The grants which focus on the wider community have a wide range of benefits, particularly for residents from priority neighbourhoods or areas of deprivation.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

No negative impacts or potential barriers have been identified. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place for the protected characteristics of Gender Reassignment, Pregnancy and Maternity and Sexual Orientation.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

It is the opinion that the Community Development & Engagement Grant and the Community Facilities Grant comply with Charnwood Borough Council's equality and diversity responsibilities. It will further promote equal opportunities and achieve positive outcomes.

Step 6- Monitoring, evaluation and review

Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?

Monitoring will continue on a quarterly and annual basis to assess the grant applications that are successful. Continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/ communities of interest.

Further equalities monitoring will be explored for those projects which have applied and are deemed unsuccessful, for the further identification of issues or potential barriers.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

Where barriers/ negative impacts are identified, the mitigating action and progress against this will be included within the relevant service plan.

Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan:

The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor the Grants on a quarterly and annual basis to assess the grant applications that are both successful and unsuccessful.	J. Robinson	March 2019

Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	This EIA will be published on the Council's website.
Service users	✓	
Partners and stakeholders	✓	
Others	✓	
To ensure ease of access, what other communication needs/concerns are there?	✓	

Please delete as appropriate

I agree with this assessment / action plan

If disagree, state action/s required, reasons and details of who is to carry them out with timescales: N?A

Signed (Service Head): Julie Robinson

Date: 14.08.2018

Please send completed & signed assessment to Suzanne Kinder for publishing.

CABINET – 13TH DECEMBER 2018

Report of the Head of Customer Experience

Lead Member: Councillor Thomas Barkley

Part A

WRITE OFF REPORT FOR BUSINESS RATE PROPERTIES

Purpose of the Report

To seek Cabinet approval to write off irrecoverable debts in line with Financial Procedure Rules.

Recommendation

That the following debts be written off:

- 1) £21,932.31 owed by KM Shepshed Ltd;
- 2) £24,609.61 owed by Surrey Pubs and Inns Ltd;
- 3) £51,907.95 owed by Earl Pubs Ltd.

Reason

The normal enforcement/recovery and tracing of these debts have been exhausted and Write Off is now the only alternative.

Policy Justification

The Collection of Business Rates (National Non-Domestic Rates) is a statutory function.

The Council's financial procedures require any debt over £20,000 be approved by Cabinet.

Implementation Timetable including future Decisions and Scrutiny

Irrecoverable debts will be written off immediately following approval.

Report Implications

The following implications have been identified for this report

Financial implications

Since 1 April 2013 the Council retains a certain amount of the business rates collected whereas before that the whole amount was paid over to the Government. Therefore, this write off could impact on the amount of income receivable by the Council. However, there is a bad debt allowance already

included in the business rates projections for the year so it is unlikely that there will be any direct impact on the council's budgeted income for 2018/19.

Risk Management

There are no risks associated in this report

Key Decision: No

Background Papers: None

Officer to Contact: Karey Barnshaw
Head of Customer Experience
01509 634923
karey.barnshaw@charnwood.gov.uk

Part B

1. **KM Shepshed Limited** occupied the Armstrong Mill site at Charnwood Road, Shepshed at 1st April 2017. The company was still in the process of making monthly payments to enforcement agents in relation to 2016/17 business rates, with the final settlement taking place in July 2017. In the meantime payments were not being made towards the 2017/18 rate account and a liability order was issued by Loughborough Magistrates on 9th June 2017.
2. The company offered to continue with monthly instalments once the 2016/17 debt was settled but did not make payments and the matter was referred to enforcement agents on 11th August 2017. The director took advice from insolvency practitioners and convened a meeting to consider a company voluntary arrangement on 29th September 2017. The CVA was not accepted by HM Revenues & Customs, who had large arrears, and so was rejected. The company then called a meeting of creditors and entered liquidation on 13th October 2017.
3. The liquidators anticipate “a small dividend payment” to creditors but to date no payments have been received.
4. On 13th December 2013 **Surrey Pubs and Inns Ltd** took occupation of Varsity, 22 Market Street, Loughborough. Payments were not made as requested and the Loughborough Magistrates issued a liability order in June 2014. The matter was referred to enforcement agents who collected part payment but the company vacated the property on 30th July 2014. The agents returned their involvement in June 2015 as they were unable to find goods belonging to the company over which to take control.
5. The matter was then referred for winding-up proceedings and the Council served a statutory demand in March 2016. In separate proceedings by another Council the company was wound-up in June 2016 although that winding up order was subsequently rescinded. The company was dissolved on 27th February 2018.
6. **Earl Pubs Limited** took the tenancy of The Earl of Stamford, Front Street, Birstall in September 2014. Payments have been haphazard and the company has fallen into arrears with each year's rate charges. In addition there have been several disputes as who was in occupation of the property.
7. As a result of the non-payment the debts were referred to two companies of enforcement agents who have endeavoured to collect the outstanding monies. On 25th September 2017 Earl Pubs Ltd vacated the property and the enforcement agents returned their cases saying they are unable to find goods belonging to the company over which to take control.
8. The company was dissolved on 3rd July 2018.
9. The Business Rates team has concluded that the outstanding sums should be written-off because they are no longer appropriate to retain as debts in the

accounts as assets to the Authority. It seems prudent to write-off now rather than carry debts which are very unlikely to be recovered. In the scenario that the Council does receive some dividend towards the debt, the write-off would be reduced to take account of any payment received.

	Outstanding Rates	Outstanding Costs	Total Balance	Liable Period
Account 96243142 and 96243151 KM Shepshed Ltd 173 Charnwood Road, Shepshed LE12 9NN	£21,872.31	£60.00	£21,932.31	1st April 2017 to 12th October 2017
Account 96234703 Surrey Pubs and Inns Ltd Varsity, 22 Market Street, Loughborough LE11 3ER	£10,664.62	-	£10,664.62	13th December 2013 to 31st March 2014
	£13,944.99	-	£13,944.99	1st April 2014 to 29th July 2014
Account 96241992 Earl Pubs Ltd The Earl of Stamford, Front Street, Birstall LE4 4DP	£21,708.73	-	£21,708.73	1st April 2015 to 31st March 2016
	£22,613.50	£48.50	£22,662.00	1st April 2016 to 31st March 2017
	£7,477.22	£60.00	£7,537.22	1st April 2017 to 24th September 2017

Appendices

None

OVERVIEW SCRUTINY GROUP – 10TH DECEMBER 2018

Report of the Cabinet

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. FUTURE CEMETERY PROVISION IN LOUGHBOROUGH

B. REVENUE AND BENEFITS SERVICE FUTURE OPTIONS

Details of the Group's consideration of the items as reported to the Cabinet on the 18th October 2018 are set out in the appendix to this report.

The Chair of the Group, Councillor Capleton, attended the Cabinet's meeting on the 18th October 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:

Future Cemetery Provision in Loughborough

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

Revenue and Benefits Service Future Options

The Cabinet adopted the officer 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

FUTURE CEMETERY PROVISION IN LOUGHBOROUGH

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 Cleansing and Open Spaces.

Reason

Having considered the report and asked questions of the Lead Member for Loughborough, the Strategic Director of Neighbourhoods and Community Wellbeing and the Head of Cleansing and Open Spaces 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 Loughborough, the Strategic Director of Neighbourhoods and Community Wellbeing and the Head of Cleansing and Open Spaces attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) All the three sites proposed were considered suitable options but Allendale Road was chosen as the preferred site previously as it was the easiest site to bring into action as well as its good location and proximity to the town centre.
- (ii) The Nanpantan site was subsequently chosen as the preferred site due to a number of factors: the strong public support received, the capacity available, good public transport links and not being overlooked. The longevity of the site was referred to as making the site the most viable. The Nanpantan ground could offer more than 200 years capacity. This was thought to be the better option rather than choosing a smaller site and looking for another one in a short space of time.

REVENUE AND BENEFITS SERVICE FUTURE OPTIONS

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 Customer Experience.

Reason

Having considered the report and asked questions of the Lead Member for Performance of Major Contracts and the Strategic Director of Corporate 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 Performance of Major Contracts and the Strategic Director of Corporate Services attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The option of bringing the service back in house would require a significant amount of work and investment. An IT hosting solution would need to be procured whereas Capita already had systems in place and had the resilience in their team to ensure the continuity of the service.
- (ii) The option to join the shared services scheme was discussed and the Group was advised that there was some work to do in understanding the service level agreements in place and the existing agreements between the Councils.
- (iii) Risk and resilience were considered the most important considerations when looking at the future of the service. A larger, shared arrangement was considered the preferred option as that offered flexibility and better opportunities for managing risks and provided a resilient basis for the service delivery.
- (iv) Capita was noted to have made genuine efforts to improve their performance recently and the hope was that would continue. Extending the current contract was perceived to be the lowest risk option which was considered preferable. There was an option to extend the contract for up to 5 years but the shorter period would also be feasible.
- (v) Capita's financial position had improved as they had consolidated some of their assets and raised capital to help the business keep running. Their position was now considered stable. There was also a contingency plan in place as there was for all major contracts to ensure business continuity should the existing contractor become unable to provide the service.

- (vi) The Council would be piloting a flexible working scheme that included home working and would look at the security measures in place to protect data sharing. It was expected that the shared service partnership already had a system in place to meet security requirements and the new General Data Protection Regulations (GDPR).

OVERVIEW SCRUTINY GROUP – 10TH DECEMBER 2018

Report of the Head of Strategic Support

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	14 th January 2019 (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	14 th January 2019 (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	14 th January 2019 (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	14 th January 2019	Discretionary Houses in Multiple Occupation Licensing Scheme Options		Cabinet item for pre-decision scrutiny.	A. Simmons	Added by OSG at their meeting on 15 th October 2018.

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Overview Scrutiny Group	June 2019	Capital Plan Outturn 2018/19		Cabinet item for pre-decision scrutiny.	C. Hodgson	Added by SMB 08 August 2018 (see min 14.3).
Overview Scrutiny Group	June 2019	General Fund and HRA Revenue Outturn 2018/19 and Carry Forward of Budgets		Cabinet item for pre-decision scrutiny.	C. Hodgson	Added by SMB 08 August 2018 (see min 14.3).
Overview Scrutiny Group	As required	Capital Plan Amendment Reports		Cabinet Report 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.

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Note: Over the next 12 months, meetings of the Overview Scrutiny Group will be held as follows:						
	14 January 2019					
	11 February 2019					
	11 March 2019					
	8 April 2019					
	3 June 2019					
	1 July 2019					
	5 August 2019					
	16 September 2019					
	14 October 2019					
	11 November 2019					
	9 December 2019					



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

**Published
14th November 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?
Business Rates Write Off	To seek approval for the write off of unrecoverable business rate debt.	Cabinet	13th December 2018	Report	Yes	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk
Strategic and Private Sector Housing Fees Charges and Policy	To consider a Strategic and Private Sector Housing Fees and Charges Policy to ensure that the Council makes use of all powers available to it to recover the full cost of providing services where costs can be applied.	Cabinet	17th January 2019	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
18/01/2019 Council Tax – Amendment to Empty Homes Premium and Exemptions	To seek approval of changes to the Council Tax charges for Empty Homes and to introduce an exemption for Care Leavers.	Cabinet	14th February 2018	Report	Yes	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk
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	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@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	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@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	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@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?
Annual Procurement Plan 2019/20	To seek approval to the Annual Procurement Plan for 2019/20.	Cabinet	14th March 2019	Report	Yes	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@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
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	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@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?
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	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	July 2019 September 2019	Report	Yes	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	July 2019	Report	Yes	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk
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
Charnwood Grants	To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20.	Cabinet	September 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	September 2019	Report	Yes	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@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?
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	September 2019 November 2019	Report	Yes	Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@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?

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