



**OVERVIEW SCRUTINY GROUP**

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To: Councillors Capleton (Chair), Ranson (Vice-Chair), Bradshaw, Brookes, Jones 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, 2nd July 2018 at 6.30 pm for the following business.

Chief Executive

Southfields  
Loughborough

22nd June 2018

**AGENDA**

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 4 - 8  
To approve the minutes of the last meeting held.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
4. DECLARATIONS OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY PROCEDURE 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 5th July 2018:

(a) CAPITAL PLAN AMENDMENT REPORT 9 - 20

A report of the Head of Finance and Property Services to consider and approve changes to the 2018/19 – 2020/21 Capital Plan will be considered for pre-decision scrutiny in order to make recommendations as appropriate to the Cabinet.

(b) AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN 2018/19 21 - 27

A report of the Head of Finance and Property Services to approve the additions to the Annual Procurement Plan 2018/19 will be considered for pre-decision scrutiny in order to make recommendations as appropriate to the Cabinet.

(c) HEALTH AND SAFETY PERFORMANCE REPORT 2017/18 28 - 41

A report of the Head of Strategic Support to note the Council's Health and Safety performance over the year will be considered for pre-decision scrutiny in order to make recommendations as appropriate to the Cabinet.

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

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

8. WORK PROGRAMME 42 - 50

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 8TH MAY 2018

OSG 02 JULY 2018 ITEM 02
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PRESENT: The Chair (Councillor Taylor)  
Vice Chair (Councillor Bebbington)  
Councillors Bradshaw, Capleton, Gerrard and Jones

Chief Executive  
Head of Strategic and Private Sector Housing  
Team Leader Planning Enforcement  
Democratic Services Officer (NA)

APOLOGIES: Councillor Sutherland

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. She 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.

### 104. MINUTES OF THE PREVIOUS MEETING

A typographical error was cited in the last minutes which the Chair corrected.

The minutes of the meeting of the Group held on 9th April 2018 were then confirmed as a correct record and signed.

### 105. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

### 106. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

### 107. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions had been submitted.

### 108. REVISED PLANNING ENFORCEMENT POLICY

A report of the Head of Planning and Regeneration was considered seeking approval for the revised Planning Enforcement Policy (item 06A on the agenda filed with these minutes).

The Team Leader for Planning Enforcement attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The Group was advised that the policy had been updated in line with the changes to the National Planning Policy Framework (NPPF) and the advice was to have a plan which included the processes involved in planning enforcement and how the process worked for customers and officers. It also fitted with the Council's Corporate Enforcement Policy and the other enforcement policies.
- (ii) The Enforcement Team was working more closely with other Planning officers following the recent restructure. This meant that planning conditions for developments would be checked to ensure they were relevant and enforcement could be taken if necessary.
- (iii) The policy had been out for consultation to engage with the public and all local parish councils. There was a suggestion that training would be offered for parish councils to enable them to cascade the information to their residents as they received a lot of enquiries.
- (iv) The Group asked about the arrangements by which members were kept up to date with planning enforcement and were advised that a list could be provided for members' information.
- (v) The Group was pleased to see that enforcement had been taking place and cited some successful recent cases.
- (vi) The enforcement team also worked with the Private Sector Housing Team to refer matters when required if it was relating to private landlords and their properties. There were different options for enforcement depending upon the issue.
- (vii) Although some of the comments received via the consultation said that residents' concerns should take precedence it was felt that enforcement action should be taken on a case by case basis.
- (viii) There was a suggestion to engage with the local press to inform them of the work being undertaken by the Council and to assure the public that the Council was taking action where required.
- (ix) There were tight timescales in place which the Enforcement Team were meeting but resources were stretched due to staffing issues. There was a restructure taking place and recruitment was underway so the targets should be met long term.
- (x) Most action taken incurred no additional costs for the Council unless it progressed to court action.

**RESOLVED** that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Planning and Regeneration.

#### Reason

Having considered the report and asked questions of the Team Leader for Planning Enforcement on the matter, the Group concluded that it would be appropriate for the Cabinet to approve the recommendations set out in the report.

## 109. HOUSING ACQUISITION POLICY

A report of the Head of Strategic and Private Sector Housing was considered seeking approval of the Housing Acquisition Policy (item 06B on the agenda filed with these minutes).

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

- (i) The report to Cabinet set out the approach the Council would take to acquire properties in line with the scheme of delegation as well as the arrangements approved by the Chair of the Scrutiny Management Board to exempt individual decisions from call in, which should protect the Council from any major risks. There was a risk that by taking the acquisition of each property through the governance procedure each time it could result in properties being lost due to the length of time taken and the tight timescales involved in purchasing properties. That was why the policy included delegated authority rights for the Head of Service, to eliminate that risk.
- (ii) The Group was assured that the Council would look to acquire properties which met the housing need and would not purchase properties simply to spend the money. There was felt to be enough suitable properties on the market across the Borough that there would not be a problem in operating the policy.
- (iii) A Right to Buy discount would still exist on the properties purchased as the tenants in situ would be eligible for the right to buy scheme. However this would not become available for a period of 15 years. This meant there was a risk that properties could be lost due to right to buy in the longer term but it was dependent on the circumstances of the tenants living there.
- (iv) The Council was trying to meet the housing need by linking every part of the service to maximise delivery of housing stock to meet the housing need. This included the purchase of properties, the opportunity to buy back previously sold properties and bringing empty homes back into use. The Council was also working on negotiating the level of affordable homes through planning applications as well as looking at properties being gifted to the Council in circumstances where no Registered Provider could be found. This was the case where 5 homes had been gifted and there was the possibility of 26 more homes on another site becoming available. Developers and partner organisations were also approaching the Council to help assist in providing accommodation and their options were being considered.
- (v) 2 and 3 bedroom properties were identified as being the most in demand properties, from the information taken from the housing register. Houses and bungalows were seen as better investments as flats would require service charges to be paid which could be costly. It was also dependent on the expenditure needed to bring the properties up to the liveable standard.
- (vi) The affordable housing need in the Borough was highlighted as a concern. The Group was advised that there were measures in place to meet this need where possible, for example using the section 106 agreements

through the planning system to provide affordable housing but it was not always possible to meet the target. The level of affordable housing need would be revised as part of the preparation of the Council's next local plan.

- (vii) The money being spent on the purchase of properties was financed from the Right to Buy receipts and the HRA (Housing Revenue Account) rather than through borrowing. It was seen as a good investment and a good use for the money given the low investment rate returns.
- (viii) Some suggestions such as buying properties with a leaseholder or buying back properties when available were put forward and the Group was advised that all options were being considered but getting value for money and obtaining the maximum number of properties were the most important objectives.
- (ix) The Council currently had funding available to buy properties and engage more with developers. For example being given first refusal on one site to purchase properties at market value.
- (x) The Government policy of an annual rent reduction would end in 2020. Social housing rents would increase by 1% per annum and was fixed for a 10 year period. The Group queried whether the increased money received could be used to purchase properties but was advised that it would correct the deficit created by the previous rent reduction rate. The Group was advised that this information would be clarified following the meeting\*.

\*Note: The Head of Strategic and Private Sector Housing afterwards clarified that in October 2017 the Government announced that Social Housing rents would rise by the Consumer Price Index plus 1 per cent from 2020 to 2025.

**RESOLVED** that the Cabinet be informed that the Group supports the recommendations as set out in the report of the Head of Strategic and Private Sector Housing.

#### Reason

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

#### 110. 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).

Both the Chair and Vice Chair of the Group passed on the Leader's thanks to the Group for their work which he valued.

**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.

### 111. 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:

- Lightbulb Service Implementation Update – October 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 25th June 2018 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of the minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Group.



**CABINET – 5TH JULY 2018****Report of the Head of Finance and Property Services  
Lead Member: Cllr Tom Barkley****Part A**ITEM        CAPITAL PLAN AMENDMENT REPORTPurpose of the Report

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

Recommendations

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

Reasons

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

Policy Justification and Previous Decisions

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

Implementation Timetable including Future Decisions and Scrutiny

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

Report Implications

The following implications have been identified for this report.

*Financial Implications*

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

## Risk Management

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

Key Decision:

Yes

Background Papers:

None

Officer to Contact:

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Head of Finance and Property Services  
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## Part B

### Background - Capital Plan

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

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

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

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

## Information on Major Changes

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

7. **Beehive Lane car park fire and evacuation safety system, £125k** – this is a new scheme, needing approval. The 6 level building of Beehive Lane car park currently has no on-site method of alerting occupants to any dangerous situation which may necessitate evacuation.  
  
Following a recent high profile fire at a multi-storey car park in Liverpool, Street Management approached Leicestershire County Council Health & Safety Service for advice on fire safety precautions for the car park. The operational advice is being implemented. However, they recommended that to improve the fire safety of the building the Council should install a new alarm system and a dry riser for use by the Fire Service if required. As most fire tenders only carry ladders and hoses that will reach the first or second level this appears to indicate that total building loss is envisaged in the current fire plan should a serious fire take hold. The installation of a dry riser would help to minimise the potential for total building loss. The installation of a fire detection and evacuation alarm system would ensure that in the event of an emergency, the alarm can be raised to ensure the building is evacuated and people prevented from entering the building.  
  
The full design of the scheme will form part of the tendering process, to ensure the relevant expert advice is sought and the most appropriate system installed.
8. **Disabled Facilities Grants £15k** – confirmation has been received that the allocation from the Bettercare fund will be £920,160 which is £15k higher than original estimated. The scheme budget will be increased to allow the extra income to be spent on disabled adaptations.
9. The Capital Plan is fully funded as per the table in paragraph 2 of this report.

### Appendices

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

**CAPITAL PLAN AMENDMENT REPORT 2018/19**
**Appendix 1**

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

CAPITAL PLAN 2018/19

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

CAPITAL PLAN 2018/19

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



CAPITAL PLAN 2018/19

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

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

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

CAPITAL PLAN 2018/19

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

**CABINET – 5TH JULY 2018****Report of the Head of Finance and Property Services****Lead Member: Councilor Tom Barkley****Part A**ITEM AMENDMENTS TO ANNUAL PROCUREMENT PLAN 2018/19Purpose of Report

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

Recommendations

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

Reasons

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

Policy Justification and Previous Decisions

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

Implementation Timetable including Future Decisions and Scrutiny

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

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

Financial Implications

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

Risk Management

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

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

Key Decision: Yes

Background Papers: None

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Clare Hodgson  
Head of Finance and Property Services  
01509 634810  
[Clare.hodgson@charnwood.gov.uk](mailto:Clare.hodgson@charnwood.gov.uk)

## Part B

### Background

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

### Procedure

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

### Appendices

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

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

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## APPENDIX A

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

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

## APPENDIX B

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

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

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

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

## CABINET – 5TH JULY 2018

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

#### Part A

#### ITEM ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2017-18

##### Purpose of Report

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

##### Recommendation

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

##### Reason

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

##### Policy Justification and Previous Decisions

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

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

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

##### Implementation Timetable including Future Decisions and Scrutiny

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

## Report Implications

The following implications have been identified for this report.

### *Financial Implications*

There are no financial implications directly related to this report.

### *Risk Management*

There are no specific risks associated with this decision.

Key Decision: No

Background Papers: None

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## Part B

### Background

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

### Appendices:

Appendix A            Annual Health & Safety Report 2017-18.



## **Annual Health and Safety Report**

**2017 - 2018**

<b>Contents</b>	<b>Page</b>
Introduction	3
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Training Statistics	7
Occupational Health/Health Surveillance	9
Corporate Health and Safety Committee Objectives	9
Legislative Changes	10
Policy and Guidance Document Changes	10
New Initiatives	11



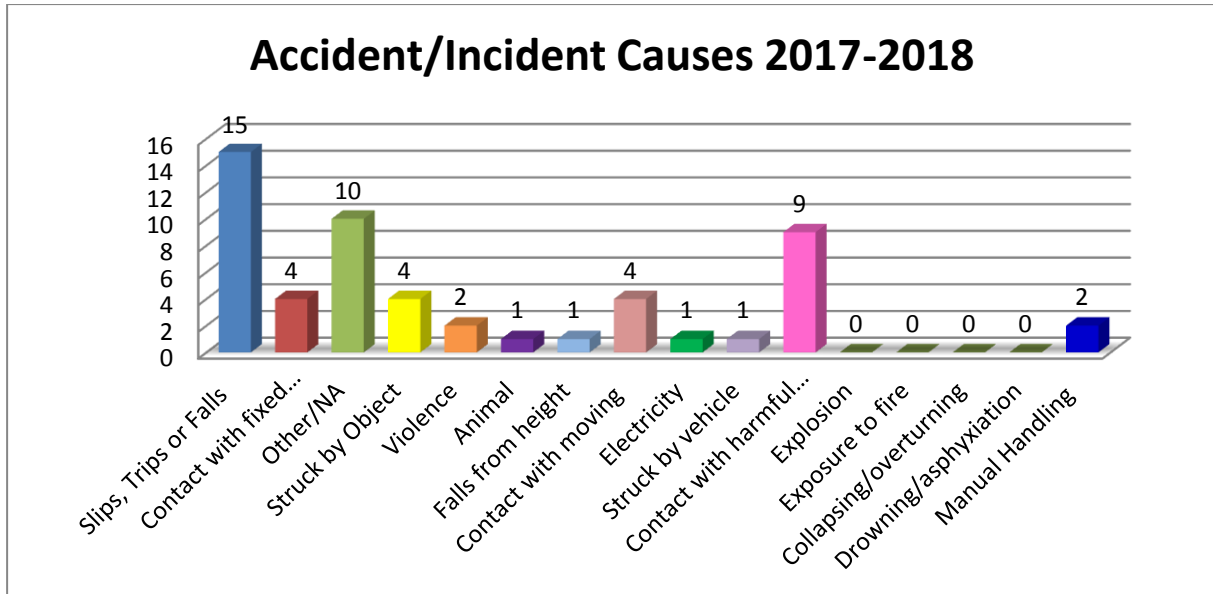
## **Introduction**

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

## **Accident Data Analysis**

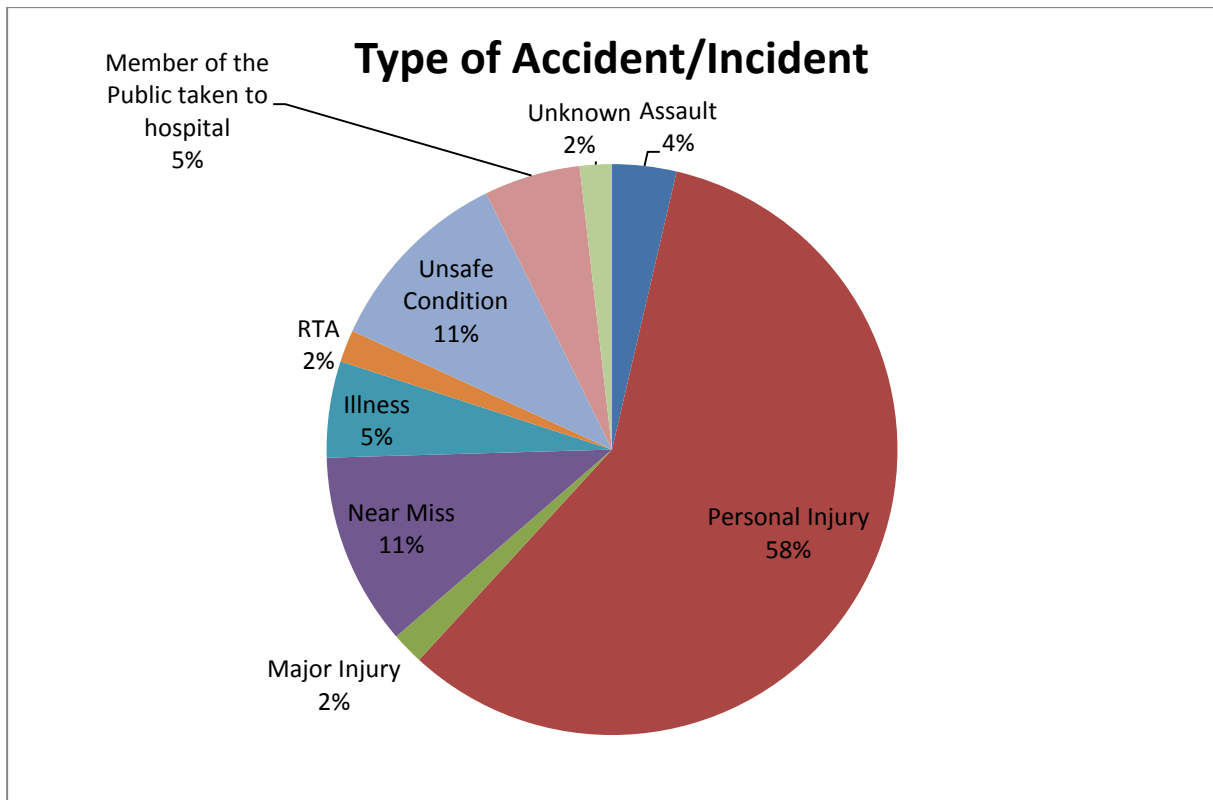
6. All accident/incident statistics, health and safety activities, insurance claims and strategic risks are presented to the Corporate Management Team (CMT) within the Risk Management Group (RMG) on a quarterly basis. CMT includes all Heads of Service, Strategic Directors and the Chief Executive.

Figure 1- Corporate Accidents by Causes 2017-18



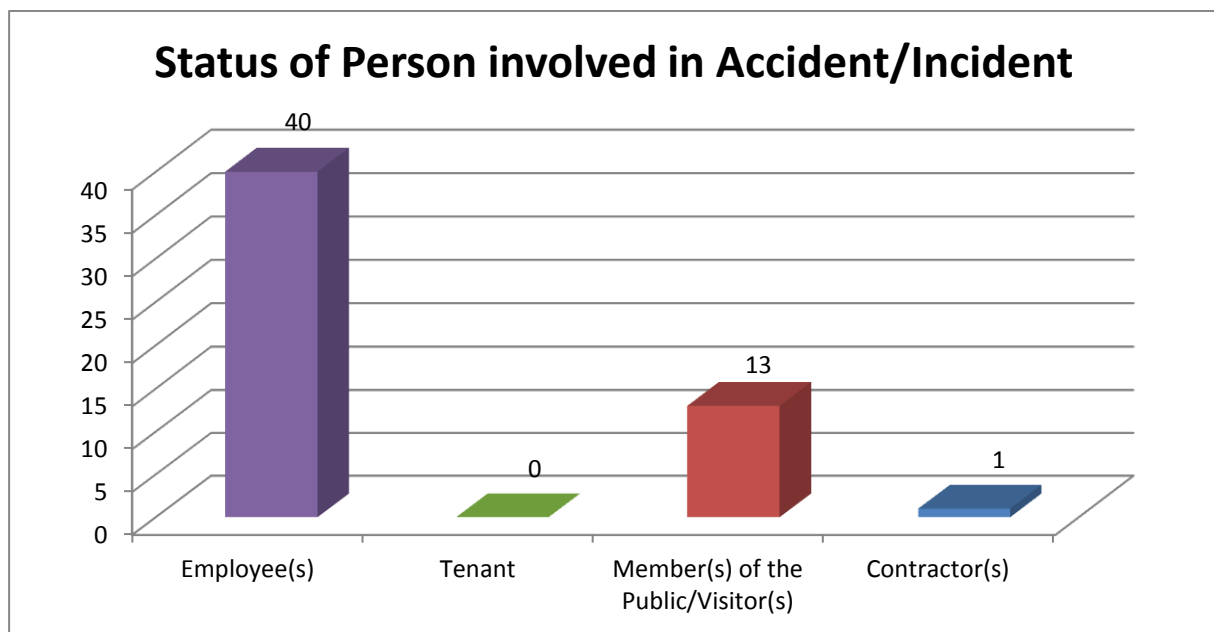
7. The graph above highlights that there have been a total of 54 accidents/incidents within the Council during the 2017-18 financial year. Clearly slips, trips and falls are the single biggest cause of accidents/incidents, accounting for 27.8%.

Figure 2- Type of Accident/Incident



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

Figure 3- Status of Person involved in Accident/Incident



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

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

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

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

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

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

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

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

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

Southfields

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

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

ICS

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

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

## **Audit Statistics**

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

Table 2- Audit Outcomes

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

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

## **Training Statistics**

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

## Corporate Health and Safety Training Courses

**Table 3 – Corporate Training (All Service Areas)**

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

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

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

### **Occupational Health/Health Surveillance**

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

29. Health monitoring undertaken in 2017-18 includes;

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

### **Corporate Health and Safety Committee Objectives**

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

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

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

### **Legislative Changes**

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

### **Policy and Guidance Document Changes**

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

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

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



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

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

### **New Initiatives**

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

# Agenda Item 8|

## OVERVIEW SCRUTINY GROUP – 2ND JULY 2018

### Report of the Head of Strategic Support

ITEM 08

#### WORK PROGRAMME

##### Purpose of Report

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

##### Work Programme

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

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

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

##### Key Decisions

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

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

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

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

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Overview Scrutiny Group	10th Sept 2018	Future Cemetery Provision for Loughborough		Cabinet item for pre-decision scrutiny.	M. Bradford	Added by SMB 13 June 2018 (see min 6.6).
Overview Scrutiny Group	As required	Capital Plan Amendment Reports		Cabinet 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.

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

13th August 2018  
10th September 2018  
15th October 2018  
12th November 2018  
10th December 2018  
14th January 2019



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

**Published  
6th June 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](mailto:democracy@charnwood.gov.uk)

## **FORTHCOMING EXECUTIVE KEY DECISIONS**

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

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?
Medium Term Financial Strategy 2019-2022	To present a revised MTFS to Cabinet and Council for approval.	Cabinet  Council	15th November 2018  21st January 2019	Report  Report	Yes  Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Charnwood Grants	To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2018/19.	Cabinet	13th December 2018	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 <a href="mailto:julie.robinson@charnwood.gov.uk">julie.robinson@charnwood.gov.uk</a>
Draft General Fund and HRA 2019-20 Budgets	To seek approval to the Draft Revenue Budget for 2019-20 as a basis for consultation.	Cabinet	13th December 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	13th December 2018  21st January 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	13th December 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy 2019-20	To seek approval to the Treasury and Investment Strategy for 2019-20 and to seek approval to the annual report on the Prudential Code.	Cabinet  Council	14th February 2019  25th February 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>

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?
2019-20 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2019-20 and to propose the Council Tax for approval by Council.	Cabinet Council	14th February 2019 25th February 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the current Capital Plan.	Cabinet Council	14th March 2019 25th March 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Annual Procurement Plan 2019/20	To seek approval to the Annual Procurement Plan for 2019/20.	Cabinet	14th March 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
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 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
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 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
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 <a href="mailto:adrian.ward@charnwood.gov.uk">adrian.ward@charnwood.gov.uk</a>



## **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.

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

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:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor Morgan (Conservative)	<b>Leader of the Council</b> Whole Council, Strategic Partnerships and Communications
Councillor Barkley (Conservative)	<b>Deputy Leader of the Council</b> 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