



CABINET

This meeting will be recorded and the sound recording subsequently made available via the Council's website.

Please also note that under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, other people may film, record, tweet or blog from this meeting. The use of any images or sound recordings is not under the Council's control.

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

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in The Preston Room, Woodgate Chambers, Woodgate, Loughborough on Thursday, 14th March 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

1st March 2019

AGENDA

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

5 - 12

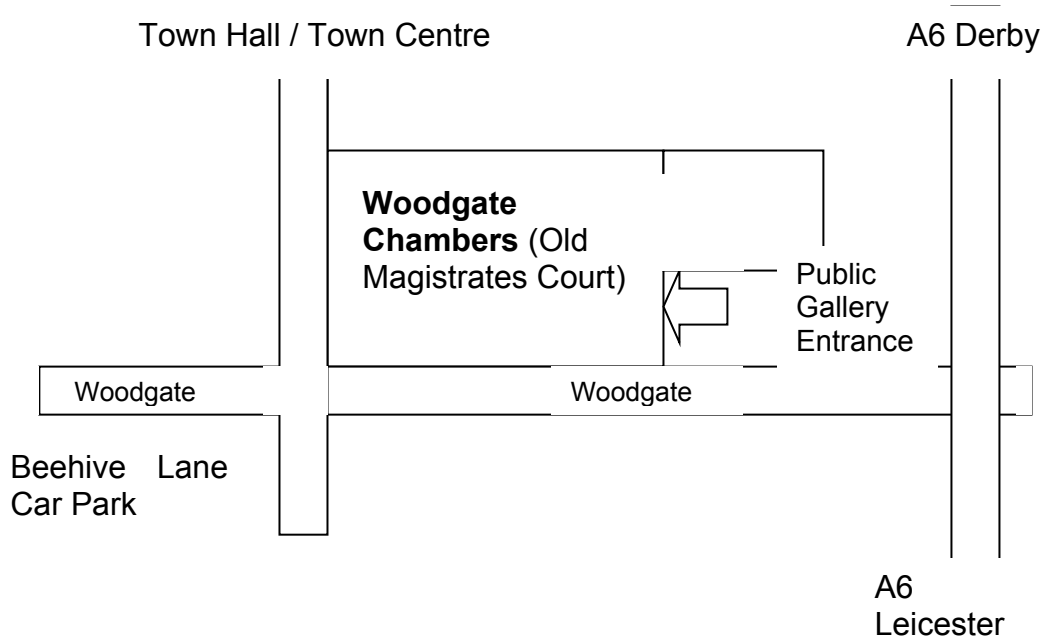
To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7
- The deadline for questions is noon on Wednesday, 6th March 2019.
6. BUSINESS PLAN 2019/20 13 - 34
- A report of the Chief Executive to consider the Council's Business Plan for 2019/20.
- Key Decision*
7. HOUSING INCOME AND FINANCIAL INCLUSION POLICY 2019-2024 35 - 53
- A report of the Head of Landlord Services to consider a Housing Income and Financial Inclusion Policy 2019-2024.
- Key Decision*
8. HOUSING CAPITAL PROGRAMME 2019/20 54 - 60
- A report of the Head of Landlord Services to consider the Housing Capital Programme for 2019/20.
- Key Decision*
9. CHILDREN AND YOUNG PEOPLE'S STRATEGY 2019-2024 61 - 110
- A report of the Head of Neighbourhood Services to consider a Children and Young People's Strategy 2019-2024.
- Key Decision*
10. CHARNWOOD GRANTS - ROUND FOUR 2018/19 - COMMUNITY FACILITIES AND COMMUNITY DEVELOPMENT AND ENGAGEMENT GRANT APPLICATIONS 111 - 129
- A report of the Head of Neighbourhood Services to consider applications received for funding in additional round four of the Community Facilities and Community Development and Engagement Grants schemes for 2018/19.
- Key Decision*
11. ANNUAL PROCUREMENT PLAN 2019/20 130 - 138
- A report of the Head of Finance and Property Services to consider the Council's Annual Procurement Plan for 2019/20.
- Key Decision*

12. CAPITAL PLAN AMENDMENT REPORT 139 - 151
- A report of the Head of Finance and Property Services to consider changes to the current Capital Plan and its financing.
- Key Decision*
13. LOCAL DEVELOPMENT SCHEME 152 - 170
- A report of the Head of Planning and Regeneration to consider a revised Local Development Scheme, so that the programme for the preparation of planning documents for Charnwood is agreed.
- Key Decision*
14. REVIEW OF CONSERVATION AREA BOUNDARIES - BEEBY, BARKBY, QUENIBOROUGH, HATHERN AND THURCASTON 171 - 275
- A report of the Head of Planning and Regeneration proposing formal adoption of revised Conservation Area boundaries and requesting delegated authority to update Character Appraisals and Management Plans identified in the Barkby and Barkby Thorpe, Beeby, Hathern, Queniborough and Thurcaston Conservation Area Review reports.
15. BUDGET VIREMENTS IN PLANNING AND REGENERATION SERVICE 276 - 280
- A report of the Head of Planning and Regeneration requesting approval of budget virements to meet forecast expenditure on agency staff to year end.
16. REVIEW OF THE CONSTITUTION 281 - 301
- A report of the Monitoring Officer to consider amendments to the Constitution following the annual review, for recommendation to Council.

WHERE TO FIND WOODGATE CHAMBERS AND PUBLIC ACCESS

Woodgate Chambers
70 Woodgate
Loughborough
Leics
LE11 2TZ



CABINET 14TH FEBRUARY 2019

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

Councillor Capleton
Councillor Miah

Chief Executive
Strategic Director of Corporate Services
Head of Strategic Support
Head of Strategic and Private Sector Housing
Head of Customer Experience
Head of Finance and Property Services
Democratic Services Officer (LS)

APOLOGIES: Councillors Mercer and Smidowicz

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

79. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

The following disclosures were made:

- (i) Councillor Morgan – a non-pecuniary interest in item 8 on the agenda (Council Tax – Amendments to the Empty Homes Premium and Exemptions). Councillor Morgan stated that he was a trustee of a property fund, but not a beneficiary.
- (ii) Councillors Barkley, Poland, Morgan and Taylor – non-pecuniary interests in item 7 on the agenda (Lightbulb Service Implementation Update) as Leicestershire County Councillors.

80. LEADER'S ANNOUNCEMENTS

The Leader and others present wished to congratulate Councillor Vardy on his engagement to be married.

81. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 17th January 2019 were confirmed as a correct record and signed.

82. QUESTIONS UNDER CABINET PROCEDURE 10.7

No questions had been submitted.

83. BUDGET SCRUTINY PANEL

Considered a report of the Head of Strategic Support to consider the findings and recommendation of the Budget Scrutiny Panel, alongside officer advice and a recommendation in response (item 6 on the agenda filed with these minutes).

Councillor Miah, Chair of the Scrutiny Management Board and the Budget Scrutiny Panel, presented the report and the Panel's recommendation. The Strategic Director of Corporate Services presented the officer recommendation and advice in response.

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

The Leader wished to thank the Panel for its valuable scrutiny of the matter.

RESOLVED that the Panel's view that there should be a statement in the next Medium Term Financial Strategy regarding the Council's future approach to the need for further savings or income generation and the use of reserves be agreed.

Reason

To enable a context to be provided for future decision making and inform scrutiny of the Council's budgets and other financial matters.

84. LIGHTBULB SERVICE IMPLEMENTATION UPDATE

Considered a report of the Head of Strategic and Private Sector Housing to consider both an update on the Lightbulb Service model and the continuation of the Lightbulb Service in Charnwood (item 7 on the agenda filed with these minutes).

Councillor Capleton, Chair of the Overview Scrutiny Group, presented a report detailing the Group's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Head of Strategic and Private Sector Housing assisted with consideration of the report.

RESOLVED

1. that the implementation, review and performance of the Lightbulb Service model in Charnwood be noted;
2. that participation in the Lightbulb Service Model, for a period of 3 years with a possible 2 year extension (ie. financial years 2019-2020 to 2023-2024) be agreed;

3. that Option 2 at a cost of £127,525 for 2019-2020 be approved, this being capital expenditure financed through the Disabled Facilities Grant;
4. that if there are any significant changes to costs or Government funding during the agreement period, Charnwood's participation in the Scheme will be reviewed and a report brought back to Cabinet;
5. that the report of the Overview Scrutiny Group be noted.

Reasons

1. To enable Cabinet to understand the performance and the benefits of the model to residents of the Borough.
- 2.&3. To enable Cabinet to agree the continuation of the Lightbulb Service Model, following presentation of the Lightbulb Business Case, internal review and the method of funding.
4. To allow reconsideration if Government funding is withdrawn or reduced or the costs of the Scheme to Charnwood alter significantly.
5. To acknowledge the work undertaken by and the views of the Overview Scrutiny Group.

85. COUNCIL TAX - AMENDMENT TO THE EMPTY HOMES PREMIUM AND EXEMPTIONS

Considered a report of the Head of Customer Experience to consider amendments to the Empty Homes Premium and to relief offered on properties which are unoccupied, unfurnished and uninhabitable, also the introduction of a Care Leavers Policy to offer Council Tax relief, for recommendation to Council (item 8 on the agenda filed with these minutes).

The Head of Customer Experience assisted with consideration of the report.

RESOLVED

1. that the proposed amendments to the Council Tax Empty Homes Premium and the relief offered on properties which are unoccupied, unfurnished and uninhabitable, and the dates of introduction of amendments, as set out below, **be recommended to Council:**

Empty homes Premium

Length of time property empty	Additional Premium
2 - 5 years (introduce from 2019)	100%
5 - 10 years (introduce from 2020)	200%
10 years+ (introduce from 2021)	300%

Unoccupied, unfurnished and uninhabitable properties

Amend current discount for properties which are unoccupied, unfurnished and uninhabitable from 50% for 12 months to 100% for 6 months – effective from 1st April 2019;

2. that the introduction of the Charnwood Care Leavers Policy, as set out in Appendix A of the report of the Head of Customer Experience, **be recommended to Council.**

Reasons

1. To increase the incentives for bringing empty properties back into use from 1st April 2019.
2. To facilitate the introduction of the Charnwood Care Leavers Policy from 1st April 2019, to support those leaving the care system and moving to independent living in line with all other Local Authorities in Leicestershire.

86. GENERAL FUND AND HRA REVENUE BUDGETS 2019/20

Considered a report of the Head of Finance and Property Services to consider the proposed General Fund and Housing Revenue Account (HRA) Revenue Budgets for 2019/20, incorporating the proposed Council Tax levy, and the 2019/20 proposals to increase rent and service charges within the ring fenced Housing Revenue Account, for recommendation to Council (item 9 on the agenda filed with these minutes).

The Head of Finance and Property Services assisted with consideration of the report. Further to the report, she outlined minor amendments to the draft budget set out and the reasons for those.

RESOLVED that Council be recommended:

1. to approve the Original General Fund Revenue Budget for 2019/20 at £16,954,156 as set out in Appendix 1 to the report of the Head of Finance and Property Services;
2. to set a base Council Tax at £122.09 at Band D, an increase of £5 on the 2018/19 rate;
3. to set the Loughborough Special Levy at £74.97, no increase on 2018/19 rate, as set out in Appendix 3 to the report of the Head of Finance and Property Services;
4. to approve the following items to the Loughborough Special Levy:
 - Funding for the costs of opening Biggin Street, Loughborough toilets on a Friday, ongoing £4.4k
 - Funding for Voluntary and Community Grants within Loughborough, on an ongoing basis £20k
 - Contribution towards Open Spaces grounds maintenance work in Loughborough, to be reviewed each year £120k;

5. to approve the Original HRA Budget for 2019/20 as set out in Appendix 5 to the report of the Head of Finance and Property Services;
6. to amend the HRA weekly rents in line with the Ministry of Housing, Communities and Local Government (MHCLG) guidance;
7. to approve that the non-HRA dwelling properties retain their current rents as charged in 2018/19;
8. to approve the HRA service charges in accordance with the MHCLG Guidance;
9. to approve that the shop rents retain their current rents in accordance with an assessment by the Valuation Office;
10. to approve that garage rents are increased by 2.49% in accordance with the assessment by the Valuation Office;
11. to approve that the Leasehold Management and Administration charge increases to £113.06 per annum;
12. that the Lifeline weekly charge is increased in line with MHCLG Guidance;
13. to determine that the basic amount of Council Tax for 2019/20 is not excessive according to the principles set out by the Secretary of State;
14. that delegation be given to the s151 Officer, in conjunction with the Cabinet Lead Member for Finance and Property, to amend this report for Council in line with the final settlement and updated NNDR figures.

Reasons

1. So that the necessary finance is approved to carry out services in 2019/20.
2. So that the Council Tax can be set in accordance with legal and statutory requirements.
3. So that a Loughborough Special Levy can be set in accordance with legal and statutory requirements.
4. To enable items to be added to the Loughborough Special Rate in:
 - Opening Biggin Street toilets (Loughborough) on a Friday on an ongoing basis;
 - Funding for Voluntary and Community Grants within Loughborough on an ongoing basis;
 - Contribution towards costs for Open Spaces grounds maintenance work in Loughborough to be reviewed on an annual basis.
5. To ensure sufficient funding for the Housing Revenue Account in 2019/20.

6. To comply with social housing rents guidance which, for 2019/20, is a 1% reduction in rents payable by tenants.
7. To reflect the greater flexibility for rental options for non-HRA dwellings.
8. To ensure the correct alignment of costs and service charges for tenants in accordance with best practice.
9. So that shop rents follow the assessment and guidance provided by the Valuation Office.
10. To increase the rent generated for garages in line with the guidance from the Valuation Office.
11. So that there is sufficient recovery of the costs associated with operating the leasehold flat and shop services.
12. So that there is sufficient recovery of the costs associated with operating the Lifeline service.
13. To comply with the requirements of the Local Government Finance Act 1992.
14. To update the budget report in line with final settlement figures once these are received.

87. CAPITAL STRATEGY (INCLUDING TREASURY MANAGEMENT STRATEGY) 2019/20

Considered a report of the Head of Finance and Property Services to consider a Capital Strategy, newly required under the Prudential Code, also the Treasury Management Strategy Statement together with the Annual Investment Strategy and Minimum Revenue Provision (MRP) Policy for 2019/20, for recommendation to Council (item 10 on the agenda filed with these minutes).

Councillor Capleton, Chair of the Overview Scrutiny Group, presented a report detailing the Group's pre-decision scrutiny of the matter (copy filed with these minutes).

The Leader wished to thank the Overview Scrutiny Group for its valuable work in undertaking pre-decision scrutiny.

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

RESOLVED

1. that the Capital Strategy, as set out at Appendix A to the report of the Head of Finance and Property Services, be approved **and recommended to Council**;
2. that the Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy, as set out in Appendix B to the report of

the Head of Finance and Property Services, be approved **and recommended to Council**;

3. that the Prudential and Treasury Indicators, also set out in Appendix B to the report of the Head of Finance and Property Services, be approved **and recommended to Council**;
4. that the report of the Overview Scrutiny Group be noted.

Reasons

1. To enable the Council to comply with the statutory code of practice issued by CIPFA: 'The Prudential Code for Capital Finance in Local Authorities, 2017 Edition'.
2. To ensure that the Council's governance and management procedures for Treasury Management reflect best practice and comply with the CIPFA Treasury Management in the Public Services Code of Practice, Guidance Notes and Treasury Management Policy Statement.
3. To ensure that funding of capital expenditure is taken within the totality of the Council's financial position and that borrowing and investment is only carried out with proper regard to the Prudential Code for Capital Finance in Local Authorities.
4. To acknowledge the work undertaken by and the views of the Overview Scrutiny Group.

88. REGULATION OF INVESTIGATORY POWERS ACT - POLICY AND REVIEW OF USE DURING 2018

Considered a report of the Head of Strategic Support to consider approving a Regulation of Investigatory Powers Act (also known as RIPA, or the 2000 Act) Policy, and consider a summary of the use of RIPA during 2018 (item 11 on the agenda filed with these minutes).

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

RESOLVED

1. that it be noted that there has been no use of RIPA by the Council during the calendar year 2018;
2. that the Audit Committee be requested to continue its responsibility for receiving a quarterly report on the use of RIPA, and to report to Cabinet any concerns arising from those reports that may indicate that the use of RIPA is not consistent with the Policy or that the Policy may not be fit for purpose;
3. that the updated RIPA Policy Statement, attached as an appendix to the report of the Head of Strategic Support, be approved.

Reasons

1. To ensure compliance with the requirements of the Home Office's current 'Code of Practice – Covert Surveillance and Property Interference' relating to the involvement of elected Members in approving the RIPA policy and reviewing the Council's use of RIPA on at least an annual basis.
2. To ensure compliance with the requirements of the Home Office's latest 'Code of Practice – Covert Surveillance and Property Interference' relating to elected Members considering reports on the use of RIPA on at least a quarterly basis to ensure that it is being used consistently with the policy and the policy remains fit for purpose.
3. To ensure that the Council's RIPA Policy Statement remains up to date and consistent with the relevant legislation and codes of practice.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on 22nd February 2019 unless called in under Scrutiny Committee Procedure Rule 11.7.
2. No reference may be made to these minutes at the Council meeting on 25th March 2019 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on 22nd February 2019.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET - 14TH MARCH 2019

Report of the Chief Executive Lead Member: Councillor Jonathan Morgan

Part A

ITEM 6 BUSINESS PLAN 2019-20

Purpose of Report

To propose the Council's Business Plan for 2019-20.

Recommendations

1. That the 2019-20 Business Plan, appended to this report, be approved.
2. That delegated authority be given to the Chief Executive, in consultation with the Leader, to make minor amendments to the Business Plan.

Reasons

1. To identify the Council's key activities and performance indicators for 2019-20 that support the objectives set out in the Corporate Plan (2016-2020).
2. To allow minor corrections and amendments to be made in a timely manner prior to publication and throughout the 2019-20 Business Plan.

Policy Justification and Previous Decisions

In August 2011 Cabinet agreed its vision for Charnwood to guide and influence the development of future corporate strategies and plans, and wider partnership working where appropriate.

The vision was revisited for the development of the Corporate Plan for 2016- 2020 and the Cabinet have confirmed that it still represents the direction for the Council. The Corporate Plan was approved by Council on 29th February 2016.

This Business Plan is a one-year plan for 2019-20 which supports the delivery of the Corporate Plan by setting out both the key activities that services will undertake to deliver the objectives and the key corporate indicators that will be used to monitor progress.

This is the fourth and final Business Plan of the 2016-2020 Corporate Plan.

Implementation Timetable including Future Decisions and Scrutiny

If approved the Business Plan will be published at the end of the Call-in period (unless the matter is called in) on the Councils website for public accessibility and intranet for staff and elected members.

The performance indicators set out in the Business Plan will be reported on quarterly throughout 2019-20 to the relevant scrutiny committees and an annual report will be published, in line with previous years in August 2020.

Report Implications

The following implications have been identified for this report.

Financial Implications

The Business Plan 2019-20 will be funded within the financial strategy and budget approved by Council on 25th February 2019. At this stage, on the basis of the financial strategy, the Business Plan 2019-20 does not have any additional financial implications.

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	Overall Risk	Risk Management Actions Planned
Further reductions in funding or income over the lifetime of the Business Plan may result in objectives not being delivered, impacting on customers and leading to reputational damage to the Council.	Unlikely (2)	Significant (2)	Low (4)	The outcomes will be monitored operationally by the Senior Management Team and reviewed regularly in light of any potential funding changes.

Equality and Diversity

An overarching Equality Impact Assessment has been undertaken on the Corporate Plan (2016-20) to consider the overall impact on our communities. Subsequent Equality Impact Assessments will be undertaken on individual tasks and activities, if appropriate.

In supporting the Corporate Plan (2016-20), the Business Plan 2019-20 has a strong focus on activities and performance indicators which support residents' priorities and those areas that the Council recognises as requiring additional support; therefore the Business Plan should be beneficial for many of those within the community who need us the most.

The overall impact of the Business Plan can be considered to be positive. However it is important that as specific initiatives are undertaken to deliver the Business Plan that where appropriate they are assessed individually to ensure that the Council complies with its statutory duty to give due regard to the need to:

- eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act.
- advance equality of opportunity between people who share a protected characteristic and those who do not.

- foster good relations between people who share a protected characteristic and those who do not.
- encourage participation by people with disabilities in public life and take account of the disabilities of individuals, even when that involves treating people with disabilities more favourable.

Crime and Disorder

The Business Plan specifically covers crime and disorder under the second theme within the Plan, “Every Resident Matters”. The theme features an objective to “keep our residents safe through implementing a new Community Safety Plan, combatting ASB and investing in emergency planning, food safety and safeguarding”. This objective in particular will focus on the work the Council will be doing to reduce anti-social behaviour, reduce burglaries and reduce re-offending as well as reassuring residents and increasing confidence that effective action is being taken by the Council and its key partners in this area.

Key Decision:	Yes
Background Papers:	<p>Cabinet, 4th August 2011, Item 6, A Vision For Charnwood Cabinet, 18th February 2016, Item 9, Corporate Plan 2016- 2020 Council, 29th February 2016, Item 8.1, Corporate Plan 2016-2020 Council, 26th February 2018, Item 6.2, New Capital Plan 2018-19 to 2020-21 Cabinet, 15th March 2018, Item 9, Business Plan 2018-19 Council, 25th February 2019, Item 6.1, Special Expenses General Fund and HRA Revenue Budgets</p>
Officer(s) to contact:	<p>Simon Jackson Strategic Director of Corporate Services 01509 634699 simon.jackson@charnwood.gov.uk</p> <p>Adrian Ward Head of Strategic Support 01509 634573 adrian.ward@charnwood.gov.uk</p> <p>Suzanne Kinder Corporate Improvement & Policy Officer 01509 634504 suzanne.kinder@charnwood.gov.uk</p>

Part B

Background

1. An overarching vision for the Borough to 2033 was developed in August 2011, and included specific aspirations for our communities and the places where we live, work and enjoy. The vision provided a framework in which to develop the Corporate Plan.
2. A Corporate Plan for 2016-2020 was agreed by Cabinet on 18th February 2016 and by Council on 29th February 2016. The Corporate Plan was influenced by the priorities gathered from residents during consultation in summer 2015.
3. Further feedback was sought from residents in autumn 2017, as a mid-point review, to ensure that the priorities featured within in the Corporate Plan 2016-2020 continued to be reflective of that of our residents.

Development of the Business Plan

4. This Business Plan, which covers 2019-20, is the fourth and final Business Plan of the current Corporate Plan.
5. The Business Plan is structured in two parts: firstly it outlines the activities and tasks which will support the objectives set out in the Council's Corporate Plan; secondly it identifies key indicators which will monitor the Council's corporate performance.
6. Heads of Service completed the Business Plan by reviewing their existing activities and outlining the activities that they would be undertaking in the forthcoming year to support the objectives within the Corporate Plan.
7. The Business Plan also specifically outlines activities which the Council is currently undertaking as part of the Corporate Transformation Programme.
8. As this Business Plan only measures corporate initiatives, activities and indicators, each service area also produces an individual team plan and team indicators. Team plans will be primarily for the use of services to manage their team on an ongoing basis. Activities which feature in the Business Plan will be outlined in greater detail in these team plans.
9. This Business Plan will be used by Directors and Elected Members to monitor progress and achievement against the activities, ensuring that activities are delivered and targets are on track.
10. All activity which has been completed during the previous year (2018-19) will be captured in an Annual Report that will be published in summer 2019.

Appendix

Business Plan 2019-20



Charnwood Borough Council

Business Plan 2019- 2020

Introduction

This Business Plan is a key document for recording how service areas and corporate related activity will work to deliver the objectives of the Council's Corporate Plan 2016-2020. This Plan will be used by Directorates and Elected Members to monitor progress and achievements against the activities in the Plan, ensuring targets are on track and delivered. The Plan is also published annually to enable scrutiny from our residents and service users.

All services across the Council contribute to the overall delivery of the Corporate Plan in a variety of ways. As this Business Plan only measures corporate activities and indicators, each service area will be required to produce an individual team plan and team indicators. Additionally, performance against the objectives in the Corporate Plan may also be measured by other reporting mechanisms, for example by Scrutiny and the Audit Committee.

Creating a Strong and Lasting Economy

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
Encourage new jobs to the Borough through promoting the delivery of the Science Park and Enterprise Zone and encouraging new businesses to towns and villages.	Industrial and business units are fit for purpose and encourage an increase in the number of new businesses into Charnwood.	A) 100% of Council owned industrial units are fit for purpose. B) Return/ yield of 5% across individual unit portfolio.	Finance and Property	Qtr. 1	Qtr. 4
	Further inward investment opportunities to the Borough sought by employing the INCharnwood brand as a promotional tool.	A) Business event promoting the INCharnwood brand held with a minimum of 100 businesses in attendance. B) Promotional video showcasing Charnwood to investors released by December 2019.	Planning and Regeneration	Qtr. 1	Qtr. 3
	Establish the governance mechanism and investment plan for the delivery of the Charnwood Campus and Loughborough University Science and Enterprise Park as part of the Loughborough and Leicester Enterprise Zone.	Agreement in place with the Councils delivery partners, being Leicester City Council and the Leicester and Leicestershire Enterprise Partnership by 31 December 2019.	Planning and Regeneration	Qtr. 1	Qtr. 3
Ensure that a growth in homes and infrastructure benefits residents through improved community facilities, affordable housing and superfast broadband.	Visitor offering at the Outwoods improved by providing a Visitor Centre/Café.	Visitor Centre/Café at the Outwoods fully established by March 2020.	Cleansing and Open Spaces	Qtr. 1	Qtr. 4
	Draft local plan completed for consultation, to guide the provision of homes and jobs across the Borough.	Draft local plan published for consultation by December 2019.	Planning and Regeneration	Qtr. 2	Qtr. 3

Creating a Strong and Lasting Economy

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
	Establish a Housing Delivery Company to provide a vehicle for investment in land and property.	Housing Delivery Company fully established by September 2019.	Planning and Regeneration	Qtr. 1	Qtr. 2
	Bring Empty Homes back into use through housing advice/ assistance and partnership grants.	50 Empty Homes brought back into use as a result of action by the Council.	Strategic and Private Sector Housing	Qtr. 1	Qtr. 4
Take action to protect the environment for future generations and ensure a clean borough for all to enjoy.	Foster environmental improvements and carbon reductions through the delivery of a free garden tree giveaway for Charnwood residents.	2,000 trees allocated to residents.	Cleansing and Open Spaces	Qtr. 1	Qtr. 3
	Implement the actions in the Carbon Management Plan to achieve the carbon reduction target by 2020.	15% reduction in CO2 emissions by 2020 (from a baseline of 2,133 tCO2 in 2012/13).	Planning and Regeneration	Qtr. 1	Qtr. 4
	Promote high quality design in new developments to raise design standards.	A) Design Guide published by April 2020. B) Charnwood Design Awards held by March 2020.	Planning and Regeneration	Qtr. 1	Qtr. 4
	Review the Charnwood Borough Council Dog Control Public Spaces Protection Order 2017 to retain the existing controls and extend controls, if appropriate.	Review completed by December 2019 and Order in place for a further 3-year period.	Regulatory Services	Qtr. 1	Qtr. 3

Creating a Strong and Lasting Economy

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
Promote the Borough to increase tourism and support initiatives to help our towns and villages to thrive. Develop new and revitalised Town Centre Masterplans for Loughborough and Shepshed.	Install town centre street dressing for 3 new major campaigns, to raise the profile of Loughborough and increase visitors to the town centre.	3 new major campaigns delivered.	Leisure and Culture Services	Qtr. 1	Qtr. 4
	Increase the number of guest traders, linked to the event programme, at the markets to ensure sustainability of Loughborough Markets.	16,500 market units let on an annual basis.	Leisure and Culture Services	Qtr. 1	Qtr. 4
	Work with the Carillon Museum Trust to develop a bid to the Heritage Lottery Fund, to further extend the remit of the War Memorial Museum.	Delivery of bid to the Heritage Lottery Fund by March 2020.	Leisure and Culture Services	Qtr. 1	Qtr. 4
	Increase the profile of tourism businesses in Charnwood, through supporting attendance at promotional and networking events.	29 tourism businesses attending promotional and networking events.	Leisure and Culture Services	Qtr. 1	Qtr. 4
	Establish a scheme of capital works to extend and improve the Shepshed public realm.	Shepshed scheme approved for implementation by December 2019.	Planning and Regeneration	Qtr. 1	Qtr. 3
	Establish a scheme of capital works to extend and improve the Bedford Square/Wards End public realm.	Bedford Square/Wards End scheme approved for implementation by December 2019.	Planning and Regeneration	Qtr. 1	Qtr. 3

Creating a Strong and Lasting Economy

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
	Complete improvements to Browns Lane, Southfields Office, Syston and Woodhouse Eaves car parks to maintain the long-term viability of the car parks and increase customer car parking facilities across the Borough.	4 car parks resurfaced and repaired in line with the Council's Capital Programme.	Regulatory Services	Qtr. 1	Qtr. 4
	Complete phase 1 of the Beehive Lane car park improvements and refurbishment scheme to maintain the long-term viability of the car park and encourage increased customer car parking in Loughborough.	Installation of new car park railings on the top floor of Beehive Lane car park completed by March 2020.	Regulatory Services	Qtr. 1	Qtr. 4

Every Resident Matters

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
Keep our residents safe through implementing a new community safety plan, combatting ASB and investing in emergency planning, food safety and safeguarding.	Undertake the 2019/20 programme of works to install 21 new communal door entry systems in order to provide enhanced security for tenants.	21 new communal door entry systems installed.	Landlord Services	Qtr. 1	Qtr. 4
	Appropriate safeguarding training provided to staff and elected members with the aim of keeping children, young people and vulnerable adults safe.	A) Delivery of 10 safeguarding sessions to staff and elected members. B) Silver safeguarding e-learning delivered to 65 staff.	Neighbourhood Services	Qtr. 1	Qtr. 4
	Work with partners to employ specific interventions that proactively tackle incidents of ASB across the Borough.	5% increase in ASB interventions from a baseline as at 31st March 2019.	Neighbourhood Services	Qtr. 1	Qtr. 4
	In conjunction with partners, deliver 8 crime prevention campaigns/ events with the aim of contributing to deterring and preventing crime.	A) 8 crime prevention campaigns/ events delivered. B) KI12: Reduction in all crime.	Neighbourhood Services	Qtr. 1	Qtr. 4
	Review the Hackney Carriage and Private Hire Licensing Policy to continue to ensure the safety/ protection of those using Taxis and Private Hire Vehicles within Charnwood.	Final Policy agreed and published by March 2020.	Regulatory Services	Qtr. 1	Qtr. 4

Every Resident Matters

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
	Create and undertake an inspection programme for all new Animal Activity Licences issued under the Animal Welfare (Licensing of Activities Involving Animals) (England) Regulations 2018, to ensure that all premises comply with the minimum legal standards.	A) 100% of planned inspections are completed during the year. B) 80% of Licences held achieve a level of 3 Stars or above as determined under the Animals Activity Star Rating System.	Regulatory Services	Qtr. 1	Qtr. 4
	Maintain, and aim to increase the current numbers of Flood Wardens and Emergency Centre Volunteers by ensuring all volunteers are regularly and appropriately trained.	Maintain or improve upon current numbers of: A) 50 Emergency Centre Volunteers B) 32 Flood Wardens	Strategic Support	Qtr. 1	Qtr. 4
Make Charnwood an attractive place for all through investment in our housing stock, funding community groups, and providing a range of diverse opportunities and events.	Invest in our housing stock through the delivery of (an estimated) 537 kitchens, bathrooms and heating installations to provide high quality homes for Council tenants.	A) 108 kitchens, 239 bathrooms, and 190 heating installations. B) K15: 0% non-decent council general needs homes.	Landlord Services	Qtr. 1	Qtr. 4
	Refurbish 10 communal areas on the Bell Foundry estate to provide an enhanced environment for tenants, residents and visitors.	Completion of works, with 10 communal areas refurbished.	Landlord Services	Qtr. 1	Qtr. 4

Every Resident Matters

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
	Maintain support to the voluntary and community sector through continued growth of the Charnwood Lottery Scheme.	65 registered organisation and weekly ticket sales of 1000 (52,000 per annum) as a result of action by the Council.	Neighbourhood Services	Qtr. 1	Qtr. 4
	Facilitate the development of a Community Hub in Thorpe Acre.	Community Hub fully established in Thorpe Acre.	Neighbourhood Services	Qtr. 1	Qtr. 4
	Deploy available resources from the Right to Buy Receipts to acquire additional properties to meet the housing needs of households on the housing register.	Purchase between 10 and 12 properties in 2019-2020 to meet the housing needs of the Borough.	Strategic and Private Sector Housing	Qtr. 1	Qtr. 4
	Provide suitable temporary accommodation (excluding bed & breakfast) within Charnwood that meets the needs of homeless applicants.	50% of suitable temporary accommodation (excluding bed & breakfast) meeting the needs of homeless applicants.	Strategic and Private Sector Housing	Qtr. 1	Qtr. 4
Encourage healthy lifestyles for all our residents through physical activity programmes and the provision of sports facilities and green spaces.	Deliver the 'Hit the Street' sport and physical activity programme (specifically targeting 14-25 year olds living in priority neighbourhoods) in order to increase participation.	290 14-25 year olds, living in priority neighbourhoods, engaged in the programme.	Neighbourhood Services	Qtr. 1	Qtr. 4
	Deliver an inclusive physical activity programme (for under-represented groups), aimed at increasing participation amongst a wide range of residents.	Increased participation from under-represented groups with a target of 3500 total attendances and 400 individuals participating in the programme.	Neighbourhood Services	Qtr. 1	Qtr. 4

Every Resident Matters

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
	Develop additional marketing and communications to increase levels of participation in the Leisure Centres.	Increase levels of participation in our Leisure Centres to 1,024,000 Visits. (LS10- Leisure Centres: Total number of visits)	Leisure and Culture Services	Qtr. 1	Qtr. 4
Celebrate the rich culture of the Borough.	Deliver a rich cultural programme at our venues to increase attendance and develop Loughborough as a popular cultural destination.	Delivery of a targeted programme of events and activities with: A) 73,000 total attendances at the Town Hall B) 47,000 total attendances at the Museum	Leisure and Culture Services	Qtr.1	Qtr.4
Listen to and communicate with our residents and act on their concerns.	Undertake quarterly satisfaction surveys with residents, to ensure improvements in waste and recycling, street cleansing, and open spaces services.	Maintain (or improve) customer satisfaction levels from a baseline as at 31 st March 2019.	Cleansing and Open Spaces	Qtr. 1	Qtr. 4
	Undertake regular satisfaction surveys with members of the public to ensure improvement in those services that use Govmetric and the Contact/ Customer Service Centre.	A) 87% of customers satisfied with the face to face service. B) 87% of customers satisfied with the telephone service they received for calls taken in the contact centre.	Customer and Information Services	Qtr. 1	Qtr. 4

Every Resident Matters

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
	Review the current Customer Standards Policy to ensure it is fit for purpose and relevant.	<p>A) Implement a new 'Customer 'Promise' by April 2020.</p> <p>B) Implement a consistent method of collecting Customer Satisfaction feedback across the Council.</p>	Customer and Information Services	Qtr. 1	Qtr. 4
	Provide opportunities for hard to reach groups (i.e. children and young people; the Armed Forces Community) to be involved in service design and delivery within Charnwood.	3 opportunities provided for hard to reach groups to be involved.	Neighbourhood Services	Qtr. 1	Qtr. 4
	Undertake regular satisfaction surveys with members of the public to ensure improvement in the web service they receive.	52% of customers satisfied with the web related service they receive.	Strategic Support	Qtr. 1	Qtr. 4
	Complete the 2019 Residents Survey to ensure that residents views are incorporated into the development of the Corporate Plan (2020-2024).	Residents Survey completed by December 2019.	Strategic Support	Qtr. 2	Qtr. 3

Delivering Excellent Services

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
Put customers at the heart of everything we do and provide strong community leadership	Deliver local elections and any by-elections in accordance with Electoral Commission requirements.	Less than 0.5% complaints received about an election as a percentage proportion of the number of people voting.	Strategic Support	Qtr. 1	Qtr. 4
	Develop Corporate Plan (2020-2024) with an aim to creating positive and lasting outcomes for our customers.	Final Corporate Plan agreed and published by March 2020.	Strategic Support	Qtr.1	Qtr. 4
Improve the ways in which customers can access our services.	Explore and evaluate opportunities to offer webchat, to improve customer access and customer satisfaction when contacting the Council.	Pilot of webchat completed, and findings/ recommendations actioned as appropriate.	Customer and Information Services	Qtr. 2	Qtr. 4
	Extend and enhance the way customers can interact with the Council by improving the online experience provided.	A) Introduce a new online customer self-service portal. B) Increase the number of services available online by 10%.	Customer and Information Services	Qtr. 1	Qtr. 4
	Create a mapping system to develop an improved town centre enquiry service, with the aim of dealing with customer enquiries more effectively at the first point of contact.	A fully established town centre enquiry service/ mapping system by March 2020.	Leisure and Culture Services	Qtr. 1	Qtr.4
Continuously look for ways to deliver services more efficiently.	Deliver modern and secure hardware and software solutions to enable efficient and effective service delivery.	A) Rollout of Windows 10 and Office 365 across the Council. B) Upgrade the current VDI environment.	Customer and Information Services	Qtr. 1	Qtr.4

Delivering Excellent Services

Corporate Plan Outcome (2016-2020)	Business Plan Action (2019-2020)	Measurable Success Criteria	Lead Service	Start Date/ End Date	
	Introduce call recording to the contact centre to improve call quality.	A) Call recording implemented in the contact centre. B) Call quality baseline established.	Customer and Information Services	Qtr. 1	Qtr. 4
	Establish a Transformation Programme for the Council.	Programme Board established, and key transformation projects initiated and on target.	Corporate Management Team	Qtr. 1	Qtr. 4
	Increase the number of commercial waste customers.	100 individual businesses signed up to the commercial waste collection service.	Cleansing and Open Spaces	Qtr. 1	Qtr. 4
	Development of an Investment Strategy setting out the Council's approach to investment decisions and detailing the evaluation criteria to be used.	Final Strategy agreed and published by July 2019.	Finance & Property	Qtr. 1	Qtr. 2
	Review the Personal Review process, for staff, to ensure it promotes personal leadership, empowerment and innovation by focussing on managing personal effectiveness through outputs and outcomes.	Revised Personal Review Process fully implemented by March 2020.	Strategic Support	Qtr. 1	Qtr. 4

Business Plan Indicators 2019-2020

Ref	Indicator		Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
LS10	Leisure Centres- total number of visits	Quarterly	Head of Leisure & Culture	262,000 Visits	250,000 Visits	250,000 Visits	262,000 Visits	1,024,000 Visits
NI 191	Residual household waste per household	Quarterly	Head of Cleansing & Open Spaces		440 Kg/ household		440 Kg/ household	440 Kg/ household
BP 1	Percentage of industrial units that are fit for purpose	Quarterly	Head of Finance & Property	100%	100%	100%	100%	100%
BP 2	Percentage return/ yield across individual unit portfolio	Annual	Head of Finance & Property				5%	5%
BP 3	Number of Empty Homes brought back into use <i>(Cumulative Target)</i>	Quarterly	Head of Strategic & Private Sector Housing		20 Homes	30 Homes	50 Homes	50 Homes
BP 4	Number of trees allocated to residents	Annual	Head of Cleansing & Open Spaces			2,000 Trees		2,000 Trees
BP 5	Number of tourism businesses engaged in promotional and networking events	Annual	Head of Leisure and Culture				29 Businesses	29 Businesses
BP 6	Number of people attending the Museum	Quarterly	Head of Leisure and Culture				47,000 Attendees	47,000 Attendees
BP 7	Number of people attending shows and events	Quarterly	Head of Leisure and Culture	16,000 Attendees	7,500 Attendees	36,000 Attendees	13,500 Attendees	73,000 Attendees
BP 8	Number of stall/ units lets across Loughborough Market <i>(Cumulative Target)</i>	Quarterly	Head of Leisure and Culture	4,125 Stalls	8,250 Stalls	12,375 Stalls	16,500 Stalls	16,500 Stalls
BP 9	Number of safeguarding sessions delivered <i>(Cumulative Target)</i>	Annual	Head of Neighbourhood Services		5 Sessions		10 Sessions	10 Sessions

Business Plan Indicators 2019-2020

Ref	Indicator		Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target	
BP 10	Percentage of planned inspections for Animal Activity Licenses	Annual	Head of Regulatory Services				100%	100%	
BP 11	Percentage of customers not proceeding past Stage 1 of the corporate complaint process.	Quarterly	Head of Customer Experience	90%	90%	90%	90%	90%	
BP 12	Percentage of customers satisfied with the face to face service they receive.	Quarterly	Head of Customer Experience	87%	87%	87%	87%	87%	
BP 13	Percentage of customers satisfied with the telephone service they receive for those calls taken in the contact centre.	Quarterly	Head of Customer Experience	87%	87%	87%	87%	87%	
BP 14	Percentage of customers satisfied with the web related service they received.	Quarterly	Head of Strategic Support	52%	52%	52%	52%	52%	
BP 15	Percentage of residents expressing satisfaction with the household waste collection service.	Quarterly	Head of Cleansing & Open Spaces	To be determined, from a baseline at 31 st March 2019.					
BP 16	Number of communal door entry systems installed	Annual	Head of Landlord Services				21 Doors	21 Doors	
BP 17	Percentage increase in ASB interventions	Annual	Head of Neighbourhood Services				5% Increase	5% Increase	
BP 18	Number of Emergency Centre Volunteers & Flood Wardens	Annual	Head of Strategic Support				82 Volunteers/ Wardens	82 Volunteers/ Wardens	

Business Plan Indicators 2019-2020

Ref	Indicator		Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
BP 19	Number of communal areas refurbished on Bell Foundry Estate	Annual	Head of Landlord Services				10 Refurbishments	10 Refurbishments
BP 20	Number of Charnwood Lottery ticket sales <i>(Cumulative Target)</i>	Quarterly	Head of Neighbourhood Services	13,000 Tickets	26,000 Tickets	39,000 Tickets	52,000 Tickets	52,000 Tickets
BP 21	Percentage of suitable temporary accommodation for homeless applicants	Annual	Head of Strategic & Private Sector Housing		50%		50%	50%
BP 22	Percentage of complaints received about an election	Annual	Head of Strategic Support				<0.5% Complaints	<0.5% Complaints
BP 23	Percentage increase in number services available online	Annual	Head of Customer Experience				10%	10%
BP 24	Increased number of commercial waste customers <i>(Cumulative Target)</i>	Annual	Head of Cleansing & Open Spaces		50 Customers		100 Customers	100 Customers

Key Indicators 2019-2020

The key indicators below are those which Charnwood Borough Council DIRECTLY impacts:

Ref	Indicator	Quarterly / Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 3	Percentage of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System	Quarterly	Head of Regulatory Services	92%	92%	92%	92%	92%
KI 4	Percentage of household waste sent for reuse, recycling and composting	Quarterly	Head of Cleansing and Open Spaces		50%		50%	50%
KI 5	Percentage non-decent council general needs homes	Annual	Head of Landlord Services				0%	0%
KI 6	Percentage rent collected (including arrears brought forward) <i>(Cumulative Target)</i>	Quarterly	Head of Landlord Services	91.00%	92.01%	94.00%	95.31%	95.31%
KI 7	Time taken to process Housing Benefit/Council Tax Benefit new claims and change events	Quarterly	Head of Customer Experience	17 Days	17 Days	17 Days	17 Days	17 Days
KI 8	Percentage of Council Tax Collected <i>(Cumulative Target)</i>	Quarterly	Head of Customer Experience	29.32%	57.38%	85.48%	97.80%	97.80%
KI 9	Percentage of non-domestic rates collected <i>(Cumulative Target)</i>	Quarterly	Head of Customer Experience	30.24%	56.53%	84.19%	98.70%	98.70%
KI 10	The number of working days / shifts lost to the local authority due to sickness absence <i>(Cumulative Target)</i>	Quarterly	Head of Strategic Support	1.8 Days	3.4 Days	5.3 Days	7.5 Days	7.5 Days
KI 11	Percentage rent loss from void properties <i>(Proxy Target)</i>	Quarterly	Head of Strategic and Private Sector Housing	2.20%	2.20%	2.20%	2.20%	2.20%

The key indicators below are those which Charnwood Borough Council INDIRECTLY impacts:

Ref	Indicator	Quarterly / Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 1	Net additional homes provided <i>(Cumulative Target)</i>	Quarterly	Head of Planning and Regeneration	205 Homes	410 Homes	615 Homes	820 Homes	820 Homes
KI 2	Number of affordable homes delivered (gross) <i>(Cumulative Target)</i>	Quarterly	Head of Planning and Regeneration	44 Homes	88 Homes	132 Homes	176 Homes	176 Homes
KI 12	Reduction in crime <i>(Cumulative Target)</i>	Annual	Head of Neighbourhood Services	To be determined by the Police Crime Commissioner (PCC) and the Community Safety Partnership.				
KI 13	Percentage of Major Planning applications determined in 13 weeks or agreed timescale	Annual	Head of Planning and Regeneration				70%	70%
KI 14	Percentage Minor Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Regeneration				80%	80%
KI 15	Percentage of Other Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Regeneration				90%	90%
KI 16	Number of years housing supply	Annual	Head of Planning and Regeneration	5 Years				5 Years
KI 17	Direction of travel to 5 year housing supply	Quarterly	Head of Planning and Regeneration	Metric and direction of travel towards attainment of KI 16 to be supplied on a quarterly basis.				

CABINET - 14TH MARCH 2019

Report of the Head of Landlord Services

Lead Member: Councillor Paul Mercer

Part A

ITEM 7 HOUSING INCOME AND FINANCIAL INCLUSION POLICY 2019-2024

Purpose of Report

For Cabinet to consider and approve the Housing Income and Financial Inclusion Policy 2019-2024.

Recommendation

That the Housing Income and Financial Inclusion Policy 2019-2024 attached at Appendix 1 be approved.

Reason

To set out a policy on the Council's approach to maximising Housing Revenue Account rental income whilst also providing appropriate support to vulnerable tenants.

Policy Justification and Previous Decisions

The policy aspects of housing rent arrears recovery have not been considered by Cabinet since management of the Council's housing stock came back in house from Charnwood Neighbourhood Housing in 2012. Current working practices are governed by a long procedure document which contains elements of policy. It is therefore appropriate to introduce a new, clear, and distinct policy which will support:

Delivery of the Council's Corporate Plan Indicator KI6 - *% rent collected (including arrears brought forward)*,

Compliance with housing legislation, and the civil procedure rules Pre-Action Protocol for Possession Claims by Social Landlords.

Implementation Timetable including Future Decisions and Scrutiny

The policy will be implemented when the Cabinet decision comes in to force.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are none.

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	Overall Risk	Risk Management Actions Planned
The policy is not adequately communicated leading to incorrect application of the policy, financial loss, and reputational damage on individual cases.	1	2	Very Low (2)	Training will be provided to officers. The policy will be published on the Council's website.

Equality and Diversity

There is no adverse impact or discrimination identified in the assessment which is attached as an appendix item.

Vulnerable tenants and those with protected characteristics will be offered help and support when appropriate.

Key decision: Yes

Background papers: None

Officer(s) to contact: Peter Oliver
Head of Landlord Services
01509 634 666
Peter.oliver@charnwood.gov.uk

Andrew Staton
Landlord Services Manager
01509 634 666
Andrew.staton@charnwood.gov.uk

Claire Westrup
Principal Officer for Tenancy and Income Management
01509 634 666
Claire.westrup@charnwood.gov.uk

Part B

Introduction

1. This policy sets out the Council's approach to collecting rent and service charges, preventing rent arrears, and supporting tenants through financial inclusion.
2. Maximising housing income collection is central to funding the landlord services function, the delivery of its services, and the investment in its housing stock. Ensuring that rent arrears are kept to a minimum also helps to sustain tenancies, prevent homelessness and maintain stable communities.
3. Promoting and supporting financial inclusion through the provision of information, advice, and support on money, benefits and debt is an integral part of the current approach. It helps to ensure rent payments are met and financial stress is minimised for tenants. It is important that tenancies are sustained and that tenants can thrive and feel financially included.

Consultation

4. The policy principles around housing income collection have been endorsed by both the Charnwood Housing Residents' Forum and the Housing Management Advisory Board.
5. At its meeting on 10th July 2018 the Policy Scrutiny Group made the following comments in respect of the policy:
 - (i) There were issues with the formatting of the draft policy that could be improved;
 - (ii) It was important that officers were able to take action at the earliest possible stage and had the confidence to escalate cases when that was necessary.
6. It was resolved:
 - (i) that the report be noted;
 - (ii) that it be noted that the Group supported the draft policy and the style in which it was written which was sharp, to the point and easy to read;
 - (ii) that it be noted that draft policy would be amended to change the word 'disabilities' to 'mental and physical disabilities' in the footnote to section 2.1 of the draft policy and that the formatting of parts of the draft policy would be reviewed.

Reasons

- (i) To acknowledge the information received;

- (ii) To record the outcome of the Group's scrutiny of the matter'.

Appendices

Appendix 1 - Housing Income and Financial Inclusion Policy 2019-2024

Appendix 2 – Equality Impact Assessment



Charnwood Borough Council

Housing Income and Financial Inclusion Policy 2019 - 2024

March 2019
Review April 2024

1. Introduction and executive summary

- 1.1 Maximising housing income collection is central to funding the landlord services function. Ensuring that rent arrears are kept to a minimum also helps to sustain tenancies, prevent homelessness and maintain stable communities. The housing income team is responsible for collecting rent on current and former council homes, garages, shops and temporary accommodation provided for homeless people under part VII of the Housing Act 1996 (as amended). This policy deals with income collection for current tenants of council dwellings but also includes the consequential effect of dwelling rent arrears if that tenant holds a garage tenancy.
- 1.2 Financial inclusion is about ensuring everyone has the opportunity to access affordable and appropriate financial services. Financial exclusion has been defined as ‘the inability, difficulty or reluctance of particular groups to access mainstream financial services.’ This means that financial inclusion is about having the skills and knowledge to make good financial decisions as well as the ability to access good products and services. Without this, people risk becoming socially excluded.
- 1.3 Promoting and supporting financial inclusion through the provision of information, advice, and support on money, benefits and debt to our tenants is an integral part of our current approach. It helps to ensure rent payments are met and financial stress is minimised for our tenants. It is important that tenancies are sustained and tenants can thrive and feel financially included.
- 1.4 This policy will be supported by clear operating procedures, standard forms and letters in order to achieve the objectives set out in section 2 below.

2. Objectives of this policy

- 2.1 The objectives of this policy are:
- to maximise rental income to the Council’s housing revenue account from its current tenants;
 - to prevent and reduce rent arrears;
 - to have rigorous, firm but fair operating procedures to recover unpaid rent;
 - to act early in identifying tenants who are vulnerable¹ and who may be at risk from tenancy failure through non-payment of rent and to make all reasonable efforts to obtain clearance of a debt at the earliest possible stage, including supporting tenants to maximise their income through, for example, applying for unclaimed benefits;

¹ For the purpose of this policy vulnerability is defined in its widest sense to cover not only tenants with physical and mental health disabilities but those with substance abuse problems, young people leaving care, people from abroad, people leaving prison, supported housing or other institutions, people who have experienced long periods of homelessness or chaotic living and those with high levels of debt and a history of failing to manage their personal finances.

- to view eviction as a last resort in the majority of cases;
- to make all reasonable efforts to help prevent tenants being evicted from their homes through rent arrears by offering appropriate support from within the Council and through outside agencies at the earliest appropriate opportunity;
- to operate our procedures in compliance with the Equality Act 2010 (and any successors), and the Council's equality and diversity policy;
- to operate our procedures in compliance with the county court pre-action protocol for possession claims by social landlords and its successors;
- to support tenants to maximise their income to sustain their tenancy;
- to promote and support financial inclusion to ensure rent payments are met and financial stress is minimised for our tenants;
- to support staff involved in delivering this policy's objectives in their professional and personal development through effective training.

2.2 While the overall emphasis of this policy is on arrears prevention, arrears recovery and tenancy sustainability, it has to be recognised that on occasion this will not be sufficient and that, regrettably, legal action will have to take place to recover the debt and this might, on occasion, have to lead to eviction.

3. Scope of this policy

3.1 This policy applies to all current tenants of council-owned dwellings.

4. Policy statement

4.1 Prevention and financial inclusion

4.1.1 Work to try to prevent rent arrears from accumulating, including a pre-tenancy assessment, should start before the start of a tenancy. We recognise that our tenants may be among the most disadvantaged and excluded in the borough and very likely to be reliant on state benefits for their income and for whom support at this stage will be crucial. In terms of rent payments, advice, information and, if appropriate, support will be given at housing application stage. The Council will explain the tenant's responsibilities and the consequences of accumulating rent arrears.

4.1.2 That information, advice and support will be repeated and built upon when the tenant signs up to their new tenancy. Included in that will be a clear explanation of the differences between an introductory and secure tenancy, not only in terms of the fewer rights enjoyed by an introductory tenant but also the increased powers and ease of the landlord to evict an introductory tenant against a secure tenant. A similar process will also take place with tenants

signing up for a non-secure tenancy where the Council is providing temporary accommodation in fulfilling its statutory homelessness and homelessness prevention duties.

4.1.3 Unless it is considered unfair and unreasonable to do so, new tenants will be requested to pay at least one week's rent when signing up for their tenancy.

4.1.4 The signing-up process will include assisting the new tenant to complete an application form for housing benefit and/or universal credit.

4.1.5 The tenant's responsibility to pay their rent will be repeated and reinforced at the new tenant visit, which is carried out within the first four weeks of the new tenancy's start date. This includes stressing their responsibility for ensuring rent is paid even if it is paid by a third party, for example, in the form of housing benefit.

4.1.6 Referral to the tenancy support and/or financial inclusion teams may be made

- during the stages before sign-up;
- at sign-up;
- during the early weeks of the new tenancy;
- throughout the life of the tenancy

if vulnerabilities are identified where intervention and support might prevent arrears accumulating in the first instance, help reduce and clear them once accumulated or help reduce the risk of their recurrence. Financial inclusion support may also be offered to tenants who are not in arrears but who have been identified as being at risk from accumulating arrears through low incomes that might be enhanced through intervention and support from that team.

4.2 Recovery

4.2.1 Work to recover rent arrears will begin at the earliest stage, mindful of any outstanding benefits to be paid such as housing benefit or universal credit. Every effort should be made to establish eligibility for benefits and take into account the possible effects of changes in benefits.

4.2.2 Recovery work will always be according to the principle that small debts are easier to recover than large debts, that every large debt was once a small debt and that we aim to prevent rent arrears at the very earliest stage.

4.2.3 While our position with small debts is that they should be cleared in full, we are realistic in acknowledging that, for many, that is not possible and affordable and reasonable arrangements will be offered where appropriate to clear the debt in instalments.

4.2.4 Throughout the recovery process we will comply with operational procedures at all times in order to provide a fair and equitable service. The approach taken

will be suitably tailored where appropriate, depending on the individual's circumstances and vulnerabilities.

4.2.5 We acknowledge that, despite our best endeavours, some tenants will not clear their arrears and we will have to start legal action to recover the debt. Legal action might, in a small number of cases, lead to the re-possession of someone's home.

4.2.6 If a tenant is being paid universal credit and is in rent arrears we may, where we consider the circumstances to merit such action, apply to the Department for Work and Pensions (or its successors) to have a sum deducted from their universal credit and paid to us directly.

4.3 Legal action

4.3.1 When non-legal² attempts to clear or reduce rent arrears have failed and operational procedures require, the various stages of legal action will be started. These stages comprise, but may not be limited to:

- service of notice of possession proceedings for introductory tenancies; or
- service of notice of seeking possession for secure tenancies; or
- service of notice to quit for non-secure tenancies³;

- applying to the county court for possession proceedings;
- applying to the county court for a money judgment through small claims court action for small, static and persistent arrears;

- being granted a mandatory possession order for introductory tenancies;
- being granted a suspended possession order for secure tenancies;
- being granted an outright possession order for secure or non-secure tenancies³;
- being granted a money judgment with or without a possession order;

- applying to the county court for permission to apply for a warrant of eviction for suspended possession orders on secure tenancies;
- applying for a warrant of eviction for introductory tenancies and outright orders on secure and non-secure tenancies;

- enforcing a warrant of eviction.

4.4 Tenants with garages

² By 'non-legal' we mean any action taken before a notice of seeking possession or, in the case of introductory tenants, a notice of possession proceeding is served.

³ tenancies created in the council fulfilling its statutory duty to provide temporary accommodation through homelessness legislation

4.4.1 In recognition that dwelling rent is the priority debt and we need to support tenants in meeting their priority debts over other debts, tenants renting a garage from us will not be allowed to keep their garage if:

- they have a persistent, static, debt that they will not clear despite repeated attempts by us for them to do so;
- they have been served with a notice of seeking possession or a notice of possession proceedings [introductory tenant] **and** when no satisfactory agreement to clear the debt has been entered into by the time we are able to file possession proceedings;
- they have an existing possession order that is not being complied with.

5. Performance monitoring, target-setting and reporting

5.1 In pursuit of objective 2.1 – 2.2, annual targets will be set on a team and individual basis and in relation to performance indicators in 5.2 below.

5.2 We will monitor performance in relation to rent arrears and against any targets set at a team and officer level, including the following indicators:

- rent arrears expressed as a percentage of the annual rent debit;
- rent collected expressed as a percentage of rent due, with and without arrears brought forward;
- rent arrears by bandings in order to show the aged spread of the debt.

5.3 We will report performance, both internally and externally, in accordance with Council policy and procedure.

5.4 We will compare our performance with that of other organisations and we will seek to identify and implement excellent practice in rent arrears prevention and recovery.

5.5 We will continue to develop the service and implement excellent practice on the use of financial inclusion initiatives to ensure that tenants are fully supported. Key actions arising from this work will be included in our service plan for monitoring and implementation.

6. Multi-agency and team working

6.1 Income collection and debt reduction will be more successfully managed if there are effective relationships with other teams and agencies. We will strive to foster and nurture excellent relationships with such teams and organisations that include (but are not limited to):

- The Department for Work and Pensions;

- The revenues and benefits teams;
- The housing needs team;
- The tenancy management and support teams;
- External support agencies such as The Bridge and Citizens' Advice Bureau.

7. Training and development

7.1 We recognise that in order to achieve the objectives of this policy, staff must be suitably trained and that continual professional development is of benefit not just to the individual but to the Council also. This will be achieved by a variety of methods, including:

- effective induction training for new members of staff;
- peer-to-peer mentoring;
- job shadowing;
- internal briefings on matters such as legislative changes;
- internal and external refreshment training;
- individual attendance at conferences, seminars and other external training events where there is a clear and direct benefit to the individual and the Council in respect of delivering the objectives of this policy.

8. Reviewing this policy

8.1 This policy will be reviewed in 2024 or if legislative, regulatory or corporate policy changes require an earlier review.

9. Policy responsibility and accountability

9.1 Responsibility for this policy and its associated operating procedures lies with the Head of Landlord Services.

10. Other policies and legislation

10.1 The following policies need to be taken into consideration in respect of this policy;

- Equality and diversity policy;
- Tenancy policy;
- Tenancy support policy;

- Anti-social behaviour policy;
- Allocations policy;
- Customer service policy.

10.2 Similarly, this policy has been created and should be implemented in conjunction with legislation including but not limited to:

- Housing Act 1985;
- Housing Act 1996;
- Housing And Regeneration Act 2008;
- Equality Act 2010;
- Localism Act 2011;
- Housing and Planning Act 2016;
- Homelessness Reduction Act 2017

Charnwood Borough council

**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
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

Note: Complete the action plan as you go through the questions

Step 1 – Introductory information

Title of the policy	Housing income and financial inclusion policy
Name of lead officer and others undertaking this assessment	Andrew Staton
Date EIA started	16 March 2017
Date EIA completed	18 February 2019

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>The objectives of this policy are:</p> <ul style="list-style-type: none">• to maximise rental income to the council's housing revenue account from its current tenants;• to reduce rent arrears to a level that is financially and politically acceptable to the council;• to have operating procedures to recover unpaid rent that are rigorous, firm but fair but that recognise and attempt to mitigate the risks of eviction through rent arrears that many council tenants face from a range of vulnerabilities¹ they may have; and• to act early in identifying tenants who may be at risk from tenancy failure through non-payment of rent and to make all reasonable efforts to obtain clearance of a debt at the earliest possible stage;• to view eviction as a last resort in the majority of cases;• to make all reasonable efforts to help prevent tenants being evicted from their homes through rent arrears by offering appropriate support from within the council and through outside agencies at the earliest appropriate opportunity;• to operate our procedures in compliance with the Equalities Act 2010 (and any successors), and our own equality and diversity policy;• to operate our procedures in compliance with the county court pre-action protocol for possession claims by social landlords and its successors;• to support tenants to maximise their income to sustain their tenancy;• to support staff involved in delivering this policy's objectives in their professional and personal development through effective training.
What specific group/s is the policy designed to affect and what is the intended change or outcome for them?
All current tenants of council-owned and leased dwellings
Which groups have been consulted as part of the creation or review of the policy?
This is a new policy and so requires full consultation

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

<p>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.</p> <p>Data/information such as:</p> <ul style="list-style-type: none">▪ Consultation▪ Previous equality impact assessments▪ Demographic information▪ Anecdotal and other evidence
<p>A range of diversity information is available from our records and held in QL (our housing management system) for all those customers receiving housing management services. This includes information on age, gender, ethnicity, sexual orientation, and disability. The range of information is limited in relation to certain characteristics (e.g. sexual orientation)</p>

What does this information / data tell you about diverse group? 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)

This information enables support to be directed to the most vulnerable tenants, and also shape our services to meet the needs of vulnerable people across a range of diverse groups.

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 specific groups to identify needs / issues? If not please explain why.

Staff in the income, financial inclusion, tenancy management, tenancy support and housing needs teams have been consulted. Tenants have been consulted at the Charnwood Housing Residents' Forum and Housing Management Advisory Board

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	<p>Support will be available to tenants of all ages where deemed appropriate and beneficial to the tenant and the council's income collection.</p> <p>Many of our tenants are elderly and/or vulnerable.</p> <p>Owing to their age, older people are less able to identify and access benefits to which they may be entitled. This increases their vulnerability and leads to deterioration in their health and wellbeing. Support will address this by providing financial inclusion and welfare benefits advice.</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will, if necessary try to refer the tenant to an external tenancy support agency that might be able to offer longer term more structured or specialist support or to another service such as Social Care or Health.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	<p>Support will be available to tenants with disabilities where deemed appropriate and beneficial to the tenant and the council's income collection.</p> <p>Many of our tenants have mobility, mental health and other disability needs. People with disabilities are likely to be more vulnerable but disability in itself should not mean that the tenant is likely to be less able to pay their rent without support.</p> <p>Health problems, including mental health problems and learning difficulties (which may also include problems with reading and writing) might, however, affect how a person can manage the rent payments on their tenancy.</p>

	<p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will, if necessary try to refer the tenant to an external tenancy support agency that might be able to offer longer term more structured or specialist support or to another service such as Social Care or Health.</p>
Gender reassignment (Transgender)	<p>Support is available to all tenants regardless of their gender identity but will be offered to transgender tenants where deemed appropriate and beneficial to the tenant and the council's income collection..</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will, if necessary, try to refer the tenant to an external tenancy support agency that might be able to offer longer term more structured or specialist support or to another service such as Social Care, Health or transgender support organisations.</p>
Race	<p>Support is available to all tenants regardless of their race but will be offered to tenants where deemed appropriate and beneficial to the tenant and the council's income collection..</p> <p>People from abroad or who do not have English as a first language may be susceptible to tenancy failure</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent as a result of their race, origin or national identity. We will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will, if necessary, try to refer the tenant to an external tenancy support agency that might be able to offer longer term more structured or specialist support or to another service that supports people from other countries offering language and cultural support. Gaining access to external support may also include paying for interpreting services such as Language Line.</p>
Religion or belief (Includes no belief)	<p>Support is available to all tenants regardless of their religion or belief.</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will make reasonable adjustments in the nature of support offered according to someone's religious or cultural needs. We will, if necessary try to refer the tenant to an external tenancy support agency that might be able to offer longer term more structured or specialist support or to another service that supports people of other religions or beliefs.</p>
Sex	<p>Support is available to all tenants regardless of their sex.</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will make reasonable adjustments in the nature of support offered according to someone's sex.</p>

<p>Sexual orientation</p>	<p>Support is available to all tenants regardless of their sexual orientation.</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. If necessary we will make reasonable adjustments in the nature of support offered according to someone's sexual orientation. We will, if necessary try to refer the tenant to an external support agency that might be able to offer longer term more structured or specialist support or to another service that supports LGB tenants.</p>
<p>Other protected groups (pregnancy & maternity, marriage & civil partnership)</p>	<p>Support is available to all tenants, including these protected groups. Pregnant tenants and / or those on maternity are more likely to be vulnerable and in need of support.</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will make reasonable adjustments in the nature of support offered according to someone's pregnancy & maternity, marriage & civil partnership status. We will, if necessary try to refer the tenant to an external tenancy support agency that might be able to offer longer term more structured or specialist support or to another service such as Social Care or Health.</p>
<p>Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>These groups are more likely to be vulnerable and in need of tenancy or financial inclusion support if they are having difficulty in paying their rent.</p> <p>Income officers will offer help and advice if any tenant is experiencing difficulties in payment their rent but will refer on to the financial inclusion and/or tenancy support teams for specialist advice and support where that is deemed to be appropriate and beneficial. We will, if necessary try to refer the tenant to an external tenancy support agency that might be able to offer longer term more structured or specialist support or to another service such as Social Care or Health.</p>

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.

There is no adverse impact or discrimination identified in this assessment.

Financial inclusion and tenancy support will benefit vulnerable tenants by providing help and support when needed to sustain their tenancies.

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).

Delivery of the council's general equalities duties is supported by the provision of general professional advice and assistance from the income management team and specialist advice and support from the financial inclusion and tenancy support teams.

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?
The needs of tenants are assessed and monitored at every contact with our income management team: Performance of the income management and financial inclusion teams will continue to be monitored by the Housing Management Advisory Board.
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.
No recommendations have been identified in this assessment.

Step 7- Action plan

Please include any identified concerns/actions/problems in this action plan: The problems etc identified should inform your service plan and, if appropriate, your consultation plan			
Reference number	Action	Responsible officer	Target date
	No actions have been identified in this assessment		

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	✓	Team meetings
Tenants	✓	Publication on the council's website
Partners and stakeholders	✓	Publication on the council's website
Others	✓	Future and potential tenants through publication on the council's website.
To ensure ease of access, what other communication needs/concerns are there?		None identified.

Please delete as appropriate
I agree with this assessment
If disagree, state action/s required, reasons and details of who is to carry them out with timescales: NA
Signed (service head): Peter Oliver - Head of Landlord Services 
Date: 18/02/19

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

Step 9- Conclusion (to be completed and signed by the service head)

CABINET - 14TH MARCH 2019

Report of the Head of Landlord Services Lead Member: Councillor Paul Mercer

Part A

ITEM 8 HOUSING CAPITAL PROGRAMME 2019/20

Purpose of Report

To consider the housing capital programme for 2019/20.

Recommendation

That the proposed housing capital programme for 2019/20 amounting to £8,361,190, detailed in Appendix 1 be approved and the Capital Plan be amended to reflect this.

Reason

To improve the Council's housing stock, in line with the Charnwood Standard, thus delivering the priorities set out in the Housing Revenue Account (HRA) Business Plan approved by Cabinet in September 2014.

Policy Justification and Previous Decisions

In March 2013, Cabinet approved the Charnwood Standard for property improvements. This was an enhanced standard compared to the Decent Homes standard.

The HRA Business Plan 2014 committed to delivering zero non-decency in general needs housing by the end of 2016/17 and to achieve the Charnwood Standard within five years, by 2019.

Implementation Timetable including Future Decisions and Scrutiny

The programme will be delivered during 2019/20, commencing on 1st April 2019 and completing on 31st March 2020, with progress being monitored by the Housing Management Advisory Board throughout the year.

Report Implications

The following implications have been identified for this report.

Financial Implications

The 2019/20 capital budget to deliver this work amounts to £8,361,190 and can be fully funded using HRA revenue contributions, the HRA MRA, the HRA Financing Fund contributions and through the use HRA capital receipts. The Capital Plan will be amended to reflect the updated housing capital budget if it is approved. In addition to this there is a proposal to slip £725,550 of 2018/19 HRA capital scheme budgets into 2019/20. Approval for this is being sought in the Capital Plan Amendment Report which

is also being presented to this Cabinet meeting. This would bring the total budget for 2019/20 to £9,086,740.

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	Overall Risk	Risk Management Actions Planned
The contractor fails to deliver the programme	Unlikely (2)	Serious (3)	Moderate (6)	Performance data will be monitored through the contract Core Group and by the Housing Management Advisory Board. Alternative delivery mechanisms are available if required, subject to an appropriate procurement process.
Tenants are not kept fully informed	Unlikely (2)	Serious (3)	Moderate (6)	The main capital contractor has dedicated liaison staff and the Council also has a dedicated Customer Liaison Officer who will work closely with tenants, particularly vulnerable customers. The contractor has detailed method statements for communicating with tenants, and a plan is in place to monitor delivery of the same.
The quality of work provided by the contractor is unacceptable.	Remote (1)	Significant (2)	Very Low (2)	Performance is monitored monthly. 100% post inspections are undertaken. Payment is not made to the contractor unless the property is of an acceptable standard at

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
				these handover inspections.

Equality and Diversity

The programme for 2019/20 includes a total of £560k for adaptations for tenants with a disability. This work can include level access showers, ramps, rails, stair lifts, and other modifications following a recommendation from an occupational therapist. Disabled tenants and their families will be positively affected by the works.

Crime and Disorder

The installation of a planned 21 new communal entrance doors at blocks of accommodation will provide an enhanced level of security for tenants and their families.

Sustainability

Delivery of central heating upgrades, loft insulation top ups, and LED lighting schemes in communal areas, form part of the Council's climate change strategy and contribute towards the Council's carbon reduction targets.

Key Decision: Yes

Background Papers: Housing Revenue Account Business Plan and Asset Management Strategy, available at:

<http://info/sites/cabinet/20140925/Published%20Items/Cab%2025%20September%202014%20Item%2006%20HRA%20Business%20Plan%202014-2044%20and%20Housing%20Asset%20Management%20Strategy%202014-2019.pdf>

Officer to contact: Peter Oliver
Head of Landlord Services
Tel 01509 634 952
Peter.oliver@charnwood.gov.uk

Part B

Background

1. Each year the Cabinet approves an investment programme for the housing stock. The programme is shaped to reflect the priorities that were outlined in the HRA Business Plan 2014-44, the views of tenants and stock investment needs.

The Charnwood Standard and non-decency

2. The Charnwood standard for kitchens, bathrooms and heating is shown below.

Charnwood Standard	
Kitchens	Replace every 20 years
Bathrooms	Replace every 30 years
Heating	Replace boilers every 15 years and full systems every 30 years.

3. To be non-decent a property must lack *three* or more of the following:

- a reasonably modern kitchen (20 years old or less);
- a kitchen with adequate space and layout;
- a reasonably modern bathroom (30 years or less);
- an appropriately located bathroom and WC;
- adequate insulation against external noise (where external noise is a problem); and
- adequate size and layout of common areas for blocks of flats;

or have a kitchen older than 30 years and a bathroom older than 40 years both in disrepair

or have a central heating system or boiler more than 15 years old and which needs replacement.

4. Properties cannot be non-decent by age alone.

Current Position

5. There is no general needs non-decency in the Council's stock. Component data has been analysed to develop estimated programmes for kitchens, bathrooms, and heating systems in order to achieve the Charnwood standard. Tenants that have previously refused works have been re-offered improvements, and a number of additions to the programme for 2019/20 have resulted.
6. The 2019/20 programme continues investment in the communal areas of flats where work will include painting, new flooring and lighting combined with new roofs where needed.
7. The estate and external works budget will be largely focussed on improving pedestrian areas, footpaths and car park surfaces.

8. There are currently 108 properties on the kitchen programme for 2019/20. Of these:
 - 22 are falling due to meet the Charnwood standard in 2019/20.
 - 17 are where the component is over 20 years old.
 - 26 replacements are due to early failure.
 - 43 are properties where the tenant has previously refused improvements, however following a letter sent by the Council, they now want the work to take place.

9. There are currently 239 properties on the bathroom programme for 2019/20, including like for like level access shower replacements. Of these:
 - 115 are falling due to meet the Charnwood standard in 2019/20.
 - 94 are where the component is over 20 years old.
 - 22 replacements are due to early failure.
 - 8 are properties where the tenant has previously refused improvements, however following a letter sent by the Council, they now want the work to take place.

10. There are currently 190 properties on the heating programme, all of which are falling due for replacement in 2019/20.

Summary programme for 2019/20

Component	Estimated Volume
Kitchens	108
Bathrooms	239
Heating	190

Consultation with tenants

11. The Housing Management Advisory Board has been consulted, and the Board endorses the capital investment priorities identified in this report.

Appendices

Appendix 1 - Housing Capital Programme

Scheme	Original Capital Plan Amount for Housing 2019/20 £	Proposed Housing Capital Programme for 2019/20 £	Comment on Variance Between Original Capital Plan and Proposed Housing Capital Programme for 2019/20
New Build and Acquisitions	1,856,000	2,797,000	The £941k increase to the 2019/20 budget was approved by Cabinet at its meeting on 13 September 2018. Replacement of housing stock through purchases enables the Council to maximise the use of additional 1-4-1 capital receipts being generated from RTB disposals.
Major adaptations	450,000	450,000	
Stairlifts	60,000	60,000	
Minor adaptations	50,000	50,000	
Major voids	280,000	280,000	
Kitchens	190,000	379,190	More work identified through a review of component data, the addition of previous refusals, and early failures.
Bathrooms	578,300	974,000	More work identified through a review of component data, the addition of previous refusals, and early failures.
Electrical upgrades	54,000	54,000	
Window replacements	20,000	20,000	
Central heating & boiler installation	238,000	460,000	More work identified through a review of component data, with a contingency sum added for unforeseen items including scaffolding and additional works on flues and radiators etc.
Sheltered housing improvements	200,000	200,000	
Door replacements	315,000	315,000	
Re-roofing	600,000	600,000	
Major structural works	250,000	250,000	
Asbestos removal	150,000	150,000	
Communal area improvements	150,000	150,000	
Communal area electrical upgrades	200,000	200,000	
Carbon monoxide alarms	40,000	40,000	
Fire safety works	100,000	100,000	
Cavity & loft insulation	50,000	50,000	
Mobility scooter storage	15,000	15,000	
Garages	50,000	50,000	
Door entry systems	200,000	200,000	

Estate & external works	205,000	205,000	
Housing capital technical costs	312,000	312,000	
Total	6,613,300	8,361,190	
Slippage from 2018/19 to 2019/20 (approval being sought in the Capital Plan Amendment Report being presented to this meeting)		725,550	
Budget per Capital Plan Amendment Report including the proposed budget above		9,086,740	

CABINET – 14TH MARCH 2019

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

ITEM 9 CHILDREN AND YOUNG PEOPLE'S STRATEGY 2019 - 2024

Purpose of Report

To bring forward the Children and Young People's Strategy 2019 – 2024 for consideration and approval.

Recommendation

That the Children and Young People's Strategy 2019 – 2024 at Appendix A and the 2019/20 Action Plan at Appendix B, be approved.

Reason

To enable the Children and Young People's Strategy 2019 – 2024 and associated 2019/20 Action Plan to be approved.

Policy Justification and Previous Decisions

The Council's Corporate Plan makes a commitment to make sure that Charnwood is a great place to live for families by creating a safe, secure and caring environment. It makes a commitment to nurture our young people, keep our residents safe through investing in safeguarding, provide opportunities to participate in social, leisure and cultural activities and in community life and listen to and communicate with our residents and act on their concerns.

The Children Act 2004 places two core duties on Charnwood Borough Council. Under Section 10 we have a duty to co-operate with our partners and appropriately share information between professionals to protect children. Section 11 sets out our corporate responsibility to both safeguard and promote the welfare of children. The Working Together to Safeguard Children 2018 Statutory Guidance names District Council's in general and Sport and Leisure, Housing and Homelessness departments and Environmental Health in particular as specific organisations that need to be named as part of the arrangements and who have key duties in relation to safeguarding.

Cabinet at its meeting on 12th February 2015 approved the current Children and Young People's Strategy 2015-18 and associated Action Plan (min 85).

Performance Scrutiny Panel reviewed the progress of the delivery of the Strategy and Action Plan at its meetings on 7th July 2015 (minute 6), 16th February 2016 (minute 45) and 14th February 2017 (minute 45). On each occasion the Panel were satisfied with the information provided.

Implementation Timetable including Future Decisions and Scrutiny

A range of consultation has been undertaken with internal and external stakeholders. In addition, the draft Strategy was available to the public on the Council's website where feedback was invited.

Feedback from the consultation has been used to develop both the Strategy and the action plan.

Policy Scrutiny Group considered the draft Children and Young People's Strategy 2019 – 2024 at their meeting on the 13th November 2018 and made the following comments :

- that the report be noted;
- that it be noted that officers would look at the length and format of the strategy document and including information about the consultation process and responses to it, including details of the meetings at which the strategy had been discussed with partners and the partners with which the Council worked, when preparing the final version of the strategy and report for submission to the Cabinet.

The above comments have been taken into consideration, the Strategy has been shortened and information about the consultation process and responses to it have been included.

Subject to Cabinet approval the strategy will be implemented with effect from April 2019 in accordance with the Action plan attached at Appendix B.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications arising from the Strategy. All associated activities will be covered from within existing budgets.

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	Overall Risk	Risk Management Actions Planned
Failure to fulfil our duties in relation to safeguarding could result in the Council facing legal challenge and result in damage to its reputation	Unlikely (2)	Serious (3)	Moderate (6)	Ensuring that the safeguarding policies are up to date, an appropriate programme of safeguarding training is delivered to staff and elected members and a team of Designated Safeguarding Officers are in place

Equality and Diversity

An Equality Impact Assessment has been completed for the Strategy and is attached at Appendix 4.

Key Decision: Yes

Background Papers: None

Officer(s) to contact: Chris Traill
Strategic Director for Neighbourhoods and Community Wellbeing
01509 634774
chris.traill@charnwood.gov.uk

Julie Robinson
Head of Neighbourhood Services
01509 634590
julie.robinson@charnwood.gov.uk

Sarah Wheatley
Children, Families and Partnerships Manager
01509 632544
sarah.Wheatley@charnwood.gov.uk

Part B

Background

1. The Children and Young People’s Strategy 2019 – 2024 sets out the Council’s objectives and approach to promoting the welfare of children, young people and families and ensuring that we include their views in service design and decision making.
2. The Children and Young People’s Strategy 2019 - 2024 has been developed in order to ensure that the Council meets its statutory responsibilities in relation to safeguarding outlined in the Children Act 2004 and Working Together to Safeguard Children Statutory Guidance 2018.
3. It also ensures that we action the commitments that the Council has made to residents, including children, young people and their families, within our Corporate Plan.
4. The 2015-18 Children and Young People’s Strategy made a number of key recommendations. Considerable progress has been made since that time and by working together with a whole range of statutory and voluntary partners we have achieved many successes. The table below outlines the three Strategic Objectives contained within the Strategy and the progress made against them.

2015 Strategic Objective	Progress
Keeping Children and young people safe – we are committed to undertake high quality and effective action in relation to our safeguarding duties	<p>Safeguarding Policies reviewed annually</p> <p>Trained Designated Safeguarding Officer Team in place ensuring 100% of reported concerns meeting safeguarding threshold record action taken</p> <p>Over 700 safeguarding training (e-learning and face to face) and competency workshop (face to face) contacts with individual staff</p> <p>Annual Member safeguarding training session delivered</p> <p>100% of Early Help Locality Hub meetings between April 2015 and June 2017 (when Hubs ceased) provided with information and attended by officers</p>
Integrated working and early intervention –	13 Think Family Partnership meetings co-ordinated by the Council to ensure that partners are informed and working together towards improving the

<p>working together with our statutory and voluntary partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it</p>	<p>wellbeing of children and young people</p> <p>An annual needs/ gap analysis event has taken place during each year of the Strategy</p> <p>Over 27,000 attendances by children and young people at Council led sport and active recreation activities. Delivery of these programmes have been co-ordinated with other agencies and informed by young people's views</p> <p>19 multi agency targeted youth/ family interventions within priority neighbourhoods or with identified targeted groups</p> <p>18 initiatives have been provided to assist voluntary and community sector partners to increase resilience and adapt to a changing funding landscape</p> <p>Co-ordination to agencies working with young people Not in Education, Employment or Training has contributed to Charnwood achieving the target of a level of NEET below 4% every year</p> <p>Co-ordination to agencies working with young parents has contributed to a year on year decrease in the number and rate of young parents. The rate of conceptions per 1,000 women aged under 18 in Charnwood was 40.1 in 1998, 23.4 in 2012 and 13.9 in 2016 (latest figures)</p>
<p>Children and family voice – delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources</p>	<p>11 opportunities for children and young people to be involved in the design of Council services have been provided across a range of services</p> <p>7 initiatives to celebrate and recognise the contribution of people to the community have included young people specifically including Sports Awards, Don't Muck Around, Pride of Charnwood Awards and Bloom</p> <p>11 initiatives or events provided by Supporting Leicestershire Families to deliver family focused consultation and voice work</p>

5. Since 2015, a number of national policies and new statutory guidance have been introduced. Locally, this has involved the continued redesign of many children's services. For Leicestershire County Council, this remains a current and ongoing process.
6. Charnwood Borough Council has made significant progress in expanding our partnerships and influence in local matters relating to children and young people. The Borough, particularly the Neighbourhood Services Team, are now seen as leaders alongside Leicestershire County Council in co-ordinating provision and services for 0-19 year olds. The service has led a number of locality networks and delivery plans that draw on the voice of young people and front line practitioners. Thus the views and experience of a wide range of people have informed the development of this Strategy.
7. Leicestershire County Council's Children and Families Directorate are once again in a period of significant change due to the County Council's need to make significant financial reductions. The Strategic Director for Neighbourhoods and Community Wellbeing, the Head of Neighbourhood Services and the Children, Families and Partnerships Manager have all contributed to the consultation associated with this redesign. The ethos and priorities which the County have included within the Leicestershire Children and Families Partnership Plan 2018-21 (see below for more detailed information on this), have also contributed to this local Strategy.

Connectivity of the strategy to other strategies and policies

8. The draft Children and Young People's Strategy 2018 - 2024 and Action Plan are informed by national legislation and statutory guidance including the United Nations Convention on the Rights of the Child, Children Act 1998 and 2004, Academies Act 2010, Education Act 2011, Children and Families Act 2014 and Working Together (to safeguard children) statutory guidance 2018.
9. Locally, the Leicestershire Children and Families Partnership is a sub group of Leicestershire's Health and Wellbeing Board and is made up of the key organisations that work with children, young people and families across the county including the Borough Council. The Leicestershire Children and Families Partnership Plan 2018-21 is a shared vision based on five priorities:
 - Ensure the best start in life
 - Keep children safe and free from harm
 - Support children and families to be self-sufficient and resilient
 - Ensure vulnerable families receive personalised, integrated care and support
 - Enable children to have good physical and mental health

10. The Partnership Plan includes the cross cutting themes of communication strategy and workforce development. The priorities for which the Borough Council have a degree of responsibility and/or work in partnership to support alongside other agencies are included in the Children and Young People's Strategy Action Plan.
11. The Leicestershire Children and Families Partnership can be found on the Leicestershire County Council website:
<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/leicestershire-children-and-families-partnership>
12. At a Borough level, the Children and Young People's Strategy is linked with the Sport and Physical Activity Commissioning Plan and in turn with the Leicestershire Obesity Strategy, the Charnwood Equalities Strategy and the Charnwood Community Safety Partnership Plan. Through the Think Family Partnership local governance arrangements, the Council has also had input into and oversight of the Charnwood 0-5 Delivery Plan which is currently led through the Children's Centre Programme. The Council lead the counterpart, Charnwood's 5-19 Delivery Plan. Each of these Plans are reported on through the Think Family Partnership to Charnwood Together. Links with the current Supporting Leicestershire Families Team (to become part of the Children and Families Wellbeing Service as part of the Leicestershire County Council restructure), are well established.
13. As a named partner in the Leicestershire Children and Families Partnership Plan, we have adopted the shared vision for children and families:

"Children and young people in Charnwood are safe and living in families where they can achieve their full potential"
14. Consultation with internal and external stakeholders has supported our approach of retaining the three strategic objectives that we developed for the 2015 – 2018 Strategy. These are:
 - Objective 1: Keeping children and young people safe and free from harm
 - Objective 2: Integrated working and early intervention
 - Objective 3: Children and family voice

Consultation Approach

15. In preparing the Strategy a range of stakeholders have been consulted including :

- the Charnwood 5-19 Network Group,
 - the NEET (Not in Education, Employment and Training) Advisory Group,
 - colleagues in Leicestershire County Council's Early Help Service (to be renamed the Children, Families and Wellbeing Service)
 - the Council's Equalities Working Group.
 - the internal Charnwood Designated Safeguarding Officer (DSO) Group and external counterparts at the Leicestershire County DSO Group.
 - The public via the Council's website
16. The Family Voice Worker within Leicestershire County Council has been particularly useful in supporting providing children and young people's views to influence the priorities included within the Strategy. Colleagues within statutory and voluntary sector agencies that work directly with some of Charnwood's most vulnerable and disengaged young people have also provided key feedback about the concerns and emerging needs for the families they work with.
17. Further information in relation to the consultation and associated responses can be found at Appendix C.
18. The consultation and local needs analysis work with both professionals and young people identified the following comments in relation to the Strategy and areas requiring support towards achieving better outcomes for children and young people:
- Positive that the Council continues to demonstrate its commitment to Children and Young People
 - Reassuring that the Strategy demonstrates its linkages to other local plans, strategies and policies
 - That the existing objectives are still relevant and should be continued.
 - Action Plan clearly shows those areas of work that the Council are responsible for but also allows input of those areas where the Council is involved in partnership delivery
 - Intervention within the first 4 years of children's lives, promoting good outcomes for 0-4 year olds and school readiness is important
 - Need for provision of targeted support to those children and young people with the highest levels of need, including intensive support to our most vulnerable families and those affected by knife crime, drugs and exploitation

- Need to continue to reduce the number of NEET (not in education, employment or training) young people and promotion of high quality EET options
- Need for provision of and co-ordination of an offer of positive activities to young people across the Borough
- Need for programmes that promote improved health and well-being for children and young people and their families
- Need for delivery of appropriate training and development to Charnwood's children and young people's focused workforce including shared messages around real life and online safety and provision of policies and guidance relating to our safeguarding duties

Action Plan and Review

19. The Action Plan, attached at Appendix B, will be updated annually and be monitored by the Think Family Partnership. The Action Plan provides a mechanism to set out and review on an annual basis the specific actions that the Council will take to comply with its responsibilities and support areas of work for which it is not responsible but can contribute towards as part of a multi-agency response.

Appendices

- Appendix A Children and Young People's Strategy 2019 – 2024
- Appendix B 2019/20 Action Plan
- Appendix C Consultation Information
- Appendix D Equality Impact Assessment



Children and Young People's Strategy

2019-2024



Foreword



Our Children and Young People's Strategy and supporting Action Plan is a living document that sets out what we want to achieve for children, young people and families in Charnwood. Informed by our Corporate Plan, our partners and children and young people themselves, it pulls together our key responsibilities as well as wider actions that we can contribute towards to meet the needs of families in our communities.

It also demonstrates our commitment to instil a culture of involving and listening to the views of children, young people and professionals and volunteers that work with families, taking these into consideration when making key decisions and designing services.

The 2019-2024 Strategy builds on the considerable success of the previous Strategy, notably between 2015-2018:

- We reviewed and publicised our safeguarding policies to annually
- 700+ safeguarding training activities undertaken with staff and elected members
- Annual needs/gap analysis event has taken place, 13 Think Family Partnership meetings held to ensure partners are informed and working together
- Over 27,000 attendances by children and young people at Charnwood Borough Council led sport and active recreation activities
- 19 multi-agency targeted youth/ family interventions within priority neighbourhoods or with identified targeted groups have been supported and co-ordinated by CBC
- Co-ordinated work with young people Not in Education, Employment or Training has led to Charnwood achieving the target of a level of NEET below 4% every year
- Co-ordinated work with young parents has contributed to year on year decrease in the number and rate of young parents. Rate of conceptions per 1,000 women aged under 18 in Charnwood was 40.1 in 1998 and 13.9 in 2016 (latest figures)
- 11 opportunities for children and young people to be involved in the design and delivery of Charnwood Borough Council services have been provided

Charnwood Borough Council is determined to continue to provide high quality services for children, young people and families and to provide co-ordination around identified needs for our statutory and voluntary sector partners throughout the Borough.

As Lead Member, it is important for me to ensure this strategy is up to date and fit for purpose to safeguard the children of this Borough. This strategy enables us to keep our children and young people safe and provide them with the opportunity to flourish and reach their full potential.

Councillor Deborah Taylor

Cabinet Lead Member for Communities, Safety and Wellbeing



Contents

	Page
Introduction	1
Setting the scene	2
What we know about Children and Young People in the Borough	5
Charnwood's Strategic Objectives	7
Delivery the Strategy	11



Charnwood Borough Council's Children and Young People's Strategy 2019 - 2024 is the result of ongoing consultation and discussion with children, young people and their families, practitioners, and voluntary and statutory partners. Children and young people are defined as 0 – 19 year olds inclusive or up to 25 where a young person has a physical or learning disability (except for some legal duties which may, for example, end on a young person's 18th birthday).

The length of the Strategy is intended to cover both the current and upcoming Corporate Plan, however should there be any significant change in the vision laid out in the upcoming Corporate Plan or with our statutory duties towards children and young people the Children and Young People's Strategy will be refreshed accordingly.

The Strategy builds on the significant progress made through our previous Children and Young People's Strategies. It sets out the vision and objectives for the next five years and the key pieces of work and actions that will need to be undertaken to deliver these objectives. The diagram in Appendix 1, shows how the strategic objectives of this strategy align with the local governance arrangements. The Strategy will be supported by an annually updated Action Plan and which sets out in detail how we are going to accomplish our objectives and supports wider multi-agency work and plans.

Ensuring a coordinated, integrated and cohesive approach to the way we work is fundamental to the delivery of this Strategy and the achievement of our vision. It is integrated with the Leicestershire Children and Families Partnership Plan 2018-21. The Partnership is a sub group of Leicestershire's Health and Wellbeing Board and is made up of the key organisations that work with children, young people and families across Leicestershire including Charnwood Borough Council.

The Charnwood Borough Council Children and Young People's Strategy is owned by Charnwood Borough Council and as such reflects the limited areas for which we have a legal responsibility. It is supported by our internal Children and Young People and Adult Safeguarding Policies. In addition, it incorporates those areas which the Borough Council has included within our Corporate Plan. Our legal responsibilities and Corporate Plan commitments are outlined in Section 3 of this Strategy.

A needs analysis, along with internal and external consultation, have informed this Strategy. These are the areas within which we believe the Borough Council can make the biggest difference to children and young people.



National and local context

The following national legislation is key to Charnwood's local Strategy for working with children and young people:

The UK Government's ratification of the United Nations Convention on the Rights of the Child (CRC) in 1991 recognised children's rights to express their views and to receive information on all matters that affect them, in accordance with their age and maturity.

The Children Act 2004 (later built on by the Children and Families Act 2014) focuses on moving towards early identification and intervention of services to help support not only the child but also their wider family and living environment. The Children and Social Work Act 2017 amended the Children Act 2004, placing new duties on the Police, Clinical Commissioning Groups and the Local Authority (Leicestershire County Council) to make arrangements to work together and with other partners locally to safeguard and promote the welfare of all children in their area.

The Academies Act 2010 and Education Act 2011 has altered several areas of education policy, including introducing the possibility for all publicly funded schools to become academies, increasing free early years provision and the raising of the participation age to 18.

The Working Together to Safeguard Children 2018 statutory guidance states that everyone who comes into contact with children and families has a role to play in identifying concerns, sharing information and taking prompt action. The Guidance names District Council's in general and Sport and Leisure, Housing and Homelessness departments and Environmental Health in particular as specific organisations that need to be named as part of the inter-agency safeguarding arrangements and who have key duties in relation to safeguarding children.

The Children Act 2004 and the associated statutory guidance places two core duties on Charnwood Borough Council.

Under Section 10 we have a duty to co-operate with our partners and appropriately share information between professionals to protect children. In response to this, Charnwood Borough Council has worked closely with Leicestershire County Council to establish the Charnwood Think Family Partnership. This Partnership Board is chaired by Charnwood's Director for Neighbourhoods and Community Well-being and consists of multi-agency statutory and voluntary sector partner representatives who jointly plan, co-ordinate and ensure the delivery of services to children, young people and families in our Borough (see Appendix 1)

Section 11 sets out our corporate responsibility to both safeguard and promote the welfare of children. Key features of Charnwood Borough Council's arrangements are:



- Senior management commitment to the importance of safeguarding and promoting children’s welfare led by the Director for Neighbourhoods and Community Well-being
- Development and regular review of safeguarding policies and procedures for both children and adults in need of safeguarding, co-ordinated and consistent with the other Leicestershire District and Borough Councils
- A clear line of accountability within the organisation for work on safeguarding, promoting the welfare of children and reporting safeguarding concerns
- A multi departmental team of trained Designated Safeguarding Officers (DSOs) supported by a Leicestershire wide District and Borough DSO Group
- Staff training (Bronze, Silver, Gold and multi-agency levels) on safeguarding both children and adults for all staff and available to all elected members
- Safer recruitment procedures in place including checks on strategic partners and organisations that we grant fund
- Effective inter-agency working to safeguard and promote the welfare of children and young people
- Effective and lawful information sharing protocols in place
- Working with contractors to ensure that safeguarding is appropriately embedded into their service delivery

This Strategy has been designed to align with other key strategies and plans. Locally, the Leicestershire Children and Families Partnership is made up of the key organisations that work with children, young people and families across the county including Charnwood Borough Council. The Leicestershire Children and Families Partnership Plan 2018-21 has been developed and is a shared vision based on five priorities:

- Ensure the best start in life
- Keep children safe and free from harm
- Support children and families to be self-sufficient and resilient
- Ensure vulnerable families receive personalised, integrated care and support
- Enable children to have good physical and mental health

The Partnership Plan includes the cross cutting themes of communication strat workforce development. The priorities for which the Borough Council have a d responsibility and/or work in partnership to support alongside other agencies will be reflected in the Action Plan that accompanies this Strategy and contribute to the more detailed delivery plans that are allocated to themed work.



The Leicestershire Children and Families Partnership can be found on the Leicestershire County Council website:

<https://www.leicestershire.gov.uk/education-and-children/social-care-and-supporting-families/leicestershire-children-and-families-partnership>



Key Facts and Figures

- It is estimated that in 2017, 9,439 0-4 year olds, 10,081 5-9 year olds, 9,160 10-14 year olds and just under 13,000 15-19 year olds were living in Charnwood
- In relation to teenage pregnancy, in 2016 (latest figures), the rate of conceptions per 1,000 women aged under 18 in Charnwood was 13.9, a year on year decrease since the rate was measured at 40.1 in 1998
- The 2017/18 figures from the National Child Management Programme (NCMP) show that Charnwood is now better than the national averages for excess weight in 4-5 (reception) and 10-11 (Year 6) year olds. 20.4% of children in Charnwood are currently overweight or obese in reception compared with 22.6% nationally
- The same figures show that for children in Year 6, 33.2% are overweight or obese compared with 34.2% nationally. Though both these figures are an improvement compared with 2014/15, excess weight is a problem across the country and therefore must remain a focus of our work
- June 2018 figures show Charnwood remains the Leicestershire district with the highest level of NEET (16-19 year olds Not in Education, Employment and Training) in terms of number and percentage of the cohort – 85 young people from a cohort of 3079 resulting in a percentage of 2.8% NEET. This is below the national target of 4% NEET and compares well with previous years
- In June 2015 3.3% of Charnwood's 16-19 year olds were NEET with 5 out of the top 10 NEET wards in Leicestershire being within Charnwood. In June 2018 this dropped to 3 of the top 10 wards being within Charnwood which is an encouraging improvement. One ward has a consistently high level of NEET due to the location of countywide emergency accommodation in the area

Needs Analysis

From local needs analysis with both professionals and young people the following areas have been identified as requiring support towards achieving better outcomes for children and young people:

- Intervention within the first 4 years of children's lives, promoting good outcomes for 0-4 year olds and school readiness
- Provision of targeted support to those children and young people with the highest levels of need, including intensive support to our most vulnerable families and those affected by knife crime, drugs and exploitation



- Reducing the number of NEET (not in education, employment or training) young people and promotion of high quality EET options
- Co-ordination of an offer of positive activities to young people across the Borough
- Support in delivering programmes that promote improved health and well-being for children and young people and their families
- Delivery of appropriate training and development to Charnwood's children and young people's focused workforce including shared messages around real life and online safety and provision of policies and guidance relating to our safeguarding duties



Improving outcomes for children and young people

The Charnwood Children and Young People's Strategy 2019-2024 builds on the successes of our previous Strategies and sets out the steps that we are committed to making in the coming years.

These steps include actions that are our statutory requirements under Section 10 and 11 of the Children Act 2004. Charnwood Borough Council already provide high quality services to children and young people. The purpose of this Strategy is twofold:

- To re-emphasise our commitment to safeguarding and refresh the associated policies
- To set out the manner in which we intend to work with children, young people and our partners in order to make a real difference to their lives within the areas that we hold responsibility for

Vision and Key Priorities Charnwood's Vision

As a named partner in the Leicestershire Children and Families Partnership Plan 2018-21 we have adopted the shared vision for children and families within our Borough:

“Children and young people in Charnwood are safe and living in families where they can achieve their full potential”

Strategic Objectives

The 3 Strategic Objectives remain the same as those identified in our 2015-18 Strategy as they are the areas where we know we can and should concentrate our efforts and where we can make the most difference by working together with our partners:

Objective 1: Keeping children and young people safe and free from harm – we are committed to undertake high quality and effective action in relation to our safeguarding duties.

Objective 2: Integrated working and early intervention – working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it

Objective 3: Children and family voice – delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources

How we achieve our strategic objectives

Objective 1: Keeping children and young people safe and free from harm



What are Charnwood Borough Council's responsibilities?

- To maintain a clear line of accountability for safeguarding (All Children Act 2004 and Working Together Statutory Guidance)
- To keep our residents safe (Corporate Plan)
- To operate a fit for purpose safeguarding policy and procedures document
- To ensure that staff are adequately trained in safeguarding in line with the Local Safeguarding Children's Board (or replacement body) Competency Framework
- To effectively report safeguarding concerns in line with Leicestershire's multi-agency procedures
- To ensure that safer recruitment procedures are in place

To comply with our responsibilities our priorities we will:

- Ensure that a list of multi-departmental Designated Safeguarding Officers is available to staff and that this is reinforced within the written policy, procedures and training
- Work with the Leicestershire wide group for District and Borough Council safeguarding issues (District Designated Safeguarding Officers Group) to collaborate on policy, procedure and performance management around safeguarding concerns and undertake regular reviews
- Comply with and contribute to Leicestershire County Council and Leicestershire and Rutland Safeguarding Children's Board (or replacement body) standards and procedures
- Provide role appropriate safeguarding training to our entire staff team including elected members using a variety of delivery methods. Staff who have specific responsibility for delivering services to children and families will be encouraged to access LSCB (or replacement body) multi-agency training and we will comply with the Leicestershire Safeguarding Competencies Framework
- Facilitate and promote an inter-departmental team of trained Designated Safeguarding Officers who are responsible for assisting staff with safeguarding concerns and ensuring consistent reporting and recording of concerns
- Strategic HR will ensure that safer recruitment practices are embedded and reviewed as appropriate, Charnwood Grants procedures will ensure that partner organisations also have appropriate safeguarding policies and practice in place

Furthermore we will work with our multi-agency colleagues to:

- Support the appropriate actions arising from Priority 2: Keep children safe and free from harm, within the Leicestershire Children and Families Partnership Pl;

9



- Provide cross directorate assistance and appropriate information sharing to the Charnwood Children and Families Wellbeing Service (Leicestershire County Council), in order to contribute towards promoting the welfare of children
- Support a multi-agency approach to domestic violence and anti-social behaviour cases through the Joint Action Group (JAG)
- Support the functioning of the multi-agency Child Sexual Exploitation Team

Objective 2: Integrated working and early intervention

What are Charnwood Borough Council's responsibilities?

- To co-operate to improve the well-being of children and young people (Section 10 Children Act 2004)
- Provide opportunities to participate in social, leisure and cultural activities and in community life (Corporate Plan)
- Encourage healthy lifestyles for all our residents through physical activity programmes and the provision of sports facilities and green spaces (Corporate Plan)

What will we do to comply with our responsibilities?

- Co-ordinate and develop, in consultation with young people, an offer of positive activities to young people across the Borough
- Assist partners, particularly the voluntary and community sector, to adapt to a changing funding landscape and to ensure continued delivery of a range of provision to children and young people
- Lead the Think Family Partnership to ensure co-ordination of partners and services and to ensure the best outcomes for children, young people and their families in the locality
- Work closely with the Charnwood Children and Families Wellbeing Service Team to ensure the best result for children and young people and their families
- Where families are identified as having additional needs, services will refer to Children and Families Wellbeing Service using the Request for Service arrangements to ensure that appropriate support is put in place

Furthermore we will work with our multi-agency colleagues (including the voluntary sector) to:

- Further develop the Charnwood Think Family Partnership to ensure that issues and gaps in relation to children and young people are identified and addressed
- Lead the 5-19 Action and Network Groups and to take responsibility for developing the 5-19 Action Plan alongside statutory and voluntary sector partners



- Lead the Charnwood NEET (not in education, employment or training) Aversion Group
- Assist in the governance and delivery of the Charnwood Children and Family Wellbeing Service to promote good outcomes for 0-4 year olds

Objective 3: Children and Family Voice

What are Charnwood Borough Council's responsibilities?

- Providing opportunity for children and young people to participate in shaping and influencing matters that affect them (United Nations Convention on the Rights of the Child)
- Listen to and communicate with our residents and act on their concerns (Corporate Plan)

What will we do to comply with our responsibilities?

- Provide an opportunity for children and young people to have a voice and be involved in service design
- Deliver initiatives such as awards ceremonies and celebratory events to ensure that children and young people's contribution to our local community is recognised

Furthermore we will work with our multi-agency colleagues to:

- Support the voice work done by other agencies including the Children's Centre Programme and the Make Your Mark programme and proactively implement feedback
- Review need and the focus of children and young people's services across Charnwood on an ongoing basis with our multi-agency partners.



Delivering the Strategy

Arrangements for reviewing progress against the strategy

An Action Plan will be developed to run alongside this Strategy. The Action Plan will be updated annually and any areas of underperformance or slippage will be reported as appropriate.

We will continue to consult and engage children, young people and their families in partnership with our multi-agency colleagues. Maintaining an ongoing dialogue with service users, parents, carers, professionals and advocates will be vital in driving improvement, ensuring challenge and accountability and ensuring that our priorities remain relevant.





Charnwood Borough Council Children and Young People Strategy 2019/20 Action Plan

Progress key:

	off target
	on target
	completed

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 1. To keep children and young people in Charnwood safe						
Outcomes:						
- Children and young people in Charnwood are safe						
- Charnwood Borough Council is fully compliant with our legal and corporate responsibilities to safeguard children, in line with requirements of Leicestershire Safeguarding Children's Board						
Charnwood Borough Council responsible for:						
PI 1.1	Ensure that our safeguarding policies are reviewed regularly, kept up to date and promoted to staff by a) Reviewing policies annually b) Undertaking promotional activities	a) Annual review completed b) 2 annual promotions to staff	Head of Neighbourhood Services Children, Families and Partnerships Manager Charnwood DSO's (Countywide DSO Group)	a) Children's Policy March 2020 - Q4 2019/20 Adult's Policy March 2020 - Q4 2019/20 b) by end 2019/20		
PI 1.2	To ensure that our Designated Safeguarding Officer's assist the Leicestershire safeguarding processes by taking action in 100% of cases where concerns	An action recorded in 100% of cases in which safeguarding threshold is met	Strategic Director Neighbourhoods and Community Wellbeing	Ongoing Measured 6 monthly		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
	meet safeguarding threshold		Head of Neighbourhood Services Children, Families and Partnerships Manager			
PI 1.3 Page 87	To provide role appropriate safeguarding training to staff team and elected members using a variety of delivery methods. To provide role appropriate opportunities for staff to show that they can demonstrate competency in safeguarding in line with the Local Safeguarding Children's Board Competency Framework.	a) To monitor quarterly that staff undertake their 3 year refresher training b) Delivery of 10 face to face safeguarding sessions and silver safeguarding e-learning to 65 staff c) 3 DSO training/ shared learning events per year	Children, Families and Partnerships Manager Improvement and Organisational Development Team	a – g) all by end 2019/20		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
		d) 5 new DSOs trained across the organisation e) 1 member training session per year f) 40 staff engage with competency workshop/ other training activity g) Procedure applied for contractors who work directly with children				
Charnwood Borough Council contributes towards:						
PI 1.4	Promote the First Response and Request for Service referral process to multi-agency partners, promoting the	100% of cases identified as appropriate for referral to First Response through Joint Action Group	Community Safety Manager	Ongoing Measured 6 monthly		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
	early identification of risks and enabling appropriate referrals to support the welfare of families	processes are referred				
PI 1.5	Make children and young people safe by promoting pathways for sharing of intelligence and raising awareness of Leicestershire wide universal safety messages, along with associated training and resources	10 promotional campaigns	Head of Neighbourhood Services Children, Families and Partnerships Manager Community Safety Manager			

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 2. To promote and support integrated working and early intervention						
Outcome: - Partners are working together to support services to improve the wellbeing of children and young people						
Charnwood Borough Council responsible for:						
PI 2.1	To lead and co-ordinate the Think Family Partnership to ensure that partners are informed and working together towards improving the wellbeing of children and young people	a) 3 Think Family Partnership meetings annually b) 1 needs/ gap analysis event annually	Strategic Director Neighbourhoods and Community Wellbeing Children, Families and Partnerships Manager	a and b) By end of 2019/20		
PI 2.2	Co-ordination and delivery, in consultation with young people, of an offer of positive activities to young people across the Borough	a) Deliver an annual summer and Easter holiday activity programme for 5-19 year olds	Head of Neighbourhood Services Children, Families and Partnerships Manager	a and b) By end of 2019/20		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
		b) Deliver 5 targeted youth/ family interventions programmes within priority neighbourhoods or with identified target groups	Sports and Active Recreation Manager Community Safety Manager			
PI 2.3	Support provided to assist voluntary sector partners to increase resilience and adapt to a changing landscape	5 initiatives / training opportunities annually	Children, Families and Partnerships Manager Communities and Partnerships Manager	By end of 2019/20		
Charnwood Borough Council contributes towards:						
P1 2.4	Support the implementation of the new Children and Families Wellbeing Service arrangements to contribute to the well-	Ensure new locality model embedded in locality governance structures	Strategic Director Neighbourhoods and Community Wellbeing Head of Neighbourhood Services	Ongoing		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
	being of children and families in Charnwood		Children, Families and Partnerships Manager			
PI 2.5	To support and develop the 5-19 Action Group and co-ordinate the 5-19 Delivery Plan to promote good outcomes for 5-19 year olds	<p>a) To achieve a level of NEET young people in Charnwood of below 3% between November and January (yr. 12-14) (LCC set target)</p> <p>b) To achieve a level of obesity at year 6 of below 32.7% (National Child Measurement Programme 2017/18 figure)</p>	<p>Strategic Director Neighbourhoods and Community Wellbeing</p> <p>Head of Neighbourhood Services</p> <p>Children, Families and Partnerships Manager</p> <p>Sports and Active Recreation Manager</p> <p>Careers Advice Service</p>	Ongoing Measured annually (b statistics include time lag)		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
PI 2.6	To actively support and promote the Children's Centre Programme to promote good outcomes for 0-4 year olds	<p>a) More than 75% of eligible families taking up 2 year Free Early Education Entitlement (FEEE)(baseline 69.6% Nov 2018)</p> <p>b) To achieve a level of obesity at Reception of below 24% (NCMP 2017/18)</p>	<p>Strategic Director Neighbourhoods and Community Wellbeing</p> <p>Children, Families and Partnerships Manager</p> <p>Sport and Active Recreation Manager</p>	Ongoing Measured annually		
PI 2.7	To work with partners to ensure that reporting of domestic abuse is encouraged and a robust response available to victims	<p>a) LWA to support a minimum of 119 adults/families within Charnwood</p> <p>b) LWA to run 2 group work programmes within Charnwood</p>	<p>Children, Families and Partnerships Manager</p> <p>Communities and Partnerships Manager</p> <p>Community Safety Manager</p>	Ongoing Measured annually		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
		c) Reduction in the number of incidents of repeat victimisation / return to abusive relationship of 80% whilst working with LWA				

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
SO 3. To include children, young people and family voice in service design and delivery						
Outcome: - Charnwood Borough Council delivers services that meet the needs of children, young people and families						
Charnwood Borough Council responsible for:						
PI 3.1	Opportunities provided for young people to be involved in service design and delivery within Charnwood	3 opportunities annually	Children, Families and Partnerships Manager	Ongoing Measured annually		
PI 3.2	Deliver initiatives to celebrate and recognise the contribution of young people to the community	2 initiatives/ events annually	Children, Families and Partnerships Manager	Ongoing Measured annually		

	Performance indicator/ Action required	Performance measure	Responsible	Target Date	Update	Status
Charnwood Borough Council contributes towards:						
PI 3.3	Support partners to deliver family focused initiatives or events based on family voice	3 initiatives/ events annually	Head of Neighbourhood Services Children, Families and Partnerships Manager	Ongoing Measured annually		
PI 3.4	To support young people to progress towards work	5 initiatives to promote volunteering, work experience and apprenticeship opportunities	Head of Neighbourhood Services Children, Families and Partnerships Manager Improvement and Organisational Development Team	Ongoing Measured annually		

Children & Young People's Strategy 2019 – 24 Consultation Feedback Summary

Source	Feedback
<p>5-19 Network</p> <p>Fun and Families, CBC, Leicestershire Fire and Rescue Service, The Hut, Twenty Twenty, Adullum Housing, Open Heaven, The Bridge, Living Without Abuse, Supporting Leicestershire Families, Go Getta, Falcon Support Services, Police, Loughborough College, Leicestershire County Council Social Care, Young People</p>	<ul style="list-style-type: none"> • Strategic objectives still seem relevant and action plan clear on what is the council's responsibilities but also allows for inclusion of partnership work • Support for all services to co-ordinate delivery of universal risk and safety messages to children and young people and parents • Need for targeted interventions for young people in reduction to knife crime / knife carrying • Need for information sharing about County Lines and new substances / trends • Need for work with boys re attitudes to relationships and sexualised behaviour • Child on parent abuse is an issue • Availability of safeguarding training for VCS is an issue • Lack of available support for children and young people's mental health issues – need to raise awareness of online tools • Need for youth diversionary activities • Need to work together to identify the gaps and identify potential options • Need to ensure that children and young people continue to have involvement and a voice
<p>NEET Advisory Group</p> <p>Supporting Leicestershire Families, CBC, Yes Project, Loughborough College, DWP, Inclusion Partnership, Twenty Twenty, The Bridge, Careers Advice Service, Citizens Advice Bureau, Great Project, Leicestershire Cares, BACA, Libraries, Peter Le Marchant Trust, Nottingham Community Housing Association, Rathbone Apprenticeship Training, Adullam Housing, Leicestershire County Council, Education Worker, Adults and Communities</p>	<ul style="list-style-type: none"> • Strategic objectives still seem relevant and action plan clear on what is the council's responsibilities but also allows for inclusion of partnership work • Need for more volunteer, work experience / placement and apprenticeship opportunities for young people • Need for diversionary positive activities for young people • Support sharing of universal risk and safety messages to children and young people • Need for more work with local businesses • Voluntary and Community Sector provide a wide range of support activities in the area, need for assistance with funding • Need to ensure that children and young people continue to have involvement and a voice • Need to encourage young people to be involved in democratic process • Marginalised young people need to have their voice heard

<p>Think Family Partnership</p> <p>CBC, Supporting Leicestershire Families, Children's Centre Co-ordinator, Libraries, Adults and Communities, NHS Health Trust, Behaviour and Inclusion Partnerships, Home Start Horizons, Leicestershire County Council, NHS Midwifery, Early Learning, Family Outreach Worker, Schools, Voluntary and Community Sector</p>	<ul style="list-style-type: none"> • Strategic objectives still seem relevant and action plan clear on what is the council's responsibilities but also allows for inclusion of partnership work • Support for all services to co-ordinate delivery of universal risk and safety messages to children and young people and parents • Support for all services to co-ordinate delivery of universal health messages • Need for co-ordinated push for take up of free early years education entitlement • Recognition that intervention within the first 4 years of children's lives is important • Support for delivering programmes that promote improved health and well-being for children and young people and their families • Need to look at co-ordinating services to address obesity levels in children, along with maternal obesity • Need to ensure appropriate information sharing continues to ensure best outcomes for children and young people • Voluntary and Community Sector provide a wide range of support activities in the area, need for assistance with funding • Need to continue co-ordination of partners and services to ensure most effective use of resources and prevent duplication
<p>County Designated Safeguarding Officers</p> <p>Rep from each Local Authority</p>	<ul style="list-style-type: none"> • Strategic objectives still seem relevant and action plan clear on what is the council's responsibilities but also allows for inclusion of partnership work • Demonstrates clear links with other local Strategies, policies and plans • Support for all services to co-ordinate delivery of universal risk and safety messages to children and young people and parents • Need to make it shorter • Need to look at producing a children and young people friendly version • Need to share safeguarding training opportunities • Need to look at options for promotion of safeguarding training for voluntary and community sector

<p>CBC Designated Safeguarding Officers Group</p>	<ul style="list-style-type: none"> • Strategic objectives still seem relevant and action plan clear on what is the council’s responsibilities but also allows for inclusion of partnership work • Demonstrates clear links with other local Strategies, policies and plans • Need for continued sharing learning opportunities • Need to continue to offer specialist subject training for DSO’s e.g. capacity training, signs of safety, coercive control • Need to identify gaps for further DSO’s • Need to promote that safeguarding is everyone’s responsibility • Need to continue to embed safeguarding in new contracts
<p>Other</p>	<ul style="list-style-type: none"> • Strategic objectives still seem relevant and action plan clear on what is the council’s responsibilities but also allows for inclusion of partnership work • Demonstrates clear links with other local Strategies, policies and plans including LCC’s Children and Families Partnership Plan • Need ensure shared priorities and work are embedded across all areas • May need to update the numbers following the 2021 census

Charnwood Borough Council

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

Note: Complete the action plan as you go through the questions

■ **Step 1 – Introductory information**

Title of the policy	Children and Young People's Strategy 2019-2024
Name of lead officer and others undertaking this assessment	Sarah Wheatley
Date EIA started	October 2018
Date EIA completed	

■ **Step 2 – Overview of policy/function being assessed:**

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>As a named partner in the Leicestershire Children and Families Partnership Plan, the Charnwood Children and Young People's Strategy 2019-2024 details the steps that are needed to contribute towards the shared vision of "Children and young people in Leicestershire (Charnwood for the purposes of our work) are safe and living in families where they can achieve their full potential" for all children and young people within the borough. It is aiming to do this through the following strategic objectives:</p> <p>Objective 1: Keeping children and young people safe and free from harm- we are committed to undertake high quality and effective action in relation to our safeguarding duties.</p> <p>Objective 2: Integrated working and early intervention- working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it.</p> <p>Objective 3: Children and family voice- delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>The Strategy is designed to positively impact on all children and young people within Charnwood borough, irrespective of individual characteristics. Children and young people are defined as any individual aged 0-19 years old or up to 25 where a young person has a physical or learning disability (except for some legal duties which may, for example, end on a young person's 18th birthday). The Strategy is intended to maximise safety, improve wellbeing through the support of relevant services at an appropriate time and to represent the voice of young people within the borough. The Strategy sets out to do this in a manner that is sensitive to protected characteristics of individuals, and creates equal opportunities and life changes for all children and young people within Charnwood borough.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>A number of groups have been consulted in the development of the Strategy:</p> <ul style="list-style-type: none"> • Family Voice Worker, Early Help Support Services, Leicestershire County Council: This worker co-ordinates Voice Work across the County and links with young people's groups including CYCLe, the County Youth Council for Leicestershire. • Statutory and voluntary partners: These are partners who provide children's services in Charnwood and work directly with children and young people and their families. This includes the Think Family Partnership the NEET (Not in Education, Employment and Training) Advisory Group and the 5-19 Service Providers Network. • Internal staff at Charnwood Borough Council: Charnwood Borough Council Officers that provide services for children and families or have an interest in equalities issues throughout the Council • Leicestershire County Council Children and Families Directorate.

■ 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

The following information has been consulted in the development of this Strategy. Data sources include:

- Charnwood Community Profiles developed by the Children, Families and Partnerships Team
- National Child Measurement Programme and Child Obesity Profile
- Indices of Multiple Deprivation
- Teenage Pregnancy Data
- Sure Start Children's Centre information
- Leicestershire Public Health Outcomes Framework
- Prospects Performance Reports (Not in Education, Employment and Training)
- Outcomes from consultation with children and young people; including The Face2Facebook Consultation, Big Monsters Ball and Hit the Street
- Statutory and voluntary partners who could present the children and young people's voice. This includes the Think Family Partnership and the 5-19 Service Providers Network.

What does this information / data tell you about diverse group? 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)

This is an inclusive Strategy and, as such, the data used has been able to give information regarding children and young people with Charnwood, rather than a particular specific group or cohort. The above sources of data have been able to provide information regarding the following:

- Demographic information (e.g. population size, age and sex statistics, etc.)
- Indices of deprivation
- The voice of the child (e.g. what they believe their needs are)
- The voice of the professional (e.g. what provision they are offering and direct feedback from service users)

From data and needs analysis the following areas have been identified as requiring support towards achieving better outcomes for children and young people:

- Intervention within the first 4 years of children's lives, promoting good outcomes for 0-4 year olds and school readiness
- Provision of targeted support to those children and young people with the highest levels of need, including intensive support to our most vulnerable families and those affected by knife crime, drugs and exploitation
- Reducing the number of NEET (not in education, employment or training) young people and promotion of high quality EET options
- Co-ordination of an offer of positive activities to young people across the Borough
- Support in delivering programmes that promote improved health and well-being for children and young people and their families
- Delivery of appropriate training and development to Charnwood's children and young people's focused workforce including shared messages around real life and online safety and provision of policies and guidance relating to our safeguarding duties

■ 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.

The Strategy sets out our ongoing commitment to the aforementioned strategic objectives of embedding integrated working with our partners and the promotion of children and young people's voice. As such, seeking the views of others is integral to the Strategy and associated Action Plan. This is done through consultation with other professionals and service providers who work directly with children and young people in Charnwood. This is carried out through the following mechanisms, which occur on a regular basis:

- Think Family Partnership and the Needs Analysis Event
- 0-5 Action Group (may be reviewed as part of LCC's current restructure)
- 5-19 Action Group
- 5-19 Service Providers Networking Event
- Teenagers and Babies Access Group
- NEET Advisory Group
- Annual Make Your Mark campaign for 11-18 year olds
- Children's Centre Team Meetings (may be reviewed as part of LCC's current restructure)
- Family Network Group (may be reviewed as part of LCC's current restructure)
- Community Safety Partnership Strategic Group

■ 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	<p>The Children and Young People's Strategy is aimed at positively impacting on and supporting children and young people within Charnwood, regardless of their age. This is aimed to be done through the three objectives:</p> <ul style="list-style-type: none"> • Objective 1: Keeping children and young people safe and free from harm- we are committed to undertake high quality and effective action in relation to our safeguarding duties. • Objective 2: Integrated working and early intervention- working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it. • Objective 3: Children and family voice- delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources. <p>For age specifically, this is done in particular through close partnership working with children's services providers and through the collection and implementation of the child's voice.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	<p>This Strategy intends to positively impact upon the lives of children and young people with disabilities (including physical, mental, cognitive, sensory, developmental, etc. disabilities</p>

	<p>and impairments, learning difficulties, etc.). It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people with disabilities. These include:</p> <ul style="list-style-type: none"> • SEND's (Special Educational Needs and Disabilities) Local Offer for Leicestershire • Disability specific Youth Services provision (e.g. Loughborough LEGGO) • Local service providers (e.g. Glebe House, etc.) • Provision of funding through Charnwood Grants to support local projects that provide services specifically to children and young people with identified needs (e.g. Glebe House, Loughborough LEGGO etc.) <p>Objective 3: Obtaining the opinion of disabled children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • SEND's (Special Educational Needs and Disabilities) Local Offer events • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Gender Reassignment (Transgender)</p>	<p>This Strategy is able to positively impact upon the lives of children and young people who wish to identify as an alternative gender. It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to transgender children and young people. These include:</p> <ul style="list-style-type: none"> • Group work provided by Leicestershire County Council's Early Help Service when need is identified <p>Objective 3: Obtaining the opinion of transgender children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Race</p>	<p>This Strategy intends to positively impact upon the lives of children and young people regardless of their race. However, certain groups have been established to support specific races where data and feedback has indicated there is a particular need or concern. It aims to do this through the following objectives:</p>

	<p>Objective 2: Through integrated working with services who offer specific provision to children and young people where there has been an identified need with relation to race. These include:</p> <ul style="list-style-type: none"> • Local service providers (e.g. Baca, Shree Ram Krishna Community Project, Equality Action Charnwood, etc.) • Provision of funding through Charnwood Grants to support local projects that provide services specifically to children and young people with identified racial needs (e.g. Shree Ram Krishna Community Project, Baca) <p>Objective 3: Obtaining the opinion of children and young people from a representative range of races through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Religion or Belief (Includes no belief)</p>	<p>This Strategy intends to positively impact upon the lives of children and young people regardless of their religion or beliefs. However, certain groups have been established to support specific religions or beliefs where data and feedback has indicated there is a particular need or concern. It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people where there has been an identified need with relation to religion of belief. These include:</p> <ul style="list-style-type: none"> • Youth Services provision that also incorporates religion/belief elements (e.g. South Charnwood and Melton Behaviour Partnership) • Local service providers (e.g. Baca, Shree Ram Krishna Community Project, Equality Action Charnwood, etc.) • Provision of funding through Charnwood Grants to support local projects that provide services specifically to children and young people with various identified faiths (e.g. Shree Ram Krishna Community Project, Baca) <p>Objective 3: Obtaining the opinion of children and young people from a representative range of religions and beliefs through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with

	<ul style="list-style-type: none"> • One-off project specific consultations that may be held throughout the year
<p>Sex (Gender)</p>	<p>The Children and Young People’s Strategy is aimed at positively impacting on and supporting children and young people within Charnwood, regardless of their sex. This is aimed to be done through the three objectives:</p> <ul style="list-style-type: none"> • Objective 1: Keeping children and young people safe and free from harm- we are committed to undertake high quality and effective action in relation to our safeguarding duties. • Objective 2: Integrated working and early intervention- working together with our statutory and voluntary sector partners to identify risks early and take preventative action, ensuring that children, young people and families receive help as soon as they need it. • Objective 3: Children and family voice- delivery and development of services should start by listening to the people who use our services and then consider what is achievable within the available resources. <p>For sex specifically, this is done in particular through close partnership working with children’s services providers and through the collection and implementation of the child’s voice.</p> <p>At the 2018 Needs Analysis discussion was invited into take up of different services and some different needs being identified for male and female young people. There is some ongoing work to do around provision of some work aimed at females only (Love4Life) and whether this should be expanded to be available (separately) for males given that other opportunities are disproportionately accessed by males.</p>
<p>Sexual Orientation</p>	<p>This Strategy intends to positively impact upon the lives of children and young people regardless of sexual orientation. However, certain groups have been established to support specific sexual orientations where data and feedback has indicated there is a particular need or concern. It aims to do this through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people where there has been an identified need with relation to sexual orientation. These include:</p> <ul style="list-style-type: none"> • Group work provided by Leicestershire County Council’s Early Help Service when need is identified <p>Objective 3: Obtaining the opinion of lesbian, gay and bisexual children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with

	<ul style="list-style-type: none"> • One-off project specific consultations that may be held throughout the year <p>Professionals are also able to apply to for the Support for Individuals grants on behalf of a child or young person. In the past, this has allowed a young person to access transport in order to attend a support group specific to sexual orientation support.</p>
<p>Other protected groups (Pregnancy & maternity, marriage & civil partnership)</p>	<p>This Strategy intends to positively impact upon the lives of all children and young people, however from previous research, need has also been identified specifically for teenage parents. This provision caters both for young mothers and fathers. The Strategy aims to provide positive impact through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people who are teenage parents. These include:</p> <ul style="list-style-type: none"> • Local services (e.g. Children Centre Provision, Adult Learning Service, the Teenagers with Babies Access Groups case meetings, Care2Learn etc.) <p>Objective 3: Obtaining the opinion of teenage parents children and young people who are teenage parents through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • Teenagers with Babies Access Group: A regular case meeting where professionals can raise parents views and identify gaps in and request particular service provision • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
<p>Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>This Strategy intends to positively impact upon the lives of all children and young people, however from research, need has also been identified specifically for certain socially excluded groups. These have been identified as those young people not in education, employment or training (NEET), young carers, those at risk of homelessness, with parents in the Armed Forces and those with risk factors that make them more vulnerable. The Strategy aims to provide positive impact through the following objectives:</p> <p>Objective 2: Through integrated working with services who offer specific provision to children and young people who are teenage parents. These include:</p> <ul style="list-style-type: none"> • Universal Youth Services provision (e.g. Desire Youth Club, Shelthorpe Youth Club, etc.) and targeted Youth Services provision (e.g. Inclusion Programme, Time Out Young Carers, Go-Getta Engagement • Universal local service providers (e.g. youth cafes/clubs and community groups, sports groups,

	<p>etc.) and targeted local service providers (e.g. The Bridge, Youth Shelter, TwentyTwenty, Armed Forces Covenant, etc.)</p> <ul style="list-style-type: none"> • Supporting Leicestershire Families team: A team who support vulnerable children, young people their extended families including engaging them to relevant services dependent on their needs. • Provision of funding through Charnwood Grants to support universal and targeted local projects who provide services specifically to children and young people (e.g. Charnwood Arts, Loughborough LEGGO, TwentyTwenty, etc.) <p>Objective 3: Obtaining the opinion of all children and young people through consultation events, with a view to implementing this into service provision. These events include:</p> <ul style="list-style-type: none"> • NEET Advisory Group: A forum whereby the views and needs of this specific group of young people can be aired • Charnwood Grants Panel: evidence of young people's views often included in applications • Community Safety Partnership delivery groups: evidence of young people's views and experiences often included in discussions • 5-19 Service Providers Networking Event: Service providers are able to represent the voice of the service users they work with • One-off project specific consultations that may be held throughout the year
--	---

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.

Due to the integrated working promoted through the Strategy, it is expected that there will be no negative impact on children and young people.

In order to maximise the potential for positive impact, the Children and Young People's Participation Toolkit has been designed. This is a guide for use by Charnwood Borough Council employees and local service provider colleagues to support them in consulting with young people in order to record their voice. This Toolkit will encourage colleagues to consider children and young people when developing services and resources aimed at them, thereby supporting Objectives 2 and 3 identified in the Strategy.

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).

By the implementation of the three objectives identified in the Strategy, it is felt that this document will support the Council's responsibilities in relation to equality and diversity and also their responsibilities in safeguarding and promoting the children and young people within the Borough.

■ 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?

The findings of this assessment will be monitored through a variety of mechanisms, designed to uphold the Strategy and promote the needs of children and young people. These mechanisms include:

- Performance indicators identified in the Strategy's Action Plan: a number of specific actions related to the Strategy's 3 main objectives, together with the actual performance measure, named responsible individuals and a target date for each indicator
- The Think Family Partnership: Internal and external colleagues involved in the development, monitoring and provision of children and young people's services will be involved in carrying out the Strategy's objective, including whether they are being met and will address any issues as they arise.
- Charnwood Borough Council Senior Management Team: will receive a report should there be any areas of under-performance or slippage
- Performance Panel Scrutiny Group: outcomes of the Children and Young People's Strategy and Action Plan will be regularly reported to this Panel.

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.

The recommendations of this assessment will be included in the follow:

- The annual review of the Children and Young People's Strategy Action Plan
- Reviews of the Strategy by the Policy Scrutiny Group and Cabinet
- Regular performance monitoring by the Performance Scrutiny Panel

■ 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

■ **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	✓	Through their involvement with the Children, Families and Partnerships Team (and their related meetings), through the publishing of the Equality Impact Statement.
Service users	✓	Through the publishing of the draft Strategy online in our Consultations
Partners and stakeholders	✓	Leicestershire County Council, Supporting Leicestershire Families Team and children's services providers will be informed through the publishing of the Equality Impact Statement.
Others	✓	Cabinet members will be informed through the publishing of the Equality Impact Statement.
To ensure ease of access, what other communication needs/concerns are there?		

■ **Step 9- Conclusion (to be completed and signed by the [Service Head](#))**

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head): Julie Robinson
Date: 11 February 2019

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)

CABINET – 14TH MARCH 2019

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

Part A

ITEM 10 CHARNWOOD GRANTS – ROUND FOUR – 2018/19 COMMUNITY DEVELOPMENT AND ENGAGEMENT ENVIRONMENTAL GRANT APPLICATIONS

Purpose of Report

To enable the Cabinet to consider applications received for funding in a further round four specifically for the Community Development and Engagement Environmental Grants scheme for 2018/19.

Recommendations

1. That the following Community Development and Engagement Environmental Grants be awarded:
 - £9,840 to The Exaireo Trust towards a re-use project;
 - £4,500 to The Crop Club towards a Growing urban communities in small spaces project, subject to final CIC documents and CIC bank statements being provided;
 - £6,000 to Little Bird SOS towards a Grow Loughborough project (£3,000 to be funded through Community Development and Engagement Environmental grants, and £3,000 through the Loughborough Community grants scheme);
2. That the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Development and Engagement Environmental Grants.

Reasons

1. To provide financial support to organisations which meet the criteria of the Community Development and Engagement Environmental grant 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 enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.

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

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 £3,000 from the Loughborough Community Grants budget towards the Loughborough based project, Little Bird SOS.

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).

Due to an underspend of £4,000 in 2017/18 the ring-fenced budget for environmental projects in 2018/19 was £24,000.

In Round 3 £5,000 was allocated leaving a balance £19,000. However this increased by £1,400 to create a balance of £20,400 due to Falcon Support Services, confirming they were unable to complete their project and didn't require the full grant awarded.

This Round 4 report recommends that three applications for environmental projects be supported totalling £20,340. However Little Bird SOS grant award is being jointly funded with £3,000 coming from the Loughborough Community grants scheme. Therefore £17,340 of the grant being awarded will come from the Community Development and Engagement - Environmental Grant Funding. This will leave grant funding of £3,060 to carry forward into 2019/20 to be awarded to projects that deliver environmental outcomes.

Once a grant has been awarded the recipient has 12 months in which to complete their project and draw down the grant funding. Therefore it is expected that the above 3 grants will be drawn down over the next 12 month period, i.e. during both 2018/19 and 2019/20, dependent upon when the projects start, reach agreed milestones and are completed. It is anticipated that for all 3 grants there will be an initial part payment of grant to the recipients in 2018/19. The remaining grant funding will be carried over and be available for draw down in 2019/20.

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	Overall Risk	Risk Management Actions Planned
Grants do not deliver the objectives of the Grants scheme	Remote (1)	Minor (1)	Very Low (1)	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

Officers to contact:

Julie Robinson
Head of Neighbourhood Services
01509 634590
julie.robinson@charnwood.gov.uk

Verity Graham
Neighbourhoods & Partnerships Co-ordinator
01509 632516
verity.graham@charnwood.gov.uk

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 Development and Engagement Grants

2. 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
3. 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?
4. 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.
5. 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 Development & Engagement Environmental Grant Applications

6. Three applications were received for funding in Round 4 for 2018/19. Three applications have been assessed against the criteria; all three have been recommended for approval.

The Exaireo Trust - Score 51 - Recommendation to award up to £9,840

7. The Exaireo Trust helps people who have been homeless to rehabilitate themselves, by providing accommodation in shared housing. There is a support structure in place including a key worker, to help people overcome addictions, deal with other agencies, and to return to work or education. The aim is to help as many residents as possible to move into their own accommodation and live independently, whilst recognising that for some, a level of support will always be needed.
8. In 2017 the organisation received funding through the Community Development and Engagement Environmental grants scheme for funding towards the cost of a furniture project, offering work experience to residents struggling to get back into work. Residents were able to expand their skills by learning how to restore furniture and deal with the general public. The project operated from a small warehouse at the Oaks Industrial Estate for 18 months, and during this time it became obvious that in order to become a real success it needed to be expanded. At the same time, they became aware of Dulux paints 'Community Re-paint' initiative and started to investigate the possibility of combining the two. The result was 'Exaireo Re-use', which has been running from Weldon Road in Loughborough since Spring 2018, on Wednesdays, Thursdays and Fridays. They provide surplus paint from the commercial sector and donated furniture to voluntary groups and the general public at low or no cost, providing work experience for around 12 Exaireo residents, with the aim to increase this to 20-25 individuals. Participants gain experience in receiving donated goods, furniture refurbishment, sales, deliveries and collections.
9. This application is for funding towards the expansion of the project, enabling a Saturday opening, and increasing opportunities to their service users and to the wider community.
10. The benefits of the project include:
 - Constant flow of residents gaining new skills, and progressing within and outside of the project;
 - Increase in residents' confidence and self-esteem;
 - People in the local community who are in need, such as those in priority neighbourhoods, have access to low-cost or free furniture;
 - As residents move into new accommodation, Exaireo is able to gift them basic furniture so they're not moving into their new home with no furniture;
 - Project also supports up to 10 people a month who are not Exaireo service users, but who are referred to the organisation through the Council's Housing Needs team for example;
 - The organisation has a partnership with the local Rotary who provide 'move on' boxes comprising household items totalling £200. The boxes are passed to residents moving on, or other people in need;
 - Up-cycling and restoring furniture reduces the amount of waste sent to landfill;
 - Residents are being encouraged to re-use and recycle rather than throw things away.

11. 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 improved mental health and emotional wellbeing;
 - Improves the well-being of residents through acknowledging their diverse needs;
 - Adds value to Charnwood's commitment to reduce the impact of climate change.
12. The application of £9,840 is for 8.95% of the total scheme costs of £109,940.
13. The Panel scored this scheme at 51 and recommends that a grant of up to £9,840 be awarded.
14. The Panel feel that the application is building on the project from last year, and that the community benefit is clear. The project scores highly against the criteria of reducing the impact of climate change, through reducing waste and re-using furniture. The Panel also note that the organisation is pro-active in looking at other funding streams.

The Crop Club - Score 36 - Recommendation to award up to £4,500 subject to Final CIC documents and bank statements being provided

15. The Crop Club has been running since 2016 and is in the process of finalising becoming a CIC. The organisation aims to reconnect people with growing food, nature and communities. The key aims and objectives of The Crop Club are to:
 - Simplify growing food and making it more accessible for all;
 - Educating people on sustainability and protecting the environment;
 - Reconnecting people with homegrown and homemade food;
 - Promoting the diversity of foods available, particularly with heritage seeds;
 - Encourage biodiversity with companion planting and natural ways to combat pests and support wildlife whilst discouraging the use of chemicals;
 - Work within communities and neighbourhoods to support growing projects;
 - Encourage sustainable lifestyles and educate about materials, resources and end of life options such as recycling and composting.
16. The application is for funding towards the creation of a food garden, using sustainable and reused materials. The organisation is aiming to create a safe space for residents around Fearon Hall and service users to come together and learn how to grow food in a relaxed and informal environment. They want to give people the confidence to start growing food in their own homes and outdoor spaces. The food garden will have two key areas. The main area will involve large planter beds around the outside of the hall made from re-claimed pallet collars, and will form the garden and be used as additional signage for the project, with the woodwork decorated and painted by the group in the early stage. The second area will be a demonstration container garden in the enclosed garden at the rear of Fearon Hall. This area will be used as part of the strategy to inspire and educate the members with regards to what can be

grown in small spaces, and will feature a mixture of reclaimed containers and some coffee sack planters. The use of reused and sustainable materials is a key part of The Crop Club and of this project.

17. The project will last for 25 weeks, with weekly 3-hour sessions – including 2.5 hours of growing and cooking, followed by a 30 minute lunch together at Fearon Hall. Once food is ready to harvest, at each session a few participants will help to cook the lunch with the Fearon Hall Café volunteers.
18. The benefits of the project include:
 - Creating a dynamic growing group with varied backgrounds and interests;
 - Empowering the group to take key decisions in the garden and suggest what they grow so that they can create a garden with food from different cultures;
 - Inspiring, educating and building confidence in participants to use what they have learnt at home;
 - Provision of a demonstration container garden with methods that can be easily and cheaply replicated in participants' homes which will encourage the re-use and recycling of materials;
 - Promoting healthy living through education around growing fresh herbs, edible flowers and vegetables and cooking of fresh food;
 - Engaging participants in conversations regarding sustainability and key issues such as recycling and reusing materials, and signposting them to solutions locally that can help them be more sustainable;
 - Connecting with and visiting other key growing communities within Loughborough to inspire and support participants to develop further growing skills.
19. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
 - Improves the quality of life of people living in priority neighbourhoods;
 - Adds value to Charnwood's commitment to reduce the impact of climate change.
 - Promotes and supports improved mental health and emotional wellbeing;
 - Improves the well-being of residents through acknowledging their diverse needs;
20. Local Ward Councillors were consulted on the application. Two Councillors were supportive of the project, and one Councillor had concerns about the project. A summary of the responses comments are provided below:
 1. Concerns about this grant as it is for a substantial amount of money and the outcomes do not justify the investment. Concerns re the cost of the project and number of participants. Concerns about not knowing the organisation and exactly who will be recruited in to the programme.

2. Application proposes an interesting and potentially very exciting initiative. On balance I fully support this application. I believe that this initiative shall re-embed skills within the community of food growing, a sense of self sufficiency and a closer understanding between the food we eat and healthy living. I believe it is well aligned with current Government and NHS thinking with respect to “social prescribing” where pressures on the health service can be reduced by promoting (or prescribing) activities to individuals that may promote an improvement in their physical or mental well-being. This programme seems well designed and thought-through as it meets a key number of criteria for a successful application (such as encouraging participation from across the community, good use of green spaces and creating a beneficial legacy once complete). It also describes how the benefits or success of this project is to be measured.
3. I think this could be a good use of money. This money will kick-start this type of project and it will encourage, help, educate etc., people. It will help our ‘Green Pledge’ in the Manifesto. The outcomes will have more far-reaching outcomes. With all ‘kick-starts’ the starting point will seem expensive but the outcomes are very beneficial to many more, then that spreads even further. This is about setting those seeds – literally.
21. The application of £6,080 is for 93.8% of the total scheme costs of £6,480.
22. The Panel scored this scheme at 36 and recommends that a grant of up to £4,500 be awarded, subject to final CIC documents and bank statements being provided.
23. The Panel feel that volunteer and refreshment costs are high. They wish to contribute towards the Harvest Supper only.
24. The Panel feel that the group is working closely with communities, and with the project being based at Fearon Hall, the group has a strong link with our Strategic Partner. Fearon Hall is also linked to the Rectory Garden, and this project will further help this busy area to grow and expand.
25. The Panel have concerns about the current bank statement being in an individual’s name, and would request that CIC bank statements along with final CIC documents are provided as soon as they are available.

Little Bird SOS – Score 38.5 - Recommendation to award up to £6,000 (£3,000 through the Community Development and Engagement Environmental Grants scheme, and £3,000 through the Loughborough Community Grants scheme)

26. Little Bird SOS was formed in 2011, and aims to be the ‘go to’ organisation in Leicestershire for arts and health project delivery and evaluation. They offer leadership and expertise in the field of arts for health to support the improvement of mental health and wellbeing for individuals and for organisations that wish to

adopt their well-documented and evaluated approach. They engage with people from vulnerable and disadvantaged sectors of society, offering accessible and affordable craft activities, which provide enrichment, promote personal growth and socialisation, and which impact on their wellbeing and quality of life.

27. In 2018 over 21 artists, community groups and social enterprises came together to create and deliver 'Grow Loughborough' – a weekend of gardens, growing, wellbeing and creativity. The result was a trail of activities across three National Garden Scheme (NGS) open gardens in Herrick Road, Mountfields Allotments and two green spaces, to raise awareness of local projects with a social ethos working to increase wellbeing, reduce social isolation, encourage creativity and support participation in community gardening.
28. In 2019, the organisation would like funding to build on the connections, opportunities and resources developed for Grow Loughborough in 2018, by creating a co-produced series of events with current and new partners. This will enable the group to increase the range of opportunities and depth of engagement with visitors and keep the project in the public eye over the growing and harvest seasons. This year there will be stronger emphasis on environmental issues, recycling, reusing and reducing waste.

The 2019 programme will run over a four month period, June to September, compared to a weekend event in 2018 and will include:

- An Open Gardens weekend in late June – showing how to reuse and recycle garden waste;
 - An Open Allotments one-day event at Mountfields Allotments, to include collaboration with John Storer Charnwood and The Green Gym;
 - A 'market' in the Mountfields Allotments community space showcasing local volunteer-led organisations and small enterprises with a social ethos and a focus on sustainable living;
 - Guided walks coordinated with the Bloom groups to look at environmental best practice in local Bloom projects. This will be documented and published as a resource and trail on the website;
 - At least three artist-led creative workshops focussed on reuse and recycling/upcycling of items that would otherwise go to landfill;
 - The Grow Loughborough website will be further developed as a resource, signposting people to groups and organisations offering activities and advice throughout the year.
29. The benefits of the project include:
 - Co-promotion of like-minded volunteer organisations who utilise creativity or gardening for wellbeing and reducing social isolation;
 - Opportunities for volunteers to showcase their work;
 - Creation of a peer support network for the organisations involved that may lead to future collaborations;
 - Will improve mental health and wellbeing;

- The ethos of reduce, reuse and recycle is at the core of all the participant organisations and groups, and the programme will demonstrate to visitors many ways to be sustainable, and how to put that into practice with examples of growing and creative projects.
30. The application identifies strong links with the following aims and objectives set out in the Council's Corporate Plan:
- Promotes and supports improved mental health and emotional well-being;
 - Enables children, young people and older people to make a positive contribution to the communities in which they live;
 - Promotes access of local people to green spaces and the countryside;
 - Adds value to Charnwood's commitment to reduce the impact of climate change.
31. The application of £7,010 is for 72.2% of the total scheme costs of £9,710.
32. The Panel scored this scheme at 38.5 and recommends that a grant of up to £6,000 be awarded, (£3,000 through the Community Development and Engagement Environmental Grants scheme, and £3,000 through the Loughborough Community Grants scheme).
33. The Panel feel that the whole project would not be able to be funded through the Environmental grants scheme, as it doesn't fully meet those criteria. There are some re-use/recycling elements to the project, but also lots of community development and engagement, and therefore the Panel feel it would be appropriate to split the funding through the Community Development and Engagement Environmental grants scheme and Loughborough Community Grants scheme. There was very positive feedback regarding the 2018 event and the Panel were pleased to see that the organisation had built on this and have decided to add more events and activities over a longer period of time. The Panel feel that some of the costings for activities are on the high side and has therefore reduced the recommended amount to be awarded in line with the assessment score.

Appendices

Appendix 1 – Community Development and Engagement Environmental Grants Summary

Appendix 2 – Equality Impact Assessment

APPENDIX 1

Round 4 2018/19 - Community Development and Engagement Environmental Grants Summary

**Budget for 2018-19: £24,000
Balance after Rd 3: £20,400
Balance Remaining: £3,060**

Applicant	Project description	Amount applied for (£)	Total project cost (£)	Community need score	Organisation need score	Total score	Recommendation
Grant ref 1197 The Exaireo Trust	Re-use Project	9,840	109,940	29	22	51	Approve up to £9,840
Grant ref 1198 The Crop Club	Growing urban communities in small spaces	6,080	6,480	25	11	36	Approve up to £4,500 subject to CIC bank statements and CIC documents being provided once available.
Grant ref 1199 Little Bird SOS	Grow Loughborough project	7,010	9,710	24.5	14	38.5	Approve up to £6,000 (£3,000 through CDG Enviro, and £3,000 through LCG)

Charnwood Borough Council

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)
<p>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.</p> <p>Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need.</p> <p>Three times a year Cabinet considers applications for revenue funding for the Community Facilities Capital Grants and Community Development and Engagement Grants Schemes.</p> <p>It is the Councils 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.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It is the Councils 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.</p> <p>Analysis is therefore undertaken to ensure that the grant are distributed in a reasonable and proportionate manner.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Evaluation takes place on successful applications to analyse whether there 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.</p>

■ **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 analysis 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 - 14TH MARCH 2019

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

Part A

ITEM 11 ANNUAL PROCUREMENT PLAN 2019/20

Purpose of Report

This report sets out the Annual Procurement Plan for Charnwood Borough Council for 2019/20. It is a requirement of the Council's Contracts Procedure Rules that this report is submitted for the consideration of the Cabinet at the beginning of each financial year.

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.

Reason

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 Corporate Plan objective of Delivering Excellent Services.

Implementation Timetable including Future Decisions and Scrutiny

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

Report Implications

The following implications have been identified for this report.

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely (2)	Serious (3)	Moderate (6)	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.	Unlikely (2)	Serious (3)	Moderate (6)	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

Officers to contact:

David Howkins
Procurement Manager
01509 634672
david.howkins@charnwood.gov.uk

Tina Stankley
Head of Finance & Property
01509 634810
Tina.Stankley@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 Heads of Service 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

APPENDIX A

Annual Procurement Plan 2019/2020 – 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	Information Services	Unified Threat Management (UTM) system - covers the central management of IT security (Firewalls, third party VPN access) and email and web security	3 Quotes/Waiver	Yes	01/04/2019
2	Information Services	Network switches - covering the replacement and support of networking devices to support all CBC users	3 Quotes/Waiver	Yes	18/09/2019
3	Information Services	IT health check - This involves an independent internal and security external assessment to ensure we comply with the secure PSN network requirements	Framework/Waiver	Yes	01/10/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
4	Information Services	Web content and hosting - provision of an application which allows the creation and management of online/web content for www.charnwood.gov.uk and supporting sites (e.g. Town Hall). This also includes the security, storage and access to the system	Framework/Waiver	Yes	31/07/2019
5	Landlord Services	Mediation Contract to facilitate mediation between individuals or groups to resolve issues such as parking, noise and boundary disputes	3 Quotes/Tender	Yes	07/01/2020
6	Landlord Services	Hand Arm Vibration Monitoring equipment . To monitor the exposure of operatives to vibration while using power tools	3 Quotes/Tender	Yes	01/04/2019
7	Landlord Services	Installation and maintenance of mechanical extraction and ventilation	Framework/Waiver	Yes	01/04/2019
8	Landlord Services	Installation and maintenance of Ariel's and associated equipment	Framework/Waiver	Yes	01/04/2019
9	Landlord Services	Training to maintain competencies of technical staff	Framework/Waiver	Yes	01/04/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
10	Landlord Services	Window repairs	Framework/Waiver	Yes	01/04/2019
11	Landlord Services	Gas consultancy and auditing Contract. Auditing of tenanted property following Gas safety checks is a legal requirement this contract ensures compliance with legislation	Framework/Waiver	Yes	01/04/2019
12	Landlord Services - Lifeline	Assistive technology peripherals (Personal Alarms)	Framework/Waiver	Yes	01/04/2019
13	Landlord Services - Warden Services	Window Cleaning Contract for Sheltered accommodation units	Framework/Waiver	Yes	01/05/2019
14	Landlord Services - Warden Services	Laundry Maintenance Contract for Sheltered accommodation units	Framework/Waiver	Yes	01/04/2019
15	Legal Services	Case Management System. Software to manage Legal Cases Time recording and Document Management	3 Quotes/Waiver	Yes	01/01/2020
16	Neighbourhood Services	Domestic Abuse Outreach Services	3 Quotes/Waiver	Yes	01/04/2019
17	Neighbourhood Services	Replacement CCTV Hardware	3 Quotes/Tender	Yes	01/04/2019
18	Neighbourhood Services	Sentinel - License and Maintenance	Waiver	Yes	01/04/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
19	Neighbourhood Services	Sports Equipment Repair, Replacement and Purchase to support New Activities	3 Quotes/Tender	Yes	01/04/2019
20	Strategic and Private Sector Housing	Repairs contract for Social Lettings Service	3 Quotes/Tender	Yes	01/07/2019
21	Vulnerable Persons Resettlement Scheme	Employability support for Vulnerable Persons Resettlement Scheme	3 Quotes/Tender	Yes	01/01/2020
22	Chief Executive's	Advice on collaborative working	Framework/Waiver	Yes	01/04/2019

APPENDIX B

Annual Procurement Plan 2019/2020 – 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	Cleansing and Open Spaces	Provision of Bereavement Services	Waiver	Yes	01/04/2019
2	Information Services	CCTV lines - provision of communication lines and cables to enable the transmission of CCTV cameras	Framework Contract / Waiver	Yes	01/04/2019
3	Information Services	Microsoft Enterprise Agreement - purchase of Software assurance and licensing package to cover all Microsoft products used by the authority (this includes the Windows operating system, MS Office (including Office 365), Exchange (Email), SharePoint(Intranet), SQL and any products used in the Server environment	Framework Contract / Waiver	Yes	01/06/2019
4	Information Services	Migration, support and maintenance of the IT Data Centre to Cloud based services	Framework Contract / Waiver	Yes	01/10/2019

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
5	Landlord Services	Small works responsive repairs supporting contractor	Framework Contract / Waiver	Yes	01/04/2019
6	Landlord Services	External wall insulation inspection and remedial work Contract	Framework Contract / Waiver	Yes	01/04/2019
7	Landlord Services	Door entry maintenance Contract	Framework Contract / Waiver	Yes	01/04/2019
8	Neighbourhood Services	Porta Cabin for Community Hub	Tender	Yes	01/04/2019
9	Neighbourhood Services	CCTV Hardware Contract to update and replace existing infrastructure	Tender	Yes	01/04/2019
10	Strategic and Private Sector Housing	Homeless Accommodation and Support. Provision and management of an accommodation scheme for single homeless persons including the provision of support services.	OJEU / Tender	Yes	01/04/2020
11	Strategic and Private Sector Housing	Consultants to Support the Refurbishment and Redevelopment to Sheltered Housing Schemes	OJEU	Yes	01/04/2019
12	Leisure and Culture	Carillon Tower Museum Partnership project with the Carillon Memorial Trust to upgrade the Museum and its exhibits through a Heritage Lottery Fund Grant	Waiver	Yes	01/07/2019

CABINET – 14TH MARCH 2019

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

Part A

ITEM 12 CAPITAL PLAN AMENDMENT REPORT

Purpose of the Report

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

Recommendations

1. That, the current Capital Plan for 2018/19 - 2020/21, as amended by the changes shown in Appendix 1, in the sum of £32,852,390 be approved.
2. **That it be recommended to Council** that the Acquisition of Affordable Housing to meet housing need HRA scheme be increased by the sum of £415k, be added to the Capital Plan in 2020/21 and that it proceeds.
3. **That it be recommended to Council** that the Disabled Facilities Grant budget of £448k slippage from 2018/19 to 2019/20 be approved.
4. **That it be recommended to Council** that the HRA Bathrooms budget of £426k slippage from 2018/19 to 2019/20 be approved.
5. That all the slippages detailed in Appendix 1 be approved.
6. That Cabinet note that £25k budget for Hardware Replacement has been brought forward from 2019/20 to 2018/19.
7. That Cabinet note that the Old Rectory Museum Toilet scheme totalling £12k has been added to the Capital Plan in 2018/19.
8. That the Bell Foundry Pocket Park phase 2 scheme to the sum of £22k be added to the Capital Plan in 2019/20.
9. That the Disabled Facilities Grants scheme be increased by £110k to allow for the Disabled Facilities Grants from the Ministry of Housing, Communities and Local Government to be spent.
10. That the virement of £210k to the HRA Central Heating and Boiler installation scheme from the HRA Major Structural Works scheme be approved.

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 Acquisition of Affordable Housing to meet housing need HRA scheme, should be increased to the sum of £415k, and that the cost be funded 30% from retained 141 capital receipts and 70% from HRA Reserves.
3. To enable the scheme budget to be available in 2019/20.
4. To enable the scheme budgets to be available in 2019/20.
5. To enable the schemes budgets to be available in 2019/20
6. To enable additional work to proceed in 2018/19 ahead of schedule. This has been approved by the s151 Officer. The budget has already been approved by Cabinet and it has just been brought forward. It is fully funded.
7. To enable the installation a toilet in the Old Rectory Museum, Loughborough before the Museum opens in April. This has been approved by the s151 Officer. This is to be funded from virements, then RCCO and then capital receipts.
8. To allow works at the Bell Foundry Pocket Park to be done to spend S106 monies.
9. To confirm that the Disabled Facilities Grants scheme be increased and funded by an external grant.
10. To enable more HRA Central Heating Systems and Boilers to be installed.

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 13th December 2018.

Implementation Timetable including Future Decisions and Scrutiny

This report will be available for scrutiny by the Overview Scrutiny Panel on 11th March 2019.

Implementation will be immediately after the period for call-in of the Cabinet's decisions (subject to there being no call-in) or immediately after Full Council's decisions, whichever applies.

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

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	Overall Risk	Risk Management Actions Planned
Insufficient funding	Unlikely (2)	Major (4)	Moderate (8)	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	Likely (3)	Significant (2)	Moderate (6)	The Capital Plan is controlled by Project Boards for larger schemes and by 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:

Tina Stankley
 Head of Finance and Property Services
 01509 634810
[@charnwood.gov.uk](mailto:tina.stankley@charnwood.gov.uk)

Part B

Background - Capital Plan

1. Since the last Capital Plan Amendment Report on 13th December 2018 a number of amendments and additions to the Capital Plan have been put forward. These changes have affected the overall total and the funding of the Plan and those requiring an amendment to the expenditure budget are set out in Appendix 1. This report summarises these changes and, if approved, becomes the current Capital Plan for 2018/19 - 2020/21.
2. The net effects of these changes on the 2018/19 Capital Plan are as follows:

2018/19 Capital Plan	£'000
Approved 2018/19 Capital Plan (13 Dec 2018)	12,456
Add:	
Net new/amended schemes	157
Budget brought forward from 2019/20	25
Less : Net slippage into 2019/20	(1,769)
Amended 2018/19 Capital Plan	10,869

Funded by:	£'000
General Fund:	
Grants, Contributions and Revenue	1,919
Contributions from Capital Plan Reserve	933
Contributions from Capital Receipts	1,176
Total General Fund	4,028
HRA:	
MRA or equivalent	3,257
Contribution from HRA Financing Fund	7
Contributions from Capital Receipts	586
Revenue Contributions	2,991
Total HRA	6,841
Total Funding for 2018/19	10,869

3. A full list of the decisions and amendments are listed in Appendix 1. A detailed explanation for the major changes are given in the table below. Then the current Capital Plan, including the changes listed in Appendix 1, is included as Appendix 2.

Scheme	£
New/Amended Schemes	
Bell Foundry Pocket Park – increase in budget in 2019/20	22,000
<p>As part of the wider Bell Foundry pocket park project a play facility was built in the summer of 2018, which has proven to be so popular that children and parents queue to use the equipment at peak times. This is a new scheme be a second phase of works to extend the play facility and will include additional play equipment, landscaping and seating. These works will complement the existing facilities; extend the opportunities for children’s play; and provide opportunities for parents to socialise while their children play together. Upon completion the extended play facility will be better able to accommodate the local needs of families while supporting the effort to provide community cohesion in this priority neighbourhood. This scheme is fully funded by S106.</p>	
Old Rectory Museum toilet – increase in budget in 2018/19	12,000
<p>This is a new scheme. The Old Rectory forms part of Charnwood’s cultural offer and is operated under a lease agreement with the Loughborough Archaeological & History Society (LAHS). The LAHS curate the museum and provide volunteer staffing between April and November each year when the museum is open to the public.</p> <p>The current LAHS committee have raised a number of concerns about the Old Rectory including the lack of any toilet facilities. They are having difficulty in employing volunteers to support their work at the museum because of this.</p> <p>The proposal is to utilise a corner of the ground floor currently housing a sink to provide an accessible toilet which is available for volunteers and members of the public to use. £3,300 of this is to be funded by savings on the Grants for Shop Front Improvements scheme and the Town Hall tills scheme.</p> <p>The S151 has approved that this scheme in accordance with Financial Procedure rules so that the toilet can be installed prior to the start of the summer season opening in April.</p> <p>The scheme will be funded by using savings identified elsewhere within the plan of £3,300 and then RCCO and then capital receipts if required.</p>	
Increase in DFG Budget	109,800
<p>In January 2019 the Government reallocated DFG funding amongst Councils across the country and this Council was awarded a further £109,803 of DFG funding.</p>	

Scheme	£
Acquisition of Affordable Housing to meet housing need HRA – increase in budget in 2020/21	415,100
<p>The existing budget over the 3 years (2018/19 to 2020/21) is £5,272,000. The additional budget would bring the total to £5,687,100. It is proposed to increase the budget to maximise the use of Right to Buy capital receipts arising from Council house sales. The additional budget will enable the Council to increase the number of purchases it can make on the open market, particularly two-bed properties, as the Council has a shortage of these. This will help to address the housing needs of households on the Housing Register by providing more homes for social rent.</p> <p>This request for additional budget is to maximise the use of Right to Buy capital receipts arising from sales of Council houses. The Council can retain Right to Buy receipts on the basis that this funding will be used to increase the supply of affordable housing. These receipts must be spent within three years of receipt, otherwise they must be paid over to the Government plus interest at a rate of 4% above the base rate. There is, however, another condition with the use of these capital receipts. It is that they can only fund a maximum of 30% of a scheme. This budget increase is to spend the receipts retained in quarter 3 of 2018/19. The 70% can be funded by HRA Reserves.</p>	
Virements on the HRA schemes	
<p>Central Heating and boiler installation, Fortem vire in £210k from Major Structural Works, Fortem. There is a target to do 308 heating installations. The average cost is £2,300 per property due to additional works when undertaking boiler swaps e.g. moving flues, scaffolding etc. 90 additional units needed to meet target.</p>	
Budget brought forward from 2019/20 into 2018/19	
Replacement Hardware	25,000
<p>This budget is being brought forward to support the requirement for new 2 in 1 devices, laptops and monitors to support the migration to Windows 10 and Office 365.</p>	

Scheme	£
Scheme Slippage	
Disabled Facilities Grants – slippage into 2019/20	448,000
<p>Spending of the Disabled Facilities Grant (DFG) budget is determined by:</p> <ul style="list-style-type: none"> • The number of applications for a DFG received (referrals from County Council Adult and Child Social Care or a Housing Support Coordinator dependent on the needs identified during assessment) • The eligible costs of the works required (which can vary from a few hundred pounds to £30k maximum) • The time taken to complete the work by the independent contractors employed by the applicants, once the grant is approved (which can vary from a few weeks to a few months depending on the extent of the works and the availability of the contractor). <p>These factors are all outside of the control of the Council and so can only forecast the level of committed budget on approved applications. At present the level of spend is below the committed budget.</p> <p>This budget is fully funded by the Better Care Fund and any slippage will allow additional payments to be made in 2019/20.</p>	
HRA Bathrooms - slippage into 2019/20	60,000
<p>The programme is expected to be largely complete, save around 12 level access shower like for like replacements that are planned to be completed in April 2019. The work is required to maintain the Charnwood standard. It is therefore necessary to slip £60K of the budget to 2019/20.</p>	
HRA Major Adaptations, Fortem - slippage into 2019/20	155,000
<p>£75k of the budget is to be slipped for a major remodelling scheme that is now expected to be completed in 2019/20.</p> <p>There has been a delay in receiving prices for some adaptation works. Prices are now starting to come through, however it is likely that a small number of adaptation works will now be completed in April and May 2019/20 as a result. The requested slippage amount is £80k</p>	
HRA Door Replacement, Fortem - slippage into 2019/20	219,450
<p>Delivery has been slower than expected, largely due to a national issue relating to the supply of composite doors. Work is necessary to support the delivery of the Charnwood standard.</p>	

HRA Carbon Monoxide Alarms- slippage into 2019/20	50,000
The majority of the Council's stock has detection installed. There are 133 properties on the programme, however the occupants have previously refused access due to (for example) hoarding behaviour. Access and delivery options are currently being explored.	
HRA Other slippages - slippage into 2019/20	205,000
in addition to the HRA slippages above there are 2 other HRA schemes where budget is slipping into 2019/20. These are £15k for Mobility Scooter storage and £205k for estate and external works. In respect of the latter, the Council is reviewing prices that have been received for the works, which are needed to maintain the condition of footpaths.	
Private Sector Housing Grants - slippage into 2019/20	109,000
<p>This budget is to be used for Discretionary Housing Grants e.g. Home Repair, upon full spend of the remaining Regional Housing Pot.</p> <p>In reviewing the grants provided by the Council, consideration is given to those residents in most need of assistance, and each case will be assessed on its own merits to ensure that:</p> <ul style="list-style-type: none"> • All other available options have been fully explored. • Assistance through other means is not reasonably available or practicable. <p>The purpose of the funding is to ensure that we maximise the number of discretionary grants we can offer within our budget and in line with the Policy and not just to maximise the spend.</p>	
Birstall Cedars Academy all weather pitch - slippage into 2019/20	50,000
A sum of £50,000 of section 106 monies has been received as a contribution towards the provision of an all-weather pitch at Cedars Academy in Birstall to assist in the provision of an all-weather Multi Use Games Area. The school is currently exploring with Football Association the delivery of a larger pitch resulting in the scheme being delayed.	
Public Art Provision - slippage into 2019/20	70,100
This scheme is to be delivered in tandem with an adjacent public art scheme by a consultant in Shepshed and will not complete until 2019/20... The public art is intended to enhance the play area that has been recently installed at the Tickow Lane Development. The art will be contained within the play area. This is fully funded by a S106 contribution.	

Green Spaces Programme - slippage into 2019/20	85,000
This slippage is £75k relating to work on the extension to the existing Loughborough cemetery which is awaiting the legal transfer of the land and £10k is a contingency for the Southfields Park scheme which may be required.	

4. 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 - 13th December 2018 - Minute 64	12,455,800	11,141,500	7,853,500
New/Amended Schemes			
<u>20th November 2018 - approved</u>			
Town Hall Seating Replacement - RCCO	4,800		
<u>Delegated Decision 216 17th December 2018</u>			
Thurmaston Parish Council - Silverdale and Elizabeth Park S106	32,300		
<u>Delegated Decision 218 18th December 2018</u>			
Green Spaces Programme - Park Road Tennis Courts Refurbishment	1,000		
<u>14th December 2018 - approved</u>			
Town Hall Public Wifi Installation - virement	(5,000)		
Wireless connectivity including presentation facilities - virement	5,000		
<u>Capital Programme Team 15 January 2019</u>			
Acquisition of Affordable Housing to meet housing need - receipts retained			415,100
Disabled Facilities Grants - Block Sum - increase funded by government grant DFG	109,800		
Bell Foundry Pocket Park - phase 2 S106		22,000	
Old Rectory Museum Toilet	12,000		
Grants for Shop Front Improvements - vired to Old Rectory Toilet	(1,100)		
Town Hall - Tills - vired to Old Rectory Toilet	(1,200)		
Central Heating and Boiler Installation - Fortem - vired from Major Structural Works	210,000		
Major Structural Works - Fortem	(210,000)		
<u>* Cabinet 14 March 2019 Agenda Item 8</u>			
HRA Kitchens		189,190	
HRA Bathrooms		395,700	
HRA Central Heating and Boiler Installation		222,000	
New/Amended Schemes Total	157,600	828,890	415,100
Budget brought forward from 2019/20 - approved by S151 Officer (8 February 2019)			
Replacement Hardware Programme - Block Sum	25,000	(25,000)	
Budget brought forward from 2019/20 Total	25,000	(25,000)	0
Slippage into 2019/20			
General Fund			
Regional Housing Pot Grant	(27,900)	27,900	
Disabled Facilities Grants - Block Sum - Better Care Funded element	(448,400)	448,400	
Private Sector Housing Grants - Block Sum	(109,000)	109,000	
Fuel Poverty Scheme	(9,000)	9,000	
Planning and Regeneration Essential Technology Refresh	(1,100)	1,100	
Beehive Lane Car Park Improvements and refurbishment scheme	(20,000)	20,000	
Beehive Lane Car Park fire & safety evacuation systems	(8,000)	8,000	
Birstall Cedars Academy all weather pitch S106	(50,000)	50,000	
Shortcliffe Community Park	(15,300)	15,300	
Public Art Provision - Loughborough & Shepshed S106	(70,100)	70,100	
Dishley Pool Access Works	(17,200)	17,200	
Green Spaces Programme - Loughborough Cemetery extension £75k and Southfields Park £10k	(85,000)	85,000	
Loughborough Old Cemetery Green Flag Site Development	(40,000)	40,000	
Mountsorrel Castle Park Green Flag Site Development	(40,000)	40,000	
The Outwoods Country Park - Septic tank system replacement	(15,000)	15,000	
The Outwoods Country Park - Visitor Centre and Café	(25,000)	25,000	
Shortcliffe Park Access Bridges	(15,200)	15,200	
Syston Community Garden	(22,300)	22,300	
Loughborough Festive Lights and Street Dressing	(16,300)	16,300	
Loughborough Market - replacement of Tug and Trailer	(9,000)	9,000	
HRA			
Job Management System	(21,100)	21,100	
Major Adaptations - Fortem	(155,000)	155,000	
Bathrooms - Fortem	(60,000)	60,000	
Door Replacement - Fortem	(219,450)	219,450	
Carbon Monoxide Alarms	(50,000)	50,000	
Mobility Scooter Storage - Fortem	(15,000)	15,000	
Estate and External Works - Fortem	(205,000)	205,000	
Slippage into 2019/20 Total	(1,769,350)	1,769,350	0
Update Report - Total	10,869,050	13,714,740	8,268,600
Total of 3 Year Capital Plan			32,852,390

* The inclusion of the three additions to the HRA Capital Programme are subject to Cabinet approval of Agenda Item 8 being presented at this meeting.

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 31/12/18 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2018/19 £	2019/20 £	2020/21 £	
SUMMARY OF CAPITAL PLAN															
<i>Directly Delivered Schemes</i>															
Community Wellbeing		3,485,515	670,315	793,600	1,572,100	749,272	822,828	188,000	558,100	685,000	685,000	279,900	199,100	0	
Corporate Services		2,965,629	2,149,029	315,000	661,600	479,983	181,617	110,000	45,000	110,000	110,000	12,100	0	0	
Housing, Planning & Regeneration & Regulatory Services - General Fund		785,430	184,530	50,000	214,800	59,089	155,711	200,000	286,100	100,000	100,000	0	1,100	0	
Housing, Planning & Regeneration & Regulatory Services - HRA		80,021,456	57,913,466	7,257,300	6,840,650	2,649,102	4,191,549	6,613,300	9,086,740	5,288,500	6,180,600	0	0	0	
<i>Sub-total Direct Delivery</i>		87,258,030	60,917,340	8,415,900	9,289,150	3,937,446	5,351,704	7,111,300	9,975,940	6,183,500	7,075,600	292,000	200,200	0	
<i>Indirectly Delivered Schemes</i>															
Community Wellbeing		1,296,839	146,439	0	838,100	64,421	773,679	30,000	252,300	60,000	60,000	643,300	222,300	0	
Corporate Services		0	0	0	0	0	0	0	0	0	0	0	0	0	
Housing, Planning & Regeneration & Regulatory Services - General Fund		16,195,139	10,833,839	515,000	741,800	492,963	248,837	2,430,000	3,486,500	1,133,000	1,133,000	690,200	1,997,400	1,058,000	
Housing, Planning & Regeneration & Regulatory Services - HRA		0	0	0	0	0	0	0	0	0	0	0	0	0	
<i>Sub-total Indirect Delivery</i>		17,491,978	10,980,278	515,000	1,579,900	557,384	1,022,516	2,460,000	3,738,800	1,193,000	1,193,000	1,333,500	2,219,700	1,058,000	
GF Total		24,728,552	13,984,152	1,673,600	4,028,400	1,845,729	2,182,671	2,958,000	4,628,000	2,088,000	2,088,000	1,625,500	2,419,900	1,058,000	
HRA Total		80,021,456	57,913,466	7,257,300	6,840,650	2,649,102	4,191,549	6,613,300	9,086,740	5,288,500	6,180,600	0	0	0	
Grand Total		104,750,008	71,897,618	8,930,900	10,869,050	4,494,830	6,374,220	9,571,300	13,714,740	7,376,500	8,268,600	1,625,500	2,419,900	1,058,000	
Community Wellbeing															
<i>Direct Delivery</i>															
JT Z478	Shortcliffe Community Park	2015/16	162,119	144,419	0	2,400	2,380	20	0	15,300	0	2,400	7,000	0	
JT Z697	Bell Foundry Pocket Park phase 1 and 2	2016/17	88,976	4,776	0	62,200	62,528	-328	0	22,000	0	62,200	22,000	0	
JT Z494	Public Art Provision - Loughborough & Shepshed	2017/18	92,824	17,724	0	5,000	0	5,000	0	70,100	0	5,000	70,100	0	
JR Z388	CCTV	2014/15	225,009	106,609	35,000	48,400	-8,735	57,135	35,000	35,000	35,000	0	0	0	
SW	Old Rectory Museum Toilet	2018/19	12,000	0	0	12,000	0	12,000	0	0	0	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	
SW Z413	Town Hall - Tills	2015/16	9,767	9,767	0	0	0	0	0	0	0	0	0	0	
SW Z392	Public Realm and Art Improvements	2014/15	103,354	93,754	0	9,600	3,200	6,400	0	0	0	0	0	0	
SW Z393	Grants for Shop Front Improvements	2014/15	13,931	13,431	0	500	500	0	0	0	0	0	0	0	
SW Z421	Carillon Tower Restoration Project	2017/18	289,500	0	0	289,500	268,434	21,066	0	0	0	44,600	0	0	
SW Z426	Loughborough Market - replacement of Tug and Trailer	2018/19	21,500	0	0	12,500	0	12,500	0	9,000	0	0	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	
NB Z748	Loughborough Festive Lights and Street Dressing	2018/19	130,000	0	130,000	113,700	1,367	112,333	0	16,300	0	0	10,000	0	
NB Z749	Loughborough Market Improvements	2018/19	60,000	0	60,000	60,000	16,115	43,886	0	0	0	20,000	0	0	
RK Z756	Town Hall Public Wifi Installation	2018/19	10,000	0	15,000	10,000	0	10,000	0	0	0	0	0	0	
RK Z757	Town Hall Roof Upgrade	2018/19	50,000	0	50,000	50,000	6,234	43,766	0	0	0	0	0	0	
RK Z758	Town Hall Seating Replacement	2018/19	84,800	0	60,000	84,800	84,845	-45	0	0	0	0	0	0	
MB Z394	Provision of Neighbourhood Notice Boards	2014/15	15,001	8,901	0	6,100	4,155	1,945	0	0	0	0	0	0	
MB Z739	Green Spaces Programme	2016/17	589,995	77,195	125,000	427,800	182,882	244,918	0	85,000	0	5,700	0	0	
JT Z747	Dishley Pool Access Works	2018/19	32,600	0	32,600	15,400	12,432	2,968	0	17,200	0	0	0	0	
MB Z784	Loughborough Cemetery - New Burial Provision	2018/19	650,000	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	0	0	0	40,000	0	0	0	20,000	0	
MB Z751	Loughborough Playgrounds - Replacement Surfacing	2018/19	60,000	0	60,000	60,000	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	0	0	0	40,000	0	0	0	20,000	0	
MB Z753	The Outwoods Country Park - Septic tank system replacement	2018/19	45,000	0	45,000	30,000	1,815	28,185	0	15,000	0	0	0	0	
MB Z754	The Outwoods Country Park - Visitor Centre and Café	2018/19	188,000	0	35,000	10,000	10,000	153,000	178,000	0	0	0	50,000	0	
MB Z782	Outwoods Country Park	2018/19	140,000	0	140,000	41,913	98,087	0	0	0	0	140,000	0	0	
MB Z755	Shortcliffe Park Access Bridges	2018/19	50,000	0	50,000	34,800	34,750	50	15,200	0	0	0	0	0	
AG Z484	Closed Churchyards Walls	2016/17	156,119	139,719	0	16,400	253	16,147	0	0	0	0	0	0	
AG Z503	Charnwood Sites Access and Security	2018/19	50,000	0	0	50,000	34,205	15,795	0	0	0	0	0	0	

PO	Z300	Major Adaptations	On-going	5,741,912	5,741,912	0	0	-75,752	75,752	0	0	0	0	0	0	0
PO	Z761	Major Adaptations - Fortem	2018/19	1,425,000	0	525,000	370,000	48,653	321,347	450,000	605,000	450,000	450,000	0	0	0
PO	Z301	Minor Adaptations	On-going	718,292	568,292	50,000	50,000	33,492	16,508	50,000	50,000	50,000	50,000	0	0	0
PO	Z302	Stairlifts	On-going	721,444	541,444	60,000	60,000	57,542	2,458	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	10,372	-10,372	0	0	0	0	0	0	0
PO	Z762	Major Void Works - Fortem	2018/19	840,000	0	280,000	280,000	34,370	245,630	280,000	280,000	280,000	280,000	0	0	0
		Compliance														
PO	Z434	Asbestos Removal	On-going	1,621,896	1,171,896	150,000	150,000	90,968	59,032	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	1,506	8,994	0	0	0	0	0	0	0
PO	Z771	Communal Area Improvements - Fortem	2018/19	450,000	0	150,000	150,000	16,030	133,970	150,000	150,000	150,000	150,000	0	0	0
PO	Z742	Communal Area Electric	2016/17	985,899	296,599	200,000	289,300	289,252	48	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	0	0	0	0	0	0	0	0	0
PO	Z772	Carbon Monoxide Alarms	2018/19	120,000	0	50,000	0	2,050	-2,050	40,000	90,000	30,000	30,000	0	0	0
PO	Z401	Fire Safety	On-going	1,472,314	1,472,314	0	0	-50,852	50,852	0	0	0	0	0	0	0
PO	Z773	Fire Safety Works	2018/19	300,000	0	100,000	100,000	1,292	98,708	100,000	100,000	100,000	100,000	0	0	0
PO	Z404	Cavity/Loft insulation	On-going	66,320	66,320	0	0	-4,745	4,745	0	0	0	0	0	0	0
PO	Z774	Cavity/Loft insulation - Fortem	2018/19	150,000	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	0	0
		Stock Maximisation														
PO	Z375	Garages	2016/17	150,000	0	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	0	0	0
		Decent Homes														
PO	Z460	Charmwood Standard Kitchens	On-going	9,867,207	9,867,207	0	0	795,832	-795,832	0	0	0	0	0	0	0
PO	Z763	Kitchens - Fortem	2018/19	1,059,190	0	322,000	322,000	62,395	259,605	190,000	379,190	358,000	358,000	0	0	0
PO	Z461	Charmwood Standard Bathrooms	On-going	4,470,151	4,470,151	0	0	-4,063	4,063	0	0	0	0	0	0	0
PO	Z764	Bathrooms - Fortem	2018/19	2,320,800	0	616,300	556,300	45,076	511,224	578,300	1,034,000	730,500	730,500	0	0	0
PO	Z454	Electrical Upgrades	On-going	4,597,646	4,567,646	0	30,000	24,326	5,674	0	0	0	0	0	0	0
PO	Z765	Electrical Upgrades - Fortem	2018/19	199,000	0	66,000	66,000	4,800	61,200	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	50,000	0	20,000	10,000	10,000	10,000	20,000	20,000	20,000	20,000	0	0	0
PO	Z005	Charmwood Standard Planned Heating	On-going	12,131,262	12,131,262	0	0	-196,006	196,006	0	0	0	0	0	0	0
PO	Z767	Central Heating and Boiler Installation - Fortem	2018/19	1,622,000	0	518,000	728,000	119,123	608,877	238,000	460,000	434,000	434,000	0	0	0
PO	Z743	Sheltered Housing Improvements inc heating & equipment	2016/17	1,102,130	539,130	200,000	163,000	38,080	124,920	200,000	200,000	200,000	200,000	0	0	0
PO	Z462	Door Replacement	On-going	2,613,997	2,596,597	0	17,400	-43,243	60,643	0	0	0	0	0	0	0
PO	Z768	Door Replacement - Fortem	2018/19	945,000	0	315,000	95,550	100	95,450	315,000	534,450	315,000	315,000	0	0	0
PO	Z459	Roofing/guttering	On-going	3,072,036	2,943,936	0	128,100	157,411	-29,311	0	0	0	0	0	0	0
PO	Z769	Re-roofing - Fortem	2018/19	1,800,000	0	600,000	600,000	3,741	596,259	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	-160,203	160,203	0	0	0	0	0	0	0
PO	Z770	Major Structural Works - Fortem	2018/19	540,000	0	250,000	40,000	0	40,000	250,000	250,000	250,000	250,000	0	0	0
		General Capital Works														
PO	Z357	Estate Works	On-going	632,070	625,070	0	7,000	-544	7,544	0	0	0	0	0	0	0
PO	Z776	Estate and External Works - Fortem	2018/19	615,000	0	205,000	0	71	-71	205,000	410,000	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	312,000	312,000	312,000	312,000	312,000	312,000	0	0	0
PO	Z378	Door Entry Systems	On-going	1,331,814	680,014	200,000	251,800	174,917	76,883	200,000	200,000	200,000	200,000	0	0	0
PO	Z419	New Build/Acquisitions	2017/18	304,577	304,577	0	0	1,536	-1,536	0	0	0	0	0	0	0
PO	Z760	Acquisition of Affordable Housing to meet housing need	2018/19	5,642,100	0	1,953,000	1,953,000	1,176,245	776,755	1,856,000	2,797,000	0	892,100	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	0	0	0	15,000	30,000	15,000	15,000	0	0	0
PO	Z470	Job Management System	2015/16	112,562	90,762	0	700	700	0	0	21,100	0	0	0	0	0
		Sub-total Direct Delivery		80,021,456	57,913,466	7,257,300	6,840,650	2,649,102	4,191,549	6,613,300	9,086,740	5,288,500	6,180,600	0	0	0
		Housing, Planning & Regeneration & Regulatory Services - HRA - Total		80,021,456	57,913,466	7,257,300	6,840,650	2,649,102	4,191,549	6,613,300	9,086,740	5,288,500	6,180,600	0	0	0

Z501 not included above

1,878

CABINET - 14TH MARCH 2019

Report of the Head of Planning and Regeneration Lead Member: Councillor Eric Vardy

Part A

ITEM 13 CHARNWOOD LOCAL DEVELOPMENT SCHEME 2019

Purpose of Report

To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.

Recommendations

1. That the revised programme for the preparation of local development documents as set out in the Local Development Scheme attached to this report be approved;
2. That the Local Development Scheme comes into effect and is published on 1st April 2019;
3. That authority is delegated to the Head of Planning and Regeneration in consultation with the Lead Cabinet Member for Planning, Inward Investment and Tourism to make any minor typographical/graphical amendments to the Local Development Scheme prior to its publication.

Reasons

1. To ensure that the Local Development Scheme provides a realistic programme for the preparation of development plan documents.
2. To meet the requirements of Section 15 of the Planning and Compulsory Purchase Act (2004), as amended by the Localism Act 2011 and the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended by the Town and Country Planning (Local Development) (England) (amendment) Regulations 2008, 2009 and 2012.
3. To enable the timely publication of the revised Local Development Scheme.

Policy Justification and Previous Decisions

The Local Development Scheme (LDS) is a statutory document that sets out the programme for the production of the Charnwood Local Plan. The last LDS was adopted following Cabinet approval in March 2018 (minute 107 18/19 refers).

The Local Plan will be an important tool in helping to deliver key aspects of the Corporate Plan, particularly for 'Creating a Strong and Lasting Economy' and 'Every Resident Matters'.

An up to date local plan is the primary means to encourage new jobs and businesses, ensure growth in homes and infrastructure benefits residents and to protect the environment for future generations. An up to date local plan will also support the Council's work to increase tourism and support initiatives to help our towns and villages to thrive and provide sports facilities and green spaces.

The legislative provisions for the Local Plan are set out in the Planning and Compulsory Purchase Act 2004 and the Localism Act 2011. Further regulation is provided by the Town and Country Planning (Local Development) (England) Regulations 2004. Amendments to the 2004 Act and Regulations in 2008, 2009 and 2012 provide further specificity around the requirements for LDS and Local Plan production. The Localism Act 2011 requires the LDS to be made available to the community and other interested parties so they understand what policy work will be done and when it is programmed to take place. This then helps them to time their own activities around engagement and promote their objectives at the appropriate time.

The form and content of local plans are shaped by the National Planning Policy Framework (NPPF) and National Planning Policy Guidance (NPPG) as appropriate.

Implementation Timetable including Future Decisions and Scrutiny

A revised version of the LDS is attached in the Appendix and covers the three year period to 31st March 2022 and would come into effect on 1st April 2019. The programme responds to the strategic planning matters for Leicester and Leicestershire and allows for local development need and supply factors to be considered over an appropriate timescale. The programme is necessary to set out the next stages in the preparation of local planning policy for Charnwood.

Development Plan Documents must be based on credible and robust evidence if they are to be found 'sound' by the Planning Inspectorate. The revised LDS includes a programme that focuses on the preparation of a Local Plan for Charnwood in this context. The LDS also signals the intention to prepare Supplementary Planning Documents to help guide the Council's policies on design and developer contributions.

Report Implications

The following implications have been identified for this report.

Financial Implications

Provision of £197k has been made in the budget for 2019/20 for consultancy work required for the evidence base to enable work identified by the Local Development Scheme to progress in 2019/20. Potential costs of the detailed programme of activity under years two and three will be identified ahead of the appropriate budget setting periods, taking into account the relevant Local Development Scheme review and prevailing circumstances. These will be identified as one-off budget pressures in the relevant budget rounds in line with normal working practice.

The total costs of producing a Local Plan consist of the consultancy costs and establishment staff costs over the period of plan preparation and the costs of the planning inspectorate. Members should be aware that the LDF draws on staff resources from across the council and that staff in the Planning and Regeneration Service are engaged in other tasks and it is difficult to establish exact costs. However, a response has previously been given to Council (Item 6: 6.3 on 29 June 2015) in respect of the last local plan process dating back to 2007 of around £1.5m in staff costs (or an average of about £190k a year over the eight year period) (minute 16.3 15/16 refers). The consultancy costs amounted to c£1m over the same period although it should be noted that these costs were high due to changes in circumstances as the plan progressed. The costs of the Planning Inspectorate are set by Regulation. The examination of the Core Strategy, which ended in November 2015, cost £111k.

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	Overall Risk	Risk Management Actions Planned
Failure to publish a Local Development Scheme prejudices the effective programming of planning documents and the timely preparation of a sound Local Plan.	Unlikely (2)	Significant (2)	Moderate (4)	Maintain effect project management through the LDF Project Board

Key Decision: Yes

Background Papers: Planning and Compulsory Purchase Act 2004
 Town and Country Planning (Local Planning) (England) Regulations 2011
 National Planning Policy Framework (2018)

Officers to contact: David Pendle
 Group Leader, Plans, Policies, Place
 (01509) 634767
david.pendle@charnwood.gov.uk

Clare Clarke
 Team Leader Local Plans
 01509632524
clare.clarke@charnwood.gov.uk

Part B

Background

1. Local planning authorities are required to prepare a Local Development Scheme (LDS) setting out a 3 year programme for the preparation of local development documents and to keep it under review.
2. The Council adopted its first LDS in October 2005 and revisions have been made a number of times since. The LDS is now reviewed on an annual basis and presented to Cabinet. Commentary on the progress made on the milestones of the previous Local Development Schemes can be obtained from the Council's Annual Monitoring Reports. These are available to view online from the following link: www.charnwood.gov.uk/pages/monitoringandresearch.
3. The review of the LDS sets out the programme for preparing a Local Plan and signals the intention announced in the Core Strategy to prepare supplementary planning documents. It is essential that work on the local plan continues to be given high priority to maintain a positive planning framework for growth and to engage positively in strategic planning matters for Leicester and Leicestershire.

Progress made on the Local Plan

4. Following the adoption of the Core Strategy in November 2015, The LDS 2016 signalled the commencement of a single local plan to cover the period to 2036 to respond to the Leicester and Leicestershire Strategic Growth Plan and the government's priority to significantly boost housing delivery.
5. The draft long term programme for the preparation of the new Local Plan is:
 - Draft Local Plan Consultation – July 2019
 - Pre-submission Consultation – February 2020
 - Submission – June 2020
 - Inspector's report published – November 2020
 - Adoption of Local Plan – November 2020
6. This programme has been amended since the publication of the LDS 2018 to take account of competing priorities in the form of the Strategic Growth Plan and Neighbourhood Plan support but also long term staff absence. The result is a programme that is some nine months behind that envisaged last year.
7. The programme for the Local Development Scheme will be monitored through the Annual Monitoring Report. Managing performance against this programme is important given community and stakeholder expectations and anticipated changes to the powers available to the Secretary of State to intervene in poor performing authorities.

Supplementary Planning Documents (SPD)

8. The LDS proposes two Supplementary Planning Documents that will be worked on in the three year period:

- Design: to provide guidance on the interpretation and use of Core Strategy Policies CS2: Design, CS15 Open Spaces, Sport and Recreation and CS16: Sustainable Construction and Energy; and
 - Planning Obligations: to provide guidance on the interpretation and use of Core Strategy Policy CS24: Infrastructure and Delivery.
9. The Council expects to complete the Design SPD and significantly advance the Planning Obligations SPD within the three year programme of this Local Development Scheme. The individual programmes for the SPD will be prepared and managed to allow the timely preparation of the Charnwood Local Plan.

Appendices

Appendix: Charnwood Local Development Framework Local Development Scheme – April 2019 to March 2022

CHARWOOD LOCAL PLAN
LOCAL DEVELOPMENT SCHEME

APRIL 2019 TO MARCH 2022

APRIL 2019

Contents

1. Introduction.....	1
2. Local Plans.....	1
3. Programme of work for 2019-2022.....	2
Local Plan.....	2
Supplementary Planning Documents.....	3
Neighbourhood Development Plans.....	4
4. Project Management and Resources.....	4
5. Risk Assessment.....	5
6. Programme Chart.....	7
APPENDICES	
Appendix A: Charnwood Local Plan and Supporting Documents:.....	8
Appendix B: Local Plan Profile.....	9
Appendix C: Glossary of Terms.....	11

1. Introduction

- 1.1. The Charnwood Local Development Scheme sets out the Council's programme for preparing the Charnwood Local Plan.
- 1.2. Local plans are the key to delivering sustainable development that reflects the vision and aspirations of local communities. They set the development strategy and policies for delivering the vision of the area. Having an up to date local plan is important because applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. In this respect, local plans provide clarity for development proposals and a degree of predictability for the community.
- 1.3. Charnwood Borough Council is committed to maintaining an up to date local plan in accordance with National Planning Policy Framework. The programme set out in this Local Development Scheme covers the period 2019 to 2022. It identifies the stages the local plan will go through and the timetable for key activity.

2. Local Plans

- 2.1. The adopted Charnwood Local Plan is made up of the Core Strategy (2015) and the detailed 'saved' policies from the Borough of Charnwood Local Plan (2004). The Core Strategy sets the strategic planning framework for Charnwood for the period 2011-2028.
- 2.2. Whilst the proposals in the Core Strategy provide for the period up to 2028, and a number of the strategic growth sites contained within it will continue beyond 2028, the Council has a duty to maintain an up to date local plan. As a consequence, the Council is preparing a single Charnwood Local Plan document to extend the Core Strategy to 2036 and to replace the remaining 'saved' policies from the Borough of Charnwood Local Plan.
- 2.3. The Core Strategy also signals our intent to prepare Supplementary Planning Documents to provide guidance on how policies should be interpreted and a number of these are included in this programme.
- 2.4. Progress made on the Charnwood Local Plan is published each year in the Council's Annual Monitoring Report. The Annual Monitoring Report for 2019 will provide details on the Council's work towards the programme set out in this Local Development Scheme.
- 2.5. The planning system uses a raft of technical names for different documents and the status they enjoy. Although every attempt has been made to avoid technical terminology there are occasions where names which have a legislative meaning are used. Where this is the case a glossary of terms is provided at Appendix C to assist the reader. The relationship between different documents is shown in Appendix A.

3. Programme of work for 2019-2022

Local Plan

- 3.1 The Council's priority within the three year period is to prepare and submit a new Local Plan and see it examined by the Secretary of State.
- 3.2 The Local Plan will build on the strategy contained within the Core Strategy, setting out the strategic and detailed policies to deliver the Council's vision for Charnwood up to 2036. It will take account of the commitments for housing, employment and other developments across Charnwood, including the existing strategic allocations for Sustainable Urban Extensions and the Loughborough Science and Enterprise Park. It will identify and allocate further sites in the borough needed to meet the needs of the community, including specific sites for development, and designations that reflect special character or that require protection. It will also set out specific policies and criteria against which planning applications for the development and use of land and buildings will be considered. The Local Plan will include a proposals map for the whole Borough.
- 3.3 Full details of the Local Plan and its milestones are set out at Appendix B. The Local Plan will be prepared to respond to the Leicester and Leicestershire Strategic Growth Plan which has been approved by all ten partner organisations. The Growth Plan was approved by this Council at the Council meeting on 5th November 2018. The Council has already consulted on the scope of the Local Plan (in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012 and has started to collect evidence and discuss development options ahead of preparing a draft local plan. The long term programme for the preparation of the Local Plan is:
- Draft Local Plan Consultation – July 2019
 - Pre-submission Consultation – February 2020
 - Submission – June 2020
 - Inspector's report published – October 2020
 - Adoption of Local Plan – November 2020

Leicester and Leicestershire Strategic Growth Plan

- 3.4 Charnwood is part of the wider housing market for Leicester and Leicestershire and all of the Councils in this area work together to understand the need for homes and jobs and how to plan for them through their local plans in a coordinated way. A Strategic Growth Plan has been prepared which sets out the amount of homes and jobs needed and the agreement on their distribution across Leicester and Leicestershire between 2011 and 2050. A Strategic Growth Statement was published in Summer 2016 and a draft plan was the subject of consultation in Spring 2018. Following consultations with residents, businesses, organisations and other key stakeholders the plan was approved by all Councils at a series of meetings held during November and December 2018.
- 3.5 The relationship between the Charnwood Local Plan and the Strategic Growth Plan is an important one, as the local plan takes its lead from the Growth Plan's broader

strategy and the numbers of homes and jobs required in Charnwood. The development strategy for Charnwood is a key component of the local plan and can only be identified and tested now the Strategic Growth Plan has been approved. The Council will continue to be heavily engaged in this strategic work during the period covered by this Local Development Scheme, including a Statement of Common Ground, which is currently being prepared with the other authorities in the HMA and the programme for the Charnwood Local Plan reflects this. The relationship between the Charnwood Local Plan and the Strategic Growth Plan is recognised in the risk assessment in Section 5.

Supplementary Planning Documents

- 3.6 Supplementary Planning Documents provide guidance on how existing planning policy should be used and interpreted when developing proposals and taking decisions on planning applications. The Core Strategy identified a need for three Supplementary Planning Documents and the first of these, a Housing SPD was adopted in May 2017. The remaining two SPDs are:
- **Design:** to provide guidance on the interpretation and use of Core Strategy Policies CS2: Design, CS15: Open Spaces, Sport and Recreation and CS16: Sustainable Construction and Energy; and
 - **Planning Obligations:** to provide guidance on the interpretation and use of Core Strategy Policy CS24: Infrastructure and Delivery.
- 3.7 The Council expects to complete the Design SPD and significantly advance the Planning Obligations SPD within the three year programme of this Local Development Scheme.

Community Infrastructure Levy (CIL)

- 3.8 The Council has previously explored the potential for introducing a Community Infrastructure Levy charging schedule and infrastructure list. The Community Infrastructure Levy is a charge that local authorities can levy on most types of new development in their areas based on the size, type and location of the development proposed. The funding secured can be used towards delivery of infrastructure set out on the infrastructure list. However, the Council's major growth proposals set out in the existing Core Strategy are supported by individual Section106 legal agreements to secure the infrastructure necessary to mitigate their impacts. As a result, the benefits of a CIL Charging Schedule are much reduced. The Council will consider whether CIL is necessary to deliver the proposals set out in the new Local Plan but substantive work is not programmed within the three year programme set out in this Local Development Scheme.

Statement of Community Involvement

- 3.9 A Statement of Community Involvement (SCI) sets out how a Council intends to consult and involve the community in the preparation and review of local development documents and in development management decisions. The Charnwood Statement of Community Involvement was published in January 2014.

The Council will consider whether to review the SCI within the three year programme set out in this Local Development Scheme.

Neighbourhood Development Plans

- 3.9 The Localism Act makes provisions for Neighbourhood Development Plans to be prepared. More commonly referred to simply as Neighbourhood Plans, they are a community-led document initiated through a Parish/Town Council or Neighbourhood Forum and ultimately adopted by the Council as part of the development plan.
- 3.10 A number of parishes have or are in the process of producing Neighbourhood Plans. The Council provides support to Neighbourhood Forums to help them prepare these plans and will work with Town and Parish Councils and other designated groups to accommodate this work within the existing and emerging policy framework. This Local Development Scheme does not prescribe a timetable for those documents as they are led by the appropriate Neighbourhood Forum and not Charnwood Borough Council. However, within the three year period covered by this Local Development Scheme significant work is anticipated for at least three Neighbourhood Plans for Rearsby, Sileby and The Wolds Villages. These plans have the potential to join the Neighbourhood Plans for Thurcaston and Cropston, Barrow upon Soar, and, Thrussington as being 'made' by the Council and forming part of the development plan for the relevant parish area.

4. Project Management and Resources

- 4.1. The Local Plan is managed day to day by the Group Leader of the Plans, Policy and Place Making Group under the direction of the Head of Planning and Regeneration. The Local Development Framework Project Board (LDF Board) provides oversight and is made up of the Chief Executive, the Strategic Director for Housing, Planning & Regeneration and Regulatory Services, the Lead Cabinet Member for Planning, Inward Investment and Tourism and the Leader of the Council.
- 4.2. The Planning Policy Team provides the bulk of the Council's resource to progress the Local Plan but specialist expertise is drawn from across the Plans, Policies and Place-making Group and elsewhere across the Service when required. The close relationship between the Local Plan and the Council's corporate priorities allows additional support to be drawn from across the Council on specific corporate activities.
- 4.3. Budgetary provision is sought on an annual basis based on the Service Delivery Plan and Local Development Scheme programme. Specific costs relating to the submission of documents and the Examination process are identified in the Council's Medium Term Financial Plan.
- 4.4. The challenge of delivering growth is recognised. The Council is delivering the Local Development Scheme in a project managed environment, supported by appropriate resources.

5. Risk Assessment

- 5.1. An assessment has been carried out of the factors that could affect the ability of the council to deliver the Local Plan in accordance with the indicated programme. Actions to manage these risks have been identified.

Risk Identified	Likelihood/Impact	Management Action
Programme slippage	<p>Medium/Medium</p> <p>The Council is expected to meet the milestones in the Local Development Scheme. Failure to deliver against the key milestones will be damaging to the reputation of the local planning authority and the absence of up to date planning policies will hamper the realisation of the Council's vision and lead to unplanned developments in the Borough. The deadlines for preparing the Local Plan are very challenging given the emphasis on community engagement and the potential for development industry interest.</p>	<p>The Local Development Framework Project Board will carefully monitor progress and give priority to achieving the key milestones set out in the Local Development Scheme.</p>
Staff resources	<p>Low/High</p> <p>The Planning Policy Team currently has a stable and experienced staff resource. However, staff changes will impact on the production of the local plan.</p>	<p>Ensure that sufficient staff resources with the necessary experience and expertise are available for the production of the local plan, supplementary planning documents and manage competing work priorities utilising agency resources as required</p>
Financial resources	<p>Low/High</p> <p>Sufficient financial resources are required to prepare the local plan and supplementary planning documents including for consultancy support, consultation and the examination process.</p>	<p>Ensure the Local Development Scheme informs the council's Medium Term Financial plan.</p>
Competing work priorities	<p>High/Medium</p> <p>The Planning and Regeneration Service is involved in a wide range of spatial policy work. Work to implement the Core Strategy, engage and support the Strategic Growth Plan, Neighbourhood Plans and any major unplanned</p>	<p>The high priority of the Local Plan is recognised and at certain times other work will have to take a much lower priority. Where this is not possible consideration is given to outsourcing work to other</p>

Risk Identified	Likelihood/Impact	Management Action
	developments will weigh heavily on staff resources especially with respect to appeals.	local planning authorities or consultants.
Level of public interest cause delays	Medium/High Public interest in the Local Plan has been high during previous consultations	Resources are drawn from across the Planning and Regeneration Service at appropriate times to ensure representations are dealt with.
Lack of capacity of statutory agencies to respond and/or engage	Low/High Decisions taken nationally to change the resources of statutory agencies, and their capacity to manage local plan consultations and other work, may cause delays to the programme	The Local Development Scheme provides forward notice of the council's Local Plan programme. Maintain contact with key agencies to minimise prospect of slippage
Change in national policy/legislation	Medium/High Changes to the statutory process or new substantive policy which affects the content and direction of local policy preparation and decisions may cause delays to the programme.	The Council will carefully monitor new policy and legislation and give priority to managing any impacts on the key milestones set out in the Local Development Scheme
Slippage in strategic evidence/planning or Duty to Cooperate Matters	Medium/High Strategic evidence for homes, jobs and transport will help define the relationship between Charnwood and the wider housing market area and the role of the Charnwood Local Plan. Any delays to this strategic work may cause Duty to Cooperate issues and cause delays to the programme.	The Council will be represented in this strategic work and will carefully monitor and give priority to managing any impacts on the key milestones set out in the Local Development Scheme. A Statement of Common Ground is currently being prepared with the other authorities in the HMA.

Appendix A: Charnwood Local Plan and Supporting Documents



Appendix B: Local Plan Profile

Overview	
Title	Charnwood Local Plan
Role and content	<p>Sets out the strategic policies to deliver the Council's vision for Charnwood up to 2036 within the strategic framework set by the Strategic Growth Plan 2011 - 2050</p> <p>Addresses the spatial implications of strategies prepared by other key bodies including the Strategic Growth Plan for Leicester and Leicestershire to be prepared jointly by the local authorities for the area.</p> <p>Identifies land use sites needed to meet development needs to 2036.</p> <p>Sets out specific criteria against which planning applications will be considered.</p> <p>Provides land use designations for the protection and management of natural resources.</p> <p>Includes a proposals map on ordnance survey base to identify specific policies and proposals for development or use of land.</p>
Coverage	Borough wide
Status	Development Plan Document
Chain of Conformity	In accordance with legislation, case law and national planning policies.

Timetable	
Start	April 2016
Scoping and Issues (Regulation 18)	July/August 2016
Draft plan consultation	July 2019
Publication (Regulation 27)	February 2020
Submission (Regulation 30)	June 2020
Examination hearings	August 2020
Adoption and publication of the DPD	November 2020

Management arrangements	
Organisational Lead	Head of Planning and Regeneration Services
Lead officer	Group Leader Plans, Policies and Place-making
Management	LDF Project Board; Cabinet and Full Council; Growth Advisory

Arrangements	Group
Resources required	Charnwood Senior & Core Management Team; Planning and Regeneration Service; Housing Service; Neighbourhood Services; Open Space and Waste Service; Leisure and Culture Service; Finance and Property Services; Strategic Support Service; Leicestershire County Council including Highway Authority and Education Authority; Leicester City Council including Highway Authority and Education Authority.
Community and Stakeholder involvement	Parish and Town Councils, partner organisations, and others as identified in the Regulations and the Statement of Community Involvement.
Monitoring and review	Annual Monitoring Report

Appendix C: Glossary of Terms

Annual Monitoring Report (AMR)	An annual document that reports the progress made on plan preparation compared to the Local Development Scheme and the delivery of local plan policies including housing and employment delivery.
Core Strategy	A statutory planning document setting out the spatial vision and strategy for the Borough including key policies, proposals and strategic allocations to deliver the vision.
Development Plan Document (DPD)	Statutory documents prepared by the local planning authority with rigorous community involvement and consultation. They are subject to an examination in public by an independent Planning Inspector appointed by the Secretary of State.
Development Plan	Any adopted Development Plan Documents make up the Development Plan. Under the Planning Acts the Development Plan is the primary consideration in deciding planning applications.
Local Development Framework (LDF)	A binder of documents that provide the planning policies for the area.
Local Development Scheme (LDS)	A document that outlines the Council's three year programme for preparing the Local Development Framework.
Local Plan	The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the local plan. The term includes old policies which have been saved under the 2004 Act.
Neighbourhood Development Plan	The Regulatory title for a planning document which may be initiated and prepared by Parish and Town Councils or Neighbourhood Forums. Following robust consultation, independent examination and a local referendum they

	become 'made' (essentially adopted) by the Council as part of the statutory development plan. They are generally referred to as Neighbourhood Plans and must be prepared in general conformity with the Local Plan.
Spatial planning	A more comprehensive approach to town planning than simple 'land-use' planning, it coordinates the development and use of land with other policies and programmes to benefit places and how they function.
Statement of Community Involvement (SCI)	A document outlining the approach of the authority to involving the community in preparing planning policy and considering significant planning applications.
Strategic Growth Plan	A non-statutory planning document that sets out the spatial planning framework for Leicester and Leicestershire.
Supplementary Planning Documents (SPD)	Documents that provide guidance on how to use and interpret planning policies when developing proposals or taking decisions.
Sustainability Appraisal (SA)	An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. Will ensure that proposals contribute to the achievement of sustainable development.
Sustainable development	Meeting our own needs without prejudicing the ability of future generations to meet their needs.

CABINET - 14TH MARCH 2019

Report of the Head of Planning and Regeneration Lead Member: Councillor Eric Vardy

Part A

ITEM 14 CONSERVATION AREAS BOUNDARY REVIEW

Purpose of Report

To request formal adoption of the revised conservation area boundaries and the delegated authority to update each Character Appraisal and Management Plan, as identified in each of the Conservation Area Boundary Review reports for:

1. Barkby & Barkby Thorpe
2. Beeby
3. Hathern
4. Queniborough
5. Thurstaston

Recommendations

1. That the revised conservation area boundaries be adopted (Appendix A).
2. That the Conservation Areas Boundary Review reports (Appendix A) be approved for the purpose of updating the appraisals and management plans, with delegated authority given to the Head of Planning and Regeneration, in consultation with the Lead Member for Planning, Regeneration and Tourism, to undertake that update.

Reasons

1. To provide adopted guidance that identifies the special character and creates a sound basis for the management of the Barkby & Barkby Thorpe, Beeby, Hathern, Queniborough and Thurstaston Conservation Areas.
2. To allow the Head of Planning and Regeneration to publish up to date Conservation Area Character Appraisals & Management Plans, in accordance with the approved report.

Policy Justification and Previous Decisions

The Council's Corporate Plan 2016-2020 makes a commitment to our environment, celebrating our rich culture and the significance the environment has for our heritage and future economy.

The Planning (Listed Buildings and Conservation Areas) Act 1990 lays a duty on local authorities to review conservation area boundaries from time to time and formulate proposals to preserve and enhance those areas.

The National Planning Policy Framework (2018) places responsibility on local planning authorities to assess and understand the particular significance of any heritage asset that may be affected by a development proposal by utilising available evidence and necessary expertise. This should be taken into account when considering the impact of a proposal on a heritage asset to avoid or minimise conflict between an asset’s conservation and any aspect of the proposal.

The Charnwood Local Plan Core Strategy 2011-2028 is part of the statutory development plan and it recognises the importance of the historic environment and the need for high quality design in the vision and, specifically, in Policies CS2 High Quality Design and CS14 Heritage. Borough of Charnwood Local Plan 2004 Saved Policy EV/1- Design, also seeks to ensure a high standard of design for all new development and that the design should be compatible with the locality and utilise appropriate materials.

Implementation Timetable including Future Decisions and Scrutiny

If approved, the revised boundaries will be effective immediately after the period for call-in of the Cabinet’s decision (subject to there being no call-in). Details of the revised boundaries will then be published and the contents of the Conservation Areas Boundary Review reports will be incorporated into the existing Conservation Area Appraisals & Management Plans, the target timescale for this being four weeks from the revised boundaries becoming effective.

Report Implications

The following implications have been identified for this report.

Financial Implications

The review and adoption of revised conservation area boundaries and amended character appraisals and management plans, is a programmed activity from the Planning and Regeneration Service Team Plan and any costs associated with advertising, notification and publishing associated with the adoption of the boundaries will be met from the Planning and Regeneration Service budget for 2018/19.

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	Overall Risk	Risk Management Actions Planned
Failure to adopt the revised Conservation Area Boundaries could lead to a lack of appropriate information to inform development proposals and guide	Likely (3)	Significant (2)	Moderate (6)	Ensure the process for preparing, writing and consulting on the Conservation Area Boundary Reviews has been followed and the information included is comprehensive and

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
decision making, resulting in a lack of protection for the historic environment of the Borough and some loss of reputation				appropriate to the scope of the documents.

Key Decision:

No

Background Papers:

Report on consultation comments and feedback

Officers to contact:

Mark Fennell
 Team Leader Natural & Built Environment
 01509 634748
mark.fennell@charnwood.gov.uk

Martin Jones
 Senior Conservation Officer
 01509 634971
martin.jones@charnwood.gov.uk

Part B

Background

1. The rich and varied historic environment in Charnwood has led to the designation of a number of conservation areas since the introduction of the Civic Amenities Act in 1967 to enable their creation. In total there are 38 conservation areas in the Borough. The 5 for consideration in this report were designated as follows:
 - Barkby & Barkby Thorpe - 1976
 - Beeby - 1975
 - Hathern - 1975
 - Queniborough - 1972
 - Thurstaston - 1988
2. Conservation Area Character Appraisals for these areas were adopted between 2005 and 2012. These documents are an objective statement and factual description of the conservation area. They justify the historical and architectural reasons for designating the Area and describe the particular qualities of buildings, spaces and landscape that together create a distinctive street scene or other part of the public realm. They describe the strengths and weaknesses of the Area and identify opportunities for enhancement. The appraisals establish a sound basis for the guidance of planning and development management decisions, which can ultimately be defended in planning appeals.
3. The Council in their role as local planning authority has a duty, from time to time, to review these conservation areas. In exercising this duty a review of the conservation boundary areas for the 5 villages was undertaken, the results of which, together with the conclusion and recommendations, are contained in the Conservation Areas Boundary Review documents. (Appendix A)
4. This review included an evaluation of the existing conservation area boundaries and evidenced recommendations for amendments including areas for possible inclusion and exclusion within redefined conservation area boundaries. This evidence includes the evaluation of heritage value and significance of any additional areas and recommendations for boundary revisions on a map. The methodology involved desk based assessment of historic documents, maps and images, followed by site survey work in order to evaluate current heritage significance.

Consultation

5. Consultation on the Conservation Areas Boundary Reviews took place over a 21 day consultation period between 21 January 2019 and 11 February 2019. The draft documents were made available on the Council's website and in print by request. Respondents were encouraged to submit comments via the Council's website in response to a questionnaire.
In addition, separate Public Consultation meetings were held in each of the villages, with the exception of Beeby where a mailshot was issued to all properties within the parish.

6. A Report of Consultation has been published which includes the comments made during the consultation period. The online survey solicited 10 responses, with 100% agreeing that protecting the heritage of the villages was important. A series of Public Meetings to discuss the proposals were undertaken and a significant number of issues were raised which are reported in the Report of Consultation. Responses also referenced:
 - the need to ensure that land and buildings are worthy of protection;
 - that land and buildings are maintained in a good standard of repair;
 - that additional planning controls may be needed to protect the special character of the Conservation Areas;
 - concerns regarding the prevention of homeowners from modifying their properties; and
 - the need for homeowners to be informed of the implications of living in a Conservation Area.
7. The Conservation Area Boundary Reviews have been amended to take account of these comments where appropriate and the proposed revisions to boundaries contained in the draft document have been amended following public consultation, in order to accommodate some of the suggestions made by respondents.
8. The Conservation Area Boundary Reviews and the final definitive boundaries proposed for adoption are included as Appendix. A. It is intended that these documents will be published and their contents incorporated into the existing adopted Conservation Area Appraisals & Management Plans for each of the 5 villages.

Appendices

Appendix A: Conservation Area Boundary Review documents.



**BARKBY and BARKBY THORPE
CONSERVATION AREA :
BOUNDARY REVIEW**

Charnwood Borough Council

BARKBY and BARKBY THORPE CONSERVATION AREA: BOUNDARY REVIEW

prepared by:

Heritage & Regeneration Solutions Ltd

www.heritageregeneration.co.uk

for:

Charnwood Borough Council

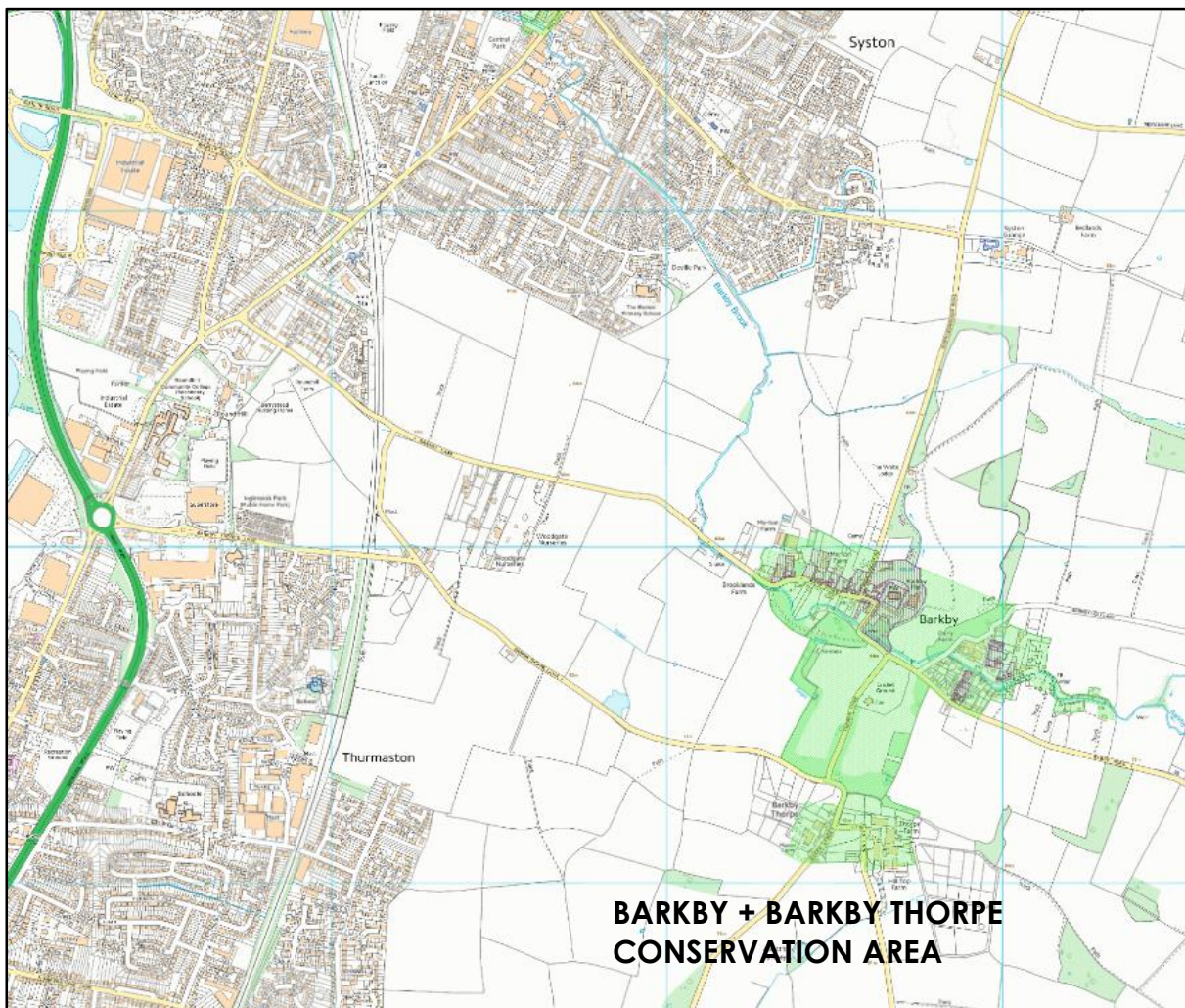
published: December 2018

revised (definitive map added): February 2019

INTRODUCTION:

A conservation area is defined as 'an area of special architectural or historic interest - the character or appearance of which it is desirable to preserve or enhance'.

The purpose of this review is to reconsider the boundaries of the Barkby and Barkby Thorpe Conservation Area in order to omit any areas which no longer are appropriate for inclusion, and to add areas which are considered as worthy of designation. Potential areas for redrawing the boundary were listed on page 30, in the Conservation Area Character Appraisal 2011: Barkby Hall Park, and adjustments to the boundaries around Merton Farm and Hill Top Farm.



Location of the current Barkby + Barkby Thorpe Conservation Area - coloured green.

BARKBY+BARKBY THORPE CONSERVATION AREA: Boundary Review

Barkby and Barkby Thorpe lies on the crossing of two minor roads five miles to the north east of Leicester. The Conservation Area covers almost all of both settlements with the linking parkland between. The historic pattern of the two settlements, the parkland and the agricultural setting has remained fairly unaltered for two centuries.

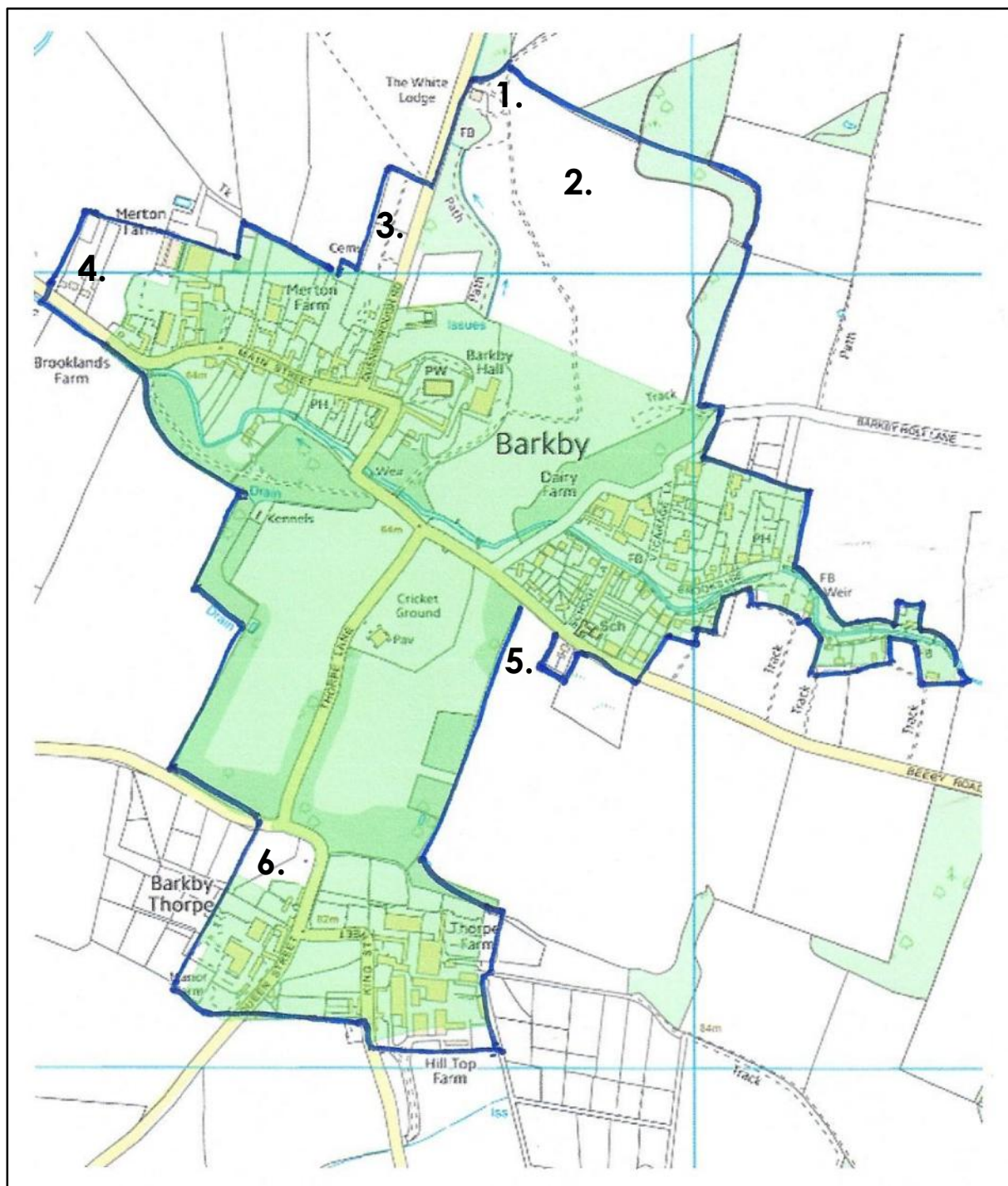
All the boundaries that surround the current Conservation Area have been reviewed and particularly the sites discussed in the CA Appraisal. These include properties in Barkby not included in the Conservation Area, areas to the north on the Queniborough Road, and the boundary around Barkby Thorpe.

The proposed boundary includes two pairs of houses at either end of the village; the rest of the cemetery; and the Park and its lodge; plus a more suitable limit to Barkby Thorpe following field edges and tree lines.

The following pages present the proposed Conservation Area boundary map, with photographs identifying the key recommended changes to the current boundary.

These are based on the following Analysis which covers; the historic phases of development; the heritage assets; and an assessment of the buildings and landscape.

PROPOSALS:



Map showing the current Barkby and Barkby Thorpe Conservation Area – green tone, and the proposed Conservation Area boundary – blue line, identifying areas to be added.

The numbers relate to each significant boundary change and are listed below with supporting photographs.

1.

Add: The White Lodge, Barkby Hall, Queniborough Road



Queniborough Road entrance lodge to Barkby Hall is shown on 1884 OS map.

2.

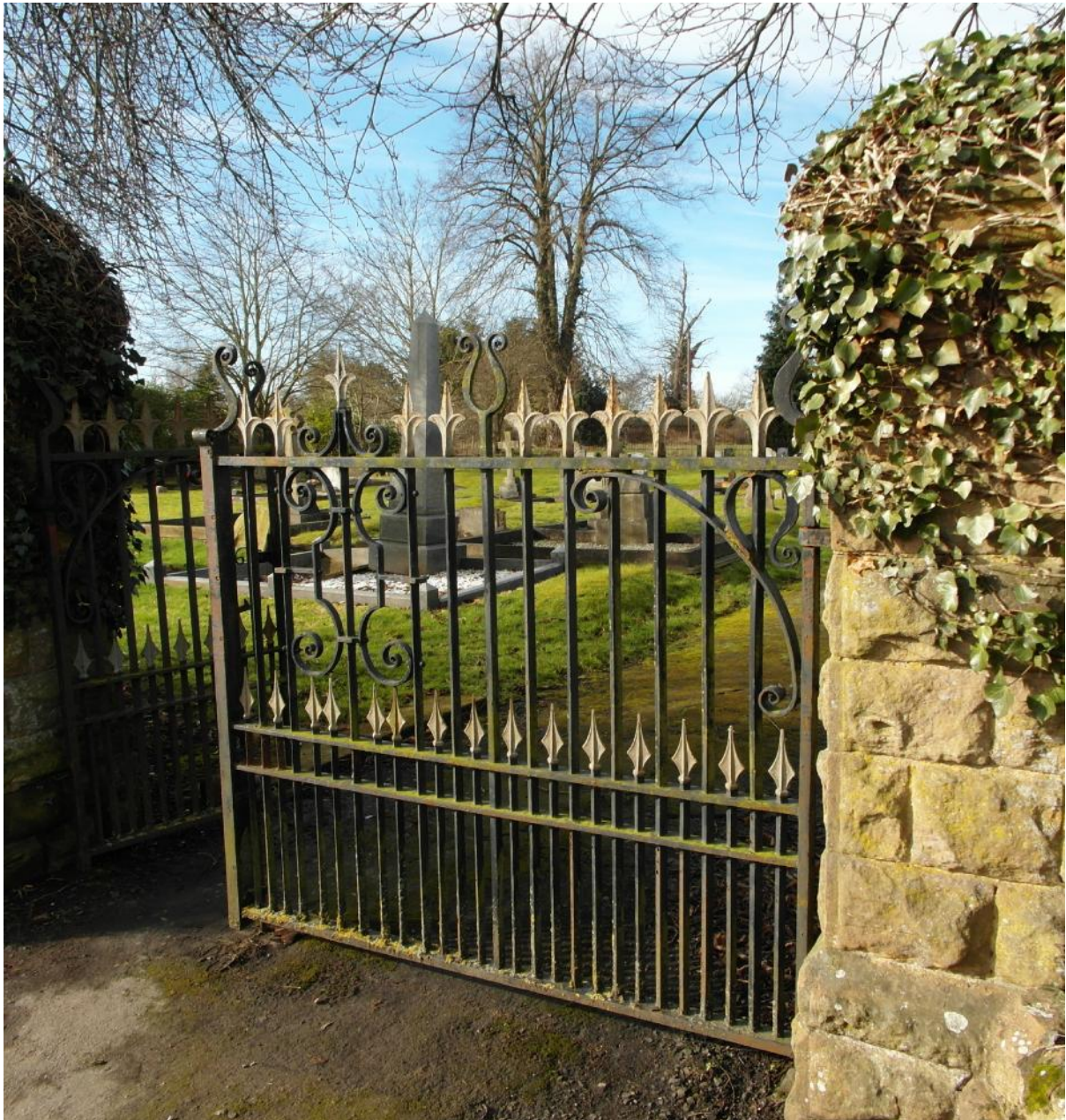
Add: The Park, between The White Lodge and Barkby Hall,



The Park up to The White Lodge provides the landscaped setting for Barkby Hall, with a strong wooded boundary and a continuous brick wall along the Queniborough Rd

3.

Add: the rest of St Mary's Cemetery Queniborough Road



Extension to Conservation Area to include all of the Cemetery on the west side of Queniborough Road. The boundary is defined by a tree lined hedgerow.

4.

Add: 48 and 50 Main Street



Include pair of Victorian Houses dated 1899 and adjacent field up to Merton Farm.

5.

Add: 18 and 19 Beeby Road



Include semi detached cottages, opposite the Pochin School, dated 1894.

6.
Conservation Area boundary adjustments around Manor Farm, Thorpe Farm and Hill Top Farm. Barkby Thorpe.



Aerial view of Barkby Thorpe. The proposed CA boundary follows field edges and tree lines with minor adjustments, and includes the field to north of Manor Farm.



View from south entrance road into Hill Top farm showing buildings and tree line on horizon proposed as Conservation Area boundary.

Appraisal :

1. Historic phases of development:

Barkby developed as a small medieval village though the first settlement was established well before the Domesday survey of 1081. The Inclosure map of 1780 shows that there has been remarkably little change over the last 240 years. At inclosure, each house was provided with garden spaces - see OS 1903 map, and though some remain, others have been amalgamated into fields.

Barkby Thorpe developed as a small hilltop hamlet of three traditional working farms and a few cottages at the junction of two minor roads on the route to Leicester – Queen Street and King Street. The boundaries of the immediate gardens around the Barkby Thorpe farms are defined on the plan below showing medieval earthworks, which mostly align with current field edges.



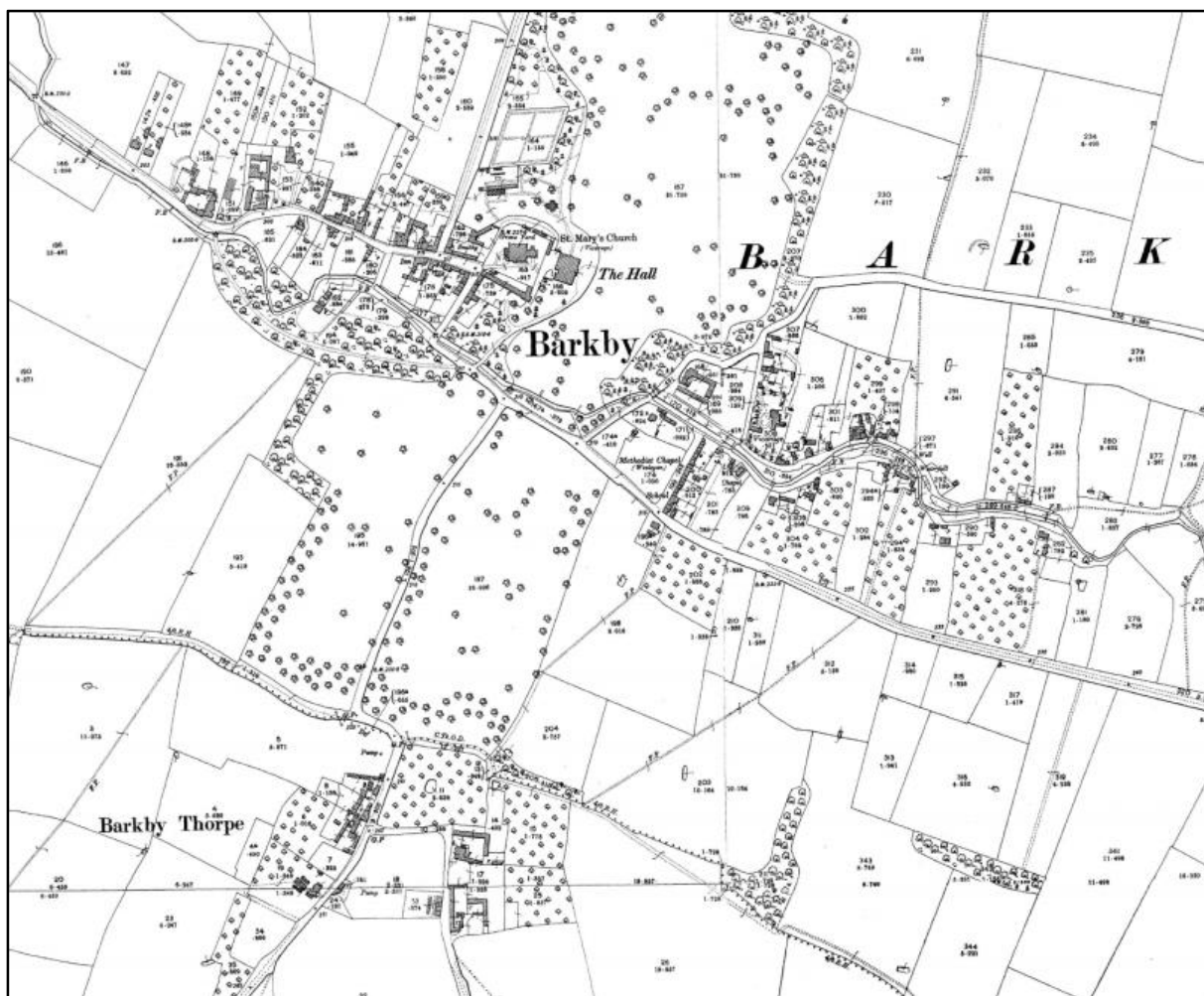
Medieval earthworks around Barkby Thorpe.

BARKBY+BARKBY THORPE CONSERVATION AREA: Boundary Review

Barkby village has a linear form that is bisected by Barkby Hall Park. This results in two distinct and separated parts, with Barkby Thorpe at the southern end of the Park. A network of roads and paths links the two parts of the village and Barkby Thorpe to surrounding settlements.

The village retained its form and character throughout the C19th. Although a few houses were built before the end of the C19th – including the pairs of houses at either end of the linear village, the most significant development was the opening of the school in 1869.

Further changes came in the C20th with buildings filling plots on Brookside and Main Street, and the construction of a number of council houses between Beeby Lane and School Lane. There have been few additional changes in recent years and Barkby and Barkby Thorpe have retained their traditional character.



Barkby and Barkby Thorpe OS map 1903

BARKBY+BARKBY THORPE CONSERVATION AREA: Boundary Review

All historic maps identify several footpaths and bridleways that lead from the village through gaps in the frontage, to link with the fields behind and onto other villages. The adjacent fields both to the north and south of the village have been closely associated with the village residents – see map of medieval earthworks on page 8.

Key features identified from the 1883, 1903, 1930 and 1956 OS maps include:

-) The two separate parts of Barkby, and Barkby Thorpe, are all located around the edge of Barkby Hall Park a fine open parkland well defined by many mature oak trees and boundary walls;
-) The Hall, which cannot be seen from the roads, is the focal point of the village and the continuity provided by the Pochin Estate's centuries long interest in the village;
-) Barkby is a linear settlement following the line of the Barkby Brook, while Barkby Thorpe includes a hill top grouping of farms;
-) the seven working farmsteads with their associated activities;
-) the current CA boundary includes all of the village buildings – except the two pairs of C19th houses on the outskirts, which are proposed for inclusion in the CA;
-) the historic layout of the villages and the limited impact of C20th development;
-) and the coherent collection of buildings which enclose Main Street from No 1 to the Malt Shovel, and No 2 to No 16 with the focus of the church.

2. Heritage assets:

The most notable heritage assets are identified as its historic townscapes, the 42 Listed buildings and their zones within the current Conservation Area, while the three Locally Listed buildings are at some distance outside the CA, and Ancient Monuments and Archaeology are not represented in the CA or surrounding search area (see Charnwood Borough Council website Listed Buildings / Interpretive Maps).

The review for the proposed Conservation Area boundary has only considered including historic townscapes and landscapes. There are no Listed or Locally Listed Buildings in the proposed areas for addition to the current CA boundary – though both the White Lodge and 18 – 50 Main Street are worthy to be considered for Local Listing.

Of the 42 Listed buildings and structures within the current CA the majority are residential or farm buildings, with the church and structures as exceptions. There are no Locally Listed buildings in the current CA.

Key listed buildings and structures which influence the character of the village are all Grade II:

-) Church of St Mary
-) Barkby Hall
-) The Forge and workshops
-) Whitehouse Farm
-) The Old Vicarage
-) The Dower House
-) and the Frameworkers' cottages on Vicarage Lane.

The full list of Listed buildings is given on the Charnwood BC website.

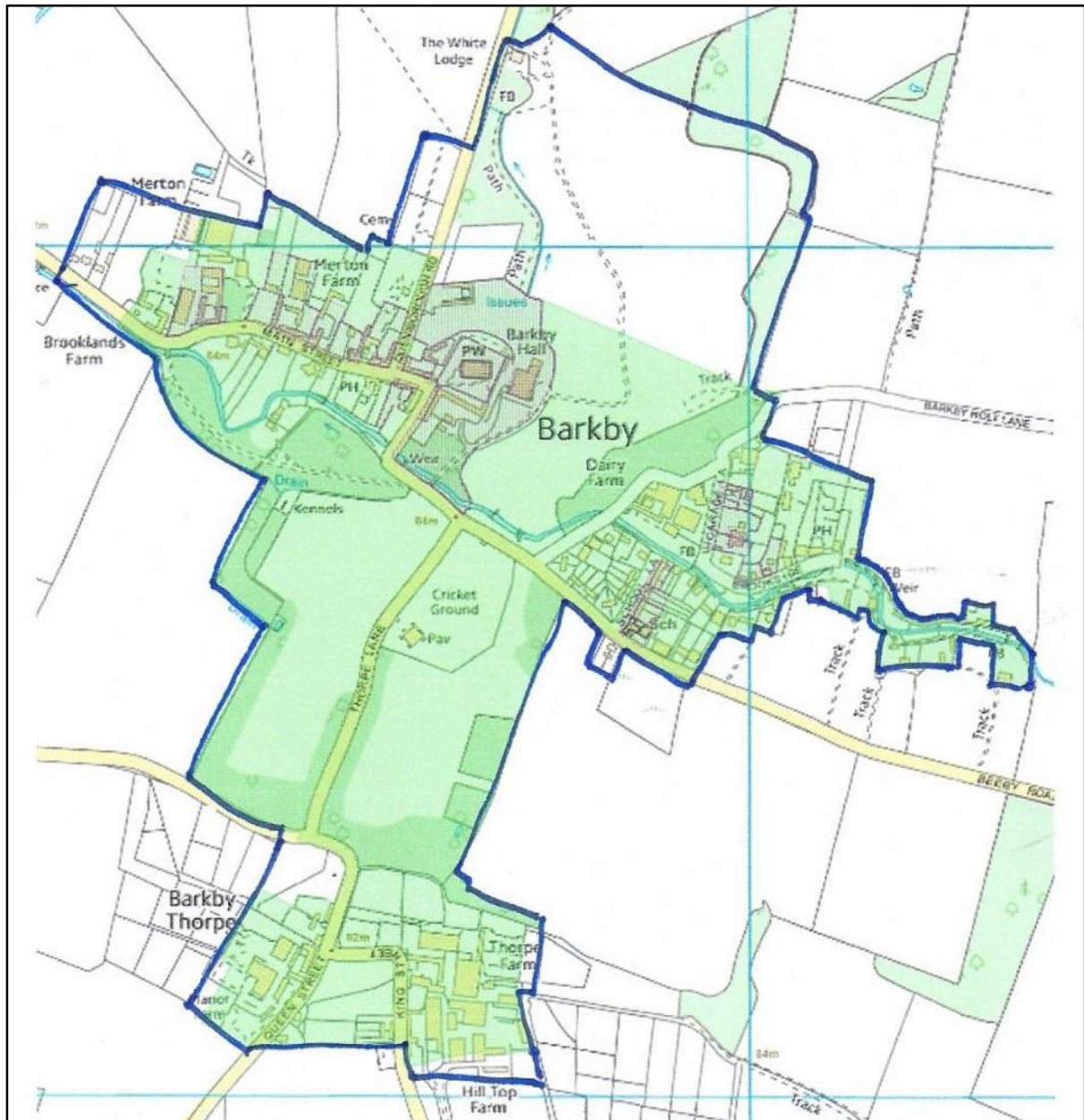
Key unlisted buildings include:

-) The Malt Shovel Inn
-) Manor Farm Barkby Thorpe
-) Thorpe Farmhouse Barkby Thorpe

and coherent groups include rows of buildings on both sides of Main Street:

-) No 1 to the Malt Shovel, and
-) No 2 to no 16 with the focus on the church

BARKBY+BARKBY THORPE CONSERVATION AREA: Boundary Review



Proposed CA boundary (blue), current CA (bright green)
Listed Buildings and gardens – purple hatch

Notable views within the additional areas in the proposed Conservation Area are:

- J **along Queniborough Road towards Barkby**, the White Lodge and the brick wall bounding the parkland mark the arrival in Barkby, with glimpses into the Park on the left and the cemetery on the right;
- J **along Barkby Lane towards Barkby**, the two fine Victorian houses on the left mark the arrival in Barkby;
- J **from the south on both Barkbythorpe Road and Hamilton Lane**, the first views of the southern edge of Barkby Thorpe buildings and trees along the hill top.

3. Landscape and building appraisal

The areas considered for inclusion in the Barkby and Barkby Thorpe Conservation Area have been selected because they primarily include buildings and landscape settings of heritage interest.

The proposed additional buildings and landscapes can be categorized as follows:

-) significant heritage value – this includes the Listed and Locally Listed buildings with others of notable historic quality – The White Lodge is the only building outside the current Conservation Area of significant age and notable value. It is also a fundamental part of the heritage landscape of the Barkby Hall Park, itself worthy of inclusion in this category.



The White Lodge (top right) and the part of Barkby Hall parkland proposed to be included in the CA.

-) heritage interest – period buildings which add to the historic townscape – the majority of the buildings throughout the current Conservation Area fall in this category, except a few C20th infill properties and the council houses near School Lane. The only remaining buildings outside the CA certainly fall within this category – the two large Victorian houses, dated 1899, at the western end of Main Street; the small pair of semi-detached redbrick cottages, dated 1894, at the eastern end of the village at 18-19 Beeby Road.

As a result of these recommended inclusions in, all the buildings in the village will be within the proposed boundary of the Conservation Area.

BARKBY+BARKBY THORPE CONSERVATION AREA: Boundary Review

-) neutral buildings and landscapes – which do not detract from the conservation area – including the field between 48-50 Main Street and Merton Farm which links with and includes the proposed Victorian houses; the northern end of the cemetery grounds; and the adjustments to the boundary around the farms in Barkby Thorpe to follow landscape edges, including the field to the north of Manor Farm, bounded on two sides by Queen Street.



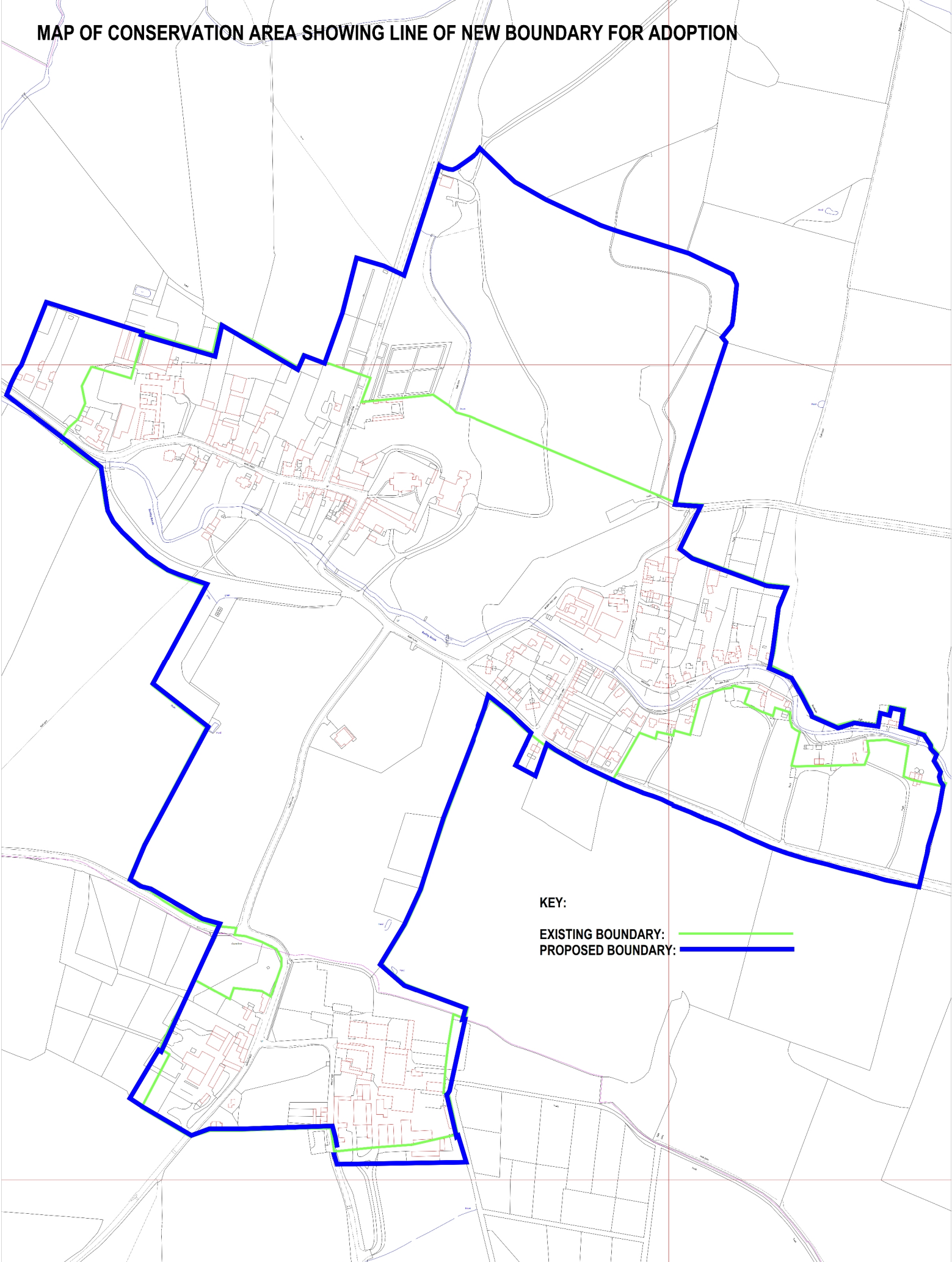
Field between 48 Main Street and Merton Farm



View from Queen Street of field north of Manor Farm.

-) negative buildings and landscapes – which detract from the local heritage characteristics. None are included in the additional proposed areas and no areas are recommended for omission. It is necessary to ensure that any new building alterations or developments anywhere satisfy conservation area standards.

MAP OF CONSERVATION AREA SHOWING LINE OF NEW BOUNDARY FOR ADOPTION



KEY:
EXISTING BOUNDARY: ————
PROPOSED BOUNDARY: ————



BEEBY CONSERVATION AREA : BOUNDARY REVIEW

Charnwood Borough Council

BEEBY CONSERVATION AREA: BOUNDARY REVIEW

prepared by:

Heritage & Regeneration Solutions Ltd

www.heritageregeneration.co.uk

for:

Charnwood Borough Council

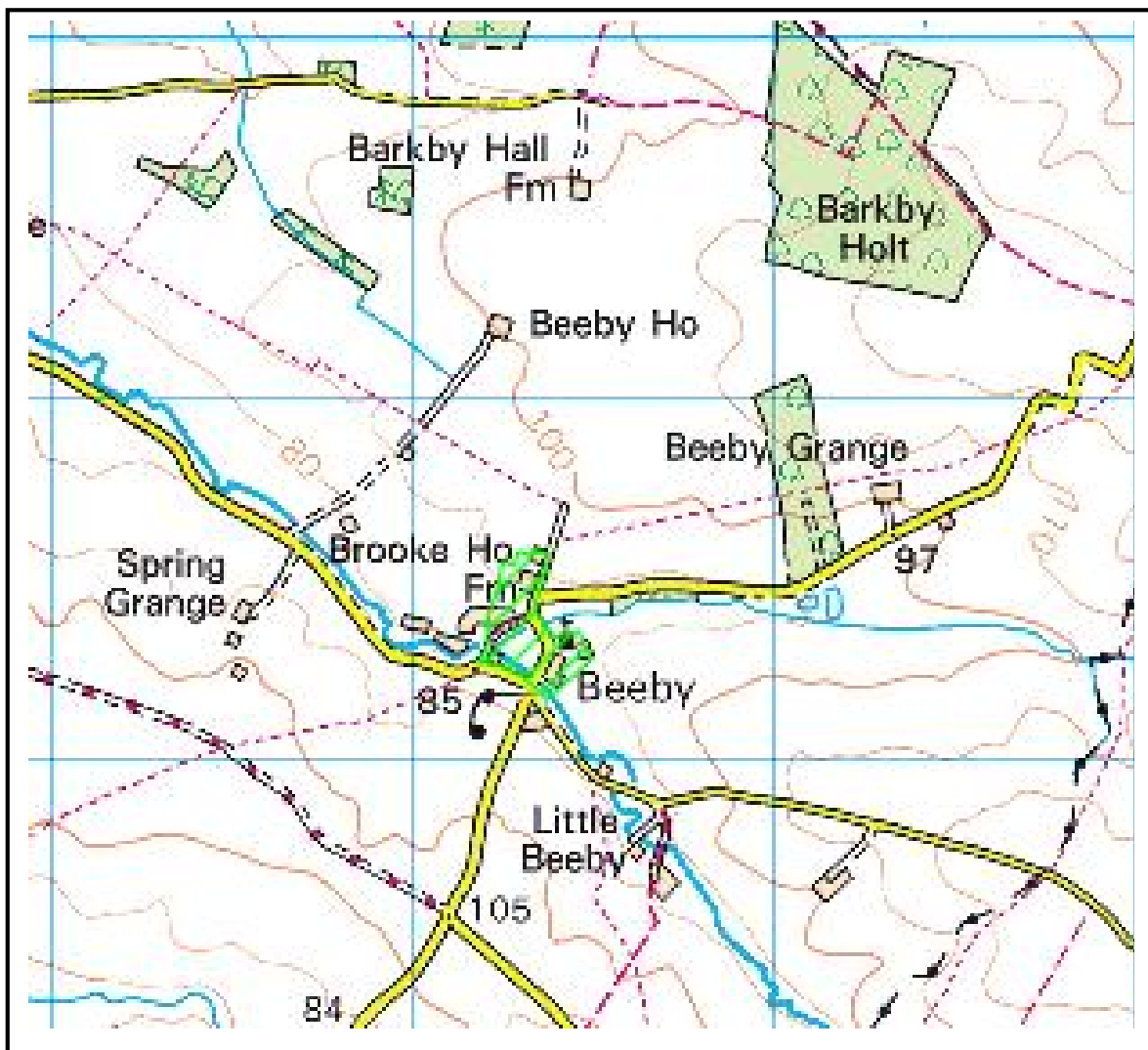
published: December 2018

revised (definitive map added): February 2019

INTRODUCTION:

A conservation area is defined as 'an area of special architectural or historic interest - the character or appearance of which it is desirable to preserve or enhance'.

The purpose of this review is to reconsider the boundaries of the Beeby Conservation Area in order to omit any areas which no longer are appropriate for inclusion, and to add areas which are considered as worthy of designation. Potential areas for inclusion were identified by local residents and listed on page 40, in the Conservation Area Character Appraisal 2005.



BEEBY CONSERVATION AREA: Boundary Review

Location of Beeby with current conservation area shown bright green.

Six specific actions have been suggested, and in addition to all other boundaries, this review has considered each in turn:

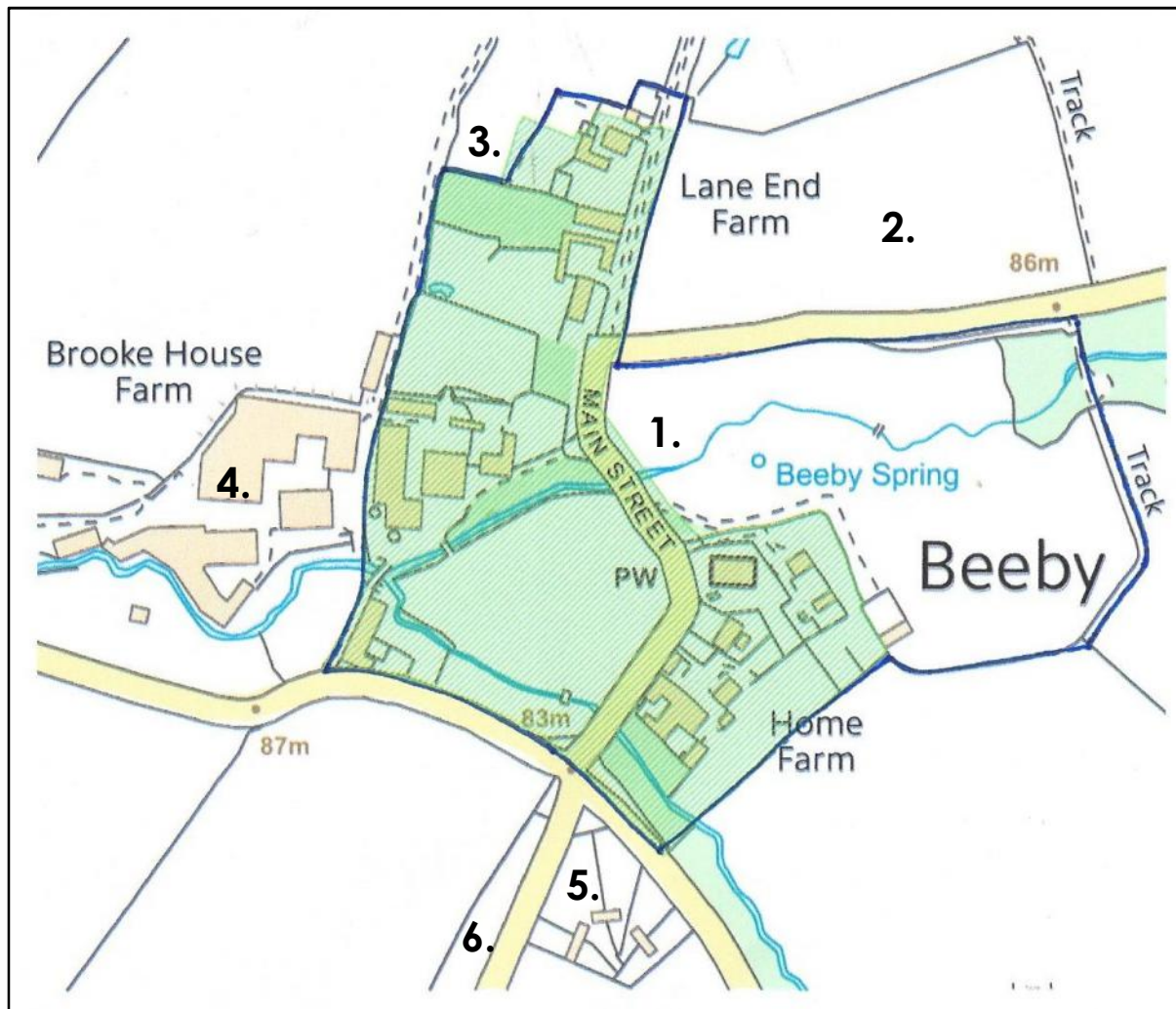
-) field to the north east of the church;
-) field to east of Beeby Manor/Lane End Farm;
-) field to the north and west of Lane End Farm;
-) Brooke House Farm buildings;
-) post war houses south of the crossroads; and
-) strip field to the west of Scraptoft Lane.

The proposed boundary adds the field to the north east of the church and south of the Croxton Road; and adjusts the boundary around the buildings at Lane End Farm. All other suggested sites are not considered to be of significant heritage interest or importance as a setting. No other area is proposed to be omitted from the Conservation Area.

The following pages present the proposed boundary map, with photographs and explanations identifying the key recommended changes to the current boundary – only additions.

These are based on the following Analysis which covers; the historic phases of development; the heritage assets; and an assessment of the buildings and landscape.

PROPOSALS:



Map showing the current Beeby Conservation Area – dark green tone, and the proposed Conservation Area boundary – blue line, identifying the areas to be added.

The numbers relate to each significant boundary change. These locations are shown in greater detail on the following maps with supporting photographs.

BEEBY CONSERVATION AREA: Boundary Review

1.

Add: field to the north east of the church, on both sides of the brook, including part of the copse.



Looking south west from the Croxton Road. The grassed field slopes towards the central stream and is overlooked by buildings on two sides which make it feel as though it is part of the village and an important setting.



BEEBY CONSERVATION AREA: Boundary Review

Looking east from Main Street across the same field. The proposed Conservation Area boundary follows the Croxton Road in the north; the footpath through the copse in the east; the field edge around the south; and village buildings in the south-west and west.

2.

No action: field to east of Beeby Manor/Lane End Farm.



Field bounded by Croxton Road and the extension of Main Street. Overlooked by Beeby Manor and Lane End Farm, but high hedges and slope make it appear to be distant from the village and not integral as its setting.

3.

No action: field to the north and west of Lane End Farm.

BEEBY CONSERVATION AREA: Boundary Review



At the northern end of the village and only overlooked by Lane End Farm. Distance and screening hedges limit its connection and visual links with Beeby. The current boundary around the Farm passes through buildings and needs realignment.

4.

No action: Brooke House Farm buildings outside the CA.



BEEBY CONSERVATION AREA: Boundary Review

The current Conservation Area includes historic barns that have been converted and are awaiting renovation – in the centre of the photo above. Other than the modern farmhouse, all other buildings have been cleared with the rubble remaining. The site outside the CA has little heritage interest.

5.

No action: post war houses south of the crossroads.



Located to the south of the Conservation Area and screened by trees this area has little heritage value.

6.

No action: narrow strip field to the west of Scraftoft Lane



Located at some distance from the historic village and has neither significant heritage interest nor importance as a setting.

Appraisal :

1. Historic phases of development:

Beeby is a small rural settlement where its physical and historic development has been strongly influenced by the local topography and its isolated location. The Conservation Area includes the whole of the traditional village – except the small housing estate outside the village, south of the Hungarton Lane crossroads. There has been little change to its medieval layout and no significant alterations during the last 100 years.

All the buildings in the Conservation Area were built (some rebuilt) during the late C18th and C19th. The last houses constructed in the Conservation Area were the pair of cottages between Home Farm and the Church, dated 1891. See 1903 OS map below for the village plan that is the same today. The only development since this map was drawn, is the small post-war housing estate outside the CA and the

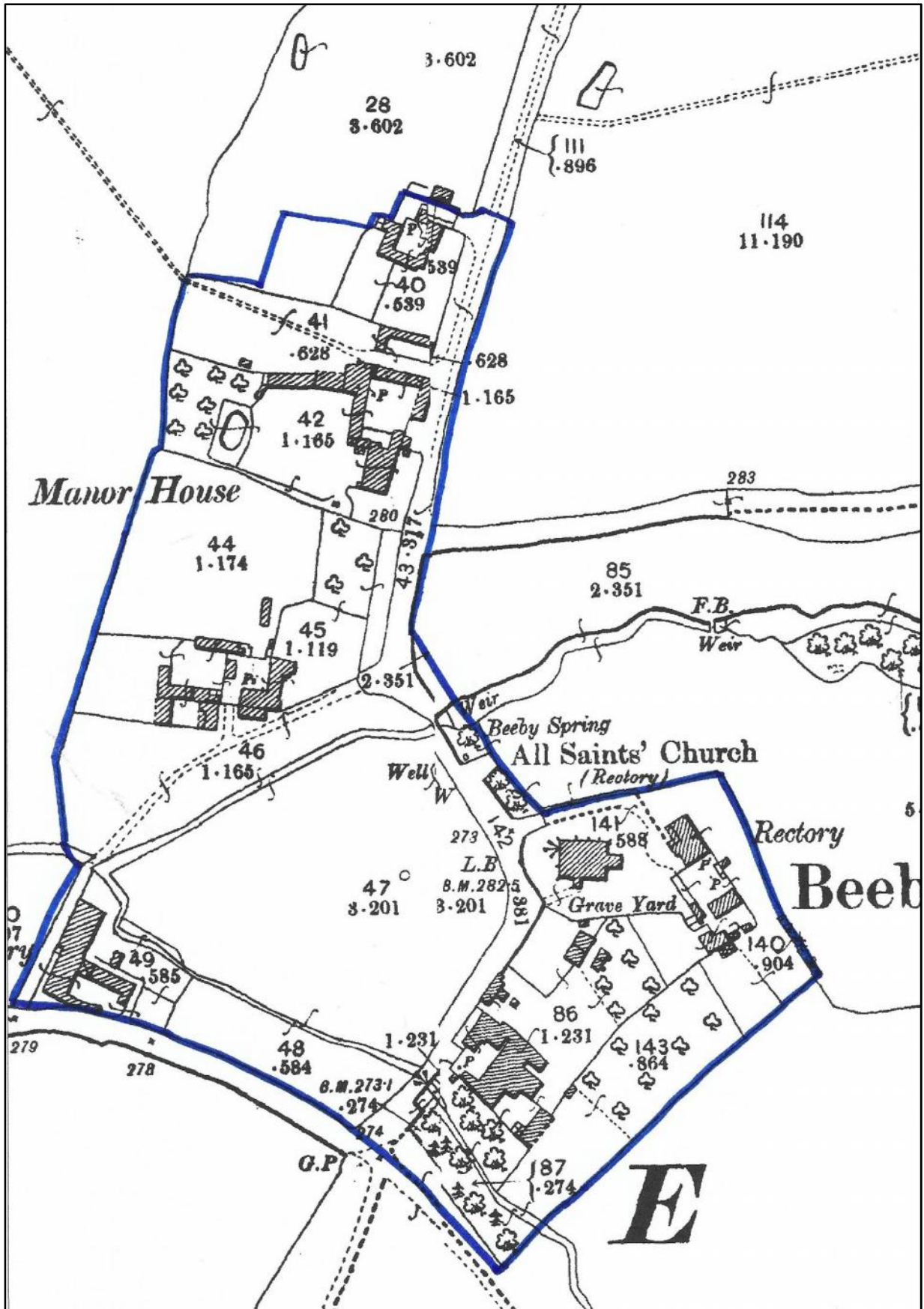
BEEBY CONSERVATION AREA: Boundary Review

village. As a result, there has been little change to the appearance of the historic village within its landscape setting.

Key features identified from the 1883, 1903, 1930 and 1956 OS maps include:

-) the isolated location of the village at the crossroads of minor roads, which has limited its growth;
-) the current CA boundary includes all of the historic village buildings;
-) the scattered and informal open grouping of farmhouses and associated buildings which gives Beeby its distinctive character;
-) the consistent use of red brick on all buildings throughout the village – except the Church;
-) the focal location of the Church at a high point above the village;
-) the limited C20th development – six houses outside the CA and village;
-) and the relationship of the nearby fields with the village farms.

BEEBY CONSERVATION AREA: Boundary Review



Beeby OS map 1903, with the current Conservation Area shown blue.

2. Heritage assets:

The most notable heritage assets are identified as its historic buildings in its rural setting, the nine Listed buildings and the village pump with their zones in the current Conservation Area, while no Locally Listed buildings or Ancient Monuments and Archaeology are represented in the CA or surrounding search area (see Charnwood Borough Council website Listed Buildings and Interpretive Maps).

The review for the proposed Conservation Area boundary has only considered including heritage townscapes and landscapes. There are no historic buildings in the surrounding areas or those proposed for addition to the current CA boundary.

Of the nine Listed buildings and one structure within the current CA the majority are residential, with the church and the pump as exceptions. There are no Locally Listed buildings in the current CA.

The Listed buildings and structures which influence the character of the village are:

-) All Saints Church (Grade II*)
-) The former Rectory
-) Home Farm
-) Brooke House Farm
-) and the Manor House.

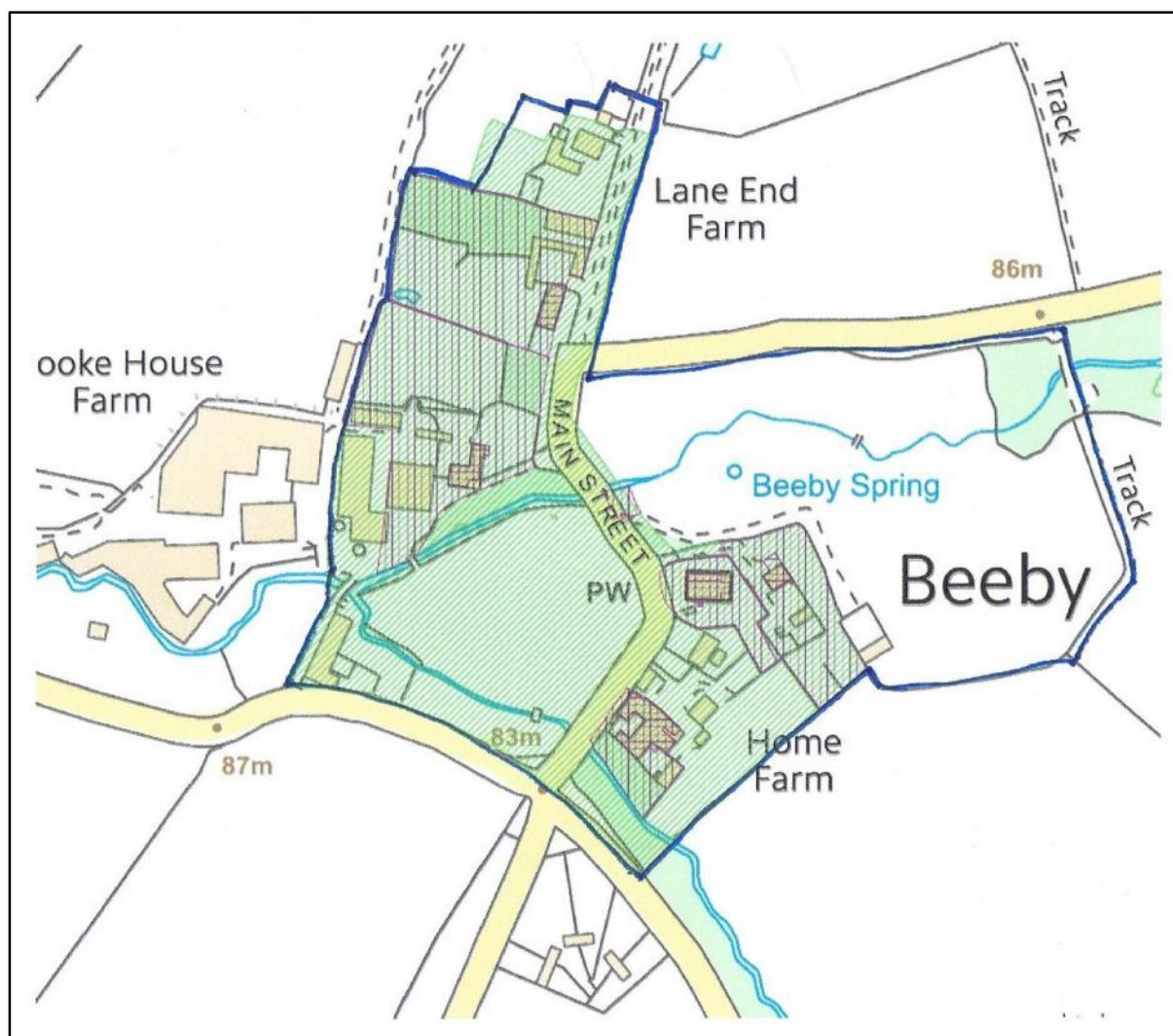
The full list of Listed buildings is given on the Charnwood BC website.

Key unlisted buildings include all remaining non-listed buildings in the CA:

-) Brewery cottages
-) The former Brewery
-) The 1891 cottages
-) Home Farm cottage
-) and Lane End Farm

The heritage importance of these buildings needs to be protected by including any beneficial settings in the Conservation Area.

BEEBY CONSERVATION AREA: Boundary Review



Proposed CA boundary (blue), current CA (bright green)
Listed Buildings and gardens – purple hatch

Notable historic views across the additional area to be included in the proposed Conservation Area are:

-) **from Croxton Lane towards the Church**, across the sloping field bisected by the stream leading to the Barkby Brook, with the church and its tower in the distance.
-) **from the village – the Rectory, the Church, Brooke House Farm and Beeby Manor**, all have views over this attractive field, which should be retained as a green area to protect the historic setting and outlooks from the village buildings.

3. Landscape and building appraisal

The field considered for inclusion in the Beeby Conservation Area has been selected because it includes a landscape of heritage significance, with the Grade II Listed village pump on its boundary.

The buildings and landscapes of Beeby can be categorized as follows:

-) significant heritage value – this includes Listed and Locally Listed buildings with others of notable quality – All Saints Church, the Rectory, Home Farm, Brooke House Farm, and Manor Farm. With their Listed Building Zones, they account for half of the Conservation Area and village.



Beeby Manor Farm Listed Grade II – heritage value

-) heritage interest – period buildings and landscapes which add to the historic townscape – the rest of the buildings throughout the current Conservation Area fall in this category – Brewery cottages, former brewery, 1891 cottages, Home Farm cottage and Lane End Farm. With the proposed inclusion of the field to the northeast of the church, this can be considered in the heritage interest category because of its traditional importance as the setting for key parts of the village;

BEEBY CONSERVATION AREA: Boundary Review



Unlisted Lane End Farm – heritage interest

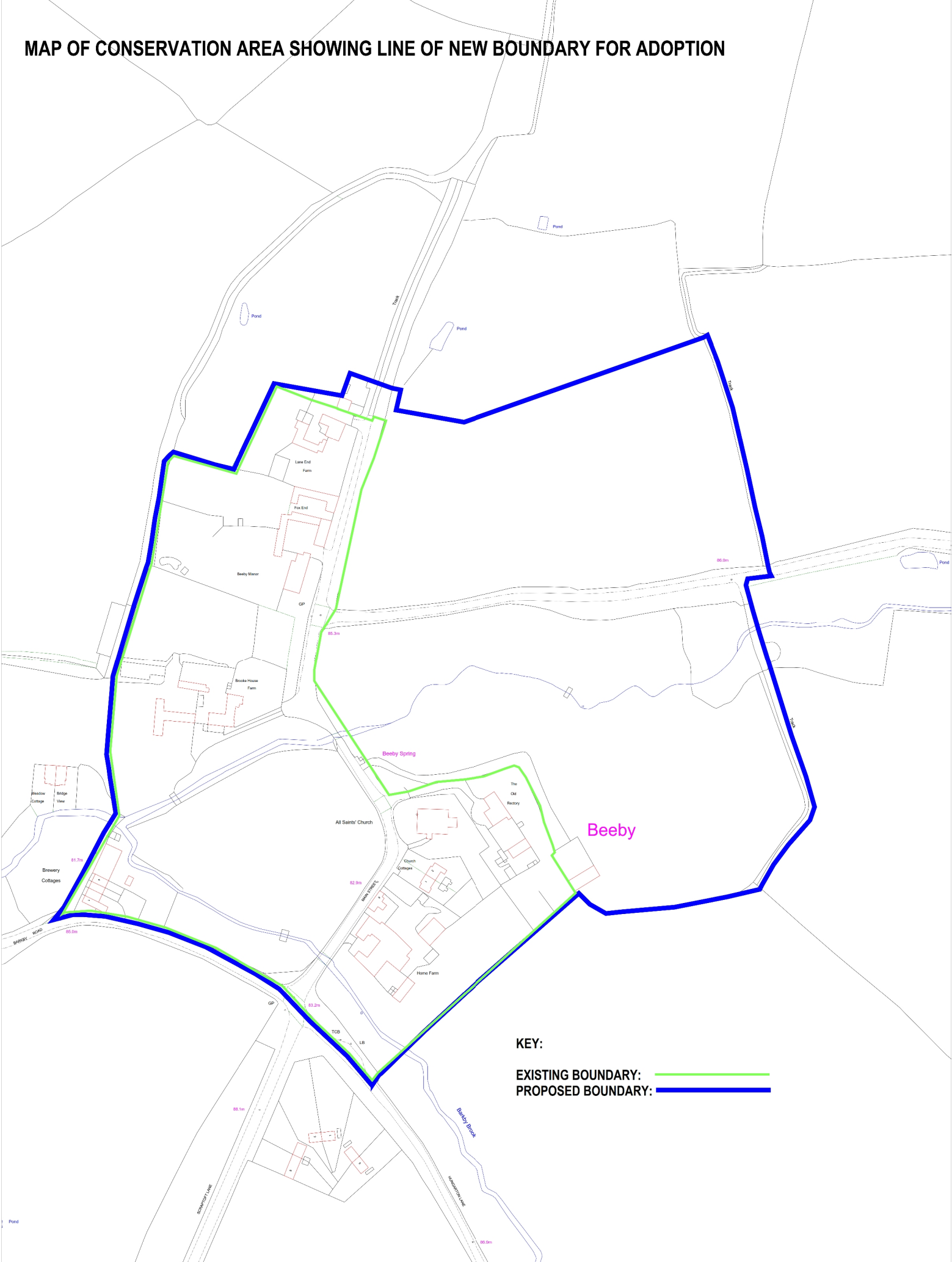
-) neutral buildings – which do not detract from the conservation area – no buildings in the proposed or current Conservation Area fit in this category. The small housing estate, south of Hungarton Lane and outside the CA, can be considered neutral as it does not impact on or detract from the CA and it is well screened by a hedge and tree line.



View of small housing estate from Hungarton Lane with the village on the right

-) negative buildings and landscapes – which detract from the local heritage characteristics. None are included in the current or proposed Conservation Area and no areas are recommended for omission. It is necessary to ensure that any new building alterations or developments anywhere satisfy conservation area standards.

MAP OF CONSERVATION AREA SHOWING LINE OF NEW BOUNDARY FOR ADOPTION



KEY:

EXISTING BOUNDARY: ———
PROPOSED BOUNDARY: ———



HATHERN CONSERVATION AREA BOUNDARY REVIEW

Charnwood Borough Council

HATHERN CONSERVATION AREA: BOUNDARY REVIEW

prepared by:

Heritage & Regeneration Solutions Ltd

www.heritageregeneration.co.uk

for:

Charnwood Borough Council

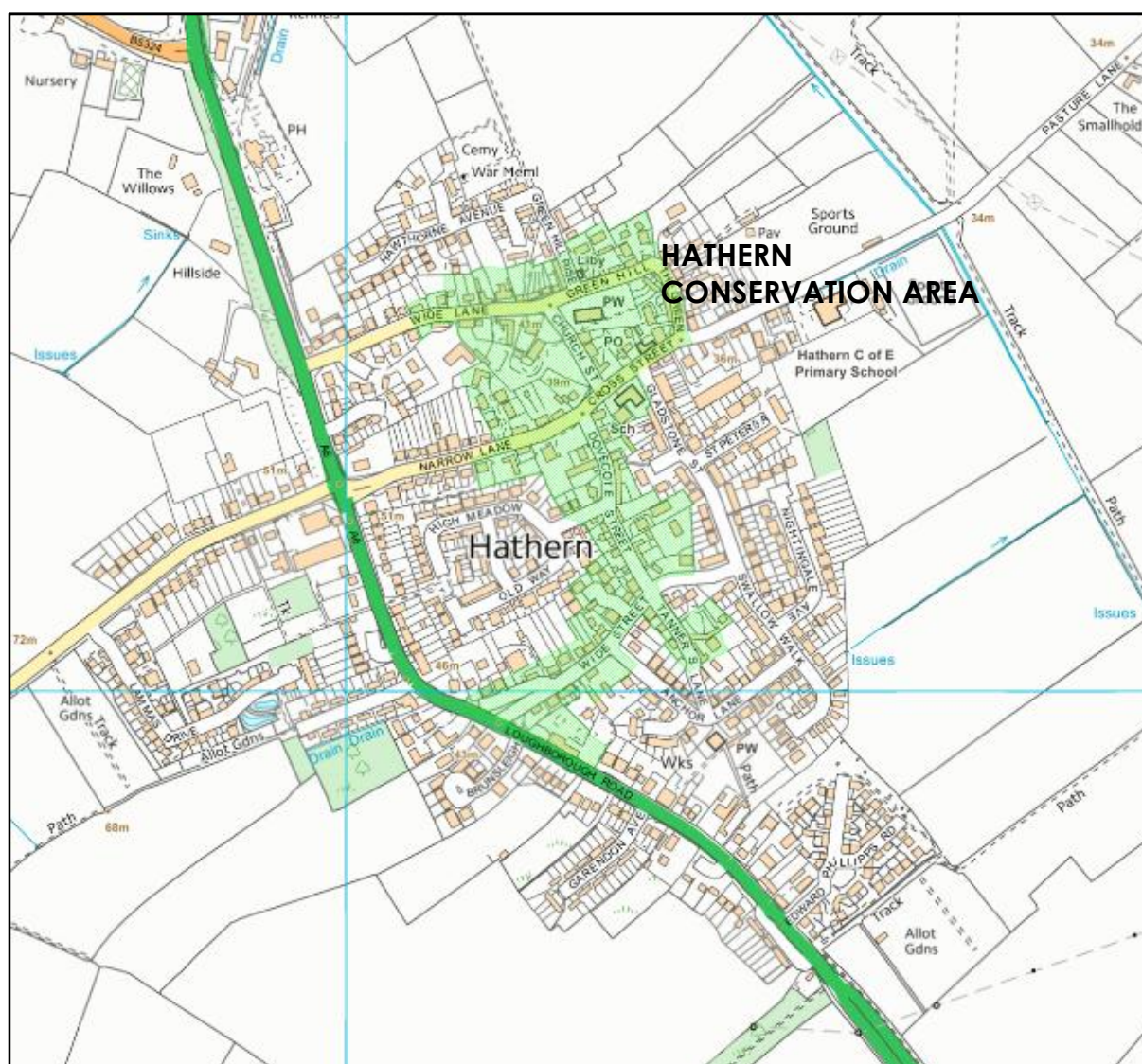
published: December 2018

revised (definitive map added): February 2019

INTRODUCTION:

A conservation area is defined as 'an area of special architectural or historic interest - the character or appearance of which it is desirable to preserve or enhance'.

The purpose of this review is to reconsider the boundaries of the Hathern Conservation Area in order to omit any areas which no longer are appropriate for inclusion, and to add areas which are considered as worthy of designation. Potential areas for inclusion were identified by local residents and indicated on a map – page 31, in the Conservation Area Character Appraisal 2007.



HATHERN CONSERVATION AREA: boundary review

Location of the current Hathern Conservation Area - coloured green.

Most of Hathern lies to the east of the A6, the Loughborough to Derby road, with the heritage core around the church and along Dovecote Lane linked to the A6 by the historic Wide Lane, Narrow Lane and Wide Street.

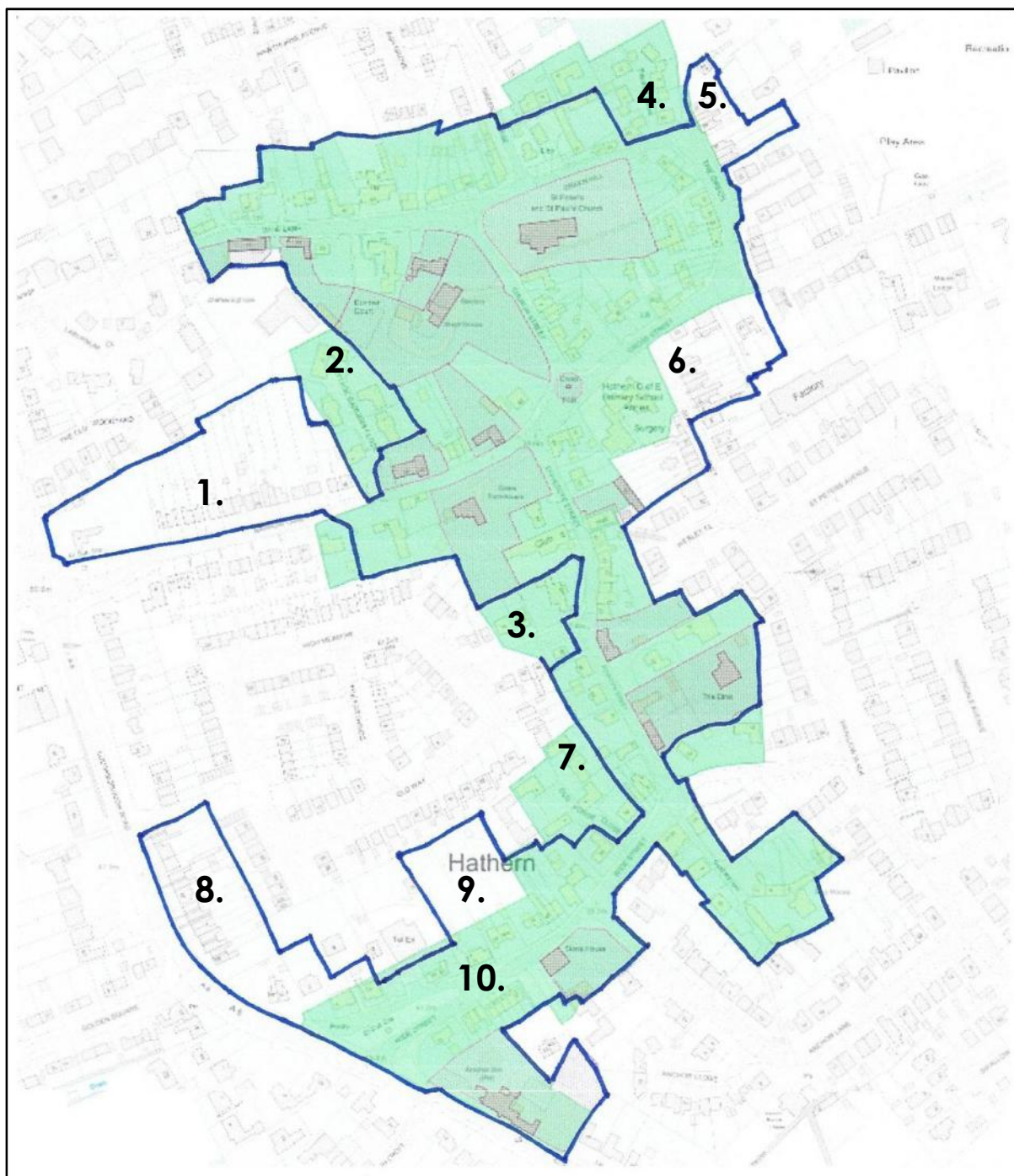
The key areas identified for review are along Narrow Lane, Wide Street, Gladstone Street and streets around The Green. Opportunities for omission from the Conservation Area include the recent culs-de-sac inserted into the urban fabric.

The following pages present the proposed boundary map, with photographs and explanations identifying the key recommended changes to the current boundary – both additions and omissions.

These are based on the Analysis which follows and covers; the historic phases of development; the heritage assets; and an assessment of the building characteristics.

PROPOSALS:

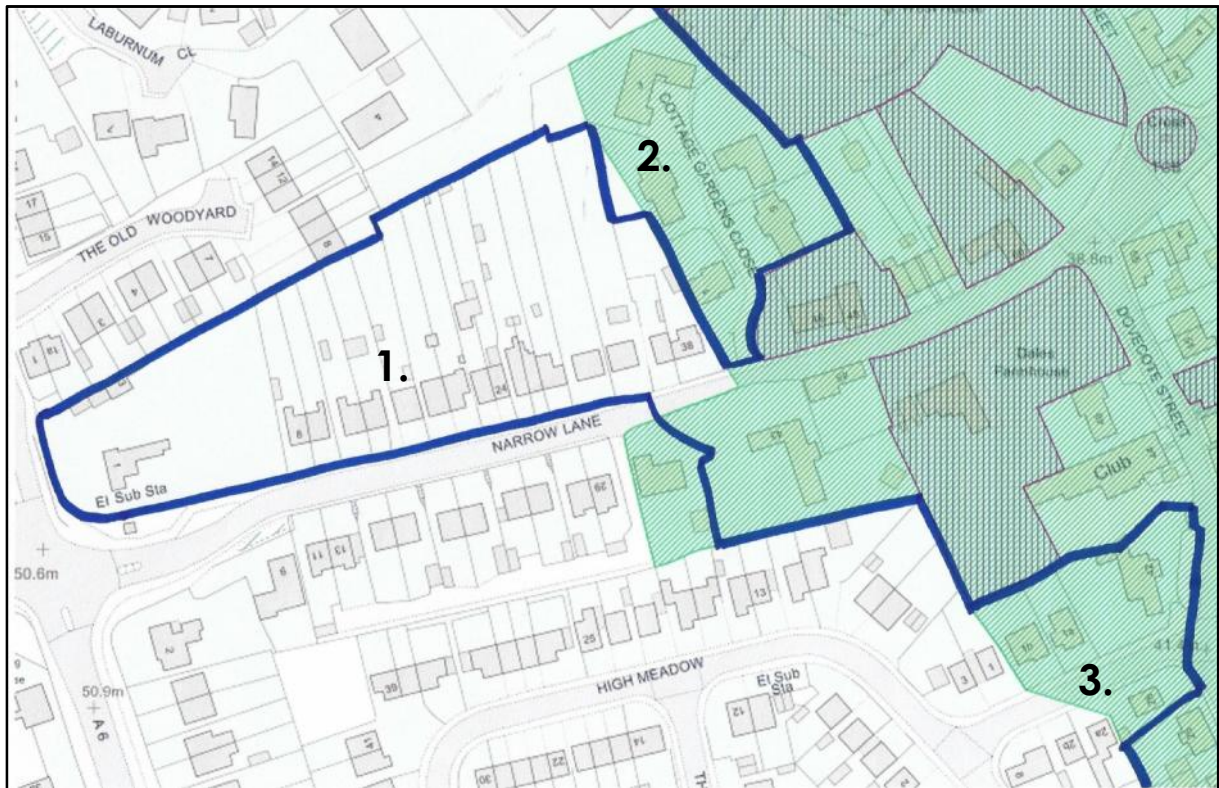
HATHERN CONSERVATION AREA:



Map showing the current Hathern Conservation Area – green tone, and the proposed Conservation Area boundary – blue line, identifying the areas to be added and omitted.

The numbers relate to each significant boundary change. These locations are shown in greater detail on the following maps with supporting photographs.

Boundary changes 1. 2. and 3.



- Changes to:
1. Derby Road, Narrow Lane;
 2. Cottage Gardens Close;
 3. High Meadow, Dovecote Street

1.

Add: 1 Derby Road

Add: 8 – 38 Narrow Lane - northside

Omit: 31 Narrow Lane - southside



Add No. 1 Derby Road, a Locally Listed Victorian house at the top of Narrow Lane, circa 1850.



Add no's. 8 – 38 Narrow Lane, an attractive streetscape of Victorian terraces, most shown on the 1883 OS map – view from east.

HATHERN CONSERVATION AREA: boundary review



8 – 38 Narrow Lane – view from west.



Omit: recently built 31 Narrow Lane – southside.

2.

Omit: Cottage Gardens Close 1 – 5



Typical backland Close development with recent designs facing onto historic street.

3.

Omit: 1a, 1b, High Meadow

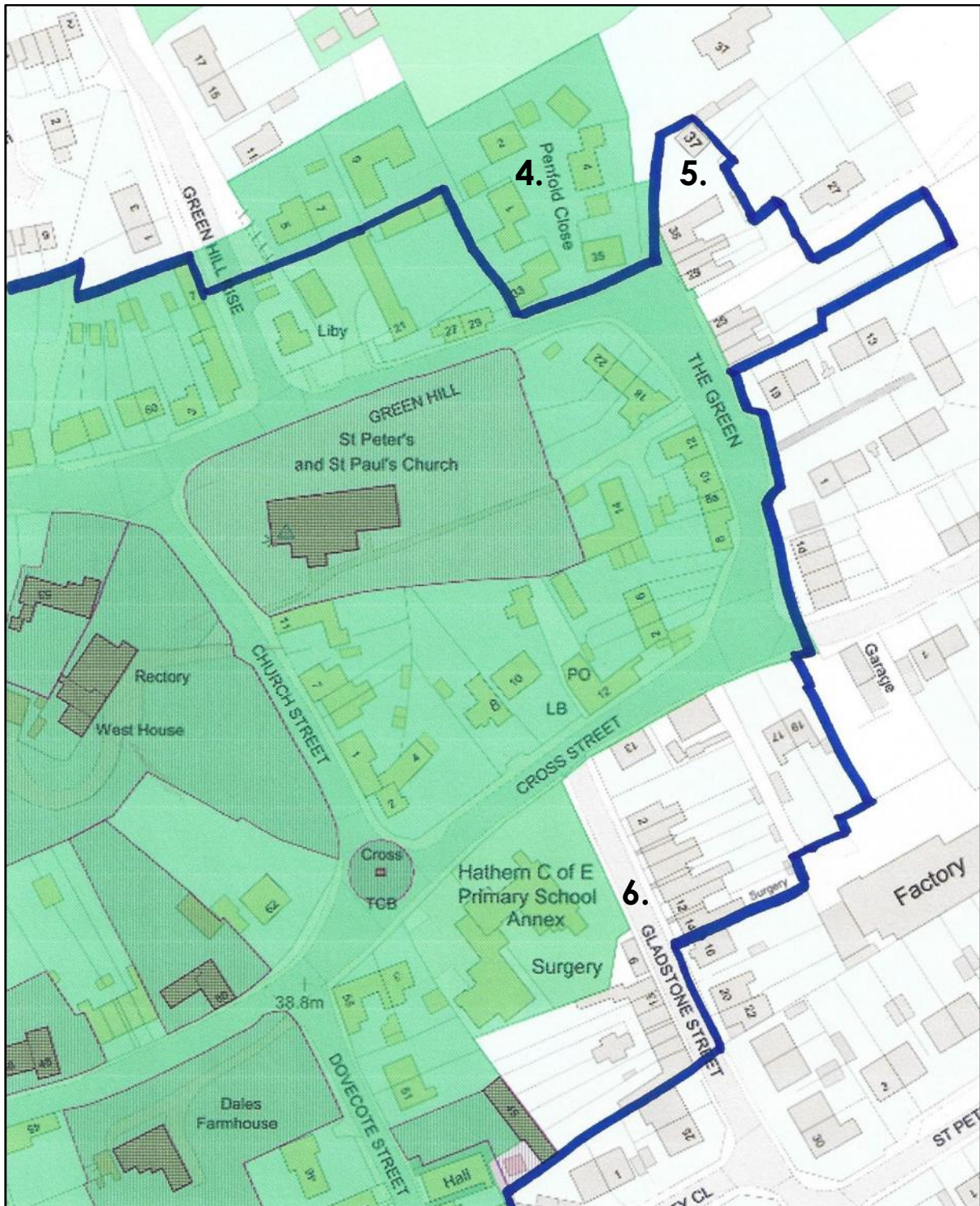
Omit: 28, 42, Dovecote Street



Omit properties on High Meadow link road and corner sites facing onto historic Dovecote Street.

Two recently built detached houses to the south on Dovecote Street remain in the Conservation Area as they repeat traditional designs appropriate for the streetscape.

Boundary changes 4. 5. and 6.



- Changes to: 4. Penfold Close, The Green, Green Hill Rise
- 5. The Green:
- 6. Cross Street, Gladstone Street

4.

Omit: 1 – 4 Penfold Close

Omit: 33 – 35 The Green

Omit: 5 – 9 Green Hill Rise



Entrance to new backland development - Penfold Close, between 33 and 35 The Green



Group of new houses off Green Hill Rise

5.

Add: 21 – 23 / 29 – 35 The Green



Victorian terrace houses on The Green – shown on 1883 OS map. Important end of view down Wide Lane /Green Hill.

6.

Add: Cross Street 13 - 19

Add: Gladstone Street 2 – 14 northside / 9 – 21 southside



Located at the end of The Green, Cross Street includes attractive inter-war semi-detached, and late Victorian housing.

HATHERN CONSERVATION AREA: boundary review

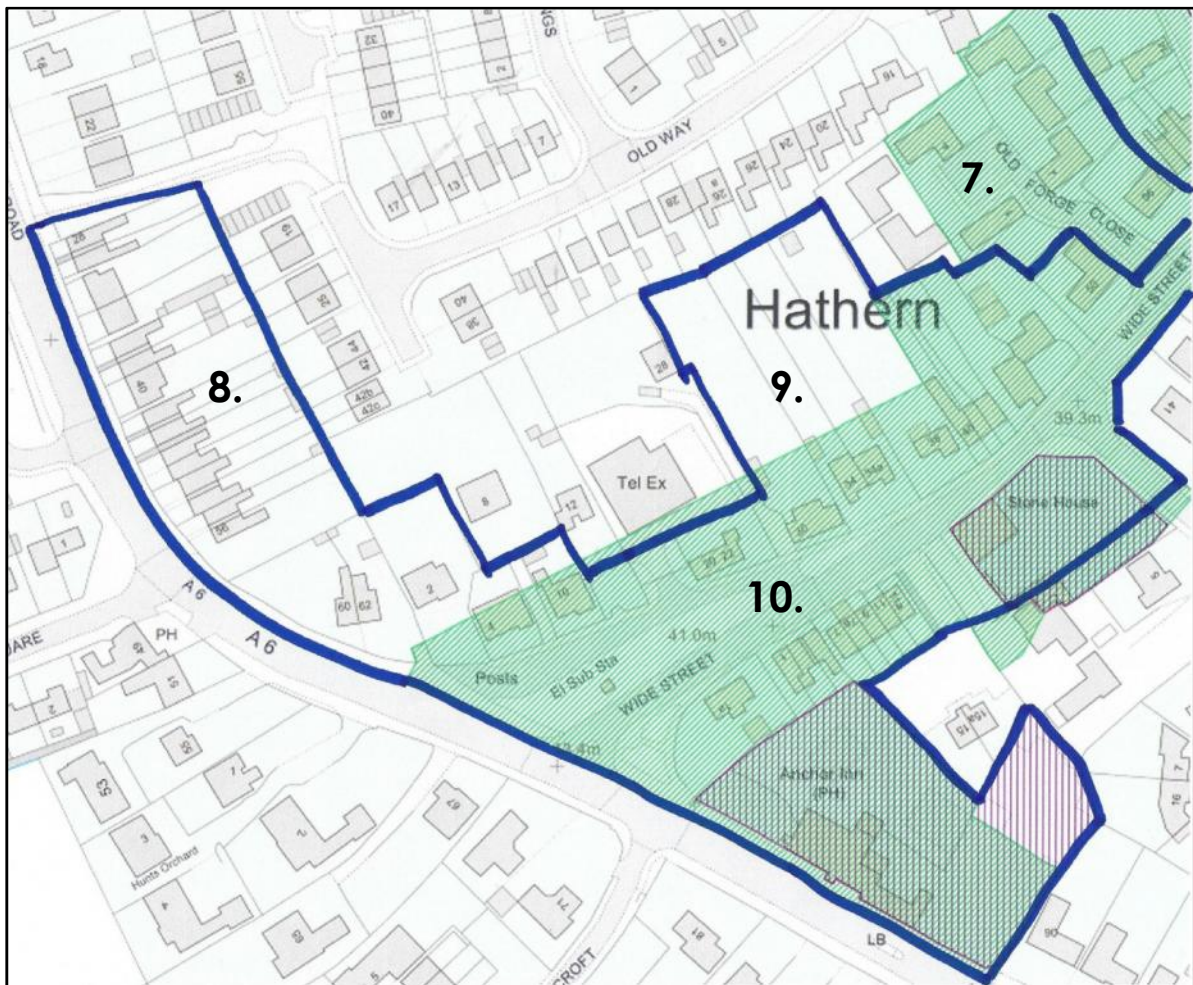


Add: Victorian terraces on Gladstone Street – part shown on 1883 OS map and others early 1900's – view from south.



Gladstone Street – view from north.

Boundary changes 7. 8. 9. and 10.



- Changes to:
- 7. Old Forge Close, Wide Street
 - 8. Loughborough Road
 - 9. Wide Street
 - 10. Wide Street

7.

Omit: 1, 4, 5, 6, 7, Old Forge Close

Omit: 56 Wide Street (at entrance to Old Forge Close).

Omit: 64, 74 Wide Street



Old Forge Close.



Omit 64, 74 Wide Street - modern properties at junction of Dovecote Lane and Wide Street, partially hidden behind high fencing.

8.

Add: 28 – 56 / 60 – 62 Loughborough Road



Semi-detached and terrace houses, some built in 1899, the others at start of 20C.

9.

Add: full building plots omitted from current CA along northside of Wide Street nos. 2, 4, 10, 20,22, 30, 34, 34a.



New development on northside of Wide Street.

10.

Include non-heritage buildings and plots that follow the building line and scale of the traditional buildings in order to retain the space and character of historic Wide Street.



Wide Street view from west.



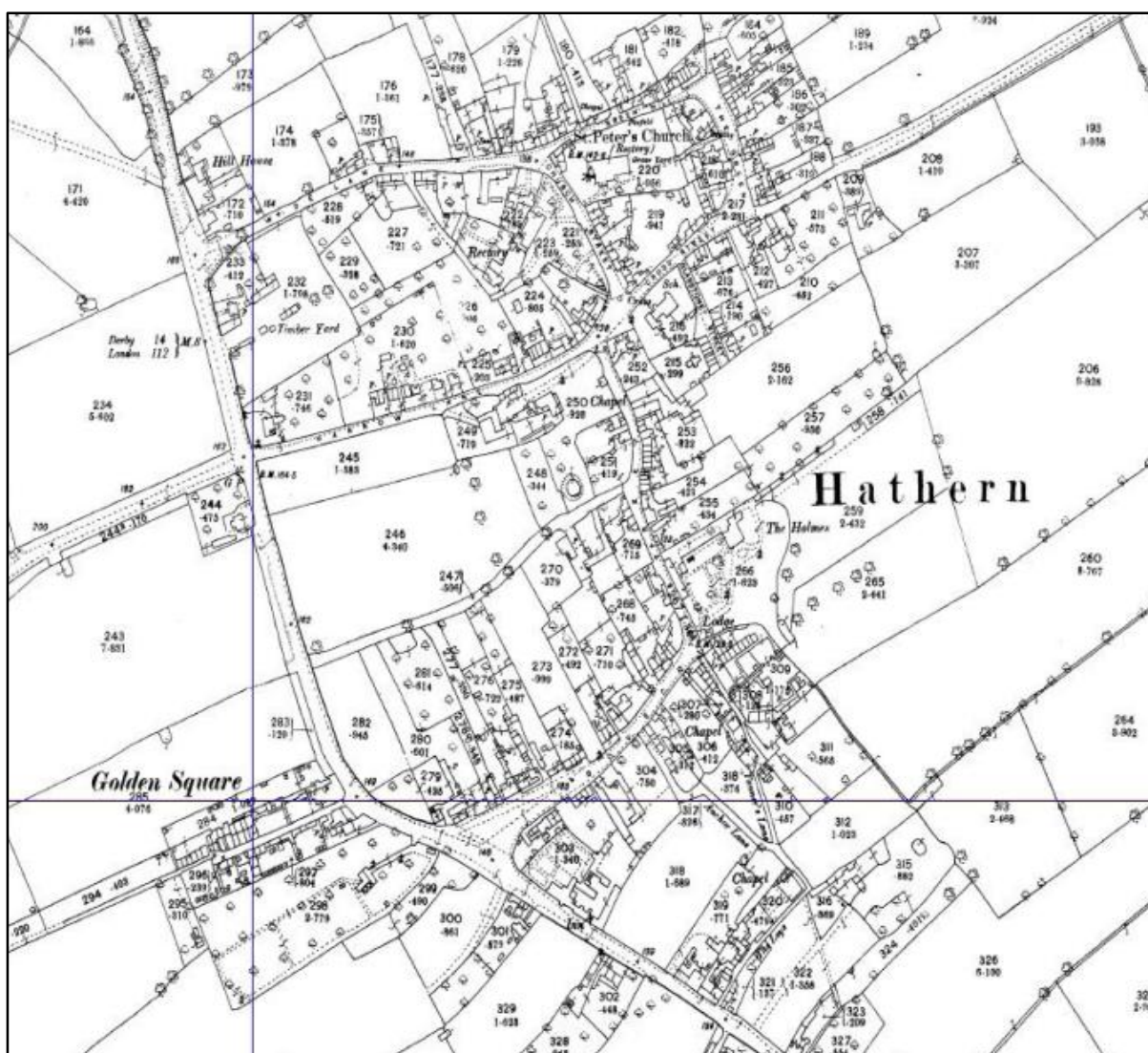
Wide Street view from east.

Appraisal :

1. Historic phases of development:

Hathern developed as a small medieval settlement sited to the east of the Leicester to Derby main road – the A6 and clustered around the church with a linear extension along Dovecote Street.

The Conservation Area follows the historic street pattern that was established before the end of the C19th and includes the majority of the heritage buildings built in the village since the C16th. The most significant change since the end of the C19th has been the extent of late C20th infill development - both within the historic core and the surrounding green land.



Hathern OS map 1884.

HATHERN CONSERVATION AREA: boundary review

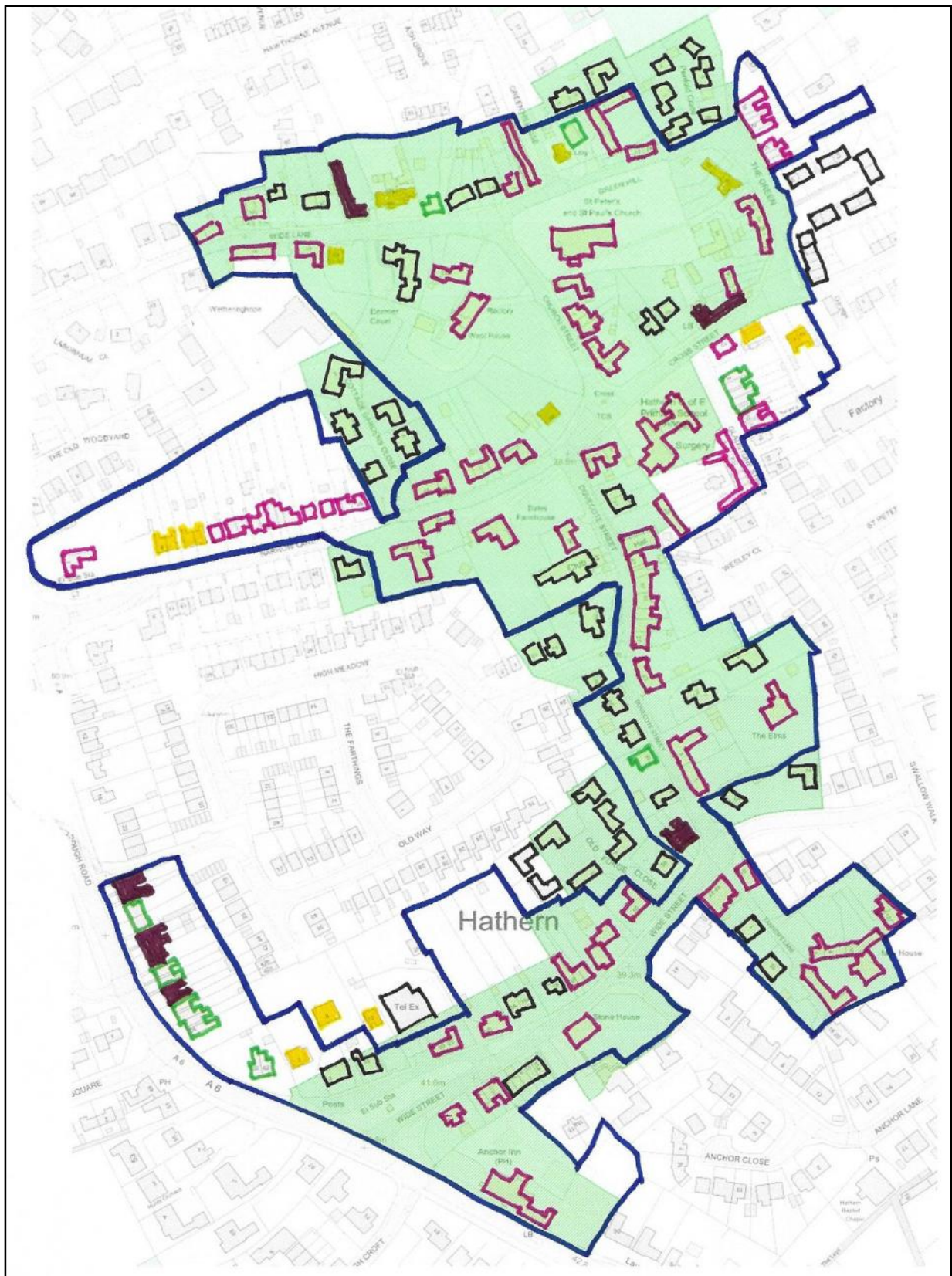
Although there was only small scale industrialization in the C18th and C19th, the growth of the village required additional local services and community facilities.

There was only limited population growth in the later Victorian and Edwardian years and it was not until the second half of the C20th that there was a significant increase in house building – see map below showing the key periods of development within the current and proposed boundary.

Key features of the OS map and the diagram showing the historic phases of development include:

-) The siting of the village to the east of the road from Leicester to the north. Only the Anchor Inn benefits from its location on the main road.
-) The importance of the layout of the medieval pattern of streets resulting in the focal position of the church and its surrounding roads – Church Street, Cross Street, Green Hill and The Green; the linear structure of the settlement following Dovecote Street; and the three roads linking to the A6 Loughborough Road – Wide Lane, Narrow Lane and Wide Street.
-) The extent of the pre – 1884 development providing enclosure around the roads throughout the settlement;
-) The introduction of the terraces of Victorian housing in the second half of C19th – e.g. Narrow Lane and Loughborough Road;
-) The replacement of traditional housing with new housing in the second half of C20th – e.g. Wide Street and Dovecote Lane;
-) The removal of traditional houses in the late C20th to open up backland cul-de-sac Close developments – Penfold Close, Cottage Gardens Close and Old Forge Close; and link roads into new areas of housing – High Meadow;

HATHERN CONSERVATION AREA: boundary review



Hathern Conservation Area – historic development
proposed CA - dark blue line; current CA - green
before 1884 : pink outline; 1884 -1901 : brown solid; 1901 -1921 : green outline;
1921 – 1970 :yellow solid; 1970 to current : black outline.

2. Heritage assets:

The most notable heritage assets are identified as the historic townscapes, Listed buildings and their zones, Locally Listed buildings, with Ancient Monuments and Archaeology not represented in the search area (see Charnwood Borough Council website Interpretive Maps).

The proposed additional Hathern Conservation Area has been drawn to include only historic townscapes where there is a continuity of heritage buildings. There are no Listed Buildings in the proposed areas for addition to, or omission from the current CA boundary, and one Locally Listed Building – no. 1 Derby Road, a large Victorian House circa 1850, to be included.

The Listed buildings within the current CA are primarily residential, with the church and inn as exceptions.

Key listed buildings and structures:

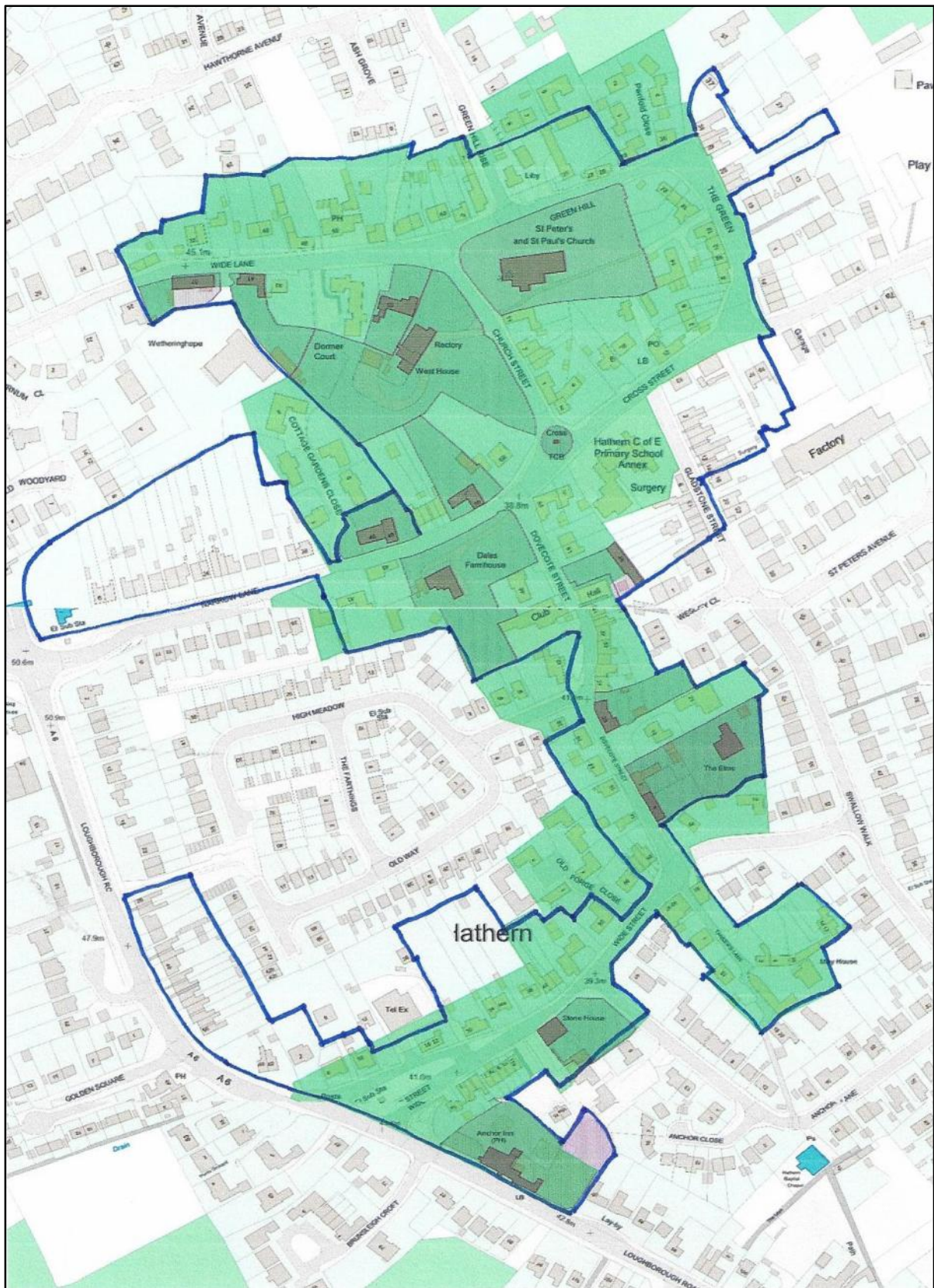
-) the principal listed buildings in the Conservation Area are the Grade II* Church and the Cross. The Cross is also a scheduled ancient monument.
-) others of importance - the Rectory and Dales Farmhouse both Listed Grade II.
-) the Elms Listed Grade II is secluded within its own grounds.
-) the Anchor Inn Listed Grade II, a distinctive former coaching inn;
-) the Stone House Listed Grade II, on Wide Street;

The full list of Listed buildings is given on the Charnwood BC website.

Key unlisted buildings include:

-) 51 Wide Street an important visual termination at the south end of Dovecote St.
-) the distinctive architecture of Hathern Primary School makes a significant visual impact to the character of the area around the village cross.
-) 27 to 41 on the east side of Dovecote Street form an important group of white painted terraced houses curving along the street.
-) the Village Hall at the north end of Dovecote Street.
-) and the group of timber frame buildings which stand above Wide Lane.

HATHERN CONSERVATION AREA: boundary review



Proposed Conservation Area boundary (blue)
Listed Buildings and gardens – purple hatch / Locally Listed – light blue

HATHERN CONSERVATION AREA: boundary review

Other than the Listed buildings, the main heritage assets are primarily the period residential buildings, terraces and their townscape settings. These provide built examples of the changes over the years with the bursts of growth of Hathern.

Notable historic townscapes and views within the additional areas to be included in the proposed Conservation Area are:

- J **Loughborough Road** includes a fine row of fifteen terrace and semi-detached red-brick Victorian town houses with short front gardens sloping down to the road. The continuity provides an attractive heritage environment and views along the road for passing traffic.

- J **Narrow Lane** A long terrace of mid and late C19th terrace and semi-detached housing with front gardens on the north side of Narrow Lane is proposed to be added to the CA. Although some properties show damaging changes to the traditional detailing, the overall impact of this heritage streetscape demonstrates the qualities and character of this period of townscape development. Good views both east and west which include the historic buildings further down Narrow Lane within the current CA. At the west end of this row is a Locally Listed mid-century Victorian house facing onto Derby Road

- J **Gladstone Street**, includes traditional Victorian red brick small terrace houses, built in the C19th. This provides an example of a different form of housing primarily for low income workers families. The terraces on both sides of Gladstone Street provide an enclosed view.

- J **The Green** was one of the earliest built areas in Hathern, and though late C20th housing has replaced some traditional buildings, the proposed addition of the two groups of small mid C19th houses to the Conservation Area provides an important end view when looking down Green Hill.

3. Building appraisal

The areas considered for inclusion in the Hathern Conservation Area have been selected because they primarily include buildings and townscapes of heritage interest that should be retained and protected from further damage.

The following maps identify those properties within the areas added and omitted as:

-) significant heritage value – this includes the Listed and Locally Listed buildings with others of notable quality;
-) heritage interest – period buildings which add to the historic streetscape;
-) neutral buildings – which do not detract from the conservation area; and
-) negative buildings – which detract from the local heritage characteristics.

Heritage characteristics of proposed properties that are added to, or omitted from the Conservation Area – see maps below:

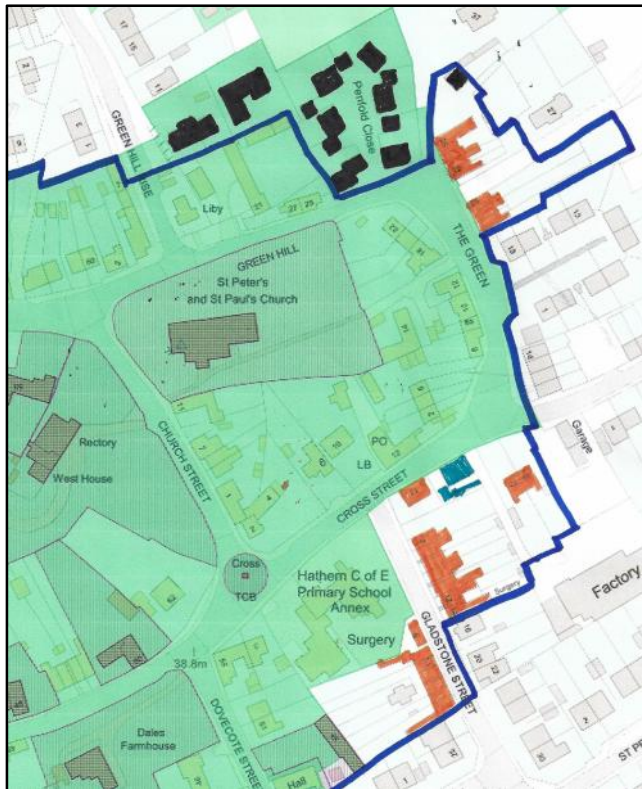
Heritage value - red

Heritage interest – orange

Neutral – light blue

Negative - black

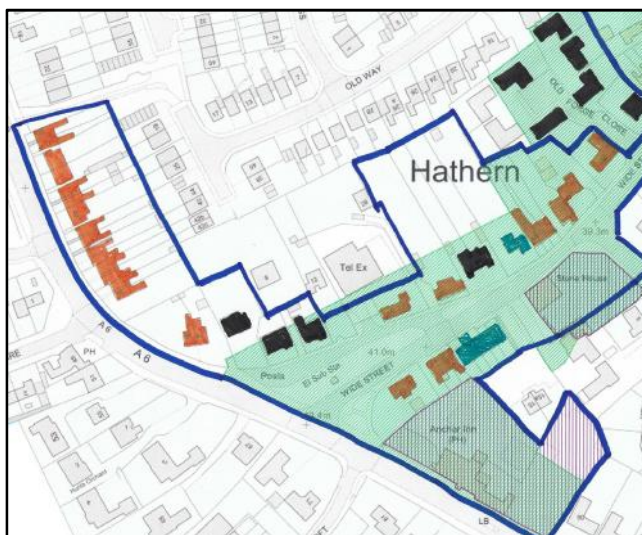
HATHERN CONSERVATION AREA: boundary review



Green Hill, The Green, Cross Street, Gladstone Street



Derby Rd, Narrow Ln., Cottage Gdens, High Meadow, Dovecote Street



Old Forge, Wide St, Loughborough Rd

Issues of concern:

1. The removal of traditional buildings to open-up backland for Close developments. This could be considered appropriate where any buildings to be removed are of poor quality design and do not add to the local heritage streetscape.

The selection of designs, form and materials of any such new buildings within the Conservation Area should be appropriate for their setting and context.

The following example of an 'insert' development currently under construction behind the Stone House on Wide Street can be considered an appropriate design without the need to demolish any traditional street frontage buildings.



New house building behind the Stone House.

HATHERN CONSERVATION AREA: boundary review

2. More buildings have been damaged by insensitive alterations. In particular these include the loss of traditional fenestration and doors, inappropriate extensions, and variations to, or loss of front garden walls. With other modifications, they can gradually alter the appearance of a building and its streetscape. Such changes can have a significant impact on the heritage townscapes and detract from the historic qualities of the Conservation Area.

The following two examples within the proposed CA on Narrow Lane demonstrate the impact of uncontrolled changes to fenestration and the introduction of inappropriate front extensions / porches – next door to good examples where the traditional designs have mainly been retained.



Narrow Lane



Narrow Lane

HATHERN CONSERVATION AREA: boundary review

3. Within the Conservation Area it is important that new development should follow the building lines of the heritage townscapes to protect the character of the area.

New houses on Wide Street, though not all of respectful designs, have mainly followed this requirement and the historic and medieval street pattern has been retained .

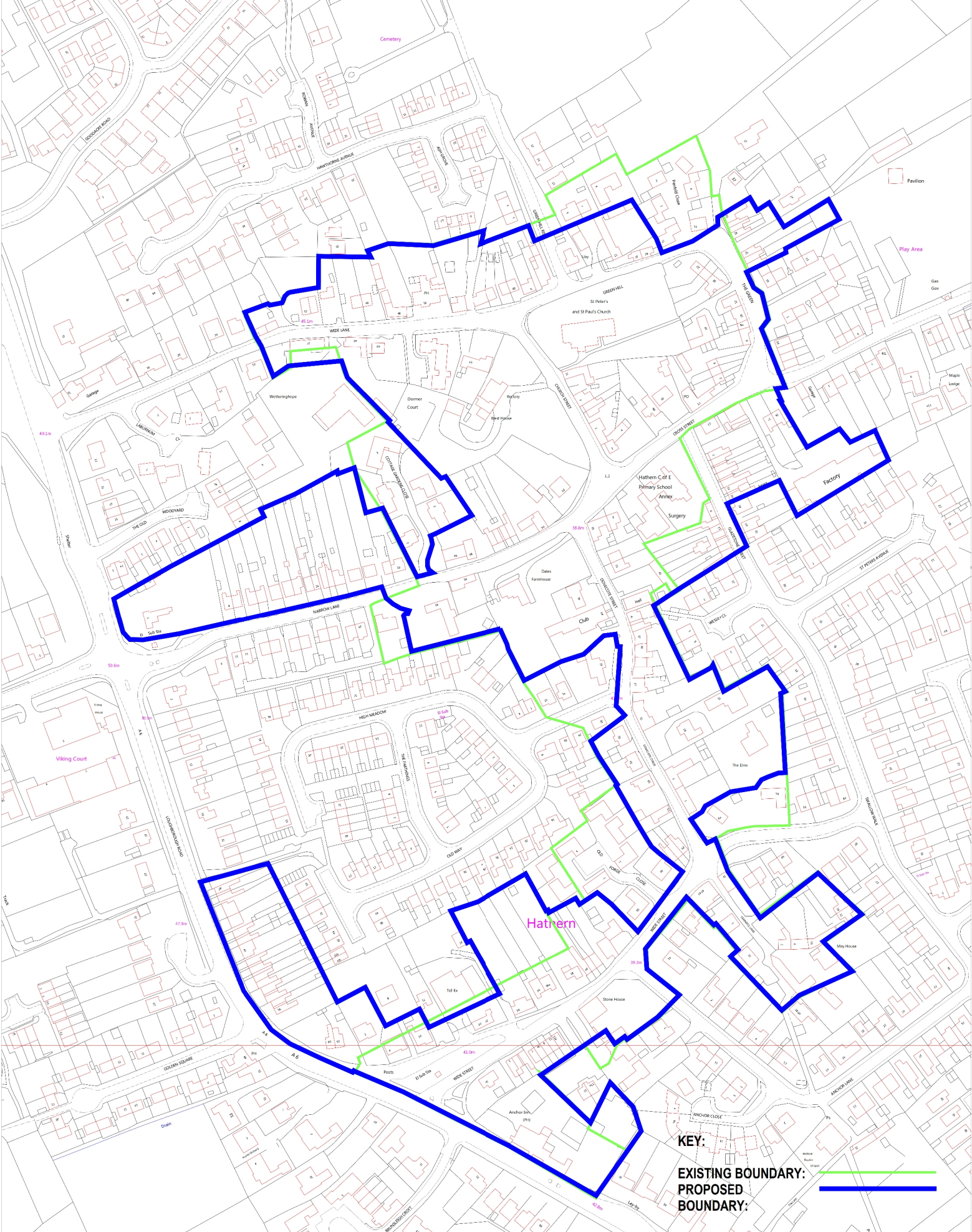


One location where this aim has not been respected is at the junction of High Meadow and historic Dovecote Street. The more intimate scale and sense of enclosure along Dovecote Street has been damaged by the intrusion of the entrance into High Meadow, which has inappropriately large radius curves and visibility splays with set back houses.



Dovecote Street / High Meadow junction

MAP OF CONSERVATION AREA SHOWING LINE OF NEW BOUNDARY FOR ADOPTION



KEY:
EXISTING BOUNDARY: —
PROPOSED BOUNDARY: —



QUENIBOROUGH
CONSERVATION AREA :
BOUNDARY REVIEW

Charnwood Borough Council

QUENIBOROUGH CONSERVATION AREA: BOUNDARY REVIEW

prepared by:

Heritage & Regeneration Solutions Ltd

www.heritageregeneration.co.uk

for:

Charnwood Borough Council

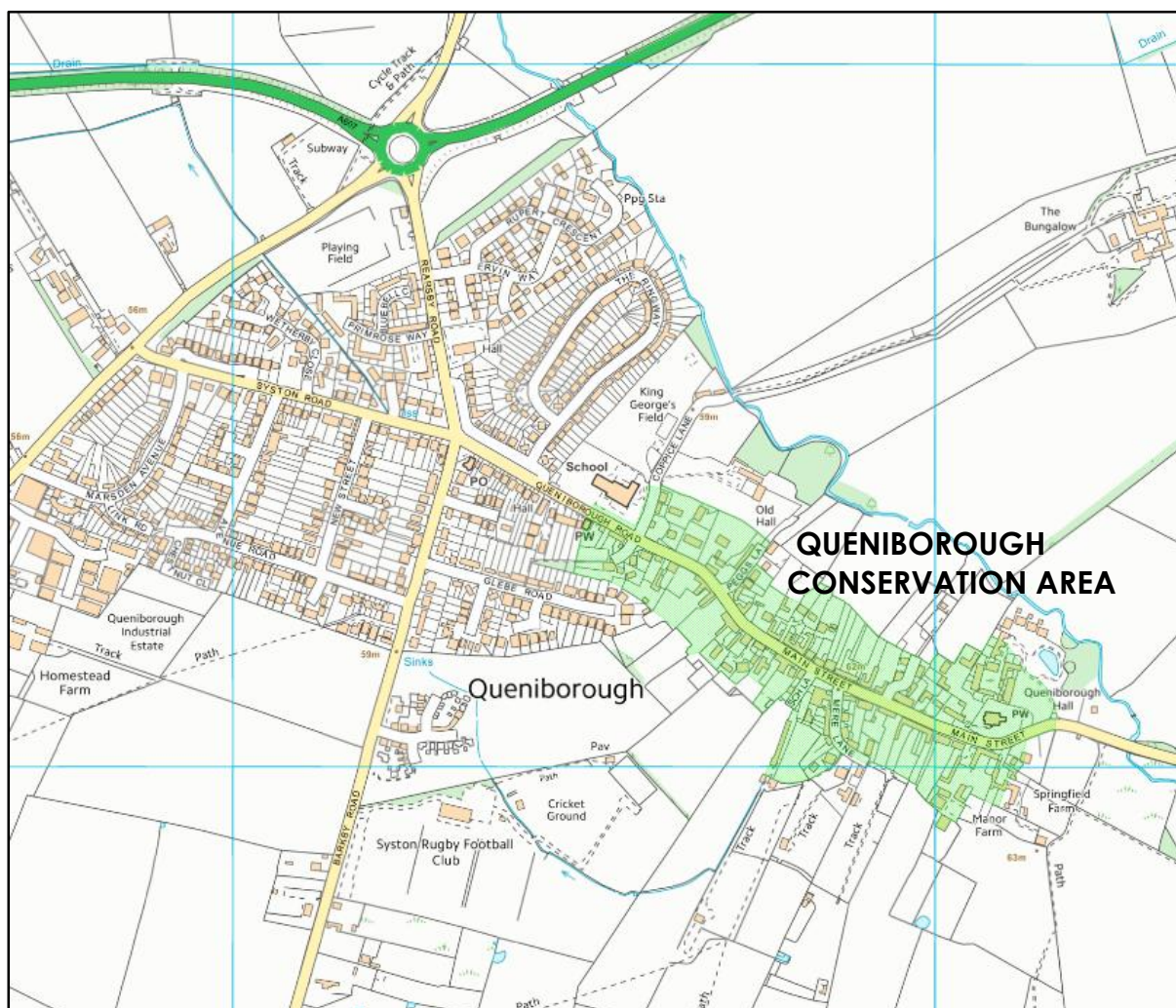
published: December 2018

revised (definitive map added): February 2019

INTRODUCTION :

A conservation area is defined as 'an area of special architectural or historic interest - the character or appearance of which it is desirable to preserve or enhance'.

The purpose of this review is to reconsider the boundaries of the Queniborough Conservation Area in order to omit any areas which no longer are appropriate for inclusion, and to add areas which are considered as worthy of designation. Potential areas for inclusion were identified by local residents and listed on page 26, in the Conservation Area Character Appraisal 2011.



Location of the current Queniborough Conservation Area - coloured green.

QUENIBOROUGH CONSERVATION AREA: Boundary Review

Queniborough is a village of two halves. The traditional village which retains its medieval characteristics, and to the west, the 'new' Queniborough was built in the C20th. The Conservation Area includes all of the linear medieval settlement which has undergone few significant changes and limited additional development since the C19th.

The key areas identified for review in the Conservation Area Character Appraisal 2011 are both open spaces:

-) the area of meadow and parkland surrounding the Old and Queniborough New Hall; and
-) the field in with the re-sited dovecote to the east of Queniborough Hall;

and also:

-) The Grade II* Listed Old Hall and Park is identified as being outside the CA.

This review also considers the land outside the full boundary of the current CA.

The proposed boundary includes:

-) the addition of all the meadow and parkland on the northern boundary of the Conservation Area up to the brook and between Coppice Lane in the west to Croxton Road in the east. This includes the Old Hall; the more formal parkland around the Old Hall and Queniborough New Hall with its new housing, the meadows between; and the dovecote field to the east of Queniborough Hall;
-) across Coppice Lane, the addition of no. 1 Coppice Lane, an early Victorian house and triangle of land behind, up to Queniborough Brook;
-) the addition of the field to the south of the Croxton Road, behind The Standings which provides an important setting for the house;
-) and minor adjustments to the southern boundary of the Conservation Area to follow property and landscape borders.

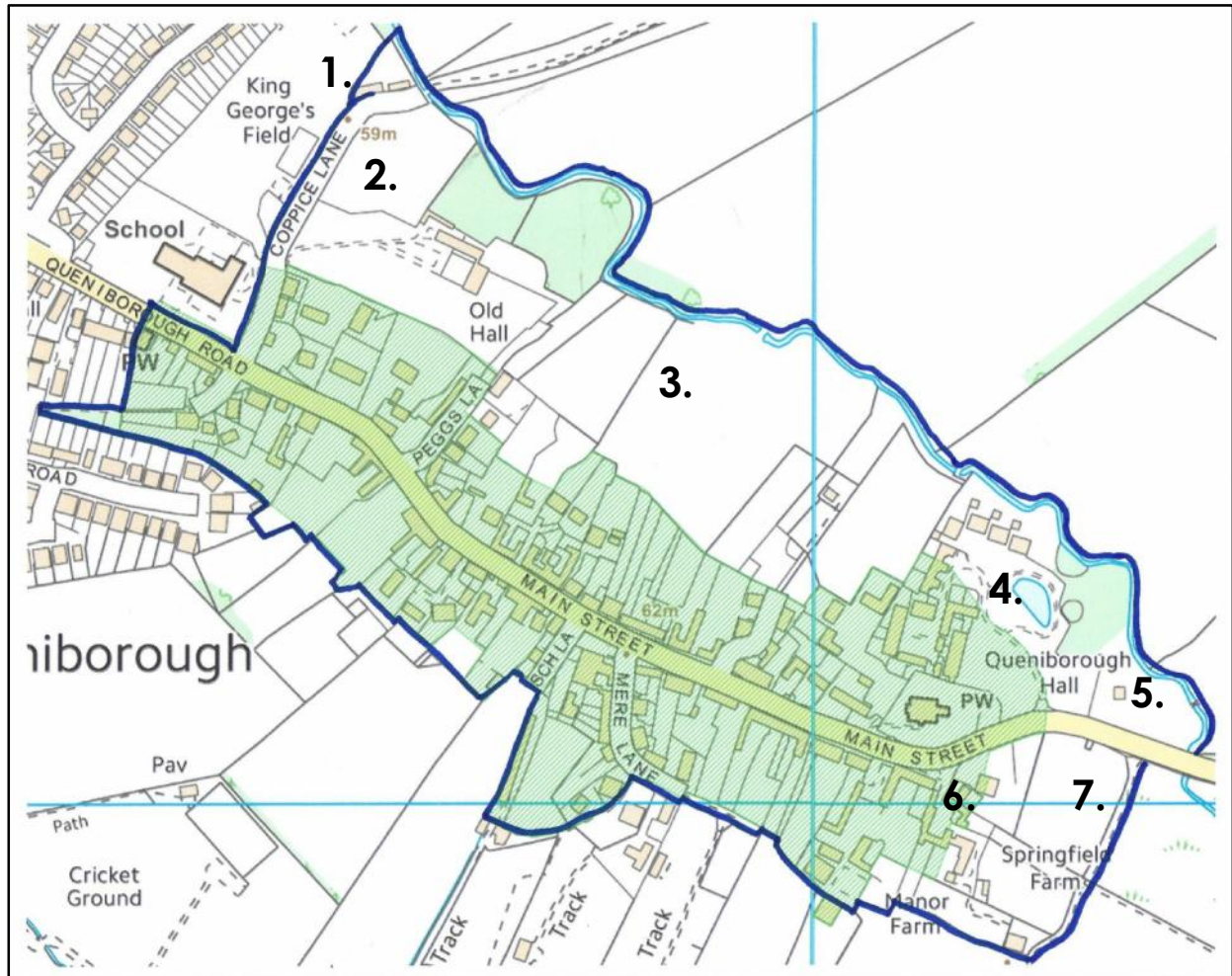
There are no omissions recommended.

The following pages present the proposed boundary map, with photographs and explanations identifying the key recommended changes to the current boundary.

These are based on the following Analysis which reviews the historic phases of development; the heritage assets; and an assessment of the buildings and their landscape setting.

PROPOSALS :

QUENIBOROUGH CONSERVATION AREA



Map showing the current Queniborough Conservation Area – green tone, and the proposed Conservation Area boundary – blue line, identifying the areas to be added.

The numbers relate to each significant boundary change. These locations are shown in greater detail on the following maps with supporting photographs.

QUENIBOROUGH CONSERVATION AREA: Boundary Review

North of Old Hall and current Conservation Area



QUENIBOROUGH CONSERVATION AREA: Boundary Review

1.

Add: no. 1 Coppice Lane



Add the extended early Victorian house, built in mid C19, and triangle of land behind, up to Queniborough Brook.

2.

Add: the Old Hall and parkland up to Queniborough Brook

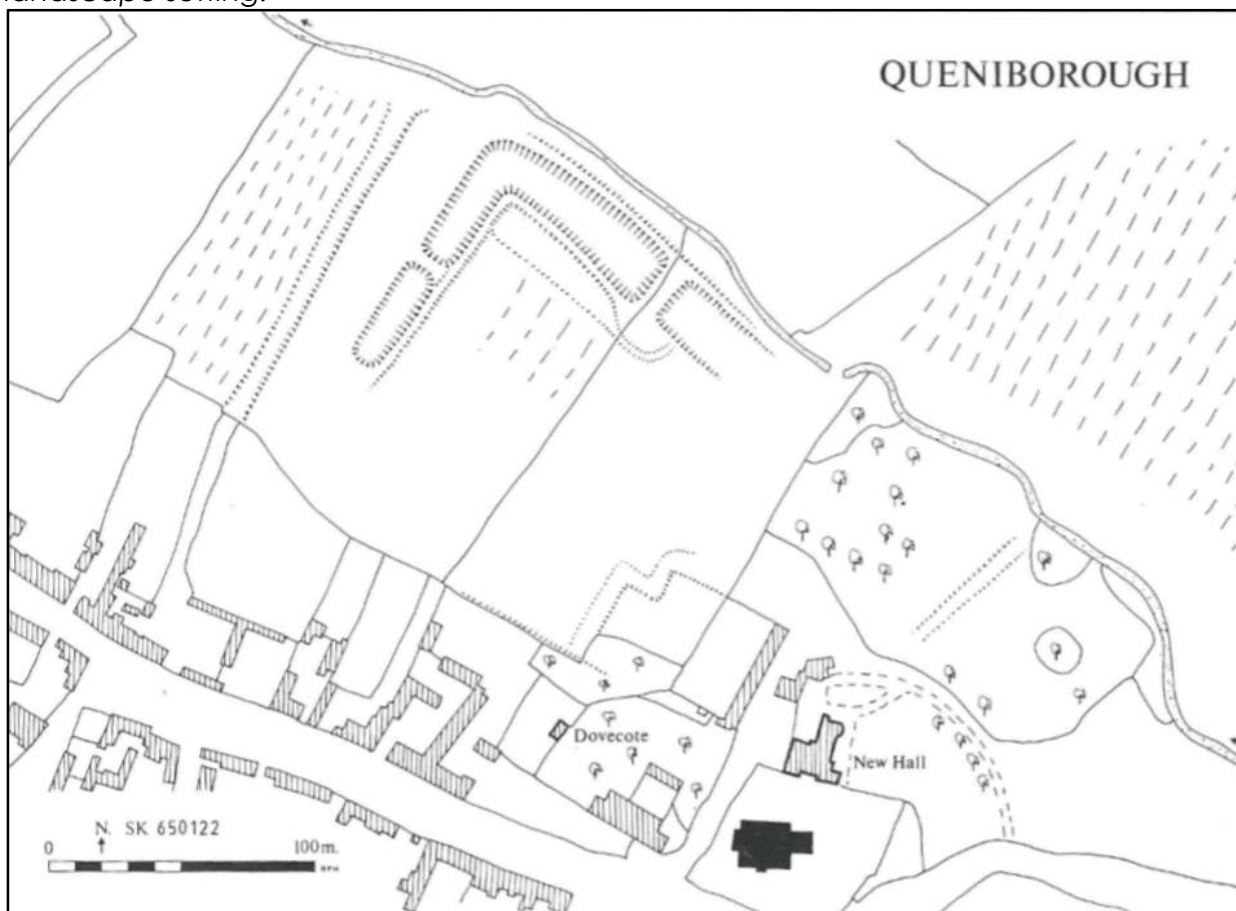


Add the Grade II Listed Old Hall, and the land between Old Hall, Coppice Lane and Queniborough Brook. The traditional Park of the Old Hall is an important part of its setting – view from Coppice Lane.*

3. Add: land between linear village and Queniborough Brook



Meadows at the rear of the houses on the north side of the Main Street have traditional links with the village – see map below showing historic earthworks and signs of strip farming. The strong tree lined brook also creates an important part of the immediate landscape setting.



QUENIBOROUGH CONSERVATION AREA: Boundary Review

East of Queniborough Hall and current Conservation Area



QUENIBOROUGH CONSERVATION AREA: Boundary Review

4.

Add: Queniborough New Hall Park between the Hall and the Queniborough Brook – including new housing



View over the parklands and the lake to the executive housing and tree lined Queniborough Brook.

5.

Add: The dovecot and meadow.



View to the east, of the meadow bounded by the Brook and the relocated and rebuilt Dovecote 1705.

6.

Add: The Standings and gardens, Main Street



The current Conservation Area only shows part of this property included within the boundary. A house has been shown on this site since the 1883 OS map and though there have been significant alterations it is an attractive building facing up Main Street.

7.

Add: Meadow at rear of The Standings.

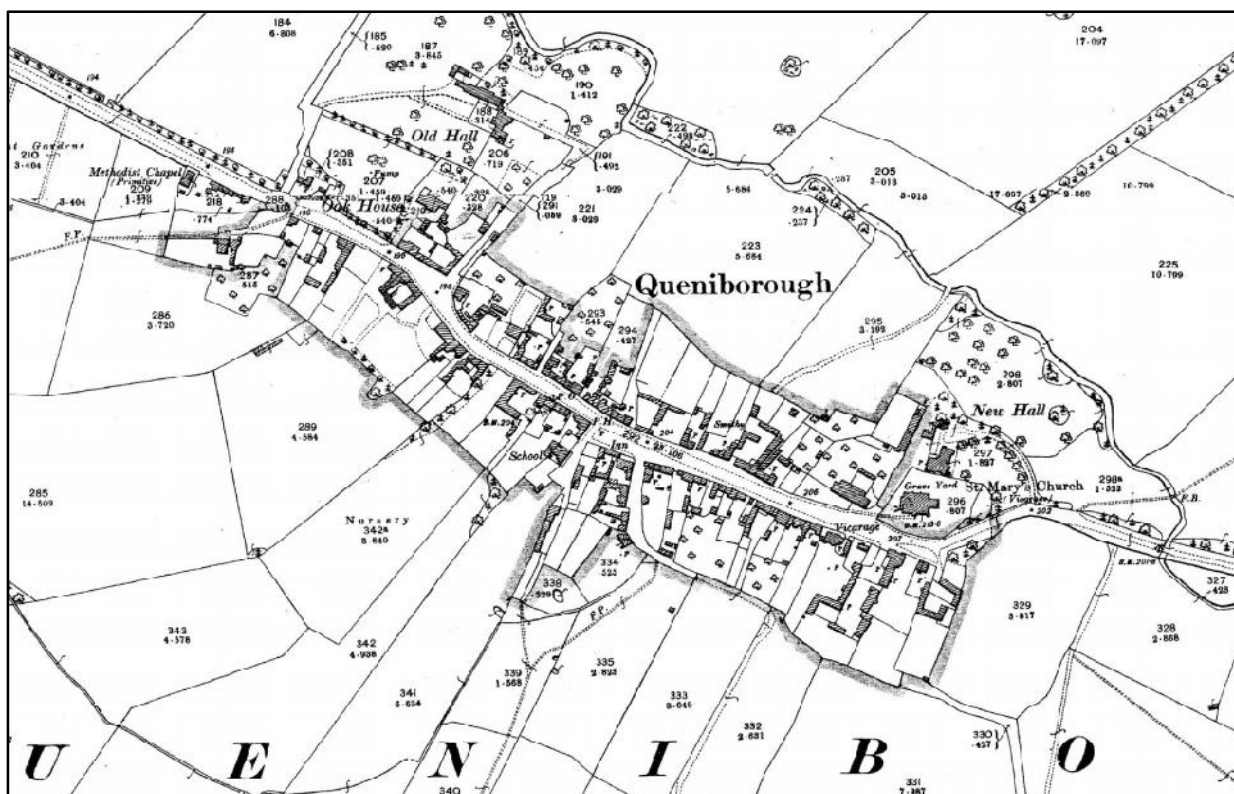


The meadow on the south side of the Croxton Road is an important part of the setting for The Standings and Springfield farm. The east side of the field has a public footpath and a tree lined hedgerow boundary which encloses the views from the buildings.

Appraisal :

1. Historic phases of development:

Queniborough developed as a small medieval linear settlement with a single main street. The medieval layout of this historic core is mainly unchanged today. The Conservation Area includes the whole of the traditional village – except the Old Hall, and this has remained from medieval times with a low level of house building up to the present day. See 1903 OS map below.



Queniborough OS map 1903.

The Conservation Area follows the historic linear street pattern which was established in medieval times. This includes the majority of the heritage buildings built in the village since the C16th. Changes during the C20th have resulted in small scale infill development - both between the historic buildings with most behind the main frontage, and on the edges of the surrounding green land. As a result, there has been little change to the appearance of the historic village within its landscape setting.

QUENIBOROUGH CONSERVATION AREA: Boundary Review

The most significant groupings of newer development are near the Coppice Lane / Main Street junction; the Paddocks, the Mews and the Dovecote at Queniborough Hall; and along Mere Lane on the southern boundary. Other housing forms include the 'Close' – Pendleton Close, Hill Farm Close, etc, but these are often hard to see from Main Street.

All historic maps identify several footpaths and bridleways that lead from the village through gaps in the frontage, to link with the fields behind and onto other villages. The adjacent fields both to the north and south of the village have been closely associated with the village residents – see map of medieval earthworks on page 8.

Key features identified from the 1883, 1903, 1930 and 1956 OS maps include:

-) the current CA boundary includes all of the historic village buildings – except the Old Hall;
-) the importance of the layout of the medieval street pattern resulting in the linear structure of the settlement;
-) the limited C20th development within the CA as Queniborough significantly increased in size to the west outside the traditional village;
-) the introduction in the C20th of new housing by opening up backland behind the Main Street frontage with cul-de-sac Close developments;
-) the location of the Queniborough Old and New Halls and their parklands at either end of the CA;
-) the footpaths from Main Street linking the surrounding fields and on to other villages;
-) and the relationship of the nearby fields with the village.

2. Heritage assets:

The most notable heritage assets are identified as its historic townscapes, the 24 Listed buildings and their zones within the current Conservation Area, while the three Locally Listed buildings are outside the CA, and Ancient Monuments and Archaeology are not represented in the CA or surrounding search area (see Charnwood Borough Council website Listed Buildings and Interactive Map).

The review for the proposed Conservation Area boundary has only considered including historic townscapes and landscapes. There is only one Listed Building – Old Hall, and one Locally Listed Building – the Dovecote, previously within the CA and Listed, but rebuilt outside the current CA boundary, in the proposed areas for addition to the current CA boundary.

Of the 23 Listed buildings and structures within the current CA the majority are residential, with the church and structures as exceptions.

Key listed buildings and structures which influence the character of the village are:

-) Church of St Mary (Grade I)
-) The Grange
-) No 12-14 Main Street, at the junction with Peggs Lane
-) No 38 & 40 Main Street
-) and just outside the CA - Old Hall (Grade II*) and the Dovecote (Locally Listed)

The full list of Listed buildings is given on the Charnwood BC website.

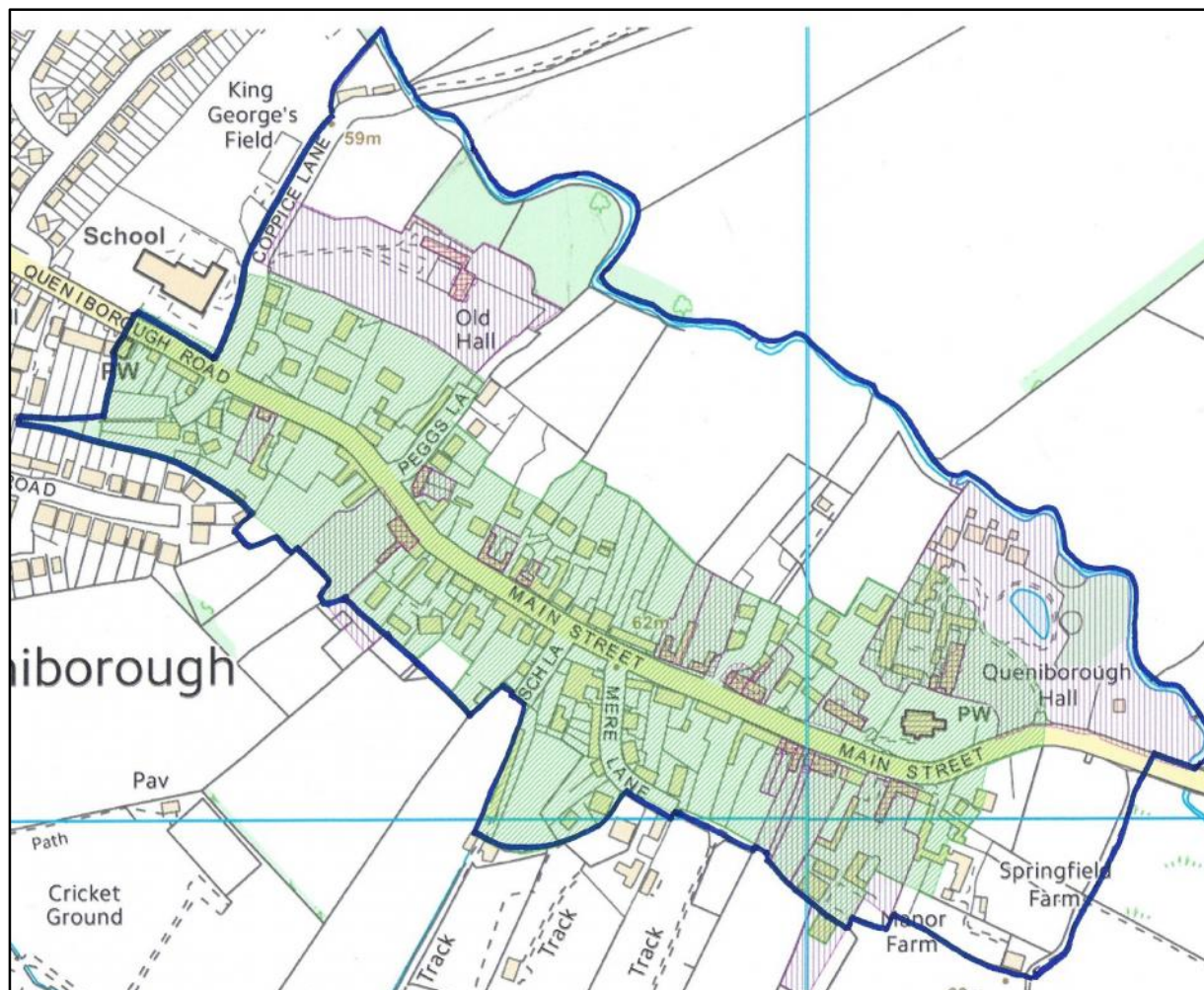
Key unlisted buildings include:

-) Tudor Terrace, Nos 64 to 74 Main Street;
-) The Standings, No 93 Main Street;

and coherent groups include rows of buildings on both sides of Main Street:

-) No 80 with Nos 82 - 86 Main Street;
-) the group from the Forge No 69a to the Vicarage No 81 Main Street;
-) The Grange No 25 Main Street, the stable housing, and the butchers shop and its high brick garden wall, plus the lime trees; and
-) at the market place, two public houses, the Britannia Inn, The Horse and Groom.

QUENIBOROUGH CONSERVATION AREA: Boundary Review



Proposed CA boundary (blue), current CA (green)
Listed Buildings and gardens – purple hatch

Notable historic townscapes and views within the additional areas to be included in the proposed Conservation Area are:

-) **from Coppice Lane**, across the Old Hall parkland to the Hall and the brook.
-) **from Croxton Road to the north**, through the gaps in the high hedgerow, the dovecote and parts of the New Hall parkland;
-) **from Croxton Road to the south**, across the field with views of The Standings;
-) **from across the fields on the public footpath from Gaddesby**, the longer distance views are of the boundary hedgeline along the brook, and once across into the dovecote field, the front elevation of the New Hall and its parkland and new housing can be seen.

3. Landscape and building appraisal

The areas considered for inclusion in the Queniborough Conservation Area have been selected because they primarily include buildings and landscapes of heritage interest.

The proposed additional buildings and landscapes can be categorized as follows:

-) significant heritage value – this includes the Listed and Locally Listed buildings with others of notable quality – The Old Hall, the Dovecote and The Standings (only partly within the current CA);



The Old Hall, Coppice Lane

-) heritage interest – period buildings which add to the historic townscape – the majority of the buildings throughout the current Conservation Area fall in this category. With the proposed inclusion of the open space to the north and east, and the resulting impact of the rear elevations and outbuildings it will be equally important to maintain CA standards;

QUENIBOROUGH CONSERVATION AREA: Boundary Review



One view of many examples which includes The Grange stables.

-) neutral buildings – which do not detract from the conservation area – including well designed C20th buildings and the backland development – an example is the Paddocks at the New Hall;



View across New Hall parkland of the new Paddocks housing.

QUENIBOROUGH CONSERVATION AREA: Boundary Review

-) negative buildings – which detract from the local heritage characteristics – though none are included in the additional proposed areas, it is necessary to ensure that any new alterations or developments anywhere satisfy conservation area standards – see unsatisfactory examples below:



Inappropriate design of C20th house adjacent to The Standings.

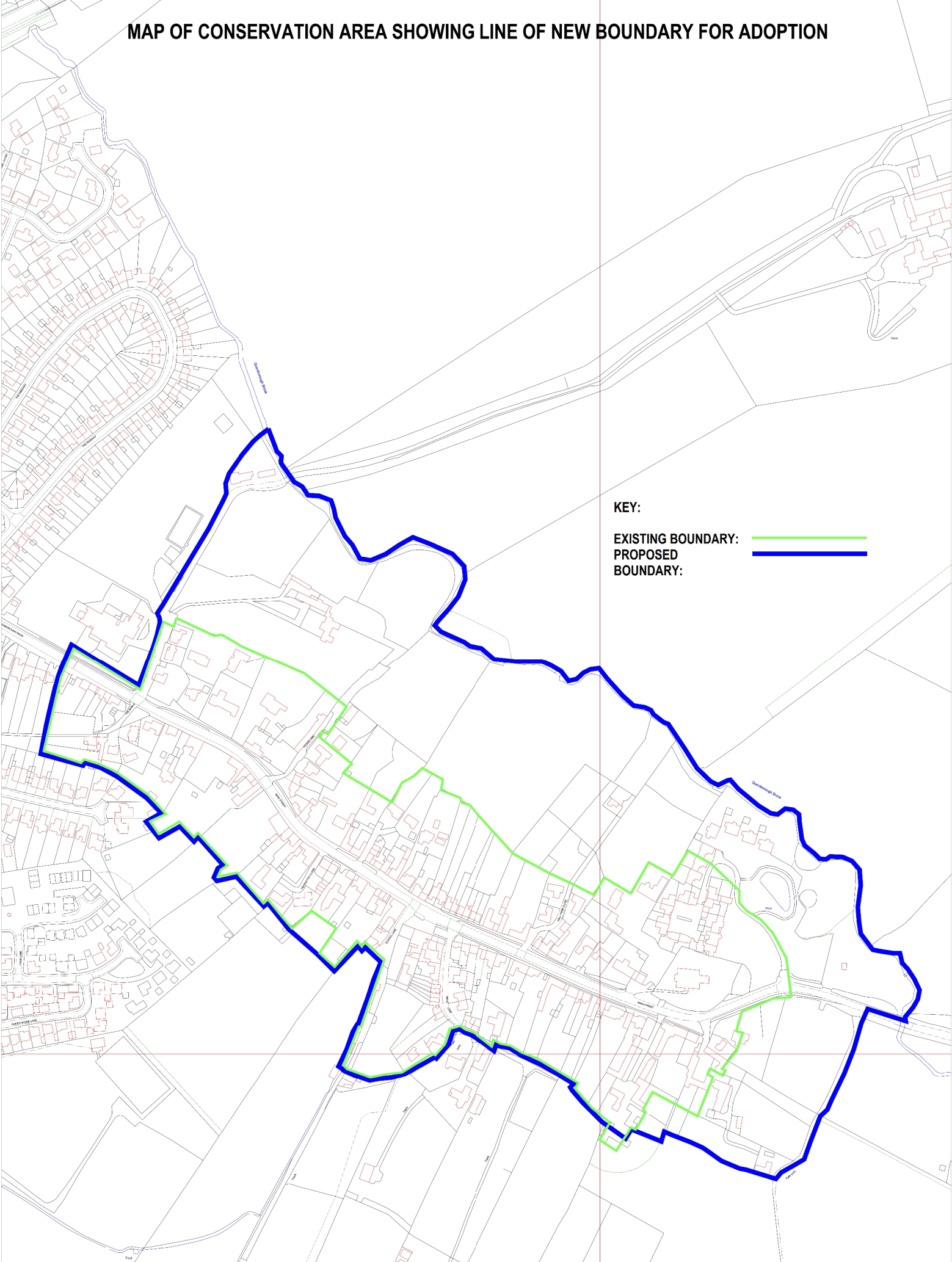


Unfortunate gap in traditional village frontage created by set-back, scale, form and design of infill development



Other issues of concern for the proposed additional CA include:

-) general treatment of rear property elevations both north and south of the CA;
-) the management and care of trees, hedges and pastures added to the CA.

MAP OF CONSERVATION AREA SHOWING LINE OF NEW BOUNDARY FOR ADOPTION



KEY:

EXISTING BOUNDARY: 
PROPOSED BOUNDARY: 

A photograph of a stone bridge over a river. The bridge is made of dark grey stone blocks. In the foreground, there are tall, dry reeds. The background shows bare trees and a blue sky with a power line tower.

THURCASTON CONSERVATION AREA : BOUNDARY REVIEW

Charnwood Borough Council

THURCASTON CONSERVATION AREA: BOUNDARY REVIEW

prepared by:

Heritage & Regeneration Solutions Ltd

www.heritageregeneration.co.uk

for:

Charnwood Borough Council

published: December 2018

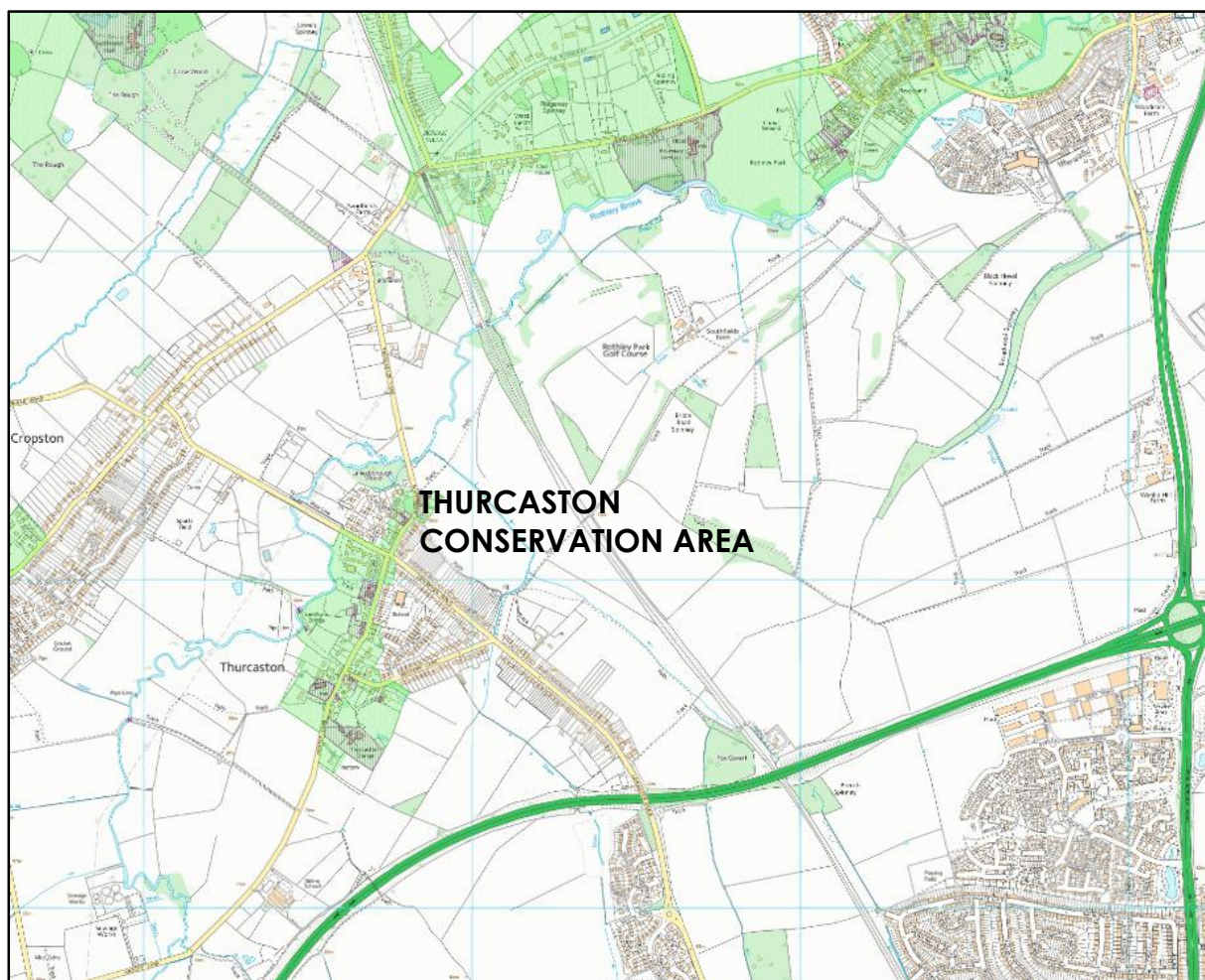
revised (definitive map added): February 2019

THURCASTON CONSERVATION AREA: Boundary Review

INTRODUCTION:

A conservation area is defined as 'an area of special architectural or historic interest - the character or appearance of which it is desirable to preserve or enhance'.

The purpose of this review is to reconsider the boundaries of the Thurcaston Conservation Area in order to omit any areas which no longer are appropriate for inclusion, and to add areas which are considered as worthy of designation. Potential additions for inclusion in the Conservation Area were identified by local residents and discussed on page 18, in the Conservation Area Character Appraisal 2007 – the Memorial Hall, and an area of the west bank of the Rothley Brook at the Listed Sandham Bridge..



Location of the current Thurcaston Conservation Area

THURCASTON CONSERVATION AREA: Boundary Review

Thurcaston, five miles north east of Leicester, was a linear medieval village on higher land following the Rothley Brook. Extensive twentieth century development has changed this form and introduced groups of new buildings within the historic core.

The key areas identified for review surround the current Conservation Area boundary and particularly the sites discussed in the CA Appraisal. Opportunities for omission from the Conservation Area include the recent housing groups inserted into the urban fabric.

The proposed boundary includes only the recommendations listed in the CA Appraisal but proposes that areas of twentieth century housing within and adjacent to the boundary are omitted.

The following pages present the proposed boundary map, with photographs identifying the key recommended changes to the current boundary – both additions and omissions.

These are based on the following Analysis which covers; the historic phases of development; the heritage assets; and an assessment of the buildings and landscape setting.

PROPOSALS:



Map showing the current Thurcaston Conservation Area – green tone, and the proposed Conservation Area boundary – blue line, identifying areas to be added and omitted. The numbers relate to each significant boundary change and are listed below with supporting photographs.

THURCASTON CONSERVATION AREA: Boundary Review

1.

Add: Sandham Bridge and triangular field on west bank.



View from east bank with triangular field beyond. Sandham Bridge is a Grade II Listed packhorse bridge with a cobbled path and used as a public right of way. The small west bank field is included in the Conservation Area as access and setting.



View from bridge of triangular field and hedge/tree lined boundary.

THURCASTON CONSERVATION AREA: Boundary Review

2.

Add: Memorial Hall, 36 Anstey Lane



Located adjacent to the Conservation Area boundary it is proposed to be included. Built as a memorial to those villagers who died in the First World War, it is shown on the 1929 OS map.

3.

Omit: New housing group on Wallis Close



1 - 36 Wallis Close – entrance from Anstey Lane.

THURCASTON CONSERVATION AREA: Boundary Review

4.
Omit: New housing on Lanesborough Close



The Barn and 40 Lanesborough Close

5.
Omit: New housing on Rectory Lane



97 – 83 Rectory Lane (northside)



108 - 114 Rectory Lane (southside)

Appraisal :

1. Historic phases of development:

The Conservation Area follows the historic linear street pattern which was established in medieval times. This includes the majority of the heritage buildings built in the village since the C16th. The original settlement of Thurcaston had a linear form following Mill Road and Anstey Lane, and the traditional farmhouses, barns and outbuildings were set along this route. The agricultural economy of the self sufficient farming community resulted in few changes to the size of the village throughout the C19th. See 1903 OS map below.

The first substantial changes started in the early C20th with some building at the beginning of the century, and then after World War 1, significant expansion with ribbon development along Leicester Road and Rectory Road, plus infilling along Anstey Lane.

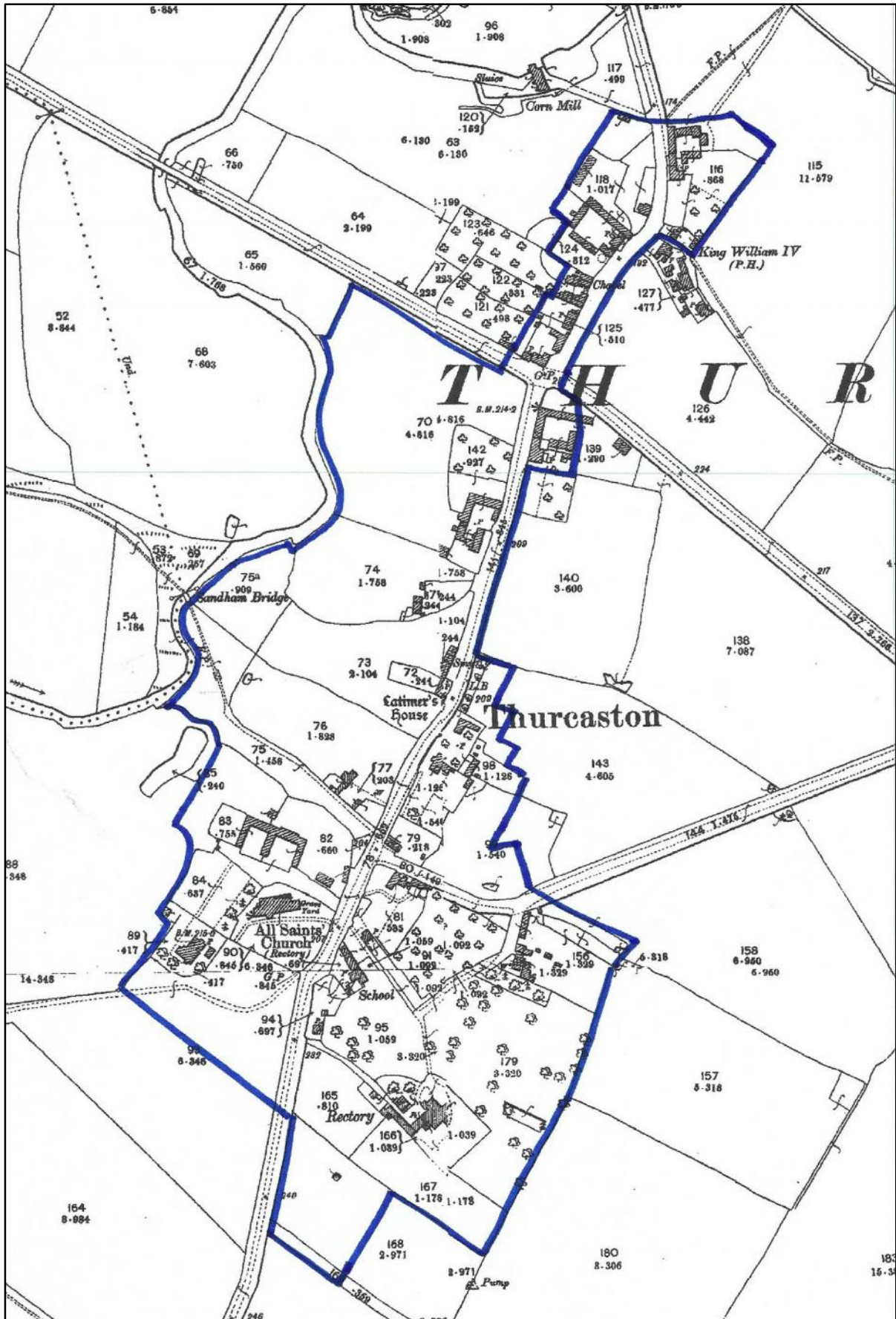
This growth continued after World War II and later in the century with the introduction of small estates based on culs de sacs – Wallis Close is an example in the Conservation Area. All the traditional farms are now in residential use.

The village lost many of its facilities during these later years. Those remaining are important to the community – the Church, a small Methodist chapel, a primary school, the Memorial Hall, the Wheatsheaf Inn and an electrical shop.

Historic maps identify the linkages of the farms with the fields on either side of the village. See map below of medieval earthworks on the west side of the village with the traditional route to Sandham Bridge and on to Cropston. A substantial area was covered with ridge and furrow fields on both sides of the brook. There is evidence of former cottages on the rough ground besides Brooky Lane, the path leading to Sandham Bridge.

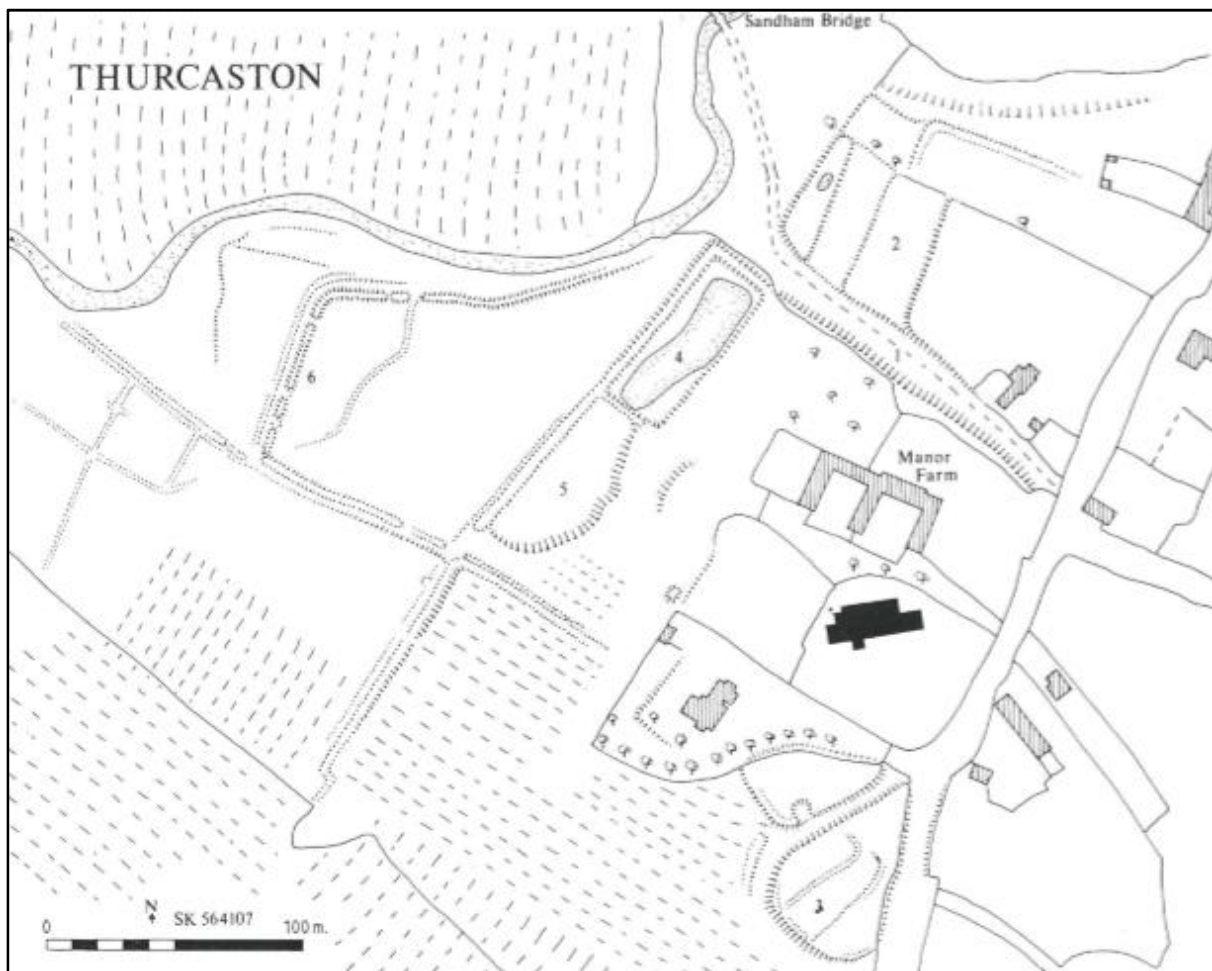
As a result, there has been little change to the appearance of the historic village within its landscape setting.

THURCASTON CONSERVATION AREA: Boundary Review



Thurcaston OS map 1903 with current Conservation Area boundary shown blue.

THURCASTON CONSERVATION AREA: Boundary Review



Medieval earthworks to the north of the church and west of Anstey Lane,

Key features identified from the 1883, 1903, 1930 and 1956 OS maps include:

- J the current CA boundary includes all of the historic buildings along the linear village – from Mill House Farmhouse on Mill Road in the north, to the Rectory on Anstey Lane in the south;
- J the location of Thurcaston on the higher land above the Rothley Brook;
- J the importance of the layout of the medieval street pattern resulting in the linear structure of the Conservation Area;
- J the extent of C20th infill development within the CA
- J the introduction in the C20th of ribbon development housing and by opening up backland with cul-de-sac Close developments;
- J the footpaths from Anstey Lane linking the surrounding fields and on to other villages;

2. Heritage assets:

The most notable heritage assets are identified as its historic townscapes, the 18 Listed buildings and their zones within the current Conservation Area, while there are no Locally Listed buildings and Ancient Monuments and Archaeology are not represented in the CA or surrounding search area (see Charnwood Borough Council website Listed Buildings and Interpretive Maps).

The review for the proposed Conservation Area boundary has only considered including heritage townscapes and landscapes. There are no Listed Buildings or Locally Listed Buildings in the proposed areas for addition to the current CA boundary.

Of the 18 Listed buildings and structures within the current CA the majority are in residential use, with the church, three bridges and other structures as exceptions. There are no Locally Listed buildings in the current CA.

Key listed buildings and structures which influence the character of the village are:

-) All Saints Church (Grade II*)
-) Thurcaston Grange and
-) Latimer's House (Grade II*)

The full list of Listed buildings is given on the Charnwood BC website.

Key unlisted buildings include:

-) Wheatsheaf Inn
-) Memorial Hall

and coherent groups mainly include traditional farms and their outbuildings:

-) Bybrook Farm complex
-) Mill House Farm complex
-) Vine House
-) and the access road to Thurcaston Grange, off Rectory Road, ending with November Cottage

THURCASTON CONSERVATION AREA: Boundary Review



Proposed CA boundary (blue), current CA (bright green)
Listed Buildings and gardens – purple

THURCASTON CONSERVATION AREA: Boundary Review

Heritage townscapes and views within and from the additional areas in the proposed Conservation Area are limited to the views:

-) **down Brooky Lane towards Sandham Bridge**, and the expanding view of the valley;
-) **and from Sandham Bridge towards Thurcaston**, the line of the village is seen on the rising slope within the surrounding trees.

Other notable views in Thurcaston are within or from the current Conservation Area:

-) **arrival on the Anstey Road**, into the village and past the churchyard;
-) **and the approach from the north**, across the brook with Lanesborough Wood on the right, past the historic buildings on Mill Road;

3. Landscape and building appraisal

The areas considered for inclusion in the Thurcaston Conservation Area have been selected because they primarily include buildings and landscapes of heritage interest.

The proposed additional buildings and landscapes can be categorized as follows:

-) significant heritage value – this includes the Listed and Locally Listed buildings with others of notable quality – the current CA boundary skirts Sandham Bridge (Grade II Listed) and it is important for its protection to include it and its immediate setting on both sides of the brook on Brooky Lane – a public footpath and a traditional route to Cropston.



Sandham Bridge (Grade II) on Brooky Lane

-) heritage interest – period buildings which add to the historic townscape – the Memorial Hall is an important community centre which provides a valuable contribution to the village scene., Built in 1925, it now has a utilitarian front extension which damages the heritage design of the original building.

THURCASTON CONSERVATION AREA: Boundary Review

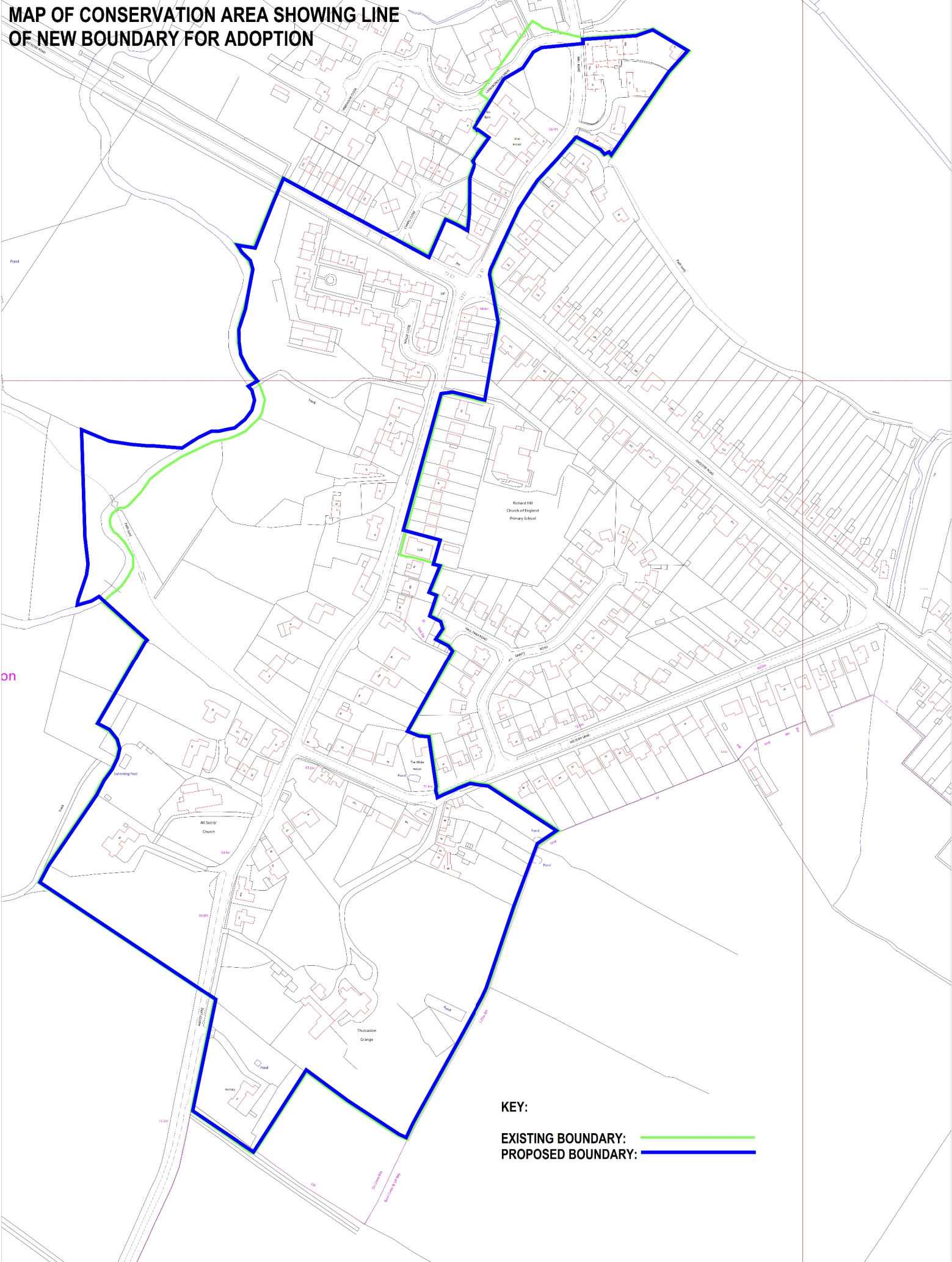


The Memorial Hall, Anstey Road, showing the unsympathetic design of the front extension.

-) neutral buildings – which do not detract from the conservation area – no other buildings are proposed for addition to the conservation

-) negative buildings – which detract from the local heritage characteristics – though none are included in the additional proposed areas, it is necessary to ensure that any new alterations or developments anywhere satisfy conservation area standards.

MAP OF CONSERVATION AREA SHOWING LINE OF NEW BOUNDARY FOR ADOPTION



KEY:
EXISTING BOUNDARY: ———
PROPOSED BOUNDARY: ———

CABINET - 14TH MARCH 2019

Report of the Head of Planning & Regeneration Lead Member: Councillor Vardy

Part A

ITEM 15 VIREMENT – PLANNING AND REGENERATION SERVICE

Purpose of Report

To seek approval for the virement of budget in cost centres in the Planning and Regeneration Service in order to meet expenditure on agency workers this financial year.

Recommendation

1. That a transfer of budget (virement) of £36,000 from Planning Growth Capacity Support Grant/ring fenced reserve (X157) be made to cover Planning agency costs (P330 A0153 Local Plans) up to 31st March 2019, leaving a balance of £79,000 in this reserve.
2. That a transfer of budget (virement) of £102,000 from Planning Delivery Grant Reserve/(not ring fenced) (X449) is made to (P499 A0153 Development control) to cover agency costs up to 31st March 2019, leaving a balance of £208,000 in this Reserve.
3. That a transfer of budget (virements) of £12,000 is made from P299 Conservation A0101 Salary underspend to P299 A0153 agency Costs to 31st March 2019.

Reason

- 1 - 3 To meet the current and forecast expenditure in cost centres P499 A0153, P299 A0153 and P330 A0153 to year end and to comply with the financial procedure rules 1.3, 1.7 and 1.8

Policy Justification and Previous Decisions

The provision of a fully staffed Planning Service is important if it is to maximise its contribution to the Corporate Plan aim 'to create a strong and lasting economy' and to ensure that growth in homes and infrastructure benefits residents through improved community facilities, affordable housing and superfast broadband.

The current structure of the Planning and Regeneration Service was approved by Cabinet in April 2018 (minute 93 17/18 refers) and the budget for establishment posts for 2017/18 was approved by Council in February 2018 (minute 80.1 17/18 refers).

The use of agency staff in the Planning and Regeneration Service has been the subject of scrutiny by the Performance Panel at its meetings on 15 December 2015 (minute 36.2 15/16 refers), 13 December 2016 (minute 38 16/17 refers) and 4 July 2017 (minute 6 17/18 refers).

Rules 1.3, 1.7 and 1.8 in Appendix 3 of the Council's Financial Procedure Rules set the rationale for virement and the limits on the delegation to officers in terms of the level of cumulative budget that can be vired by officers, between cost centres and between Service areas within the same Directorate. Under the Council's Financial Procedure Rules, S151 Officer and Cabinet approval is required for virements made in a single cost centre that are cumulatively above £100k in a given financial year and where these virements are between the controllable budgets of cost centres within the same directorate, but in different Head of Service areas.

Implementation Timetable including Future Decisions and Scrutiny

The report seeks approval for the virement of budget from cost centres within the Service to meet the expenditure on agency workers and their forecast costs to year end.

Report Implications

The following implications have been identified for this report.

Financial Implications

The virement requested is from the Planning Growth Capacity Support Grant reserve, the Planning Delivery Grant Reserve and a budget underspend in cost centre P299 to fund the projected overspend on agency costs, as detailed in Part B of this report. The virement will meet current and forecast expenditure on agency staff in cost centres to the end of the year. The financial implications are that reserves have been reduced by £138,000 to cover the overspend on agency staff for 2018/19.

Risk Management

No specific risks are identified with this decision

Key Decision:	No
Background Papers:	None
Officer to contact:	Richard Bennett Head of planning and Regeneration (01509) 634763 richard.bennett@charnwood.gov.uk

Part B

Background

1. Agency workers are used in the Planning and Regeneration Service to cover long term vacant posts or long term staff absences and service pressures to ensure business continuity. Generally speaking, the need for agency workers cannot be planned for with any certainty and therefore any predictions as part of the budget process will always be subject to uncontrollable variables.
2. The Service Review approved by Cabinet in April 2018 provided transitional arrangements to implement the revised structure including virements within budget to fund agency workers in certain posts for up to six months during the recruitment phase. Those virements totalled £158,000 of salary budget from a number of vacant posts in cost centres across the service. The posts identified in the transition plan were:
 - M201 Group Leader Development Management (1 FTE)
 - P110 Team Leader Strategic Development (1 FTE)
 - P122 Principal Planning Officer (Development Management Team) (2 FTE)
 - P364 Senior Design Officer (1 FTE)
 - M365 Planning Enforcement Assistant (1 FTE)
3. A proactive recruitment process managed by external consultants in June 2018 was unable to appoint any satisfactory candidates for posts M201 and P110. Two recruitment processes for Post P122 in June 2018 and August 2018 were also unsuccessful. As a consequence agency workers in some of these posts have had to be retained longer than originally planned.
4. In addition to the transition plan, the Service has been subject to staffing pressures in other posts as part of normal staff turnover and management of long term absence, which have had to be supported by agency workers to ensure business continuity. These include:
 - P112 Senior Planning Officer (0.6 FTE)
 - M362 Planning Assistant (0.6 FTE)
 - P114 Planning Enforcement Officer (1 FTE)

Expenditure up to Period 9

5. Virements on agency workers to Period 9 2018/19 for cost centres P499, P330, P004, is £260k. This is £102k more than that approved by Cabinet in April 2018.

Forecast expenditure to year end

6. A forecast of expenditure on agency costs has been undertaken to find the estimated agency costs to maintain service continuity to year end. It shows a further requirement for virements of £149k.

Proposals

7. Agency workers are expected to provide a continuing resource in both the Local Plans Group and Development Management Group of the Service for the remainder of the current financial year. It is proposed to meet these costs by virement from planning reserves listed below and detailed in the appendix.

Virement	Cost centre	Description
£36k	X157	MHCLG Growth Fund Reserve
£102k	X449	Planning Delivery Grant Reserve

Total £138k

8. Accordingly, under the Financial Procedure Rules, there is a requirement to seek S151 Officer support and cabinet approval for these virements, as cumulatively they exceed the £100k threshold for delegated authority to officers set by the constitution. The S151 Officer has given his approval to the proposal.

Appendix

Virements/funding Agency Costs	Agency Virements	Funding X157	Funding X449	Total funding
Period 1-Period 9 virements to cover Agency Costs	259,927.45	P330 A0153	P499 A0153	
Period 1-Period 9 net salary/agency costs P330/P499/ funded by Reserves X157/X449	81,171.63	18,895.37	62,276.26	81,171.63
Period 10-Period 12 P299 A0153 Agency costs funded from P299 Salary underpsend	11,975.46	0.00	0.00	0.00
Period 10-Period 12 P330/P499 to cover estimated net salary/agency costs	57,000.00	18,000.00	39,000.00	78,000.00
Total Virements/Funding	410,074.54	36,895.37	101,276.26	138,171.63

CABINET – 14TH MARCH 2019

Report of the Monitoring Officer Lead Member: Councillor James Poland

Part A

ITEM 16 ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

Purpose of Report

To enable the Cabinet to consider and recommend to Council amendments to the Constitution following the annual review.

Recommendation

That it be recommended to Council that the changes to the Constitution set out in appendix 1 to this report be made, to be effective from 6th May 2019.

Reason

To ensure the Constitution is kept up to date and fulfils its intended purposes.

Policy Justification and Previous Decisions

Section 2.4 of the Constitution requires the Monitoring Officer to monitor and review the Constitution. These reviews are undertaken annually with the last such review being considered by the Cabinet on 12th April 2018 (Item 14, minute 124 refers) and Council on 30th April 2018 (Item 6.2, minute 96.2 refers).

The Member Conduct Committee reviewed the procedures for dealing with member conduct complaints and other elements of the Constitution relating to Planning Code of Good Practice and parts of the Constitution (including the Members' Code of Conduct) that relate to the roles of the Committee at its meeting on 3rd December 2018 (Item 6, minute 12 refers). The issues identified by the Committee in respect of the Planning Code of Good Practice are described in Part B of this report.

Implementation Timetable including Future Decisions and Scrutiny

The proposed changes to the Constitution require Council approval and would be submitted to Council on 25th March 2019. Changes will come into effect from 6th May 2019 to accord with the 4 yearly Borough elections.

A small number of potential changes to the Executive delegations to officers have been identified during this year's review. These will be the subject of a

separate report to the Leader, who has the authority to make changes to them. Any changes made will be reported to Council.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no costs associated with making the recommended changes to the Constitution.

Risk Management

No specific risks have been identified in connection with this report.

Key Decision:	No
Background Papers:	Member Conduct Committee, 3rd December 2018 (Item 6, minute 12 refers) https://charnwood.moderngov.co.uk/ieListDocuments.aspx?CId=146&MId=192&Ver=4
Officers to Contact:	Adrian Ward Head of Strategic Support and Monitoring Officer 01509 634573 adrian.ward@charnwood.gov.uk Karen Widdowson Democratic Services Manager and Deputy Monitoring Officer 01509 634785 karen.widdowson@charnwood.gov.uk

Part B

Background

1. In line with good practice, the Council reviews the Constitution annually. As part of the review consultations have taken place with officers and councillors both individually and through meetings with Group Leaders and the Chair of the Plans Committee, and of the Member Conduct Committee. The remainder of this report describes the recommended changes to the Constitution and the proposed amendments are set out in appendix 1 to the report.

Proposed changes to the Constitution

Monitoring Officer Protocol

2. Chapter 23 of the Constitution relates to the Monitoring Officer Protocol. Section 2 of the protocol specifically explains the arrangements between the Monitoring Officer, colleagues and Councillors and is designed to help ensure the effective discharge of their functions. Point (g) in Section 2 states:
 3. *'The Monitoring Officer will, where appropriate, make enquiries into allegations of misconduct in the absence of a written complaint being received and if appropriate will make a written report to the Member Conduct Committee unless the Monitoring Officer considers a report is not warranted'.*
4. A Councillor has suggested that section 2 (g) of the Monitoring Officer Protocol in Chapter 23 of the Constitution be deleted.
5. The Member Conduct Committee on 3rd December 2018 (Item 6, minute 12 refers) considered this matter and recommended that section (g) of the Monitoring Officer protocol in Chapter 23 of the constitution be deleted as part of the annual Constitutional review by full Council.
6. In considering whether to remove point (g) as above, the Member Conduct Committee considered whether the removal could inhibit officers from raising concerns, through fear of intimidation or harassment if the only option was to make a complaint in writing. However, the Committee were satisfied that measures were already in place elsewhere in the Constitution which would safeguard officers in relation to members and noted that paragraph 27 of the Member: Officer Protocol in Chapter 22 stated:
 7. *If an officer had cause to complain about the conduct of a member they may make a complaint to the Monitoring Officer if they consider that the conduct involves a breach of the Members' Code of Conduct. If an Officer*

considers that the conduct does not involve a breach of the Code of Conduct but is in breach of this Protocol or other Council codes and protocols, they should make their complaint, preferably in writing, to the Monitoring Officer. The Monitoring Officer will deal with the complaint in accordance with the procedure for non-Code of Conduct complaints

8. In addition, when the Member Conduct Committee considered this matter, they were informed that a brief review of the Monitoring Officer Protocols of other local authorities suggests that whilst some authorities include a similar section relating to the Monitoring Officer being able to deal with concerns or allegations about Members' conduct in the absence of a written complaint, the majority do not appear to have such a provision.
9. Therefore, it is proposed that section 2 (g) of the Monitoring Officer Protocol in Chapter 23 of the Constitution be deleted, and that this matter be carefully monitored.

Training requirements - Audit, Licensing and Personnel Committee

10. In November 2018, the Member Development Reference Group considered the draft Member Induction programme and requested that further consideration be given the training requirements of members of the Audit, Licensing and Personnel Committees.
11. Accordingly, this matter was referred to the Member Conduct Committee on 3rd December 2018 (Item 6, minute 12 refers) who considered it prudent to strengthen the training requirements for members who sat on the Audit, Licensing and Personnel Committees to ensure members were up to date with the relevant and latest rules and regulations.
12. The Committee was of the opinion that new members of each committee must attend mandatory training or its equivalent in the current Council term to be eligible. Also, with respect to Audit and Personnel Committee members, other councillors can substitute for members of the relevant committee who are absent using procedures set out in the Committee Procedures but in order to be eligible to participate in meetings the member must have attended the mandatory training, or its equivalent, in the current Council term.
13. Therefore, it is proposed that changes be made to section 5.5 (b) (c) and (e) in Chapter 5 of the Constitution to strengthen the training requirements of members sitting on these Committees.

Planning Code of Good Practice and Speakers at Plans Committee

14. The Planning Code of Good Practice was reviewed by the Member Conduct Committee on 3rd December 2018 (Item 7, minute 13 refers) and no changes were recommended.

15. Whilst considering the Planning Code of Good Practice, members of the Committee considered that Plans Committee members having the opportunity to ask additional questions of speakers at Plans Committee was of value to the decision-making process and recommended that the Democratic Services Manager (Deputy Monitoring Officer) investigated procedures of other local authorities and included the matter in the annual review of the Constitution.
16. A review has been undertaken and established a mixture of procedures and practices. Some Councils allow Plans Committee members to ask questions of objectors or agents/applicants, and others do not allow explaining that it may increase the risk of individuals being pressurised and put on the spot. There was also a consensus that the Chair is the best person to ensure that questions are factual points of clarification.
17. Currently the Constitution states that the "Chair of the Plans Committee may ask speakers or officers to provide clarification on any points that are raised by speakers".
18. The Head of Planning and Regeneration and the Chair of the Plans Committee have been consulted on this matter and they believe the wording in the Constitution is satisfactory and reduces the risk of members of the Committee potentially straying into cross-examining speakers, engaging debate or challenging points of view put forward.
19. Therefore, no change is recommended on this point.

Single Cabinet Member Decisions

20. Section 9E of the Local Government Act 2000 (as amended) ('the 2000 Act') gives authority to the Leader of the Council to arrange for Executive functions to be discharged by:
 - himself or herself;
 - the Cabinet;
 - another member of the Cabinet;
 - a committee of the Cabinet;
 - an area committee, or
 - an officer of the Council
21. In October 2018, the Leader gave authority for the Lead Member for Communities, Safety and Wellbeing to make decisions on grant awards under the Member Grants scheme where a councillor has a personal interest that might lead to bias in relation to the matter, except in cases where the Lead Member for Communities, Safety and Wellbeing has a personal interest that might lead to bias in relation to the matter.
22. Section 10.9 of the Constitution states that 'the rules applying to executive decisions taken by them [single members] shall be the same as those applying to decisions by the Cabinet as a whole'.

23. In practice this means that Cabinet Lead Member decision meetings need to be arranged, often for one item of business only, and the meeting will last only a few minutes. From October 2018 to January 2019 there have been five such meetings set up.
24. In law, the Council only needs to publish the details of the decision (including any report) after the decision has been taken. As long as this requirement is fulfilled, then the need for a Cabinet Lead Member decision meeting is not required. This practice is adopted by many other local authorities without taking away the transparency of decision making.
25. It is therefore proposed that section 10.9 of Chapter 10 of the Constitution to be amended to enable Cabinet Lead Member decisions to be taken without the need to hold a public meeting. In addition, the reference in section 4.5 of Chapter 4 of the Constitution needs to be amended to delete the sentence "There are currently no delegations to single Cabinet members", and include reference to the one single Member decision currently delegated by the Leader.

Financial Regulations

26. The newly appointed Head of Finance and Property Services has reviewed the Financial Regulations set out in Chapter 16 of the Constitution and suggested some minor re-wordings to parts of the Chapter in order to improve clarity.
27. In addition, there is now a requirement for the Council to prepare a Capital Strategy annually which needs approving by Council at the same time as the Treasury Management Strategy.
28. Therefore, it is proposed that section 16.5 (m) of Chapter 16 be amended to reflect this new requirement.

Webcasting, Filming and Recording of Meetings

29. Under the Openness of Local Government Bodies Regulations 2014 other people may film, tweet or blog from Council and Committee meetings.
30. Similarly, under the Local authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 (as amended) other people may film, tweet or blog from Cabinet meetings
31. At the recent refresher training session about Council Meeting Procedures, concerns were raised about members of the public and indeed Councillors potentially becoming disruptive whilst filming and recording meetings.
32. To address these concerns, it is therefore proposed that section 9.18 (a) of Chapter 9 be strengthened to include reference to filming and recording of meetings.

Licensing Committee

33. Chapter 5 of the Constitution sets out the roles and functions of decision-making committees.
34. Recently a Licensing Sub-Committee was set up to consider whether a private hire operator was fit and proper. Currently in the Constitution there is no distinction between private hire operators and hackney carriage or private hire vehicle licensees.
35. It is therefore proposed that section 5.5 (c) of Chapter 5 of the Constitution be amended to draw out the distinction.

Personnel Committee

36. Chapter 5 of the Constitution sets out the roles and functions of decision-making committees.
37. The Personnel Committee appoints panels for various functions. Recently it was highlighted that function 7 “To undertake the Chief Executives Performance and Development Review” was omitted from the list of functions that could be undertaken by a panel when it is the Committee’s intention that this should be the case.
38. It is therefore proposed that section 5.5 (e) of the Constitution be amended to add in this function to the list of functions that could be undertaken by a Panel.

Scheme of Delegation to Officers - Council Functions

39. The Head of Planning and Regeneration has reviewed the Scheme of Delegation to Officers and identified the following changes that fall under the Council functions:

Development Control

40. Under the scheme of delegation to officers in part 1(v) of the Constitution, the following exception to the delegation to the Head of Planning and Regeneration to determine planning applications is set out in the Constitution:

(v) the application is submitted by a serving member of the Council, a person who has served as a member of the council at any time during the four-year period prior to the submission of the application, a serving officer of the Council or a person who served as an officer of the council at any time during the two-year period prior to the submission of the application.

41. The Development Control team do not have access to information about how long-ago individuals worked for/served on the Council. The current national planning application form only requires applicants and the agent to self-declare if they are:

- (a) A member of staff
- (b) An elected member
- (c) Related to a member of staff
- (d) Related to an elected member

42. This presents a risk to the Council in determining planning applications. Therefore, in line with current national application form, it is proposed that this delegation be amended to apply only to serving members of staff and members of the Council

Time limits for implementing planning permissions

43. Under the scheme of delegation to officers in part 2a of the Constitution, delegated authority is afforded to the Head of Planning and Regeneration in section 8.2:

- 3. To agree extensions to the time limits for implementing planning permissions where no demonstrable harm would be caused to an interest of acknowledged importance.

44. This type of planning application no longer exists and so this provision in the Constitution can be removed. This will require consequential renumbering of the Constitution

Changes occasioned by changes to the General Permitted Development Order (GDPO) 2015

45. There have been a series of technical amendments made by Government to the arrangements for dealing with minor planning matters (considered under the Town and Country Planning (General Permitted Development) (England) Order 2015) [the 'GPDO'], which relate to Environmental Impact Assessments, whether notice should be given to the local planning authority before development can commence and if prior approval for development proposals are required.

46. Under the scheme of delegation to officers in part 2a of the Constitution, delegated authority is afforded to the Head of Planning and Regeneration in section 8.2:

15. To respond to applications for determinations under parts 6, 7, 24 and 31 of the Town and country Planning (General Permitted Development) (Amendment) (England) Order 1995.

16. To respond to applications made under the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2015.

47. These provisions relate to permitted development rights that are subject to prior notification and/or prior approval by the local planning authority. These are now out of date and need to be amended to reflect the latest legislative position and enable effective decision making in the local planning authority.

48. It is proposed to simplify the text by merging the two provisions together and providing new text that acknowledges the Order is subject to periodic update. This will require consequential renumbering of the constitution.

Hedgerow Retention Notices

49. In addition, the scheme of delegation at paragraph 33 delegated the following powers to the Head of Planning and Regeneration:

33. To serve hedgerow retention notices in consultation with the Chair of Plans Committee.

50. The Hedgerow Regulations 1997 specify the circumstances where hedgerows considered to be important are to be protected and the process by which landowners can apply to remove them using a 'hedgerow removal notice'. The Council must respond within a set period of time if they consider the hedgerow should be retained by using a 'Hedgerow retention notice'. Where Hedgerows have been removed unlawfully the Council may give notice to the owner to replace the hedgerow using an 'hedgerow replacement notice'. Therefore, it is proposed to amend part 33 of the Constitution to add this provision to the delegated authority of the Head of Planning and Regeneration.

Minor word changes

51. The Head of Planning and Regeneration has also suggested several minor wording changes which are set out in Appendix 1.

Key Decision Definition

52. Chapter 13, section 13.6 of the Constitution sets out the definition of a key decision:

"A key decision is an Executive decision which is likely:

- *to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates, or*
- *to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.*

The Council has developed the following guidance for what constitutes 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”.

53. The £100,000 threshold was set in 2000 when the new Executive arrangements were introduced. A review of other local authority's key decision thresholds strongly supports an increase to reflect inflationary and other price increases.
54. Therefore, it is proposed that section 13.6 of Chapter 13 of the Constitution be amended to increase the threshold to £150,000.

PROPOSED CHANGES TO THE CONSTITUTION

Item 1 – Monitoring Officer Protocol

It is proposed that the following change be made to Chapter 23, section 2 (g) of the Monitoring Officer Protocol, with deleted text shown as struck through:

~~'The Monitoring Officer will, where appropriate, make enquiries into allegations of misconduct in the absence of a written complaint being received and if appropriate will make a written report to the Member Conduct Committee unless the Monitoring Officer considers a report is not warranted'.~~

Item 2 – Training requirements - Audit, Licensing and Personnel Committee

It is proposed that the following changes be made to Chapter 5, 5.5 (b) (c) and (e) with added text shown in bold and underlined.

(b) Audit Committee

'Members cannot participate in Audit Committee meetings unless they have attended the appropriate training prescribed by the Head of Strategic Support.

Members of the Audit Committee must attend the mandatory training, or its equivalent, at the start of each Council term to maintain their eligibility.

Other councillors are allowed to substitute for members of the Audit Committee who are absent using procedures set out in the Committee Procedures. In order to maintain eligibility to participate in meetings a councillor must have attended mandatory training, or its equivalent, in the current Council term'.

(c) Licensing Committee

'Members cannot participate in Licensing Committee or Sub-committee meetings unless they have attended the appropriate training on relevant licensing matters prescribed by the Head of Strategic Support.

Members of the Licensing Committee must attend the mandatory training, or its equivalent, at the start of each Council term to maintain their eligibility.

(e) Personnel Committee and Panels

'Members cannot participate in Personnel Committee and Panel meetings: unless they have attended the appropriate training on relevant personnel matters prescribed by the Head of Strategic Support; or they have had previous substantial involvement in the matter under consideration.

Members of the Personnel Committee must attend the mandatory training, or its equivalent, at the start of each Council term to maintain their eligibility.

Other councillors are allowed to substitute for members of the Personnel Committee who are absent using procedures set out in the Committee Procedures. In order to maintain eligibility to participate in meetings a councillor must have attended mandatory training, or its equivalent, in the current Council term'.

Item 3 – Single Cabinet Member Decisions

It is proposed that the following changes be made to 10.9 of Chapter 10 with added text shown in bold and underlined and deleted text shown as struck through:

'Where executive decisions are the responsibility of ~~a committee of the Cabinet or an individual member of the Cabinet,~~ the rules applying to executive decisions taken by them shall be the same as those applying to decisions by the Cabinet as a whole. **details of the decision (including any report) be published after the decision has been taken, as required in law.**

It is proposed that the corresponding change be made to 4.5 of Chapter 4 with added text shown in bold and underlined and deleted text shown as struck through:

~~'There are currently no delegations to single Cabinet members'~~

At present there is one single Cabinet Member delegation to the Lead Member for Communities, Safety and Wellbeing to make decisions on grant awards under the Member Grants scheme where a councillor has a personal interest that might lead to bias in relation to the matter, except in cases where the Lead Member for Communities, Safety and Wellbeing has a personal interest that might lead to bias in relation to the matter.

Item 4 – Financial Regulations

It is proposed that the following changes be made to the following sections of Chapter 16 with added text shown in bold and underlined and deleted text shown as struck through:

16.5 SPECIFIC FINANCIAL RESPONSIBILITIES

(a) Contracts

All members of staff must comply with the requirements of the Council's Contracts Procedure Rules. Their purpose is to set clear rules for the procurement of goods, works and services for the Council. This will ensure a system of openness, integrity and accountability where the probity and transparency of the process will be beyond reproach. In turn this will lead to better value for money and give confidence to all concerned that the Borough Council is fulfilling its fiduciary responsibilities.

Any officer, Member, agent of the Council or firm, whilst acting on the Council's behalf in relation to any contractual matter directly or indirectly concerning the Council, shall conduct themselves in such a manner that the independence and integrity of the Council and the Council's procedures are at all times maintained and are seen to be maintained. Failure to observe such standards of conduct will be regarded by the Council with the utmost gravity.

The Contracts Procedure Rules set out the requirements for tendering and procurement of goods and services. The principal requirements are:

- **that for all situations below the values quoted refer to the value of the contract over the whole life of the contract.**
- Before commencing any proposed procurement process with an estimated value of £25,000 or more, the appropriate Head of Service must consult the Contract Compliance Officer, relevant Cabinet Lead Member and the Head of Finance and Property Services;
- Public Notice must be given in Source Leicestershire and on the Council's Web Site if the estimated value of the contract exceeds £25,000;
- For goods and services **estimated to cost** over £5,000 and up to £75,000 the relevant Head of Service must obtain written quotations;
- For goods and services **estimated to cost** over £25,000 and up to £75,000 written quotations must be returned to and opened by the Contract Compliance Officer;

- Full tendering requirements, including compliance with relevant EU procurement directives, apply to goods and services **estimated to cost** over £75,000;
- For goods and services **estimated to be in value** below £500,000 which do not exceed the approved budget for the scheme or supplies in question, decisions on the awarding of contracts are made by the Chief Executive or his/her nominee;
- For goods and services estimated to be £500,000 **in value** or more or where the approved budget would be exceeded, decisions on the selection of contractors are reserved to Cabinet;
- Contracts below £50,000 **in value** can be signed by the Chief Executive, Strategic Directors and Heads of Service;
- Contracts of £50,000 in value or more must be signed by the Chief Executive or his/her nominee.

For the purposes of The Local Authorities (Executive Arrangements) (Modification of Enactments and Further Provisions) (England) Order 2001, any contract with a value exceeding £50,000 entered into on behalf of the local authority in the course of the discharge of an executive function shall be made in writing. Such contracts must either be signed by at least two officers of the Council or made under the Common Seal of the Council.

The functions of the Contract Compliance Officer are assigned to the Chief Executive who will then delegate these to another officer and a deputy for the normal performance of this role. The current Contract Compliance Officer is the Head of Finance and Property Services.

The Contract Compliance Officer or the Deputy Contract Compliance Officer can agree waivers to the Contracts Procedure Rules for contracts up to £500,000 **in value** providing they comply with UK Legislation and EU Procurement Directives and will maintain a record of any decisions taken on waivers. The Contract Compliance Officer is responsible for maintaining the Council's Contract Compliance Rules and is authorised to make amendments to those rules as necessary. An up to date copy of the rules is available on the Council's intranet.

At the beginning of each financial year the Contract Compliance Officer will submit an Annual Procurement Plan to Cabinet for approval, containing details of the contracts **valued** above £25,000 to be let in that financial year. In approving the report, the Cabinet will agree for each contract the form of tender evaluation arrangements and whether the tender specification needs to be approved by Cabinet. Any contracts above £25,000

in value, not in the annual plan must have their procurement arrangements agreed by Cabinet before procurement begins.

(b) Capital Expenditure

Capital expenditure involves acquiring or enhancing ~~fixed non-current~~ **current** assets with a long-term value to the Council, such as land, buildings, and major items of plant and equipment or vehicles as well as the contribution or payments of grants to others to be used to fund capital expenditure. Capital assets shape the way services are delivered for the long term and may create financial commitments for the future in the form of financing costs and revenue running costs. The Council applies a ~~de-minimis~~ level of £10,000 to identify capital items.

The Council approves the three-year Capital Plan. The Cabinet is able to make the following changes to the approved Plan:

- (i) virement between existing schemes as set out in (c) below;
- (ii) slippage or bringing forward of expenditure of up to £250,000 per scheme;
- (iii) addition of new schemes to the Plan where these are fully externally-funded;
- (iv) addition of new schemes to the Plan where these are funded wholly or partly from the Council's resources and where the use of the Council's resources is up to £250,000 per scheme
- (v) approval of additions or reductions in the Council resources allocated to schemes so long as any increase does not mean that the total Council resources allocated to a scheme exceeds £250,000 where it did not before, and such increase is not more than £25,000 above the value of the original scheme
- (vi) approval of additions or reductions in the Council resources allocated to schemes where the original scheme was more than £250,000 and the change is less than £250,000.

If (v) or (vi) of the above conditions applies the Cabinet will not be able to make the change if in the view of the Section 151 Officer, the change significantly affects the scheme or the funding of the Capital Plan.

The Cabinet approves the release of funding for each project in the Programme which is over £50,000. The release of funding for projects below this level is approved in accordance with the Council's Financial Procedure Rules.

(f) Disposal of Assets

Obsolete, non-repairable or unnecessary assets should be disposed of with a view to achieving the most economically advantageous outcome for the Council having regard to the transparency and cost effectiveness of the disposal method, the timeliness of disposal and the likely price achievable.

Where individual assets, **(which are not land or buildings)**, valued over £20,000 need to be disposed of and written off Cabinet approval must be sought in advance. Items which are valued at below £20,000 can be approved at officer level. Details of officer approval levels are contained in the Financial Procedure Rules.

Where land and property **(buildings)** assets with a freehold value of over £100,000 or a leasehold value of over £50,000 need to be disposed of or written off **(excluding Right to Buy applications)** Cabinet approval to the terms of the disposal must be sought in advance. Items which are valued at below these amounts can be approved at officer level. Details of officer approval levels are contained in the Financial Procedure Rules.

(m) Capital Strategy and Treasury Management

The Council ~~creates~~ **prepares** and maintains, as the cornerstones for effective **management of capital expenditure and funding and** treasury management, **a Capital Strategy**, a Treasury Management ~~Strategy~~ Statement, an Annual Investment Strategy and Minimum Revenue Provision ~~Strategy~~ **Policy** which are all approved by Council **in advance of the financial year to which they relate** each year and progress against them is monitored on a regular basis by Council.

The Audit Committee is responsible for ensuring effective scrutiny of the **capital strategy and** treasury management strategy and policies.

The detailed operational procedures are covered by the Treasury Management Practices document ~~which is the responsibility of the~~. The Section 151 Officer **is the responsible officer for reviewing and maintaining the detailed operational procedures for Treasury Management.**

Item 5 - Webcasting, Filming and Recording of Meetings

It is proposed that the following change be made to Chapter 9, section 9.18 (a) of the Constitution with added text shown in bold and underlined:

- (a) Members of the public should not disrupt the conduct of meetings and must not be abusive or threatening towards the Councillors and officers attending meetings. **Any filming, recording, or reporting from meetings, including social media, should not be disruptive or intrusive.**

Item 6 – Licensing Committee

It is proposed that the following change be made to Chapter 5, section 5.5 (c) of the Constitution with added text shown in bold and underlined and deleted text shown as struck through:

- (c) Licensing Committee

Functions	Delegation
<p>12. To consider a hackney carriage or private hire vehicle licensee's continued fitness to hold a licence in cases where an individual licensee reaches 12 points, under the Council's Penalty Point Scheme, in a rolling 12-month period.</p> <p>12. <u>To consider a hackney carriage proprietor and driver licensee, and/or private hire driver or operator licensee's continued fitness to hold a license, including cases where an individual licensee reaches 12 points under the Council's Penalty Point Scheme, in a rolling 12-month period.</u></p>	<p>Items 3, 4, 6, 7, 9, 10, 11, 12 and 13 have been delegated to the Licensing Sub-committee.</p>

Item 7 – Personnel Committee

It is proposed that the following changes be made to Chapter 5, section 5.5 (e) of the Constitution with added text shown in bold and underlined and deleted text shown as struck through:

Functions	Delegation
<ol style="list-style-type: none"> 1. To determine the terms and conditions on which staff hold office and policies relating to those terms and conditions including procedures for dismissal 2. To determine appeals by a JNC Officer against dismissal. 3. To determine all other employment related appeals for JNC staff which are provided for in the Council’s procedures. 4. To make recommendations to Council on the appointment or dismissal of the Head of Paid Service. 5. To make appointments to Chief Officer and Statutory Officer posts excluding the Head of Paid Service. 6. To make councillor appointments to the Joint Negotiating and Consultative Committee. 7. To undertake the Chief Executive’s Performance and Development Review. 	<p>Officers are authorised to exercise the powers set out in section 8 of the Constitution</p> <p>Items 2 to 4 and 6 <u>2,3,4,6 and 7</u> have been delegated to Personnel Panels.</p> <p>The Personnel Committee will appoint panels which will consist of five members (with a quorum of three) for functions 2 to 4 and 6 <u>2,3,4,6 and 7</u></p>

Item 8 – Scheme of Delegation to Officers

It is proposed that the following changes be made to Part 2a of the Constitution (Section 8) paragraphs 1(v), 3, 15, 16, 33 with deleted text shown as struck through and added text shown in bold and underlined:

- 4 (v) the application is submitted by a serving member of the Council, a ~~person who has served as a member of the council at any time during the four-year period prior to the submission of the application,~~ **or** a serving officer of the Council. ~~or a person who served as an officer of the council at any time during the two-year period prior to the submission of the application.~~

- ~~3. To agree extensions to the time limits for implementing planning permissions where no demonstrable harm would be caused to an interest of acknowledged importance.~~
- 15. To respond to **notifications and** applications for determinations under ~~parts 6, 7, 24 and 31 of the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 1995~~ **2015 (as amended) and any subsequent revisions to the Order.**
- ~~16. To respond to applications made under the Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013~~
- 33. To serve hedgerow retention **and hedgerow replacement** notices in consultation with the Chair of Plans Committee.

Minor wording changes proposed		
Current wording	Proposed wording	Reason
<p>To determine all planning applications and applications for advertisement consent, listed building consent, conservation area consent and consent to carry out works to protected trees, except where:</p> <p>(i) the application is contrary to the provisions of an approved or draft Development Plan policy or Supplementary Planning Guidance and is recommended for permission</p>	<p>To determine all planning applications and applications for advertisement consent, listed building consent, conservation area consent and consent to carry out works to protected trees, except where:</p> <p>(i) the application is contrary to the provisions of an approved or draft or submitted Development Plan policy or Supplementary Planning Guidance and is recommended for permission</p>	<p>Draft policies can and do change through the early part of the plan making process and as such the weight that can be attached to them is limited. It is therefore proposed to limit the caveat so that Committee consider applications that conflict with adopted development plan policy (including policies in the local plan and neighbourhood plans) and new policies that have been formally submitted to the Secretary of State for Examination.</p> <p>As a planning tool Supplementary planning guidance no longer exists although legacy guidance that links to a saved</p>

		development plan policy remains available to support planning decisions. Nevertheless, supplementary planning guidance, and their successor 'supplementary planning documents' do not form part of the statutory development plan and their utility is simply to assist and guide the decision maker to understand the parent policy. Therefore, it is considered they can be removed from this caveat.
5. To approve details submitted in compliance with conditions on planning permissions.	5. To approve details submitted in compliance with conditions and planning obligations on planning permissions.	To ensure that obligations secured under Section 106 legal agreements are effectively monitored and discharged
To execute urgent works under section of the Planning (Listed Buildings and buildings in Conservation Areas) Act 1990	To execute urgent works under section 54 and determine the extent of urgent works under section 9(3) of the Planning (Listed Buildings and buildings in Conservation Areas) Act 1990	Minor amendment to ensure delegated authority is available to determine the extent of urgent works required and to amend a typo in the provision.

Item 9 – Definition of a Key Decision

It is proposed that the following changes be made to Chapter 13, section 13.6 of the Constitution with added text shown in bold and underlined and deleted text shown as struck through:

“A key decision is an Executive decision which is likely:

- *to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the*

Council's budget for the service or function to which the decision relates, or

- *to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough.*

The Council has developed the following guidance for what constitutes a key decision. A key decision is one which:

- *commits the Council to expenditure, savings or increases or reductions in income of ~~£100,000~~ **£150,000** 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”.