



SCRUTINY MANAGEMENT BOARD

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To: Councillors Miah (Chair), Parsons (Vice-Chair), Bebbington, Capleton, Fryer, K. Harris, Ranson and Seaton (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Scrutiny Management Board to be held in Committee Room 2 - Council Offices on Wednesday, 6th March 2019 at 6.30 pm for the following business.

Chief Executive

Southfields
Loughborough

26th February 2019

AGENDA

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

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16
- No questions were submitted.
6. SCRUTINY WORK PROGRAMME AND ISSUES ARISING FROM SCRUTINY GROUPS AND PANELS 9 - 60
- A report of the Head of Strategic Support to assist the Board in determining the Scrutiny Work Programme.
7. CRIME AND DISORDER REDUCTION AND COMMUNITY SAFETY 61 - 82
- A report of the Head of Neighbourhood Services to ensure that the statutory responsibility to scrutinise the Community Safety Partnership, at least every 6 months, is undertaken effectively and to ensure the continued monitoring of incidences of crime in Charnwood.
8. MEETING AFFORDABLE HOUSING NEEDS IN THE BOROUGH - BRIEFING NOTE 83 - 92
- A briefing note of the Strategic Director of Housing, Planning, Regeneration and Regulatory Services setting out the actions the Council is taking and plans to take to meet affordable housing needs in the Borough. The Board wished to receive this information to assist it in deciding whether more detailed scrutiny of the matter would be useful and add value.
9. BUSINESS PLAN 2019/20 (CABINET REPORT)
- As programmed by the Board at its last meeting, a report to be considered by the Cabinet at its meeting on 14th March 2019: Business Plan 2019/20, for scrutiny. *To follow.*
10. DRAFT ANNUAL SCRUTINY REPORT 2018/19 93 - 104
- A report of the Head of Strategic Support presenting a draft Annual Scrutiny Report 2018/19, for recommendation to Council for approval.
11. ALLOCATION OF SCRUTINY WORK PROGRAMME ITEMS TO NEW SCRUTINY STRUCTURE 105 - 144
- A report of the Head of Strategic Support to assist the Board in allocating items on the scrutiny work programme to the new scrutiny structure agreed by Council on 25th February 2019.
12. BUDGET SCRUTINY PROCESS (2020/21 BUDGET) 145 - 149
- A report of the Strategic Director of Corporate Services to consider the budget scrutiny process for the 2020/21 budget.

SCRUTINY QUESTIONS

What topics to choose?

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

Pre-decision scrutiny

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

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

Basic Questions

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

SCRUTINY MANAGEMENT BOARD 23RD JANUARY 2019

PRESENT: The Chair (Councillor Miah)
Councillors Bebbington, Capleton, Fryer, K. Harris
and Seaton

Chief Executive
Head of Strategic Support
Democratic Services Officer (LS)

APOLOGIES: Councillors Parsons and Ranson

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

26. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 24th October 2018 were confirmed as a correct record and signed.

27. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

28. DECLARATIONS - THE PARTY WHIP

No declarations were made.

29. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURE 11.16

No questions had been submitted.

30. SCRUTINY WORK PROGRAMME AND ISSUES ARISING FROM SCRUTINY
GROUPS AND PANELS

Considered a report of the Head of Strategic Support to enable the Board to agree the Scrutiny Work Programme, including considering requests from other scrutiny bodies and updates on the delivery of the Work Programme, identify Key Decisions on which scrutiny could be undertaken, to consider whether scrutiny of any procurement activity should be programmed, and setting out Cabinet's responses to recommendations made by the Board at its last meeting (item 6 on the agenda filed with these minutes).

The Chief Executive assisted with consideration of the report.

RESOLVED

1. that the deletions made from its work programme by the Policy Scrutiny Group at its meeting on 13th November 2018 (Minute 28.2) and the reason for that, as detailed on the third page of the report, be noted;
2. that the Cabinet's response to the recommendations of the Five Year Housing Supply Scrutiny Panel as agreed by the Scrutiny Management Board at its meeting on 24th October 2018, as detailed on the fifth and sixth page of the report, be noted;
3. that the Cabinet's response to recommendations made by the Board at its meeting on 24th October 2018 in respect of the Management of Public Open Space, as detailed on the sixth and seventh page of the report, be noted;
4. that forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 1 to the report, and scheduled scrutiny of those matters, be noted, and that further items be scheduled for scrutiny as follows:
 - (i) Strategic and Private Sector Housing Fees and Charges Policy – Policy Scrutiny Group, 5th February 2019;
 - (ii) Lightbulb Service Implementation Update – Overview Scrutiny Group, 11th February 2019;
 - (iii) Council Tax Amendment to Empty Homes Premium and Exemptions – remove from Overview Scrutiny Group, 11th February 2019;
 - (iv) Capital Strategy – Overview Scrutiny Group, 11th February 2019;
 - (v) Revenues and Benefits Future Service Delivery Options – Scrutiny Management Board, 6th March 2019;
 - (vi) Local Development Scheme – Overview Scrutiny Group, 11th March 2019;
 - (vii) Business Plan 2019/20 – Scrutiny Management Board, 6th March 2019;
5. that the Annual Procurement Plan (and Quarterly Updates), set out in Appendix 2 to the report, be noted;
6. that the Scrutiny Work Programme, set out in Appendix 3 to the report, be noted and updated in accordance with the decisions taken above and at this meeting;
7. that a briefing note be submitted to the next meeting of the Board (6th March 2019) setting out the actions the Council is taking and plans to take to meet affordable housing needs in the Borough.

Reasons

1. To ensure that the Board was aware of the deletions made by the Group.
2. To ensure that the Board was informed of the outcome of scrutiny panel recommendations. The Board did not indicate at this meeting when it wished to receive an update on implementation of the Cabinet decisions. Usual practice was for an update report to be submitted to the Board six months after the

decisions had been taken, to ensure implementation was monitored as part of the process of ensuring the effectiveness of the scrutiny function.

3. To ensure that the Board was informed of the outcome of the recommendations. The Board did not indicate at this meeting how it considered scrutiny might monitor the issue in future, as suggested by the Cabinet.
4. To ensure timely and effective scrutiny. The Board noted that, in respect of the items scheduled for Policy Scrutiny Group and Scrutiny Management Board, the Cabinet reports would need to follow the agendas for those meetings. Pre-decision scrutiny of the item removed from the Overview Scrutiny Group's work programme was not necessary, in particular because the Cabinet decision was reserved to Council.
5. The Board had decided to consider the Annual Procurement Plan and Quarterly Updates (submitted to Cabinet) to ensure that timely and effective scrutiny of any procurement activity was programmed or to ensure that the Cabinet was informed of any views of the Board on procurement matters.
6. To ensure that the information contained within the Work Programme was up to date.
7. The Chair and Vice-chair of Policy Scrutiny Group had raised the issue of whether all actions and initiatives which the Council could take or promote to help meet affordable housing needs in the Borough were being pursued. A briefing note would inform the Board of the current position and assist it in deciding whether more detailed scrutiny of the matter would be useful and add value, perhaps via a scrutiny panel.

31. BUDGET SCRUTINY PANEL

Considered a report of the Budget Scrutiny Panel following its scrutiny of the draft budget 2019/20 (item 7 on the agenda filed with these minutes).

Councillor Miah, Chair of the Panel, presented the report. The Chief Executive also assisted with questions on the matter.

RESOLVED

1. that the content and recommendations in the Budget Scrutiny Panel report be endorsed and that the report be **submitted to the Cabinet** for consideration;
2. that, in respect of conclusion (x) of the Panel, the suggestion be supported, and pre-decision scrutiny of the financial matters set out be undertaken as a matter of course.

Reasons

1. To enable the Cabinet to consider the recommendations, which the Board supported.

2. To support the view of the Panel in respect of this matter.

32. NEW SCRUTINY COMMITTEE STRUCTURE

Considered a report of the Monitoring Officer setting out proposals for a new scrutiny committee structure, for recommendation to full Council (item 8 on the agenda filed with these minutes).

The Head of Strategic Support assisted with consideration of the report. Further to the report, he stated that the recommendations set out, if agreed by the Board, would be submitted to Council on 25th February 2019. If agreed by Council, a further report setting out a 2019/20 meetings schedule to accord with the revised scrutiny structure would be submitted to the next Council meeting on 25th March 2019. A report would also be submitted to the next meeting of the Board on 6th March 2019 to enable it to review the current scrutiny work programme and allocate items it wished to be carried over to the new scrutiny structure. The Head of Strategic Support also advised that the correct name of the proposed scrutiny committee under the fourth bullet point of recommendation 1 in the report was the Housing, Planning, Regeneration and Regulatory Services Scrutiny Committee.

The Board asked the Head of Strategic Support to:

- (i) Ensure that it was clear in the report submitted to Council on 25th February 2019 that it was only proposed to change the scrutiny structure and that the executive, regulatory and governance committees of the Council would be unchanged.
- (ii) Ensure that the report to be submitted to the Board on 6th March 2019 to allocate items to the new scrutiny structure clearly states, for each item, a recommendation as to the new scrutiny committee it is most appropriately allocated to, perhaps via an extra column indicating that on the current scrutiny work programme.

RESOLVED that it be recommended to Council that:

1. that the current scrutiny committee structure set out in the Constitution be replaced with the following committees as from the commencement of the 2019/20 civic year:
 - Scrutiny Commission (consisting of 7 members selected on a politically balanced basis, quorum to be 4 members),
 - Scrutiny Call-In Committee (consisting of 8 members being the Chairs and Vice-chairs of the other 4 scrutiny committees, quorum to be 5 members),
 - Corporate Services Scrutiny Committee (consisting of 7 members selected on a politically balanced basis; quorum to be 4 members),
 - Housing, Planning, Regeneration and Regulatory Services Scrutiny Committee (consisting of 7 members selected on a politically balanced basis, quorum to be 4 members),

- Neighbourhoods & Community Wellbeing Scrutiny Committee (consisting of 7 members selected on a politically balanced basis, quorum to be 4 members);
2. that the overall areas of responsibility for each of the new scrutiny committees be as summarised in Part B of the report of the Monitoring Officer;
 3. that the Constitution be amended as required to implement the new scrutiny committee structure as set out in resolutions 1 and 2 above, with the detailed amendments to be set out by the Monitoring Officer for Council within a report to Council.

Reason

- 1 to 3. To implement a new scrutiny committee structure, following on from the recommendation made by the Centre for Public Scrutiny that the current scrutiny structure should be reviewed.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 25th February 2019 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Management Board.

SCRUTINY MANAGEMENT BOARD – 6TH MARCH 2019

Report of the Head of Strategic Support

ITEM 6 SCRUTINY WORK PROGRAMME AND ISSUES ARISING FROM SCRUTINY GROUPS AND PANELS

Purpose of the Report

To enable the Board to review and agree the Scrutiny Work Programme. This includes considering requests from other scrutiny bodies and updates on the scrutiny of items previously agreed, as well as details of upcoming Executive Key Decisions and of procurement activity, to enable appropriate scrutiny to be identified.

To inform the Board of the Cabinet's response to the recommendation made by the Board at its meeting on 23rd January 2019 (Budget Scrutiny Panel).

Action Requested

1. To consider a recommendation made by the Performance Scrutiny Panel at its meeting on 19th February 2019 (Minute 54.1) that the Board includes in the appropriate scrutiny committee's work programme scrutiny of the new service model replacing the Troubled Families Programme (Supporting Leicestershire Families).
2. To note that the exempt Cabinet report "Revenues and Benefits Future Service Delivery Options" is not available for scrutiny at this meeting as the item has been rescheduled from the Cabinet's meeting on 14th March 2019 to its following meeting on 11th April 2019.
3. To note the Cabinet's response to the recommendation made by the Board at its meeting on 23rd January 2019 (Budget Scrutiny Panel), as detailed on the fourth page of this report.
4. To consider whether any forthcoming Executive Key Decisions or decisions to be taken in private by the Executive which are not currently programmed for scrutiny should be added to the Scrutiny Work Programme (see Appendix 1).
5. To consider whether any procurement activity from the Annual Procurement Plan (and Quarterly Updates) should be added to the Scrutiny Work Programme or recommendations made to the Cabinet (see Appendix 2).
6. To agree that the Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during the course of this meeting (see Appendix 3).

Reasons

1. The Panel wished to highlight the importance of continued scrutiny of this service, particularly as partner contributions would cease after this civic year to

the Troubled Families Programme, and that the replacement Children and Family Wellbeing Service which would become operational in April 2019 would benefit from review.

2. To inform the Board of the position in respect of this matter.
3. To ensure that the Board is informed of the outcome of its recommendation.
4. To ensure timely and effective scrutiny.
5. To ensure timely and effective scrutiny or to ensure that the Cabinet are informed of any views of the Board on procurement matters.
6. To ensure that the information contained within the Work Programme is up to date.

Policy Context

The Corporate Plan commits the Council to review and improve its approach to the delivery of services to ensure it is constantly working to achieve a better service providing better value for money and enhancing the performance and commitment to service delivery.

Updates on Scrutiny Bodies

Budget Scrutiny Panel

At its meeting on 23rd January 2019, the Board considered the report of the Budget Scrutiny Panel, resolving to endorse the content and recommendations of the Panel on the Council's 2019/20 draft budget and report those to the Cabinet. The Cabinet's response to the Board's report, which was considered on 14th February 2019, is outlined later in this report.

Consideration of the process for scrutiny of the Council's 2020/21 draft budget is the subject of a separate report on the agenda for this meeting.

Overview Scrutiny Group

The Overview Scrutiny Group is responsible for scrutiny of proposed Cabinet decisions (pre-decision scrutiny) and scrutiny of external public service providers and partners, outside bodies and services shared with other local authorities.

The Group has met once since the last ordinary meeting of the Board, on 11th February 2019, undertaking pre-decision scrutiny of Cabinet reports on (i) Lightbulb Service Implementation Update and (ii) Capital Strategy (including Treasury Management Strategy) 2019/20. The Group supported the officer recommendations in the reports and reported that to the Cabinet on 14th February 2019.

The next meeting of the Group is scheduled to be held on 11th March 2019.

Performance Scrutiny Panel

The Performance Scrutiny Panel has the remit of reviewing or seeking improvement in Council performance. It receives regular performance reports and suggests items for the scrutiny work programme.

The Panel has met twice since the agenda for the last ordinary meeting of the Board was published, on 22nd January 2019 and 19th February 2019. The Panel had one recommendation that it wished to make to the Board, this is set out in the actions requested on the first page of this report.

There are no further meetings of the Panel scheduled for the 2018/19 Council year.

Policy Scrutiny Group

Policy Scrutiny Group is responsible for reviewing policies and the processes used to develop them and for monitoring the progress and methods of scrutiny panels against the work programme and the timetable agreed by the Board, and may suggest changes to the scrutiny work programme.

The Group has met once since the last ordinary meeting of the Board, on 5th February 2019. The Group did not have any recommendations that it wished to make to the Board.

The next meeting of the Group is scheduled to be held on 9th April 2019.

Scrutiny Panels

There are currently no scrutiny panels in progress.

Forthcoming Key Decisions And Decisions To Be Taken In Private By Charnwood Borough Council's Executive

The latest Notice of Forthcoming Executive Key Decisions and Decisions to be taken in Private by the Executive, published on 13th February 2019, is attached as Appendix 1.

The purpose of considering forthcoming decisions is to allow the Board to ensure that they are programmed for consideration by scrutiny where necessary.

Annual Procurement Plan (or Quarterly Update)

The report to be considered by the Cabinet on 14th March 2019 setting out the Annual

Procurement Plan 2019/20 is due to be published on 1st March 2019 after the publication of the agenda for this meeting. Therefore, this will be circulated to members of the Board to follow this report, as Appendix 2.

At its meeting on 25th January 2017, the Board decided to consider the Annual Procurement Plan (and Quarterly Updates) submitted to the Cabinet as part of this

report, to enable the Board to consider whether scrutiny of any procurement activity should be programmed or recommendations made to the Cabinet.

Scrutiny Work Programme

The current Scrutiny Work Programme, as it stood at the time of the publication of this agenda, is attached as Appendix 3 to enable the Board to decide which scrutiny body should consider new items and currently unscheduled items, and when those should be considered.

Any decisions taken by the Board during the meeting will be reflected in an updated Work Programme.

Cabinet Responses to Recommendations of the Board

Budget Scrutiny Panel

At its meeting on 14th February 2019, the Cabinet considered the findings and recommendation of the Budget Scrutiny Panel as endorsed by the Scrutiny Management Board at its meeting on 23rd January 2019, along with officer advice and recommendation in response. The Chair of the Panel, Councillor Miah, attended the Cabinet's meeting to present the Panel's report and recommendation. The report considered by the Cabinet is attached at Appendix 4 (for the purposes of this report, the appendices to the Panel's report are not included, but these were submitted to the Cabinet and are available [here](#)). The following minute extract sets out the Cabinet's decision in respect of this matter:

"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."

Appendices: Appendix 1 – Latest Notice of Forthcoming Executive Key Decisions and Decisions to be taken in Private by the Executive, published 13th February 2019

Appendix 2 – Annual Procurement Plan 2019/20 (Cabinet Report 14th March 2019) (to follow)

Appendix 3 – Scrutiny Work Programme

Appendix 4 – Report to Cabinet 14th February 2019 “Budget Scrutiny Panel” (omits appendices to Panel’s report).

Background Papers: None

Officer to Contact: Laura Strong
Democratic Services Officer
01509 634734
laura.strong@charnwood.gov.uk



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

**Published
13th February 2019**

What is a Key Decision?

A key decision is one which:

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

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

What is a Private Meeting?

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

Representations

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

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

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

FORTHCOMING EXECUTIVE KEY DECISIONS

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|---|--|-----------------------------|--|-----------------------------|--|---|
| Lightbulb Service Implementation Update | To provide an update on the implementation of the Lightbulb Service in Charnwood and to consider whether to continue the project. | Cabinet | 14th February 2019 | Report | Yes | Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk |
| Council Tax – Amendment to Empty Homes Premium and Exemptions | To seek approval of changes to the Council Tax charges for Empty Homes and to introduce an exemption for Care Leavers. | Cabinet | 14th February 2018 | Report | Yes | Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk |
| Capital Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2019-20 | To seek approval to a Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2019-20 and the annual report on the Prudential Code, for recommendation to Council. | Cabinet Council | 14th February 2019 25th February 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| 2019-20 General Fund and HRA Revenue Budgets and Council Tax | To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2019-20 and to propose the Council Tax for approval by Council. | Cabinet Council | 14th February 2019 25th February 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Charnwood Grants | To consider applications for revenue funding received in round four (additional) of the Community Facilities Capital Grants and Community Development Grant Schemes for 2018/19. | Cabinet | 14th March 2019 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|---|--|-----------------------------|--|-----------------------------|--|---|
| Children and Young People's Strategy 2019-2024 | To consider the Children and Young People's Strategy 2019-2024 for approval. | Cabinet | 14th March 2019 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |
| Housing Income and Financial Inclusion Policy 2019-2024 | To consider a Housing Income and Financial Inclusion Policy 2019-2024 for approval. | Cabinet | 14th March 2019 | Report | Yes | Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk |
| Capital Plan Amendment Report | To consider and approve amendments to the current Capital Plan. | Cabinet Council | 14th March 2019 25th March 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Annual Procurement Plan 2019/20 | To seek approval to the Annual Procurement Plan for 2019/20. | Cabinet | 14th March 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Housing Capital Programme | To approve the annual investment programme for improvements to the Council's housing stock. | Cabinet | 14th March 2019 | Report | Yes | Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk |
| Local Development Scheme | To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed. | Cabinet | 14th March 2019 | Report | Yes | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|--|-----------------------------|--|-----------------------------|--|---|
| Business Plan 2019/20 | To set out the Council's principal activities in delivering the Corporate Plan for the Council Year 2019/20. | Cabinet | 14th March 2019 | Report | Yes | Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk |
| Review of Contract with Fortem Solutions Ltd for Planned Works, Voids and Associated Works | To review the first year of the contract with Fortem and to advise members of the current position, and delivery going forward to 2019/20. | Cabinet | 14th March 2019 | Report | No | Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk |
| Revenues and Benefits – Future Service Delivery Options | To review the future service delivery options for the Revenues and Benefits Service and approve a final option to be implemented. | Cabinet | 11th April 2019 | Report | No | Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk |
| Building Control Alternative Service Delivery Project | To request approval of the preferred delivery model for the provision of future building control services. | Cabinet | 11th April 2019 | Report | No | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |
| Charnwood Grants | To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20. | Cabinet | 6th June 2019 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |
| Capital Plan Outturn 2018/19 | To report the Council's capital expenditure results for 2018/19 subject to audit. | Cabinet | 6th June 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|--|-----------------------------|--|-----------------------------|--|---|
| General Fund and HRA Revenue Outturn Report (2018/19) and Carry Forward of Budgets | To report the Council's revenue expenditure results for 2018/19 subject to audit. | Cabinet | 6th June 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Capital Plan Amendment Report | To consider and approve amendments to the Capital Plan. | Cabinet Council | 4th July 2019 2nd September 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Amendments to Annual Procurement Plan | To consider possible amendments to the Annual Procurement Plan. | Cabinet | 4th July 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Charnwood Dog Control Public Spaces Protection Order 2019 | To approve the formal Notice of Intention to renew the Borough-wide Public Spaces Protection Order for Dog Control (dog fouling, dogs on leads and dogs under control) under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014. | Cabinet | 4th July 2019 | Report | Yes | Alan Twells Head of Regulatory Services Tel: 01509 634650 alan.twells@charnwood.gov.uk |
| Charnwood Grants | To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20. | Cabinet | 19th September 2019 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |
| Amendments to Annual Procurement Plan | To consider possible amendments to the Annual Procurement Plan. | Cabinet | 19th September 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|---|-----------------------------|--|-----------------------------|--|---|
| Capital Plan Amendment Report | To consider and approve amendments to the Capital Plan. | Cabinet Council | 19th September 2019 4th November 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Medium Term Financial Strategy 2020-2023 | To present a revised MTFs to Cabinet and Council for approval. | Cabinet Council | 14th November 2019 January 2020 | Report Report | Yes Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Draft Capital Plan 2020/21 – 2022/23 | To consider the draft Capital Plan for consultation. | Cabinet | 12th December 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Charnwood Grants | To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20. | Cabinet | 12th December 2019 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |
| Draft General Fund and HRA 2020-21 Budgets | To seek approval to the Draft Revenue Budget for 2020-21 as a basis for consultation. | Cabinet | 12th December 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Capital Plan Amendment Report | To consider and approve amendments to the Capital Plan. | Cabinet Council | 12th December 2019 January 2020 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|---|--|-----------------------------|--|-----------------------------|--|---|
| Amendments to Annual Procurement Plan | To consider possible amendments to the Annual Procurement Plan. | Cabinet | 12th December 2019 | Report | Yes | Tina Stankley Head of Finance and Property Services Tel: 01509 634810 tina.stankley@charnwood.gov.uk |
| Charnwood Grants – Strategic Partners (2020/21 – 2021/22) | To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years. | Cabinet | January 2020 | Report | Yes | Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk |

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

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

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|--|------------------------------------|---|------------------------------------|---|---|
| Review of Contract with Fortem Solutions Ltd for Planned Works, Voids and Associated Works | To review the first year of the contract with Fortem and to advise members of the current position, and delivery going forward to 2019/20. | Cabinet | 14th March 2019 | Report | No | Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk |
| Revenues and Benefits – Future Service Delivery Options | To review the future service delivery options for the Revenues and Benefits Service and approve a final option to be implemented. | Cabinet | 11th April 2019 | Report | No | Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk |
| Building Control Alternative Service Delivery Project | To request approval of the preferred delivery model for the provision of future building control services. | Cabinet | 11th April 2019 | Report | No | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |

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

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

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

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|-----------------------|----------------------------|--|--|--|--|---|
| Budget Scrutiny Panel | Meeting #1 June 2019 | Quarter 4 /final outturn in respect of the previous financial year: <ul style="list-style-type: none"> • Revenue • Capital • Housing Revenue Account | Final outturn position information provided to be at same level of detail/presentation style as the budget report, to assist comparison (see SMB Min.44, 28 March 2018). | Part of process for effective scrutiny of Council's budget. For context purposes. The matter of budget underspends can be considered. | Lead Member/ S. Jackson / T. Stankley | Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019. |
| Budget Scrutiny Panel | Meeting #2 October 2019 | Draft Medium Term Financial Strategy (MTFS) | Review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets. Information to be provided by the Leader/Lead Member at this meeting that will assist the Panel in scrutinising the policy background to and the rationale behind the draft budget to be proposed (see SMB Min.44, 28 March 2018). | Part of process for effective scrutiny of Council's budget. | Leader/ Lead Member / S. Jackson/ T. Stankley | Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|-----------------------|-----------------------------|--|--|---|--|---|
| Budget Scrutiny Panel | Meeting #3 December 2019 | Draft General Fund and HRA Budgets (and Capital Plan if appropriate) | Scrutiny of draft General Fund and HRA budgets (and Capital Plan if appropriate) | Part of process for effective scrutiny of Council's budget. | S. Jackson/ T. Stankley Relevant Heads of Service and Lead Members | <p>Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019.</p> <p>At meeting on 26th June 2018 the Panel agreed that the process agreed by the Scrutiny Management Board be amended so that the Panel's third meeting becomes a formal one at which scrutiny of the draft General Fund and Housing Revenue Account (HRA) budgets would take place and that officers be asked to look at options for rescheduling the Panel's third meeting to a date later in December. This would enable the Panel to have more time to prepare its report and consider its conclusions and recommendations at its fourth meeting.</p> |
| Budget Scrutiny Panel | Meeting #4 January 2020 | Draft General Fund and HRA Budgets (and Capital Plan if appropriate) | Consideration of draft report for submission to Cabinet (via SMB) as part of the budget setting process. | Part of process for effective scrutiny of Council's budget. | Lead Member/ S. Jackson | <p>Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019.</p> <p>See note below re amendment to process agreed by Panel on 26th June 2018.</p> <p>Note: Capital Plan part of process for budget scrutiny in 2020/21 (every two years).</p> |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|-------------------------|---|--|--|---|--|---|
| Overview Scrutiny Group | 11 th March 2019 (standing item) | OSG Pre-decision scrutiny – Cabinet Response | A report of Cabinet, setting out the response of Cabinet to recommendations by the Overview Scrutiny Group on pre-decision scrutiny items. | | N. Ansari (report) Lead Officer (meeting) | |
| Overview Scrutiny Group | 11 th March 2019 (standing item) | Work Programme | To agree and schedule items to be considered at future meetings. | To allow the Group to identify items, including the scrutiny of forthcoming Key Decisions, pre-decision scrutiny and the scrutiny of external public service providers and partners. | N. Ansari (report) Lead Officer (meeting) | |
| Overview Scrutiny Group | 11 th March 2019 (standing item) | Cabinet items for pre-decision scrutiny | | | To be confirmed | Items may be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda. |
| Overview Scrutiny Group | 11 th March 2019 (if applicable, standing item) | Pre-decision scrutiny of any specific financial matters to be considered by Cabinet. | | Pre-decision scrutiny of any out-turn reports, virements and in-year service pressures, particularly when they are related to additional costs arising from decisions by other agencies to reduce services. | To be confirmed | Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019). |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|-------------------------|-----------------|---|------------------------------------|---|---------------------|--|
| Overview Scrutiny Group | 11th March 2019 | Local Development Scheme | | Pre-decision scrutiny of Cabinet report. | R. Bennett | Added by SMB 23 January 2019. |
| Overview Scrutiny Group | June 2019 | Capital Plan Outturn 2018/19 | | Cabinet item for pre-decision scrutiny. | T. Stankley | Added by SMB 08 August 2018 (see min 14.3). |
| Overview Scrutiny Group | June 2019 | General Fund and HRA Revenue Outturn 2018/19 and Carry Forward of Budgets | | Cabinet item for pre-decision scrutiny. | T. Stankley | Added by SMB 08 August 2018 (see min 14.3). |
| Overview Scrutiny Group | As required | Capital Plan Amendment Reports | | Cabinet Report for Pre-decision Scrutiny. | T. Stankley | Agreed by OSG at its meeting on 13th November 2017, with the item to be included when the Chair and Vice-chair identify that there are particular issues that require scrutiny in that quarter's report. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---|--------------|-------|------------------------------------|---------------------|---------------------|-------------------------------------|
| <p>Note: Over the next 12 months, meetings of the Overview Scrutiny Group will be held as follows:</p> <ul style="list-style-type: none"> 8 April 2019 3 June 2019 1 July 2019 5 August 2019 16 September 2019 14 October 2019 11 November 2019 9 December 2019 | | | | | | |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|---|--|--|---|-----------------------------|--|
| Performance Scrutiny Panel | June 2019 (standing item at every meeting) | Work Programme | To consider items for future meetings | To allow the Panel to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board. | N. Conway/ A. Ward | |
| Performance Scrutiny Panel | June 2019 | Charnwood Lottery | To monitor the performance of the Charnwood Lottery six clear months after commencement of the scheme | to scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes. | Cllr Taylor / C. Traill | Agreed by SMB 28 March 2018 (Min 46.1) (following request from PSP 14 February 2018). Scheduled PSP 16 April 2018 (min 57.3) Rescheduled PSP 22 Jan 2019 (min 44.1) |
| Performance Scrutiny Panel | June 2019 (yearly) | Housing Rent Arrears – Internal Mechanisms | To detail the Council's internal mechanisms for reporting and taking action in relation to housing rent arrears. | SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value. Additional information requested to be included in Housing rent arrears regarding universal credit. | Cllr Mercer / P. Oliver | See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016. Regular six-monthly update reports agreed by PSP on 23 August 2016. Re-scheduled by PSP on 14 February 2017 (minute 49.3). Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017. Agreed at the meeting to revert to its routine six-monthly cycle. Agreed to review housing rent arrears on an annual basis PSP 16 April 2018 (min 55.4) |
| Performance Scrutiny Panel | June 2019 (annual item) | Capital Monitoring including Outturn | Monitoring of position with the Council's Capital Plan. | To ensure progress to the Council's Capital Plan and its financing are satisfactory. | Cllr. Barkley / T. Stankley | Annual report. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|-----------------------------|---|---|---|---|---|
| Performance Scrutiny Panel | June 2019 (annual item) | Revenue Monitoring (General Fund and HRA) Outturn | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | Quarterly Report considered at the same time annually. |
| Performance Scrutiny Panel | June 2019 (annual item) | Performance Information (Quarter 4 Report – Year End) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | Quarterly Report considered at the same time annually. |
| Performance Scrutiny Panel | June 2019 (Regular Item) | Online Customer Service | Progress update regarding performance data relating to online customer service functions, including tracking the increase in use of online services and the number of failed online interactions. | To monitor progress regarding online customer service functions interfacing with Council customers work and development. | Cllr Rollings / S. Jackson | Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 15 December 2015. Agreed by PSP on 16 February 2016 that an update be received in 6 months and that a Project Board member should attend. Agreed by PSP on 23 August 2016 that an update be received. Agreed by PSP 04 July 2017 and at 12 December 2017 that a six-monthly update be received. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|---------------------------------------|--|---|---|---|---|
| Performance Scrutiny Panel | August 2019 (Six-monthly item) | Update Report – Housing Repairs Complaints | To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaints procedure. | The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these. | Cllr Mercer / P. Oliver | <p>Quarterly Report considered at the same time annually.</p> <p>Agreed by SMB 18 June 2014 following recommendation of PSG.</p> <p>Scheduled by PSP 08 July 2014.</p> <p>Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.</p> <p>Agreed at 12 December 2017 that a six monthly update be received.</p> |
| Performance Scrutiny Panel | August 2019 (annual item) | Performance Information (Quarter 1 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | Quarterly Report considered at the same time annually. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|-------------------------------|--|--|--|------------------------------------|---|
| Performance Scrutiny Panel | October 2019 | Empty Homes Strategy - Monitoring of Action Plan | Monitoring the action plan associated with the Empty Homes Strategy. | To enable monitoring of the action plan to take place. | Cllr Mercer / A. Simmons | Added by SMB 14th June 2017. To be programmed after the final version of the Strategy has been agreed by Cabinet. Scheduled at PSP 04 July 2017. Agreed in consultation with the Chair and Vice-chair to be deferred from 14 February 2018 meeting and be rescheduled to coincide with annual strategy review in July 2018. Rescheduled by the Panel on 23 July 2018. |
| Performance Scrutiny Panel | October 2019 | Progress against actions in the Housing Strategy | To scrutinise progress against the actions in the Housing Strategy. | See Policy Scrutiny Group 26 September 2017, Minute 16, Resolution 3. The Group considered that, although good progress in delivering the Strategy had taken place, it might be useful to continue to monitor the situation. | Cllr Mercer / A. Simmons | Added by SMB 25 October 2017, see min 26.1. Scheduled by the Panel on 12 December 2017. Rescheduled by the Panel on 23 July 2018. |
| Performance Scrutiny Panel | October 2019 (annual item) | Climate Local Action Plan | Monitoring of the Climate Change Strategy Action Plan | Monitoring of progress on Action Plan. | Cllr Vardy / M. French / D. Pendle | Yearly update on Plan. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|--|--|--|---|---|--|
| Performance Scrutiny Panel | October 2019 (Period 4 - annual item) | Revenue Monitoring (General Fund and HRA) | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | <p>Three reports to be considered through the year. Reports to be considered at the same time annually.</p> <p>Re-scheduled by PSP 14 February to its August meeting to correlate with Council's budget monitoring schedule, (see minute 49.4)</p> <p>Reporting changed from period 3 (August) to period 4 (October) to align with new 2018-19 committee dates and finance schedules.</p> |
| Performance Scrutiny Panel | November 2019 (annual item) | Performance Information (Quarter 2 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | Quarterly Report considered at the same time annually. |
| Performance Scrutiny Panel | January 2020 (Period 7 - annual item) | Revenue Monitoring Report | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | <p>Three reports to be considered through the year. Reports to be considered at the same time annually.</p> <p>Re-scheduled by PSP 14 February to its December meeting to correlate with Council's budget monitoring schedule, (see minute 49.4).</p> <p>Reporting changed from period 6 (December) to period 7 (January) to align with new 2018-19 committee dates and finance schedules.</p> |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|---|--|---|---|-------------------------|---|
| Performance Scrutiny Panel | February 2020 (Six-monthly item) | Update Report – Housing Repairs Complaints | To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaints procedure. | The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these. | Cllr Mercer / P. Oliver | <p>Quarterly Report considered at the same time annually.</p> <p>Agreed by SMB 18 June 2014 following recommendation of PSG.</p> <p>Scheduled by PSP 08 July 2014.</p> <p>Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.</p> <p>Agreed at 12 December 2017 that a six monthly update be received.</p> |
| Performance Scrutiny Panel | February 2020 (Regular Item) | Tenancy Support | Performance information in relation to tenancy support, including statistics around tenancy sustainment and the number of unsuccessful tenancies and their causes, to be reported as key performance figures. | It Is important to ensure the situation with unsuccessful tenancies is monitored. To include additional information identified by PSP at its meeting 14 February 2017. | Cllr Mercer / P. Oliver | <p>Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015.</p> <p>Scheduled by PSP 5 April 2016.</p> <p>Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 46.2) and to include information regarding recorded amount of rental income generated.</p> |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|---|--|---|---|--|--|
| Performance Scrutiny Panel | February 2020 | Supporting Leicestershire Families Programme | To scrutinise the performance of the new Programme for Supporting Leicestershire Families | Performance of the Programme was last scrutinised by the Policy Scrutiny Group in November 2013. With contributions agreed for a further three years coming to an end, the Panel agreed it would be appropriate to monitor the delivery of the Programme via the new service. | Cllr Taylor / C. Traill/ J. Robinson/ S. Coupe | Recommended by the Cabinet 22 October 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 5 April 2016. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 44.2) Agreed by PSP 19 February 2019 to review new scheme, (minute 54.1) |
| Performance Scrutiny Panel | February 2020 (Period 9 - annual item) | Revenue Monitoring Report | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | Three reports to be considered through the year. Reports to be considered at the same time annually. Agreed by PSP 23 August 2016 to receive Revenue Monitoring Report in February 2017 to receive current data in line with other monitoring schedules (see PSP min 19.4) |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|----------------------------|------------------------------------|--|---|--|---|--|
| Performance Scrutiny Panel | February 2020 (annual item) | Performance Information (Quarter 3 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | <p>Quarterly Report considered at the same time annually.</p> <p>To include, in accompaniment to performance information in relation to KI4 (Percentage of household waste sent for reuse, recycling and composting), details of the number of new build properties that had signed up for the garden waste collection service in the past 12 months (see PSP min 53.3, 5 April 2016).</p> <p>Agreed by PSP on 13 December 2016 min 39.1 that the issue of Delivery against Target Housing Mix for New Housing (to be set out in Council's Housing Supplementary Planning Document) be included as part of the quarterly Performance Monitoring report as part of its existing monitoring of new housing delivery and be scheduled once the method of monitoring concerned has been developed.</p> |
| Performance Scrutiny Panel | To be scheduled as required | Five Year Housing Land Supply | If the Council's housing land supply falls below 5.5 years, a quarterly report to be provided to the Panel and the Lead Member to attend to explain what actions are in place to return the five year housing supply to a satisfactory level. | To ensure that, when necessary, the figures are scrutinised by the Performance Scrutiny Panel on a regular basis and any actions can be identified if required | Cllr Vardy / R. Bennett | Agreed by SMB on 24 October 2018 (min 25.3) in response to a recommendation by the Five Year Housing Land Supply Scrutiny Panel. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|-----------------------|---|----------------------------|---|--|---|--|
| Policy Scrutiny Group | 09 April 2019 (standing item at every meeting) | Work Programme | To consider items for future meetings | To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board. | M. Hopkins (agenda) Lead Officer (meeting) | To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16). |
| Policy Scrutiny Group | 09 April 2019 (standing item at every meeting) | Progress With Panel Work | To consider updates on the work of scrutiny panels. | Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board. | M. Hopkins (agenda) Lead Officer (meeting) | |
| Policy Scrutiny Group | 09 April 2019 | ICS Strategy | | To ensure consideration of policies and strategies by the Group where its scrutiny can add value. | Cllr. Poland K. Barnshaw A. Khan | Agreed by SMB 13 June 2018. |
| Policy Scrutiny Group | 09 April 2019 | Customer Service Strategy | | To enable the Group to scrutinise the strategy approximately half-way through its period of operation. | Cllr Rollings / K. Barnshaw | Agreed by SMB on 24 October 2018 (min 24.3). Scheduled by Chair and Vice-chair in December 2018. |
| Policy Scrutiny Group | 09 April 2019 | Housing Acquisition Policy | | In the light of the issues identified by the Performance Scrutiny Panel (see min 27.1, 9 October 2018), to enable further scrutiny of the matter to take place to determine whether the policy remained fit for purpose. To include whether there were alternative options for acquiring properties other than on the open market as reported in the Housing Strategy Progress report considered by PSP and the Council's criteria for acquiring housing. | Cllr Mercer/ A. Simmons | Agreed by SMB on 24 October 2018 (min 24.3). Scheduled by Chair and Vice-chair in January 2019. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|-----------------------|-----------------|------------|---|--|---|--|
| Policy Scrutiny Group | To be scheduled | Local Plan | <p>To enable the Group to scrutinise the development of the Local Plan.</p> <p>The focus of the Group's scrutiny at this meeting will be on how conclusions from the first phase of consultation had been incorporated into the consultation documents for the second phase and how the value of the two additional stages of consultation set out in the Council's Statement of Community Involvement could be demonstrated.</p> | To ensure appropriate scrutiny of the development of the Local Plan. | <p>Cllr Vardy/ R. Bennett D. Pendle C. Clarke</p> | <p>Agreed by SMB 15 June 2016.</p> <p>Last considered by the Group on 10 July 2018 at which the results of the consultation were considered (min 6).</p> <p>Rescheduled from 25 September 2018 to 5 February 2019 by Chair and Vice-chair in August 2018.</p> <p>Changed to To be Scheduled by Chair and Vice-chair in December 2018</p> |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---------------------------|---|--|--|--|--|--|
| Scrutiny Management Board | 06 March 2019 (standing item at every meeting) | Scrutiny Work Programme and Issues Arising from Scrutiny Groups and Panels | Includes issues arising from scrutiny groups and panels since last meeting, latest Key Decision Notice, annual Procurement Plan and Quarterly Updates (Cabinet reports) and current work programme. | To enable the Board to determine the Scrutiny Work Programme. To report back on any recommendations submitted to the Cabinet, if applicable. | L. Strong (agenda) Lead Officer (meeting) | For 06 March 2019 meeting, see also item below. |
| Scrutiny Management Board | 06 March 2019 | Allocate items on Scrutiny Work Programme to new Scrutiny Structure | | Report of the Head of Strategic Support. To clearly state, for each item, a recommendation as to the new scrutiny committee it is most appropriately allocated to. | A. Ward/K. Widdows on | Agreed by SMB 23 January 2019. Subject to Council agreeing new scrutiny structure at its meeting on 25 February 2019. |
| Scrutiny Management Board | 06 March 2019 (six-monthly item) | Community Safety Partnership | To review the work of the Community Safety Partnership on a six monthly basis, in the form of a briefing given by the Lead Member for Community Safety, in order to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored | To ensure effective scrutiny of the work of the Community Safety Partnership. | Cllr. Taylor (Lead Member & CSP Chair) / C. Traill / J. Robinson / T. McCabe | |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---------------------------|--------------------------------|---|---|--|-------------------------------------|-------------------------------------|
| Scrutiny Management Board | 06 March 2019 (annual item) | Draft Annual Scrutiny Report 2018-19 | To report on the activities of Scrutiny and look forward to the forthcoming year. | To agree on the content of a report to Council on the workings of scrutiny over the past year. | Dem. Services Manager | |
| Scrutiny Management Board | 06 March 2019 (annual item) | Budget Scrutiny Processes | To review the Budget Scrutiny Panel processes. | To enable the Board to consider if and how the processes could be improved to facilitate effective scrutiny of the Council's draft budget for 2020/21. | S. Jackson | |
| Scrutiny Management Board | 06 March 2019 | Business Plan 2019/20 | | Scrutiny of report due to be considered by Cabinet on 14 March 2019. | Cllr. Morgan/ G. Parker | Added by SMB 23 January 2019. |
| Scrutiny Management Board | 06 March 2019 | Revenues and Benefits Future Service Delivery Options | | Scrutiny of report due to be considered by Cabinet on 14 March 2019. <u>Exempt</u> | Cllr. Harper-Davies/ K. Barnshaw | Added by SMB 23 January 2019. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---------------------------|---------------------------------------|------------------------------------|---|--|---|---|
| Scrutiny Management Board | 06 March 2019 | Meeting Affordable Housing Needs | | <p>Briefing note setting out actions the Council is taking and plans to take to meet affordable housing needs in the Borough.</p> <p>To assist in deciding whether more detailed scrutiny of the matter would be useful and add value.</p> | Cllr Mercer/ E. Mallon | Added by SMB 23 January 2019 (see Minute 30.7). |
| Scrutiny Management Board | August 2019 (six-monthly item) | Community Safety Partnership | To review the work of the Community Safety Partnership on a six monthly basis, in the form of a briefing given by the Lead Member for Community Safety, in order to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored. | To ensure effective scrutiny of the work of the Community Safety Partnership. | Cllr. Taylor (Lead Member & CSP Chair) / C. Traill / J. Robinson / T. McCabe | |
| Scrutiny Management Board | August 2019 (annual item) | The Corporate Plan – Annual Report | To review delivery of the Corporate Plan. | To review how effectively the Council, both corporately and through individual services was delivering the themes set out in the Plan. | Relevant Cabinet Lead Members & Heads of Service A. Ward & H. Gretton | |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---------------------------|--|--|---|---|---|--|
| Scrutiny Management Board | January 2020 | Budget Scrutiny Panel | To consider the findings and recommendations of the Budget Scrutiny Panel | | BSP Chair | Scheduled on the assumption that the same budget process is followed as in previous years. |
| Scrutiny Management Board | To be programmed | Five Year Housing Supply Scrutiny Panel - Update | Update on implementation of Cabinet decisions resulting from recommendations of Five Year Housing Supply Scrutiny Panel | To ensure that implementation is monitored. | To be confirmed | Decisions taken by Cabinet 15 November 2018 were reported to SMB 23 January 2019. Update on implementation is usually considered by Board six months after Cabinet decisions. |
| Scrutiny Management Board | Originally due to be additional meeting for purpose in March or April 2018. <i>Postponed pending outcome of review of Council's scrutiny function by CfPS</i> | Topics for Scrutiny in 2018/19 Council Year | To identify and plan potential topics for scrutiny in the forthcoming year. | To enable the Board to undertake its role in setting the work of scrutiny more effectively, and in a more forward thinking and planned way. That process would be assisted by the Leader (and other Cabinet Lead Members should the Leader wish them to attend) informing the Board of the Executive's priorities for 2018/19, although topics for scrutiny remained a matter for the Board to decide. | G. Parker/ Leader/ Dem. Services Manager | Agreed by SMB 25 October 2017 (see min 26.8). Leader, together with, at the Leader's discretion, other members of the Cabinet, to be invited to attend to assist the Board. SMB 28 March 2018 decided to postpone this matter/additional meeting pending outcome of review of Council's scrutiny function by CfPS. |

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---------------------------|-----------------|--------------------------|--|---|---------------------|---|
| Scrutiny Management Board | To be scheduled | Partnership Arrangements | To review the current effectiveness of partnership working and how this impacts on the delivery of the Corporate Plan and Sustainable Community Strategy | 1. To discover from partners (e.g. parish councils and the LSP) their satisfaction with the Council and partnership working arrangements. 2. To ensure that the infrastructure to support partnership working is in place. | TBC | Originally agreed at SMB 23 May 2012 to programme this item at its July 2012 meeting. Scheduling was then deferred to be considered following the Empowering Communities Panel report. 14 August 2013 SMB agreed to defer consideration again – revisit January 2014. |

Scrutiny Work Programme

Scrutiny Panels

Due to officer capacity there is an agreement that no more than four scrutiny panels should be convened during any given period. Currently, there are no established scrutiny panels.

CABINET – 14TH FEBRUARY 2019**Report of the Head of Strategic Report****Part A****ITEM BUDGET SCRUTINY PANEL****Purpose of Report**

To consider the findings and recommendations of the Budget Scrutiny Panel, alongside officer advice and recommendations in response, with a view to the Cabinet deciding which recommendations it wishes to agree, if any.

Recommendations and Reasons

Set out below is the Panel's recommendation to the Cabinet and reason, followed by officer advice and recommendation.

Panel Recommendation

That the Cabinet be asked to consider the Panel's view that it was important that there was 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.

Reason

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

Officer Recommendation

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.

Response of the Strategic Director of Corporate Service to the Panel's Recommendation

The Panel's comments are agreed. The outcome for the Council's finances is very uncertain up and until the outcome of the fair funding review is known. The next Medium Term Financial Strategy will therefore need to address explicitly the need for further savings and approaches to income generation and the use of reserves.

Panel Conclusions Not Requiring Further Action

That the Panel's conclusions not requiring further action and the responses of Strategic Director of Corporate Services (if any) set out in Annex 2 to this report be noted.

Reason

To acknowledge the work done and comments made by the Budget Scrutiny Panel.

Policy Justification and Previous Decisions

Scrutiny Committee Procedure 11.12(a) sets out the procedures by which a report of a Scrutiny Committee should be considered by the Cabinet.

The Scrutiny Management Board, on 23rd January 2019, agreed that the report of the Budget Scrutiny Panel be submitted for consideration by the Cabinet.

In accordance with Scrutiny Committee Procedure 11.12(d), background information and officer advice have been provided to enable the Cabinet to make any decisions without undue delay.

Implementation Timetable including Future Decisions and Scrutiny

An item setting out the proposed General Fund and Housing Revenue Account budgets for 2019/20 appears elsewhere on this agenda. The budgets will be submitted to the Council meeting on 25th February 2019 for approval.

The Cabinet's response to the Panel's recommendations will be fed back to the Scrutiny Management Board, indicating what (if any) action it proposes to take. Where necessary, the Scrutiny Management Board will review the implementation of any Cabinet decisions at an appropriate time, usually after 6 months.

Report Implications

Implications are as set out in both the Panel report and in officer responses.

Key Decision: No

Background Papers: Detailed in the Panel's Report as agreed by the Scrutiny Management Board (Annex 1).

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Part B

Background

1. At its meeting held on 28th March 2018, the Scrutiny Management Board agreed the process for scrutinising the Council's budgets for 2019/20. The Panel met four times between 26th June 2018 and 8th January 2019.
2. The Scrutiny Management Board considered the Panel's report at its meeting on 23rd January 2019 and resolved that the findings and recommendations of the Panel be submitted for consideration by the Cabinet. The report agreed by the Scrutiny Management Board for submission to Cabinet is set out at Annex 1.
3. In addition to the recommendation the Panel made to the Cabinet, the Panel made a further recommendation to the Scrutiny Management Board (relating to matters for the Scrutiny Work Programme) and a number of conclusions not requiring further action. For information, these are set out at Annex 2, together with any officer response.

Annexes

- Annex 1 Report of the Budget Scrutiny Panel
- Annex 2 Summary of conclusions made by the Panel which do not require action by the Cabinet, together with any officer response (for information).

REPORT OF THE BUDGET SCRUTINY PANEL – 2019/20 DRAFT BUDGET

1. Background

Following a decision of the Scrutiny Management Board at its meeting on 28th March 2018, the Budget Scrutiny Panel has undertaken scrutiny of the Council's budget for 2019/20.

2. Panel Membership

Chair: Councillor Miah
Councillors Draycott, Gerrard, Parsons and Seaton

3. Meetings and Terms of Reference

The Scrutiny Management Board agreed a budget scrutiny process for the Panel setting out the timing of its meetings and discussion topics. The process was different to that followed in previous years because of the decision taken by the Council to establish a Loughborough Area Committee. The Committee's roles include considering the draft budget proposals regarding the Loughborough Special Expenses for the forthcoming financial year.

In addition, the Panel refined the process that had been agreed by the Scrutiny Management Board to bring forward its consideration of the draft revenue budgets and, therefore, give itself more time to consider the content of its draft report.

The Panel's work was carried out as set out below.

Panel Meeting 1 – 26th June 2018

Focus: Scrutiny of outturn information for the 2017/18 financial year in respect of the Council's revenue (General Fund and Housing Revenue Account (HRA)) and capital budgets.

Information received: Reports of the Head of Finance and Property Services setting out the revenue outturn position of the General Fund and HRA for 2017/18, and the Capital Plan outturn for 2017/18 which had been considered by the Cabinet on 14th June 2018, and a summary of the revenue outturn position for 2016/17.

Panel Meeting 2 – 2nd October 2018

Focus: Scrutiny of the draft Medium Term Financial Strategy (MTFS) including a review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.

Information received: Report of the Strategic Director of Corporate Services setting out the draft MTFS 2019 to 2022 which had been agreed by the Cabinet on 13th September 2018.

Panel Meeting 3 – 12th December 2018

Focus: Scrutiny of the draft General Fund and HRA budgets including inviting relevant Cabinet Lead Members and officers as witnesses.

Information received: Report of the Head of Finance and Property Services setting out the draft General Fund and HRA Budgets 2019/20 considered by the Cabinet on 13th December 2018.

Panel Meeting 4 – 8th January 2019

Focus: Consideration of the Panel’s draft report and finalisation of its conclusions and recommendations.

The information received is available at:

https://www.charnwood.gov.uk/committees/budget_scrutiny_panel (meeting held on 26th June 2018)

and

<https://charnwood.moderngov.co.uk/ieListMeetings.aspx?CId=136&Year=0> (all other meetings).

4. Evidence and Witnesses

In addition to the reports referred to above, the Panel heard evidence from the Cabinet Lead Member for Finance and Property Services in respect of general issues relating to the Council’s finances and budgets and the following Cabinet Lead Members and officers in respect of particular issues identified by the Panel:

| Issue | Relevant Cabinet Lead Member and Officers |
|---|--|
| Use of reserves | Councillor Barkley Strategic Director of Corporate Services |
| Impact of reductions in County Council services on Borough Council’s budget | Councillor Barkley Strategic Director of Corporate Services |
| HRA budget including conclusion of the decent homes contract | Councillor Harper-Davies Councillor Mercer Strategic Director of Housing, Planning & Regeneration and Regulatory Services Head of Landlord Services Head of Strategic and Private Sector Housing |

| | |
|--------------------------|---|
| Garden waste bin charges | Councillor Harper-Davies Head of Cleansing and Open Spaces |
|--------------------------|---|

The Panel was supported by Simon Jackson – Strategic Director of Corporate Services.

5. Issues Considered at Panel Meetings

The following section identifies and summarises the main issues considered by the Panel. Further information regarding of the matters considered and issues discussed at the meetings of the Panel is set out in the minutes of those meetings which are attached as Appendices A, B and D to this report.

Net Underspends

The Panel received evidence that there had been net underspends in the General Fund budget of several hundred thousand pounds in 2016/17 and 2017/18 and that it was predicted that there would be a net underspend of £500,000 in 2018/19. It was recognised that net underspends included situations where income budgets were exceeded but they were identified as a concern for the following reasons:

- It could result in necessary services not being delivered
- It made financial planning for the following year more difficult as the opening balances would not be as set out in the budget. The variances could be much greater than the sensitivity analysis undertaken as part of developing the Medium Term Financial Strategy.

The Panel received evidence that there was not a policy to encourage underspends but that it was recognised that there was a history of underspends at the end of the financial year. The issue had been looked at by officers and for the 2019/20 budget each directorate would be expected to find £100,000 of savings arising from underspends as they became apparent during the year. That would require a different approach to financial management to that used by the Council in previous years but meant that no reductions in posts were being proposed as part of the 2019/20 budget.

Use of Reserves

The Panel considered what an appropriate level of reserves for the Council should be.

The Panel was informed that the Council used guidance from CIPFA to determine a minimum level for the working balance reserve. That was calculated on the basis of six weeks of General Fund expenditure and came to £2million. The Council's Medium Term Financial Strategy proposed that the Council would reach 2020, by which time there should be more certainty regarding local authority funding, with a working balance reserve of £2million plus a cushion of £1million. The Council had built up its reserves in the past but was now using them in accordance with that strategy.

The Panel was provided with an outline of the planned use of reserves along with other measures to reach a balanced budget over the period covered by the Medium Term Financial Strategy. The Council was seeking to save £350,000 in each of the next three years. It was also seeking to increase the amount of income that it generated in order to become more self-reliant. That included income from investments, which had been assisted by the recent increase in interest rates, and making best use of the Council's assets. The Panel was also informed that the Administration wished to protect frontline services and reserves were being used in order to do so.

Draft Medium Term Financial Strategy

In addition to considering the issue of reserves as set out above, the Panel scrutinised the draft Medium Term Financial Strategy.

The Panel was informed that net service expenditure was projected to increase over the three years covered by the Strategy. A significant part of that increase was due to the ending of the first extension period of the environmental services contract and the requirement to replace the refuse fleet alongside the second extension period. It had been known when preparing previous Strategies that a new contract or contract extension would be required and that would result in an increase in costs. However the size of the increase had not been expected and that had resulted in a higher projected net service expenditure than in previous Strategies. The Strategy also now included an assumption that there would be annual pay rises of 2% rather than 1%, which had been assumed in previous Strategies. These were examples of the Strategy being developed each year as more information became available.

The Borough Council had dealt with the impacts of decisions taken by Leicestershire County Council in respect of recycling credits and the Lifeline and warden services. Those decisions had devolved costs of £1million on to the Borough Council. The Panel was informed that should similar issues arise again the Council would have to consider what was the most appropriate course of action and that it was acknowledged that the possibility of that happening was not specifically identified in the reports considered by the Panel.

Budget-setting Process

The Panel was keen to explore the framework for setting the budget, including how decisions were made, the options that were considered and whether different approaches were applied to statutory and other services. The Panel was advised that one-off savings and pressures were removed from the current year's budget to produce a base budget. Savings and pressures for the following year were identified and for any pressures of more than £10,000 a business case was prepared. The results of that work were considered by relevant Cabinet Lead Members, the Council's Senior Management Team and the Lead Member for Finance and Property Services. The Panel also received the following response from the Lead Member for Finance and Property Services:

“Generally, and specifically for the forthcoming financial year, in setting the budget the priority of this administration is to protect existing front line services as far as possible within what we believe to be a sensible affordability envelope. Having said this, we do however recognise that certain elements of our services need to be reduced whilst other areas would benefit from expansion. This administration adopts a Lead Member-led approach where each portfolio holder has responsibility for assessing their own services and in the event that service changes are considered appropriate, sponsor individual business cases (prepared by the relevant Head of Service) setting out the case for change. These are then assessed by both the Senior Management Team and Cabinet and a view is taken as to whether proposed changes are to be included in the draft budget report which is scheduled for Cabinet in December.”

In relation to the issue of underspends described above, the Panel considered the extent to which net underspends were considered in the budget-setting process. The Panel was informed that because work on preparing budgets for the following year began halfway through the current year it was not possible to take into account net underspends when preparing the base budget for the following year. Material variations that were known about were highlighted in the Medium Term Financial Strategy and more granular changes were considered alongside other savings and pressures in preparing the draft budgets.

The Panel noted that the report accompanying the draft budgets was well written and that it was helpful that information was provided in the report to support the proposed savings and pressures.

Income, Assets and Commercialisation

At various stages the Panel considered the opportunities for the Council to become more self-sufficient through raising income, making best use of its assets and commercialisation.

In the case of the garden waste collection service, the Panel noted that the recent decision to raise the charge for the service had generated negative comments from customers. The Panel was informed that there had not been the expected reduction in subscriptions for the service and additional income was being projected in the draft budget for 2019/20 based on the number of subscriptions continuing to rise. Further options for marketing the service were being considered and the Panel considered that there were opportunities to extend the service and make it more commercial, for example by offering gardening services or delivering compost.

The Panel was informed that projections contained within the MTFS relating to the interest the Council would receive were based on a number of factors. Previous projections had assumed a quicker increase in interest rates and the new projections had been updated accordingly. Assumptions regarding the Council's property fund investments had been based on the past performance of those funds and what returns were considered to be achievable in the future. In addition the

Transformation and Efficiency Plan within the MTF5 identified that further proactive treasury management could result in greater income generation.

The Panel considered that the volatility of the projections for the Council's treasury management activities was greater than would be expected. In response the Lead Member for Finance and Property Services stated:

"We have now started to see the benefits of a more proactive treasury management approach, particularly the initiatives introduced by Clare Hodgson [the Council's previous Head of Finance and Property Services], where we now invest in different financial instruments – loans to other local authorities and more latterly in property funds – which has seen us generate greater returns against a stagnant interest rate environment. In the MTF5 we assume that we can maintain this new normal but overall project a pretty flat picture for interest receivable based on the existing mix of treasury activities – this reflects our expectations that interest rates will rise a little over the period of the MTF5 (in small incremental steps) but that our average balances available for investment will also reduce slightly (as we expect some use of our reserves), offsetting the rate effect. A line to this effect has been added to the final version of the MTF5."

It was noted that work had been done to increase the income received from the Messenger Close site and the Council was continuing to look at options for the Limehurst Depot site. In relation to the latter the Lead Member for Finance and Property Services stated:

"Limehurst has complex planning constraints (principally relating to the current Environment Agency view on flood risk). We are undertaking some follow up work looking to see if and how those constraints can be overcome and, being optimistic, I hope that we can bring forward a proposal for the future use of this site in the next few months."

The Panel also noted that Council intended to provide a trade waste collection service. The projections in the MTF5 were based on the need to fund set-up costs in 2019/20, the service beginning and breaking even in 2020/21 and generating a small profit in 2021/22. It was expected that the service would produce greater returns in subsequent years.

Draft Housing Revenue Account Budget

The Panel expressed concern regarding the increase in the provisions for bad debts as a result of the introduction of Universal Credit. The Panel noted that the Council had put in place plans to address the impact and that those plans included lessons that had been learnt from other councils where Universal Credit had been introduced earlier. The Panel also noted that the matter was considered regularly by the Housing Management Advisory Board.

The Panel received assurance that any backlog in disabled adaptations could be made up using funding from existing Housing Revenue Account (HRA) budgets.

Work would be undertaken where required as the Council had a statutory duty to make those adaptations.

The Panel also scrutinised matters relating to the conclusion of the decent homes contract and received assurance that this would not affect the HRA budget for 2019/20.

Capital Plan

Although the Council was not preparing a new Capital Plan for 2019/20, the Panel also considered matters relating to the Council's capital budgets.

The Panel identified that there had been a 30% underspend in the 2017/18 General Fund capital schemes budget. The Panel received assurance that slippage on General Fund capital projects which were delivered directly by the Council was generally low. There could be significant slippage on projects that were outside the Council's direct control, for example those funded by Section 106 funds. It had been recognised that there could be improvements in the budgeting and project management of schemes in the Capital Plan, especially regarding the timeframe for delivering projects.

However, concerns regarding underspends in both the General Fund and HRA capital budgets for 2018/19 were identified by the Audit Committee at its meeting on 27th November 2018. The Panel noted that the Cabinet will respond to the issues raised by the Audit Committee at its meeting on 17th January 2019.

Risks

The Panel has identified a number of risks facing the Council in relation to its financial planning and budgeting.

There was considerable volatility in the Collection Fund, particularly relating to changes in Government policy on non-domestic rates relief and rating appeals, and those fluctuations were significant with respect to the size of the Council's budget. The Panel was informed that there was a backlog in appeals being determined by the Valuation Office and more recent revaluations would generate further appeals. The Panel was informed that the MTFS included a reasonable estimate of the financial impact of appeals and that it was assumed that the volatility would decrease from 2020/21 onwards following the move to the localisation of non-domestic rates and the potential rebasing of rates.

There was considerable uncertainty regarding Government funding from 2020/21 as a result of the Fair Funding Review, potential changes to New Homes Bonus and changes to the retention of business rates. The impact of the United Kingdom's exit from the European Union could also affect the amount of funding that the Government was able to provide to local authorities. The draft MTFS considered by the Panel describes the situation in the following terms:

“The numbers presented above come with a very significant health warning. Whilst prepared with all information available, the outcome of the government’s Fair Funding review, due for completion in the latter part of 2019, could result in a fundamental reset of the Council’s funding base. This review will inform the future share of business rates that the Council is able to retain under the prospective new business rates retention scheme (due for implementation from 2020/21) and, in particular, the future of the New Homes Bonus Scheme which currently generates around £4m per annum for the Council but which in a worse-case scenario could be discontinued. The financial projections for the latter years of the MTFs (2020/21 and 2021/22) therefore carry a significant downside risk.”

Scrutiny

The Panel notes that the Council is in a much better financial position than many other councils but scrutiny needs to be rigorous. It was therefore disappointing that the Lead Member for Finance and Property Services did not attend either of the Panel’s first two meetings. The Lead Member did however respond in writing to the Panel regarding the matters that were discussed at those meetings and that response can be found in Appendix C to this report.

The Panel also identified that it was a concern that there had been a reduction in the Internal Audit Control Environment Assessment compared to previous years. The Lead Member responded to that concern by stating:

“As was recorded in the notes, the Council is in a sound financial position, but the value of rigorous scrutiny is appreciated. The Internal Control Environment Assessment for last year was somewhat disappointing but from my perspective it is important to know that we continue to carry out internal audit reviews of our controls, and that, as members, we have visibility of their outcomes.”

As set out in section 3 above the budget scrutiny process was conducted differently this year compared to previous years.

6. Conclusions

Following its scrutiny work, the Panel agreed the following conclusions in respect of the draft 2019/20 General Fund and HRA Budgets:

- (i) That it be noted that the Panel commends the work of officers in the finance team and the Cabinet Lead Member in preparing the Council’s budgets and presenting the financial information in an open and transparent manner.
- (ii) That it be noted that the Council would be using reserves in each of the three years covered by the Medium Term Financial Strategy.
- (iii) That it be noted that the continued financial pressures facing the Council arising from reductions in the funding the Council received from the Government meant that the Council could not undertake all of the proactive activities that it might otherwise wish to undertake.

- (iv) That it be noted that the Panel welcomes the fact that there were no proposals to reduce the number of posts in the budgets for 2019/20.
- (v) That it be noted that there would be a significant difference in the way that underspends would be managed in 2019/20 compared to previous years and that the impact of seeking to save £300,000 per year in this way would need to be monitored.
- (vi) That it be noted that certain recent increases in income, for example from planning fees, may not be sustained due to changing economic conditions and that there may be resistance to increasing the Council's fees and charges.
- (vii) That it be noted that there was considerable uncertainty regarding the amount of funding that the Council would receive from the Government after 2020 and that this was a potential financial risk.
- (viii) That the Council should continue to look at alternative sources of income and revenues.
- (ix) That the Cabinet be asked to consider the Panel's view that it was important that there was 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 to enable a context to be provided for future decision making and inform scrutiny of the Council's budgets and other financial matters.
- (x) That the Scrutiny Management Board be asked to consider the Panel's view of the importance of pre-decision scrutiny of out-turn reports, virements and in-year service pressures, particularly when they related to additional costs arising from decisions by other agencies to reduce services, in ensuring the sound financial management of the Council.

7. Background Papers

No further papers to those already identified in/appended to this report.

8. Appendices

Appendix A – Minutes of the Budget Scrutiny Panel meeting held on 26th June 2018.

Appendix B – Minutes of the Budget Scrutiny Panel meeting held on 2nd October 2018.

Appendix C – Written response provide by Cabinet Lead Member for Finance and Property Services in response to issues raised by the Panel at its meeting on 2nd October 2018

Appendix D – Minutes of the Budget Scrutiny Panel meeting held on the 12th December 2019.

| Panel Conclusions Not Requiring Further Action | Officer Responses (if any) |
|---|--|
| <p>Conclusion 1.</p> <p>That it be noted that the Panel commends the work of officers in the finance team and the Cabinet Lead Member in preparing the Council's budgets and presenting the financial information in an open and transparent manner.</p> | <p>Noted – thank you.</p> |
| <p>Conclusion 2.</p> <p>That it be noted that the Council would be using reserves in each of the three years covered by the Medium Term Financial Strategy.</p> | |
| <p>Conclusion 3.</p> <p>That it be noted that the continued financial pressures facing the Council arising from reductions in the funding the Council received from the Government meant that the Council could not undertake all of the proactive activities that it might otherwise wish to undertake.</p> | <p>Prospective financial constraints mean that this is the case,</p> |

| Panel Conclusions Not Requiring Further Action | Officer Responses (if any) |
|--|---|
| <p>Conclusion 4.</p> <p>That it be noted that the Panel welcomes the fact that there were no proposals to reduce the number of posts in the budgets for 2019/20.</p> | |
| <p>Conclusion 5.</p> <p>That it be noted that there would be a significant difference in the way that underspends would be managed in 2019/20 compared to previous years and that the impact of seeking to save £300,000 per year in this way would need to be monitored.</p> | <p>Agreed. Closer monitoring will be required.</p> |
| <p>Conclusion 6.</p> <p>That it be noted that certain recent increases in income, for example from planning fees, may not be sustained due to changing economic conditions and that there may be resistance to increasing the Council's fees and charges.</p> | <p>Agreed – these are inherent risks in respect of fees and charges income.</p> |
| <p>Conclusion 7.</p> <p>That it be noted that there was considerable uncertainty regarding the amount of funding that the Council would receive from the Government after 2020 and that this was a potential financial risk.</p> | <p>Agreed.</p> |

| Panel Conclusions Not Requiring Further Action | Officer Responses (if any) |
|--|----------------------------|
| <p>Conclusion 8.</p> <p>That the Council should continue to look at alternative sources of income and revenues.</p> | <p>Agreed.</p> |

| Panel Recommendation to the Scrutiny Management Board and Reason | Officer Responses (if any) |
|---|----------------------------|
| <p>That the Scrutiny Management Board be asked to consider the Panel's view of the importance of pre-decision scrutiny of out-turn reports, virements and in-year service pressures, particularly when they related to additional costs arising from decisions by other agencies to reduce services,</p> <p><i>REASON: To ensure the sound financial management of the Council.</i></p> | |

SCRUTINY MANAGEMENT BOARD – 6TH MARCH 2019

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

ITEM 7 CRIME AND DISORDER REDUCTION AND COMMUNITY SAFETY

Purpose of Report

To ensure that the statutory responsibility to scrutinise the Community Safety Partnership, at least every 6 months, is undertaken effectively and to ensure the continued monitoring of incidences of crime in Charnwood.

Action Requested

Scrutiny Management Board to review the work of Community Safety Partnership and issues that arise from the work of the Partnership.

Background

Scrutiny Management Board has been allocated the statutory responsibility to ensure that effective scrutiny of the work of the Community Safety Partnership takes place. Every six months a briefing is given by the Lead Member for Community Safety to the Board in order that issues are identified (if any) for further scrutiny by the appropriate scrutiny body.

Community Safety Partnerships

Crime and Disorder Reduction Partnerships are a statutory requirement under the Crime and Disorder Act 1998. This was amended in 2009 to become a statutory Community Safety Partnership (CSP). The Charnwood Community Safety Partnership is a multi-agency partnership working to make Charnwood safer and draws its membership from a range of key agencies and organisations, (some of which are required by law to be involved) that together have a real impact on reducing crime, disorder, anti-social behaviour, drugs and alcohol misuse, thereby increasing public confidence.

Introduction: Charnwood Community Safety Partnership Plan 2017/20

Following the production of the Charnwood Community Safety Partnership Strategic Assessment (PSA) in January 2018, the Community Safety Partnership reviewed its Community Safety Partnership Plan. This annual assessment ensures that the Community Safety Partnership is making intelligence-led and evidence-based decisions. It assists the Partnership to work within defined budgets to address a wide range of community safety issues that are of greatest importance to communities. The Community Safety Partnership fully revised its Community Safety Plan in April 2017, where it amended its three themes and revised its priorities reducing them from 11 to 8. (as listed below)

The findings of the 2018 Partnership Strategic Assessment (PSA) were discussed by members of the Partnership, (Jan 2018) alongside local, regional and national drivers including the Police and Crime Commissioners Plan and after some consideration the Themes and Priorities (as listed below) were both deemed to be still current and relevant, and therefore remained unchanged.

In seeking to deliver the CSP priorities, the Partnership has implemented an Action Plan, focusing upon the key tasks required to create a safer and stronger community.

The priorities identified for 2018/2019 are set out below:

| | | |
|--|---|--|
| <p>Theme 1: Making Communities Safer</p> | <p>Theme 2: Protecting Vulnerable People</p> | <p>Theme 3: Improving Community Confidence, Engagement and Cohesion</p> |
| <p>Priority 1: Reduce All Crime particularly:</p> <ul style="list-style-type: none"> • Domestic Burglary | <p>Priority 4: Increase reporting of Domestic Abuse and Hate Crime and promote positive outcomes for victims</p> | <p>Priority 7: Prevent people being drawn into extremism</p> |
| <p>Priority 2: Create safer town centres by reducing alcohol / substance misuse related violence, commercial crime and street related ASB</p> | <p>Priority 5 : Reduce the risk of harm for young people – including Child Sexual Exploitation and Cyber Bullying</p> | <p>Priority 8: To reduce the level of fear of crime and ASB</p> |
| <p>Priority 3: Proactively tackle ASB and improve outcomes for victims</p> | <p>Priority 6: Protect the most vulnerable in our communities particularly High Risk, Previous and Repeat Victims of Crime and ASB</p> | |

Executive Summary

This report is focused on the performance of the CSP set against its three Strategic Themes from the 1st April 2018 to the 31st January 2019:

Theme 1: Making Communities Safer

Theme 2: Protecting Vulnerable People

Theme 3: Improving Community Confidence, Engagement and Cohesion

Under each theme there is analysis of each priority, demonstrating the positive actions the CSP has commissioned to achieve its goals. To aid scrutiny, there is evidence of what has worked well to date, under each thematic and commentary on what additional development work is required throughout the rest of the performance year.

In keeping with Member requests, this report includes police data in respect of crime performance per beat area. This data, where possible, has been aligned to Council Wards to enable members of scrutiny to review crime reductions compared to the same period last year (Figure 2). The report will also provide some context in terms of both local and national crime trends and positive actions implemented by the Community Safety Partnership to address crime and disorder patterns.

In terms of the current 2018/19 performance, the key successes to date show the following significant reductions:

- Robbery -16.7%
- Burglary – Business and Community -32.4%
- Violence against the person with Injury -8%

As with all performance criteria there will be challenges and the following crime domains are currently failing to meet their reduction target:

- Burglary – Residential +15.9%
- Theft from Motor Vehicle +2.9%
- Theft of Motor Vehicle +58.1 %
- Cycle Theft +24.4%
- Shoplifting +5.2%

During 2018/19 Charnwood was chosen by the Police Crime Commissioner and the Strategic Partnership Board (SPB) to trial a People Zone within a designated location. A People Zone is modelled upon an Integrated Neighbourhood Management Team focused upon tackling local concerns. The location chosen has been identified as The Bell Foundry Estate within Loughborough East (Hastings Ward).

The Bell Foundry Estate is a Lower Super Output Area (LSOA) and is listed in the national Indices of Multiple Deprivation as being in the top 1% nationally for high crime rates, poor levels of employment/income and poor health factors. The People Zone's vision is to: **Create a Safer & Stronger Community within The Bell Foundry Estate**. A dedicated team has been identified and an action plan has been created to address local concerns.

Context

Analysis undertaken highlights the following points as being the main threat areas for the Charnwood CSP in 2018/19 and in the coming 2019/20 performance year.

- The increasing social and criminal impact of sustained drug misuse on the individual and the local community.
- Criminal exploitation of both Adults/Youths at risk (County Lines and Locality Based Crime Groups) and the subsequent safeguarding concerns
- The increasing threat posed by the significant number of high-risk youth related cases compounded by the number of youth related Knife Carriers

Finally, the Partnership has identified several critical areas of business that require action to deliver an effective crime and disorder control plan. It is recommended that the focus for the Partnership in the performance year 2019/2020 should be:

- To develop an effective drug strategy with actions that have an impact on the individual and the wider community
- To continue the development of the Joint Action Group and the Youth Joint Action Group to enable early identification of Adults and Young People at risk of criminal exploitation – paying close attention to County Lines and Locality Based Crime Groups
- To develop an effective control plan within our town centres aimed at reducing street related anti-social behaviour (with a focus on substance misuse) and reducing commercial crime
- To ensure all agencies take an active role in the development and implementation of the Peoples Zone within the Bell Foundry Estate

Theme 1: Making Communities Safer

Each year, the CSP completes a Partnership Strategic Assessment (PSA) with the aim of reviewing the previous twelve months performance and identifying emerging threats. The PSA is written in consultation with Leicestershire Police and ultimately prioritises resources for the Partnership. The targets set are:

- A reduction in All Crime
- A reduction in Domestic Burglary

Figure 1 outlines the current performance for the period: 1st April 2018 to 31st January 2019, whilst Figure 2 breaks down the crime domains across the Police Beats located within Charnwood Borough for the period 1st April 2018 to 31st January 2019.

Figure 1: CSP Crime Performance from 1st April 2017 to 31st January 2018 Compared to 1st April 2018 to 31st January 2019:

| Crime Type | Reduction Target | Performance to Date | Total Crime as at 31st January 2018 | Total Crime as at 31st January 2019 |
|---|-------------------------|----------------------------|---|---|
| All Crime | Reduction | +12.7% | 9993 | 11258 |
| Violence against the person with Injury | Reduction | -8% | 832 | 765 |
| Burglary – Residential | Reduction | +15.9% | 823 | 954 |
| Burglary – Business and Community | Reduction | -32.4% | 451 | 305 |
| Theft of Vehicles | Reduction | +58.1% | 191 | 302 |
| Theft from Vehicles | Reduction | +2.9% | 950 | 978 |
| Robbery | Reduction | -16.7% | 90 | 75 |
| Cycle Theft | Reduction | +24.4% | 291 | 362 |
| Shoplifting | Reduction | +5.2% | 945 | 994 |

Figure 2: CSP Crime Performance Data by Beat from the 1st April 2018 to 31st January 2019:

| Beat Area | All Crime | | | Burglary - Residential | | | Theft From Motor Vehicle | | | Theft of a Motor Vehicle | | |
|--|---------------------------------------|---------------------------------------|--------|---------------------------------------|---------------------------------------|---------|---------------------------------------|---------------------------------------|--------|---------------------------------------|---------------------------------------|---------|
| | Crime as at 31 st Jan 2018 | Crime as at 31 st Jan 2019 | | Crime as at 31 st Jan 2018 | Crime as at 31 st Jan 2019 | | Crime as at 31 st Jan 2018 | Crime as at 31 st Jan 2019 | | Crime as at 31 st Jan 2018 | Crime as at 31 st Jan 2019 | |
| Charnwood Borough | | | | | | | | | | | | |
| Beat 56 Covers, Woodhouse Eves Newtown Linford, Cropston, , Rothley and Quorn | 717 | 751 | +47.4% | 82 | 116 | +41.5% | 116 | 64 | -44.8% | 15 | 19 | +26.7% |
| Beat 57 Mountsorrel | 326 | 424 | +30% | 24 | 32 | +33.3% | 34 | 27 | -20.6% | 2 | 14 | +600% |
| Beat 58 Anstey | 338 | 326 | -3.6% | 39 | 36 | -7.7% | 51 | 30 | -41.2% | 12 | 11 | -8.3% |
| Beat 59 Covers Wymeswold, Hoton, Burton on Wolds, Barrow Upon Soar, Sileby, and Seagrave | 724 | 1027 | +41.9% | 37 | 79 | +113.5% | 67 | 77 | +14.9% | 13 | 31 | +138.5% |
| Beat 60 Covers Birstall and Wanlip | 630 | 578 | -8.3% | 61 | 33 | -45.9% | 116 | 104 | -10.3% | 11 | 22 | +100% |
| Beat 61 Covers, Queniborough, Syston, Thurmaston, Barkby, Beeby and South Croxton | 1511 | 1576 | +4.3% | 127 | 123 | -3.2% | 177 | 132 | -25.4% | 38 | 50 | +31.6% |
| Beat 62 Covers Ashby Road Estate, , Loughborough University, Storer Road Area, Loughborough Town Centre and Loughborough College | 2471 | 2777 | +12.4% | 170 | 192 | +12.9% | 111 | 163 | +46.8% | 23 | 48 | +108.7% |
| Beat 63 Covers Nanpantan, The Outwoods and Shelthorpe | 667 | 827 | +23.9% | 77 | 139 | +80.5% | 84 | 125 | +48.8% | 16 | 38 | +137.5% |
| Beat 64 Covers Hathern, Shepshed and the Dishley Road Estate | 1135 | 1336 | +17.7% | 85 | 105 | +23.5% | 96 | 96 | 0% | 22 | 29 | +31.8% |
| Beat 65 Covers Bell Foundry Estate, Warwick Way estate, Parts of Alan Moss Road, Meadow Lane, Sparrow Hill, Pinfold Gate, Leicester Road | 1474 | 1636 | +11% | 121 | 99 | -18.2% | 98 | 160 | +63.3% | 39 | 40 | +2.6% |

At the Scrutiny Management Board in March 2017, a request was made for the figures to be broken down to Beat level. Figure 2 shows the breakdown of Serious Acquisitive Crime, which includes Burglary and Vehicle Crime.

Priority 1: Reduce All Crime particularly: Burglary - Residential

The 'All Crime' performance as at 31st January 2019 has increased by +12.7%, this increase equates to an extra 1265 crimes. Compared to the other members of Charnwood's Most Similar Family Group (MSFG) we have moved in the wrong direction and are now positioned 9/15 from 8/15.

Figure 1 also details some of the key crime domains that have contributed to the increase in 'All Crime', however for context 'All Crime' would also include many other offences that the Partnership does not measure for example:

- theft of number plates,
- criminal damage,
- theft of fuel/oil,
- public order offences.

It is pleasing to report that the Partnership has delivered a:

- -16.7% reduction in Robbery (14 less offences)
- -32.4%% reduction in Burglary – Business and Community (146 less offences)
- -8% reduction in Violence against the person with Injury (67 less offences)

However, further work will be required to address increases in

- Theft of Motor Vehicle: +58.1%
- Burglary – Residential: +15.9%.

Context

Figure 3: Increase in Recorded Crime in Leicester, Leicestershire and Rutland Community Safety Partnerships 2016/17 to 2018/19

| | 2018/19 | 2018/19 Projected | 2017/18 | 2016/17 | YTD | 2 year |
|--------------------|--------------|----------------------|--------------|--------------|-------------|-------------|
| Force | 74518 | 92453 | 84145 | 70388 | 9.9 | 31.3 |
| Leicestershire | 35649 | 44229 | 41325 | 35222 | 7.0 | 25.6 |
| Leicester (city) | 35358 | 43868 | 40073 | 33066 | 9.5 | 32.7 |
| Blaby | 4712 | 5847 | 6139 | 5210 | -4.8 | 12.2 |
| Charnwood | 10844 | 13454 | 12065 | 10674 | 11.5 | 26.0 |
| Hinckley | 5618 | 6971 | 6655 | 5499 | 4.7 | 26.8 |
| Markert Harborough | 3670 | 4554 | 4263 | 3719 | 6.8 | 22.5 |
| Melton | 2455 | 3046 | 2799 | 2353 | 8.8 | 29.5 |
| North West Leics | 5357 | 6647 | 6056 | 5063 | 9.8 | 31.3 |
| Oadby and Wigston | 2993 | 3714 | 3348 | 2704 | 10.9 | 37.4 |
| Rutland | 1312 | 1628 | 1345 | 1115 | 21.0 | 46.0 |

Figure 3 shows the recorded Crime for LLR CSPs for the periods 2016/17, 2017/18 and projected figure 2018/19, (1st April to 31st January). Over the two years comparison, Charnwood has seen an increase of 26% in recorded crime, which is the third smallest increase across Leicestershire, Leicester and Rutland. For additional context, the performance framework used by Community Safety Partnerships is a year

on year comparison, therefore a Partnership may not meet its reduction target one year, but due to the higher crime figures from the previous year, they may achieve the reduction target the following year. Hence, it is always important to look at crime trends over a longer period of time. Figure 3 clearly demonstrates that every CSP within the LLR region is facing an increasing challenge in seeking to deliver crime reductions and as stated above, Charnwood CSP has delivered the second smallest crime increase over the past 3 years.

Figure 4 – crime increases per police beat area for Quarter 2 (July 2018 – September 2018) and Quarter 3 (October 2018 to December 2018*)

**Note: Every attempt has been undertaken to ensure that data presented in this report correlates to the period 1st April 2018 – 31st January 2019, however, Fig 4 is included by the Local Policing Commander to demonstrate crime trends / beat over Q2 – Q3 2018/19.*

| NL | Q2 YTD | | Q3 YTD | | TREND | |
|---|-----------|------------|-----------|------------|-------|---------|
| | Numerical | Percentage | Numerical | Percentage | | |
| 56 Charnwood West - Quorn, Woodhouse Rothley | 4 | 0.96% | 60 | 9.87% | ↑ | 8.91% |
| 57 Mountsorrel | 28 | 14.07% | 71 | 25.54% | ↑ | 11.47% |
| 58 Anstey | -6 | -3.31% | -5 | -1.71% | ≈ | 1.60% |
| 59 Charnwood North - Sileby, Barrow and the Wolds | 219 | 54.34% | 290 | 48.01% | ↓ | -6.33% |
| 60 Birstall | -37 | -10.19% | -35 | -6.54% | ≈ | 3.65% |
| 61 Charnwood East - Syston, Thurmaston, Queniborough, Ba | 32 | 3.57% | 63 | 4.74% | ≈ | 1.17% |
| 62 Town Centre and university | 77 | 5.43% | 293 | 13.23% | ↑ | 7.80% |
| 63 Loughborough South - Shelthorpe, Nanpantan | 65 | 15.44% | 133 | 21.98% | ↑ | 6.54% |
| 64 Shepshed, Hathern and Dishley | 211 | 32.66% | 192 | 18.88% | ↓ | -13.78% |
| 65 Loughborough East (Bellfoundry, Peel Drive, Warwick Wa | 104 | 11.83% | 201 | 15.74% | ↑ | 3.91% |

As previously reported at SMB, the noticeable crime increases were within the police beats NL59 and NL64 (NL59 – contains the areas including Sileby, Barrow, and the Wolds villages, NL64 includes Shepshed, Hathern and Dishley). However, as shown in Fig 4, despite the overall crime increase across this period (Q2 – Q3: 2018/19), these two areas have shown relative improvements, indicating the issues have been dissipated. This could be due to targeted work such as increased police patrolling or a displacement of the offenders following disruptive activity by partners.

Comparatively, this now means that the Shepshed area isn't as significant an area for crime increases. However, the Sileby and Barrow area remain a concern in terms of reported crime compared to elsewhere. It should be noted that numerically, the Loughborough Town Centre and Loughborough University area have the highest increase, but because of the large volumes of crime that habitually occurs in this area, the increase is less significant. For context, in respect of crime within Beat 62, the CSP continues to facilitate the Loughborough Central Delivery Group (LCDG), which is a multi-agency meeting that meets on a 4 weekly cycle focused upon the

identification of both hot spot locations and persistent and prolific offenders, the strategic objective being to ensure there is a tactical plan in place to address any increasing crime trend and to tackle persistent offenders.

Furthermore, in respect of Figure 4, analysis showed that there does not appear to be problems in specific locations that are contributing to the crime increases, either by area or by crime type. However, NL59 covers a large area on the North East of the Borough, and includes the villages of Barrow upon Soar, Sileby, Cossington, Seagrave and the "Wolds" villages and analysis shows that the crime increases have occurred across a variety of different types of crime on Beat 59 eg Criminal Damage, Public Order offences, Burglary residential, shoplifting and Theft of Motor Vehicles. Unfortunately, the only crime category in this area (NL59) that has seen a significant decrease is Business and Commercial burglaries. The Police are continuing to treat this beat (NL59) as a priority and will work with partners through the JAG to direct preventative measures.

In general, over half of all the crime increases within Charnwood are attributable to only three types of crime:

- Public Order
- Assault without injury
- and Harassment (793 of 1263 additional crimes).

For context, the above crime increases are as a direct result of the changes in the National Crime Recording Standards (NCRS) as implemented by the Home Office in 2018. It should be noted, that there has been a decrease in police reported ASB, which is as a result of previous ASB cases now being reported as crimes.

The Partnership has sought to positively reduce crime (Priority 1) by holding the following Crime Reduction campaigns in identified crime hotspot locations:

- The team have attended several community safety events in hotspot locations that have been identified by the police, to provide community safety advice on how to keep both themselves and their property safe - with a view of tackling burglary vehicle crime and Robbery. The following items are given to members of the public to prevent crime: Light Timers, Window Alarms, Personal Alarms, Purse Chains, Credit Card protectors, Outside Lights and Community Safety Bags.
- Campaigns to raise awareness about Burglary and Vehicle Crime using outdoor media such as Bill Boards, and Six Sheets Stands in hotspot locations.
- The Community Safety Team worked with the Loughborough Town Centre beat team and held crime prevention events to coincide with the Darker Nights campaign aimed at reducing dwelling burglaries.
- Supported the Police at the Student Union bazaar giving out crime prevention advice to students. The important messages were around locking doors and windows when leaving their house/halls, cycle safety and personal safety.

- Door knocking with the Police and Community wardens to advise students the importance looking after their property, personal belongings and respecting their neighbours.

Note:

As with all the crime prevention events, partners can only identify hotspot locations and target activity to those areas. The Partnership will never be able to fully measure the cost benefit analysis of these events - as the Partnership will never know the number of criminals they have disrupted or number of crimes they have prevented. However, all activities are intelligence led to ensure effective use of partnership resources.

Priority 2: Create safer town centres by reducing alcohol / substance misuse related violence, commercial crime and street related ASB

Creating safer town centres continues to be a key priority for the CSP. The Partnership continues to take positive action in terms of enforcement under the Civil Injunction and on the 21st December 2018, a file for the extension of the civil remedy was presented to Leicester County Court. Evidence was discussed in court as to the detrimental social impact that several persistent beggars were having on the Loughborough Town Centre, the Judge looked favourable upon the application and granted a further Civil Injunction to tackle street related ASB, which will be in place until 21st December 2019.

Furthermore, an evidential file is being prepared to present to the County Court in March/April 2019 (dependent on court time), in respect of several other beggars, who have persistently breached the Civil Injunction. A schedule of such breaches in the past 12 months, once presented to the Court, have resulted in custodial sentences to two offenders, hence the Partnership is committed to this positive course of action.

Context

Due to having a vibrant night time economy, Loughborough Town Centre will always be faced with the requirement to reduce violent crime. As can be seen from Figure 1, Violent Crime has seen a -8% decrease within Charnwood and analysis has shown that violent crime within Loughborough Town Centre (Beat 62) has seen an increase of 10%. The Loughborough Central Delivery Group (LCDG) has increased its focus on licensing issues recently, whilst maintaining the ongoing work around shoplifting, night time economy and student related ASB.

Some key areas of work undertaken by the Partnership to address Priority 2 include:

- The extension of the Civil Injunction obtained to curb Street Related ASB on the 21st December 2018, which will be in place until 21st December 2019.
- PubWatch taking part in county wide Celebrate Safety campaign which including sharing social media posts on the Pubwatch Facebook.
- A Night Time Economy Action Plan has been developed and implemented by the Loughborough Central Delivery Group to target the increase in violent crime identified in the town centre.

- The targeting of prolific shoplifters identified at each Loughborough Central Delivery Group.
- The Partnership are encouraging business to report incidents of Street Related ASB as there has only been one complaint in the last 10 months reported by local businesses. All complaints of Street Related ASB report to the Community Safety Team are recorded on Sentinel to enable the Partnership to have a clear indication of issues and their locations. These are regularly discussed at the Loughborough Central Delivery Group (LCDG).

Priority 3: Proactively tackle ASB and improve outcomes for victims

ASB reported to the Police for Quarter 3 shows a -23.1% reduction compared to the previous year, The JAG continues to monitor ASB reports as recorded on Sentinel for issues such as risk, vulnerability, repeat victims, and hate motivation. All high-risk cases, of which there have been 16 referrals during 2018/2019, are reviewed at the JAG and as a matter of course; all high-risk victims of ASB are referred to Victim First to ensure that they have continued support.

Context

At the last Partnership meeting, 24th February 2019 a discussion took place around the reduction in recorded ASB by Leicestershire Police and since the Home Office revised the National Crime Recording Standards, the reclassification process has in turn led to an increase in recorded levels of crime. Therefore, more ASB incidents are now recorded as crimes, such as Public Order and Harassment. Conversely Police recorded ASB figures have reduced.

The Community Trigger is a key part of the ASB, Crime & Policing Act 2014. It is a mechanism for victims of anti-social behaviour which allows them to request a formal review of the management of their reported complaints of ASB. Upon submission of a Community Trigger request a threshold assessment is undertaken by the Community Safety Manager and if the threshold is obtained, a multiagency review meeting is undertaken to examine the case overall. During 2018/19, the Partnership has to date received 4 Community Triggers, which have received detailed analysis and action plans created to address the individual's concerns.

The Partnership has continued to support the Student Street Support Scheme and reports of transient noise related to Student ASB continues to decrease during Quarter 3 2018/19.

The Student Street Support Scheme has now been in place since October 2015 and below are the Transient or Street Noise complaints per university academic year:

- 2015 there were 320 reported complaints
- 2016 there were 154 reported complaints
- 2017 there were 78 reported complaints

These complaints can be further broken down to show the Freshers period:

- October 2015 – 108 reported complaints
- October 2016 – 56 reported complaints
- October 2017 – 20 reported complaints
- October 2018 – 19 reported complaints

The primary focus of the scheme has been the Ashby Road loop, which covers the Ashby Road from the Epinal Way Roundabout to the end in Loughborough Town Centre. Over the last 12 months the scheme has expanded to cover three additional patrol areas:

- The Kingfisher Loop
- The Radmoor Loop
- The Westfield Loop

Theme 1: Making Communities Safer – What has worked well:

The CSP performance in terms of reducing crime is mixed and some areas of business are showing improving results. The processes in place to identify and respond to threats around crime trends appear to work well and the offender focussed approach to burglary has made a real difference. This has included the following:

- The continuation of the Cocooning Project (crime prevention packs delivered to home owners near identified burglaries), with 360 packs given out across Charnwood.
- Using Multi Media across the Borough promoting “Thieves - We Are Watching You” with the aim to reduce the Burglary – Residential.
- County Wide social media campaign #Celebrate Safely, which so far shows 3,101 impressions and 116 engagements

Theme 1: Making Communities Safer: Areas for Development:

The Partnership has highlighted a significant increase in drug related behaviour, particularly within Loughborough and an increase in youth related crime and disorder. This youth related crime and disorder is compounded by the fact that several of the youths are also listed by Leicestershire Police as ‘Habitual Knife Carriers’(HKC) and pose a risk on a number of levels, not least their involvement in ‘County Lines’ or ‘locality based’ crime groups. Through the new developed Youth JAG the Partnership is trying to understand the implications and risk of these young people to themselves and other members of the community. At present, each young person is risked assessed at the meeting and all members agree the course of action to take.

Theme 2: Protecting Vulnerable People

Priority 4: Increase reporting of Domestic Abuse and Hate Crime and promote positive outcomes for victims

Recorded Hate Crime for Quarter 3 has shown an +37.8 % increase (37 extra reports) compared to the same period last year. The Partnership is working with other Districts to increase reporting and there is a County wide Action Plan, which is monitored on a quarterly basis. Hate incidents/crimes are a standing item on the JAG as are Domestic Abuse cases. Domestic Abuse continues to show a decrease in reporting, with a decrease of -20.7% in domestic related violent crime.

Context

The following are updated performance indicators from Quarter 3 2018/2019 for the Domestic Abuse Service funded through Charnwood Community Safety Partnership:

- 100% satisfaction rate for 2018/2019 in all aspects of service delivery was rated as excellent or good.
- Living without Abuse has supported 195 clients in Charnwood in Quarter One to Quarter three 2018/2019
- 10 Freedom Programme sessions have taken place in 2018/2019. The Freedom Programme is a twelve-week course that explores the beliefs of the perpetrator, the different types of abuse, and how to recognise the early warning signs. The programme also aims to increase self-esteem and confidence.

Some key areas of work undertaken by the Partnership include:

- Continuation of the financial support for the Living Without Abuse scheme.
- Working with other Districts and the County Council to raise awareness of Hate Crime and Incidents and increase awareness of Hate Incident Report Centres.
- Social media campaign around Domestic Abuse during November to support the national awareness campaign, which had 1,862 impressions and 86 engagements
- At the last Partnership meeting, there were concerns raised that the increase could be linked to Brexit but they were reassured by Leicestershire Police that after analysis, the increase was mostly related to verbal abuse of security staff and Police officers.

Priority 5: Reduce the risk of harm for young people – including Child Sexual Exploitation and Cyber Bullying

The JAG continues to manage those highest risk cases that require a multi-agency response. The activity around an Urban Street Gang that the Partnership has been managing for some time has increased. The Partnership is pleased to report that custodial sentences for the ringleaders of that gang have significantly reduced the overall activity of that group, and work across the Partnership to close problem

premises and reassure the community has made a significant improvement, particularly in the Warwick Way estate.

A key court case in relation to this gang and the wider issue of young people being involved in the supply of “class A”, drugs will be concluded by Spring 2019. This will also be significant in relation to tactics available to the Partnership to tackle this behaviour and alternative tactics are being considered in relation to our enforcement options.

The prevention and support work continues on an individual basis which will be enhanced by some planned wider work around the criminal exploitation of children into 2019.

Context

The focus of the JAG continues to be around cases that fall in line with the Priority 5 and between April 2018 and January 2019, the JAG has hosted some productive and positive discussion around our highest risk, and most difficult cases. This has generated useful discussion and direction and has led to action and positive results in between meetings.

Some key areas of work undertaken by the Partnership include:

- The development of the “Bell Foundry People Zone” to tackle the issues that have been identified in this area, previously the Loughborough East Delivery Group.
- The Partnership continues to be involved with Leicestershire Police and other agencies focused upon tackling the threat of knife crime, particularly prevalent amongst young offenders.
- The Partnership is working with Drug Support Services to extend their current activities to target the hotspot locations identified at Charnwood JAG including the People Zone.
- An initial scoping meeting for the Drug Strategy has been completed and the Partnership are in the process of developing a Local Drug Strategy to tackle the increase drug misuse that the partnership has identified through the JAG.
- Due to the increased risk identified by the Partnership, the Youth JAG has been developed and to provide a holistic approach to tackle those young people identified as “high risk”.

Priority 6: Protect the most vulnerable in our communities particularly High Risk, Previous and Repeat Victims of Crime and ASB

As previously reported, the Partnership is very aware of the increase in safeguarding concerns in respect of adults and youths at risk. There are several youth cases in Charnwood that are either listed as being involved in County Lines or locality-based crime groups, both of which centre on the child’s involvement in drug activity, be it the supply or personal use of controlled substances.

In terms of the youth related cases the Partnership has created a Youth JAG which has met every month since September 2018. This multi-agency group has in the first

four months considered 25 youth related cases based upon a grading of either Low, Medium or High Risk. The Partnership has adopted the Youth Offending Services Risk Matrix and each case is assessed on the following criteria:

- Risk of Re-Offending
- Risk of Harm to other
- Risk of Harm to Self

Context

As of 14th February 2019, the Partnership has identified 13 youths who are now assessed as High Risk on all three criteria listed above. For context, this number has fluctuated between 13 and 8 cases listed as 'High Risk' since the inception of the initiative in September 2018. As the child reaches the age of 18 they are removed from the list which has happened on several cases.

Furthermore, in respect of Priority 6 there are several criminals within Charnwood, who are predominantly female offenders, who continue to exploit adults with complex needs for their own financial gain. Their motive is driven by their own drug misuse. The JAG has overseen these cases and the police have had detailed discussions in respect of each alleged victim with Adult Social Care. Moving forward perpetrators have been raised as individual cases at the JAG so that positive action can be taken to address any future criminal behaviour.

Some key areas of work undertaken by the Partnership to address Priority 6 includes:

- The development of the Youth JAG to provide a holistic approach to tackle the highest risk young people.
- The multi-agency collaborative work to achieve the best outcomes for these young people.
- Taken part in the development of a Knife Crime Campaign with Leicestershire Police through social media and developing youth schemes to deter young people from getting involved in Knife Crime
- Leicestershire Police with partners developed a social media campaign to make residents aware of the signs of county Lines which could be:
 - Returning home late, staying out all night or going missing
 - Being found in areas away from home
 - Increasing drug use, or being found to have large amounts of drugs on them
 - Being secretive about who they are talking to and where they are going
 - Unexplained absences from school, college, training or work
 - Unexplained money, phone(s), clothes or jewellery
 - Increasingly disruptive or aggressive behaviour
 - Using sexual, drug-related or violent language you wouldn't expect them to know
 - Coming home with injuries or looking particularly dishevelled
 - Having hotel cards or keys to unknown places.

Theme 2: Protecting Vulnerable People – What is working Well:

The creation of the Bell Foundry People Zone has started to develop at pace, with a productive meeting involving many key partners. This was followed by a management level steering group meeting where the plan for implementation has been introduced. To deliver the aims and objectives of the People Zone, two further sub-groups have been implemented that facilitate a closed partnership meeting where the focus will be on “People”, and an open “Place” meeting where community engagement, confidence and reassurance will be managed and improved.

Theme 2: Protecting Vulnerable People: Areas for improvement:

The creation of the “Youth JAG” has provided some benefits to the management of young people in Charnwood by allowing a more in-depth discussion around the highest risk young people. However, the objective of collectively agreeing a plan for each young person has been a challenge, which is due to such differing perspectives and objectives. Over time, this element should improve as learning is hard and relationships are formed between those attending.

Theme 3: Improving Community Confidence, Engagement and Cohesion

Priority 7: Prevent people being drawn into extremism

The PREVENT agenda, is delivered by specialist teams within both the Police and the County Council. Charnwood have local staff to support this initiative and link back to the centralised units. In keeping with this priority there has been WRAP training taking place and a timetable has been established to ensure all new CBC staff receive this training so that they are aware of their and the Councils obligations under Prevent.

Any partner or community concern in respect of an individual that is perceived to be at risk of radicalisation is referred to the JAG for assessment and onward progression to specialist teams. In Quarter 2 and Quarter 3 there have been no JAG referrals for Prevent.

Some key areas of work undertaken by the Partnership to address Priority 7 include:

- Training for New Council Staff
- Attending Prevent Train the Trainer sessions run by the St Phillips Centre to ensure that the training offered is up to date.
- Prevent training provided to partners such as Exaireo.

Priority 8: To Reduce The Level of Fear of Crime and ASB

The Partnership continues to work with the OPCC to develop and implement the concept of the People Zone. The chosen designated location for our People Zone has been identified as the Bell Foundry Estate in the east of Loughborough. An Integrated Neighbourhood Management Strategy has been developed and key practitioners have been identified to ensure an effective delivery of the plan.

Key themes that have come from both partners and members of the public include:

- The threat of open drug misuse
- The fear of crime particularly during the hours of darkness
- Low levels of community confidence

Context

To help improve Community Confidence, the Partnership has given out cocooning packs to victims of residential burglary, and during the last three quarters 360 cocooning packs have been delivered throughout Charnwood. These packs included the following:

- Light Timers
- Outside Lights
- Window Alarms
- Purse Chains
- Credit Card Protectors
- Personal Alarms

The Partnership has completed a community consultation process in respect of both the Civil Injunction and Public Space Protection Order (PSPO) it has in place to curb ASB within Loughborough Town Centre. The headlines from that consultation process, which involved both face to face surveys as well as the opportunity to complete online via the Borough Council's website:

- 288 members of the public completed the survey
- 70% were residents within Charnwood
- 7% were individuals who worked in Loughborough
- 5% were local businesses
- 61% felt 'safe' or 'very safe' in Loughborough during the day
- 26% felt 'safe' or 'very safe' in Loughborough during the night
- 47% stated drugs were a 'major issue'
- 49% stated begging was a 'major issue'
- 97% stated they supported the continued use of the Civil Injunction/PSPO.

Some key areas of work undertaken by the Partnership to address public concerns, as listed above include:

- Working with the Falcon Centre/Exaireo to continue their outreach work and support networks for residents engaged in substance misuse through partnership funding in locations identified by the JAG.

- The promotion of positive news stories via social media and the local press, such as the “Ask for Angela” Campaign which has been supported through the local pubwatch.
- Undertaking multi-agency patch walks to provide community assurance and ascertain community concerns
- The tackling of persistent offenders engaged in street related ASB under the Civil Injunction
- Enhanced uniform patrols on evenings of heavy footfall within the town centre
- The use of passive police drug dogs and knife arches at the entry point to licensed nightclubs

Theme 3: Improving Community Confidence, Engagement and Cohesion – what is working well

The Partnership has put in place a series of events throughout the Borough to help reduce the fear of crime and inform individuals what they can do to protect themselves. These have been carried out with the support of the local Police Beat Teams, these will continue throughout 2018/19.

Theme 3: Improving Community Confidence, Engagement and Cohesion: Areas for Improvement:

Improved Communication of Crime and Disorder Reductions and Crime Prevention messages have increased by a range of media channels to communicate important messages and to raise awareness of reporting mechanisms. The Partnership are looking at using the County Wide Campaign Calendar to ensure all local partners are aware of what campaigns are coming up, the plan being to demonstrate a more effective delivery structure with the aim of sharing resources, thereby reducing duplication.

Funding for 2018/19

Partnership Locality Fund – the OPCC has allocated specific sums of money to all Partnerships, for which they have been required to submit business cases, to draw down the funding. Charnwood's bids include the following: -

| | Funding Received | Funding Allocated |
|---|-------------------------|--------------------------|
| Police and Crime Commissioner Locality Funding | £75,500 | |
| To address transient student related ASB | | £10,000 |
| Increase in MTC posts and activity for People Zones | | £5,000 |
| Street Pastors | | £3,000 |
| Targeted multiagency preventative action to reduce SAQ offences & offending within the Priority Neighbourhood – Loughborough East (N65) | | £2,500 |
| Targeted multiagency preventative action to reduce SAQ offences within the Priority Neighbourhood – Loughborough Central (N62) | | £2,500 |
| Prevention Campaign Materials | | £5,000 |
| Student Crime Awareness | | £2,000 |
| Substance Misuse Project | | £10,000 |
| Mobile CCTV Camera fund | | £3,000 |
| Domestic Abuse Services | | £10,000 |
| Cycle Theft | | £1,000 |
| Domestic Burglary Packs | | £5,000 |
| Fire Skills | | £3,684 |
| Op Endeavour | | £2,000 |
| Contingence Fund | | £16 |
| Detached Work Youth Work | | £1620 |
| Detached Work | | £2180 |
| CCTV for people zone | | £7,000 |
| Total | | £75,500.00 |

Conclusion

As highlighted in this report, the current major threats to the CSP's crime performance are the following crime categories:

- Theft of Vehicles
- Domestic Burglary
- Shoplifting

However, the CSP is facing an unprecedented challenge in terms of protecting the most vulnerable in our community. This challenge is a central theme running through

the work of the CSP plan and positive action is being taken to safeguard both adults and young people at risk. There are several key aggravating factors that are placing significant demand upon the Partnership and these key issues include:

- The increasing social and criminal impact of sustained drug misuse on the individual and the local community.
- Criminal exploitation of both Adults/Youths at risk (County Lines and Locality Based Crime Groups) and the subsequent safeguarding concerns
- The increasing threat posed by the significant number of high-risk youth related cases compounded by the number of youth related Knife Carriers

Finally, the Partnership has identified several critical areas of business that require action to deliver an effective crime and disorder control plan. It is recommended that the focus for the Partnership in the performance year 2019/2020 should be:

- To develop an effective drug strategy with actions that have an impact on the individual and the wider community
- To continue the development of the Joint Action Group and the Youth Joint Action Group to enable early identification of Adults and Young People at risk of criminal exploitation – paying close attention to County Lines and Locality Based Crime Groups
- To develop an effective control strategy within our town centres aimed at reducing street related anti-social behaviour (with a focus on substance misuse) and reducing commercial crime
- To ensure all agencies take an active role in the development and implementation of the Peoples Zone within the Bell Foundry Estate

Charnwood Community Safety Partnership Plan 2017/20

Following the production of the Charnwood Community Safety Partnership Strategic Assessment in January 2019, the Community Safety Partnership reviewed its Community Safety Partnership Plan. This annual assessment ensures that the Community Safety Partnership is making intelligence-led and evidence-based decisions. It assists the Partnership to work within defined budgets to address a wide range of community safety issues that are of greatest importance to communities. The findings of the 2018/19 Strategic Assessment were discussed by Members of the Partnership, alongside local, regional and national drivers including the Police and Crime Commissioners Plan and used to inform the setting of local priorities, which have been adopted for inclusion in the Community Safety Plan. The strategic priorities that will now formulate the refreshed CSP plan are listed below:

Under the three themes, the following priorities have been identified:

| | | |
|--|---|---|
| <p>Theme 1: Making Communities Safer</p> | <p>Theme 2: Protecting Vulnerable People</p> | <p>Theme 3: Improving Community Confidence, Engagement and Cohesion</p> |
| <p>Priority 1:</p> <p>Prevent and disrupt criminal activity with the aim of reducing 'All Crime'</p> | <p>Priority 3:</p> <p>Protecting Vulnerable Adults and Youths including those at risk of Criminal Exploitation</p> | <p>Priority 5:</p> <p>Build safer and stronger communities with a focus on increasing community confidence</p> |
| <p>Priority 2:</p> <p>Proactively tackle ASB with a focus on reducing alcohol related violence, substance misuse and street related ASB</p> | <p>Priority 4:</p> <p>Prevent people being drawn into extremism and increase the reporting of Hate Crime</p> | |

The above priorities to be adopted in 2019/20, are in line with the increasing challenges the CSP are currently facing. As evidenced in this report, the Partnership is facing an unprecedented demand in terms of an increase in threat, risk and harm cases. The increase in these cases relate to both adults and youths at risk of criminal exploitation. The Partnership has the highest number of youth related habitual knife carriers (aged between 13 and 18 years) within LLR, many of whom are either related to County Lines or locality based crime groups. Central to many of these cases is the driver for the supply or use of controlled drugs.

The increase in high risk cases and the subsequent safeguarding processes requires the Partnership to target its resources in both a cost effective and intelligence led approach. Subsequently, the 2019/20 strategic priorities of the CSP have become more focused upon the management of risk and the requirement to ensure effective control measures are in place.

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Appendix A

Performance Data from the 1st April 2018 to 31st January 2019

| Crime Type | Reduction Target | Performance to Date | Total Crime as at 31st January 2018 | Total Crime as at 31st January 2019 | Position in Family Group as at December 2018 |
|---|-------------------------|----------------------------|---|---|---|
| All Crime | Reduction | +12.7% | 9993 | 11258 | 9/15 |
| Burglary - Residential | Reduction | +15.9% | 823 | 954 | 14/15 |
| Burglary – Business and Community | Reduction | -32.4% | 451 | 305 | 15/15 |
| Theft of Vehicles | Reduction | +58.1% | 191 | 302 | 8/15 |
| Theft from Vehicles | Reduction | +2.9% | 950 | 978 | 13/15 |
| Shoplifting | Reduction | +5.2% | 945 | 994 | 11/15 |
| Violence against the Person with Injury | Reduction | -8% | 832 | 765 | 2/15 |
| Cycle Theft | Reduction | +24.4% | 291 | 362 | 14/15 |
| Robbery | Reduction | -16.7% | 90 | 75 | 8/15 |

Charnwood's Community Safety Partnership's Family Group is as follows: Hampshire – Eastleigh, Hertfordshire - North Hertfordshire, Thames Valley – Wycombe, Hertfordshire – Hertsmere, Sussex – Arun, Essex – Chelmsford, Essex - Epping Forest, North Yorkshire – York, Kent – Maidston, Kent - Canterbury, Avon and Somerset – Bath and North East Somerset, Avon and Somerset – South Gloucestershire, Hertfordshire – Dacorum & Warwickshire – Rugby

Briefing Note for Scrutiny Management Board 6th March 2019**Actions the Council is taking and plans to take to meet affordable housing needs in the Borough****Introduction**

There are primarily three areas where the Council can directly influence the delivery of affordable housing in the Borough. These are

- Planning – five year supply/SUE delivery/managing growth
- Enabling – Housing Acquisitions Policy/Homes England potential/RSLs delivery
- Direct- new build housing, whether traditional or non-traditional construction, potential housing company

Planning**Identifying the need**

The Council has a comprehensive evidence suite that enables it to calculate the requirements for housing. The main source for affordable housing is through the HEDNA assessment, district wide viability assessment, and Housing SPD.

Plan making and decision taking

Meeting the affordable housing needs of the Borough is a material consideration in planning decisions and plan making.

Evidence of need is used to inform local plan policies and the allocation of sites for housing development. Housing sites are allocated subject to a percentage of these being for affordable housing in accordance with the evidence of need in that area. The majority of the council's housing needs to 2028 are being met through the three SUEs

Recent changes to government policy require 10% of local plan housing allocations to be on small sites of up to 1 hectare to help provide diversification to the housing market. This could undermine the viability of affordable housing schemes in some cases. Nevertheless the requirement will need to be considered in the new local plan under preparation.

When considering future approvals, there is a need to approve sites that are in sustainable locations that support the Council's development strategy but it is also possible to identify sites in rural locations as an exception to normal countryside policies where these are meeting an identified local affordable housing need. It is

most likely that these sites will be identified through neighbourhood rather than local plans.

Planning applications solely for affordable housing schemes are not common and as stated above, provision is usually made as a percentage of market housing schemes based on the evidence of viability in an area. That percentage ranges between 20-40%; however, depending on the constraints for each site, that percentage may be diminished if an application is supported by a robust site viability assessment.

Monitoring Delivery

There is ongoing monitoring of the Five Year Supply of housing, and an assessment of delivery against needs. As at 31st March 2018 there was a supply of 5.93 years. The position going forward relies on the delivery trajectory for SUEs happening, but complex sites can be delayed, so it is important to have sites in hand to help maintain supply pipeline.

New planning permissions and completions are monitored on an ongoing basis through the year also. The Annual Monitoring Report provides an annual assessment of the performance of the local plan including its housing outcomes.

We have an established group of Members and officers, including the Leader and Chief Executive meeting as the Housing Delivery Working Group regularly to oversee this whole agenda and some elements are already picked up through existing scrutiny arrangements and performance monitoring..

Delivery

The Growth Advisory Group meets quarterly to review the progress made on strategic sites in the Borough and to assess risk to the delivery of new homes. It also considers how barriers to development can be removed or mitigated; and identifies opportunities, including funding, to accelerate the delivery of new homes.

Members of the group include:-

- Senior Council officers- Strategic Director of Housing, Planning and Regeneration and Regulatory Services and the Chief Executive
- Homes England
- Leicestershire County Council senior officers
- Leicester City Council Senior Officers
- LLEP representative

The group looks at areas such as infrastructure requirements, land assembly issues, potential grant funding, links to wider regeneration projects, transport.

Managing Individual Sites

In relation to delivery of individual sites, the Council promotes the use of Planning Performance Agreements for all strategic and most large developments in the Borough. PPAs are a project management tool where the Council and the Applicant agree:

- Key milestones;
- Timeframes;
- Actions;
- Resources.

Even with PPA's in place, the Council is unable to force developers to deliver to a particular timescale, and as has been seen with the SUE's , the larger and more complex sites are the more difficult they are to deliver.

Enabling

The main area of activity is supporting delivery of affordable housing through

- [Housing Acquisitions Policy/Use of Right To Buy](#) receipts
- Partnerships with [RSLs](#) /Section 106 delivery
- Partnership with Homes England

The level of affordable housing need has been determined by the HEDNA. From the table below, it is clear that there is an ongoing shortfall over the plan period, and it is unlikely that these ongoing requirements can be met in full. Issues which affect the delivery include the viability of affordable housing provision on new sites, and in such cases developers may seek to re-negotiate the section 106 requirements for affordable housing provision.

| Year | Affordable Housing Need |
|---|-------------------------|
| Affordable Housing Need over a 26 year period, 2011-2036 based on 384 per year | 9,984 |
| Affordable Housing Supply over a 7 year period 2011-2018 | 1,197 (171 per year) |
| Shortfall in Affordable Housing Supply over a 19 year period, 2018-2036 | 8,787 |
| Average Shortfall in Affordable Housing Supply per year over a 19 year period, 2018-2036 | 462 |

Housing Acquisitions

An Housing Acquisitions Policy was agreed in May 2018. The Policy aims to:

- Increase the supply of suitable affordable homes to meet both short term and long term housing needs
- Facilitate the acquisition of properties for sale on the open market where there is an identified housing need for a specific property such as an adapted property or one with four or more bedrooms
- Facilitate the unlocking of stalled new build housing sites where the Developer is not able to secure a RSL
- Facilitate Regeneration Schemes

In March 2018, Cabinet approved the Capital Plan, which includes funding of £1,953,000 for 2018-2019 and in August 2018 approved £2,797,000 for 2019-2020 (total £4,750,000) for the acquisition of properties. 30% of the funding is from 1-4-1 Right to Buy receipts and 70% is from the Housing Revenue Account. As at 11th February 2019, 8 properties have been purchased with a further 4 offers accepted which commits £2,079,000 of the available funds.

The benefit of the policy is that specific properties can be targeted to address housing needs, for example bungalows or properties suitable for disabled residents, which might not be available in the Council stock. However, it is clear that this Policy will generate only small numbers of additional affordable homes to the stock, and although the tenure is changed, this does not add to the overall numbers of available housing.

Registered Social Landlords and Section 106 delivery

The majority of affordable homes negotiated through Section 106 agreements are delivered through registered social landlords, although in some instances developers have been unable to secure an RSL partner, due to viability issues. The activity in relation to section 106 delivery is as follows

| Financial Year | Number of Affordable Homes |
|----------------|------------------------------------|
| 2017/2018 | 229 (delivered) |
| 2018/2019 | 179 (estimated) 86 delivered to Q3 |
| 2019 onwards* | 330 (pipeline excluding SUEs) |

*Based on Planning Applications Approved since 2015

The pipeline projected for 2019 does not mean that all properties will be delivered in 2019, this is just the number of confirmed units that are expected to be delivered.

Gifted Units

For sites where an RSL partner is not willing to take on the affordable units the Council have negotiated and secured the units to add to its own Housing stock as detailed below:

| Financial Year | Gifted Affordable Homes Secured |
|--|---------------------------------|
| 2017/2018 | 27 |
| 2018/2019 – 1 st April to 31 st December | 8 |

Working with Homes England

Officers have held a number of discussions with Homes England, to explore ways of securing further assistance with the delivery of new affordable homes. There are a number of national funding streams available to Homes England as follows

- Shared Ownership and Affordable Homes Programme - £1.3bn to 20/21
- Care and Support Specialised Housing Fund - £125m up to 2021
- Community Housing Fund - £163m up to 2020 (Capital and Revenue funding for capacity building of Community Groups)
- Strategic Partnerships - £590m nationally. 8 wave 1 partners, EMH was the only strategic partner active in Charnwood, wave 2 includes Longhurst, NCHA and Waterloo who are active in the Borough
- Move on Fund – £50m up to 2021 (Capital and Revenue funding for ongoing tenancy support costs)

This funding is directed towards the priorities identified through homes England, which means that investment will be largely targeted to areas in the South East of England, where there is an affordability issue. Charnwood is not identified as an area for priority investment; therefore access to much of the funding will not be available in Charnwood. However, officers are continuing to look for any opportunities to secure funding through Homes England either independent or through RSL partners.

Direct Provision

There are a number of ways that the Council can directly increase the supply of affordable homes through

- Remodelling – sheltered housing or less efficient property types, eg. Duplex flats. This will be small scale.
- Estate Regeneration – this will be long term and require significant investment if it is to cover a large number of properties.
- Garage sites developed for housing. This will be small scale.
- New Build – on Council owned land or through land purchase. Limehurst Depot site is the only available land in the estate outside of the housing portfolio, unless we look at alternative uses for our landholdings.

The recent report to Cabinet in December 2018 outlined the proposal to consider setting up a local Housing Company, with the objective of increasing the supply of affordable homes in the Borough. In addition the company could look at developing

properties outside of the HRA to provide a longer term income stream to the Council, and to offer more choice to customers in relation to the rental market. A further report is due to come before Cabinet in April outlining the business case.

There are two significant issues to overcome in relation to new build provision, and these are investment capital, and land availability.

Availability of Land

The land within the HRA has been evaluated over the years to identify any potential development sites. This has resulted in some minor new build infill provision, and there is the potential to develop a small number of garage sites, although the costs per unit will be high due to the nature of the site.

Redevelopment of sheltered housing sites is also a possibility, and there is a programme being considered for this. The current proposals for sheltered remodelling will be contained within the capital programme for the HRA. More substantial redevelopment of some areas of stock could be considered, but these would be longer term opportunities, and are likely to require a partnership approach with a private developer. This would look to address the issues that might arise in the medium to long term within the stock, as estates become less attractive over time.

The Council does hold a number of assets, and it is possible the land use might be changed to develop housing, should there be an appetite to consider this option. Limehurst depot site is one such example, but there may be other opportunities that have not yet been considered. Many local authorities are looking at their own land holdings as a way to generate new housing opportunities, and an exercise is under way to evaluate all assets owned by the Council to evaluate whether any might be suitable for future housing development.

However, it is unlikely that this will garner any significant development potential; therefore any new build provision will need to be on land purchased or acquired specifically for new build. Alternatively, the Council can negotiate with developers to purchase some 'off the shelf' new build properties on some of the larger sites.

Alternative methods of construction, including off-site construction could be considered if a development site was acquired or identified.

In relation to capital, any proposal to increase the supply of affordable housing directly will need to be funded. This funding is likely to come from borrowing.

Availability of funding

When self-financing was introduced to the Housing Revenue Account in 2012 it created the HRA Debt Cap which for Charnwood was set at £88,200,000.

The Government's budget of 29 October 2018 announced the immediate ending of the HRA debt cap:

- The Housing Revenue Account cap that controls local authority borrowing for house building will be abolished from 29 October 2018 in England, enabling councils to increase house building to around 10,000 homes per year.

This means that the HRA is now able to borrow to meet its requirements, subject to the prudential principles. These relate to whether the additional debt being taken on is prudent, affordable and sustainable.

To meet the prudential criteria, the Council will need to demonstrate the demand for social housing before the HRA share of indebtedness is increased.

The HRA currently has external loans totalling £79,190m. These were taken out in 2012 to finance payments to the Government which were necessary to end the HRA Subsidy system. The annual interest on these loans is £2,696m. This is an average interest rate of 3.4%. Any additional borrowing would need to be factored into the business plan, and take into account the requirements to manage the stock over the period, Therefore items such as heating and kitchen replacements, based on life cycle costs would be required, along with the management costs.

The table attached at Appendix A gives some indication of the number of properties that could be generated for various amounts of borrowing, and the interest payable. For illustrative purposes only, an average build cost of £130,000 per unit and an average rental cost of £120 per week have been used in the calculations.

The tables at Appendix B indicate the net costs when factors such as management costs and rental income are taken into account. This demonstrates the difference between charging a social housing rent, and a rent at the Local Housing Allowance level. Market rents could generate even greater income, reducing the interest payable, but the loans for any properties rented at market rates would need to be generated through the general fund, not the HRA. A combination of proposals could be undertaken, with the market rent houses being directed through the Housing Company.

New loans would be taken out in the name of Charnwood Borough Council, not the HRA, although that would resource repayments and debt interest. The affordability would need to be considered in conjunction with the HRA Business Plan. The business plan includes a thirty year financial projection on the state of the HRA.

External loans can be accessed either through the commercial sector or the PWLB, and can be at fixed or variable interest rates. Longer term loans offer lower interest rates, although the debt cost is for a greater period.

This can be accessed from within the council's HRA. There is no need to create a separate company (with VAT/corporation tax complications etc.) to do so. The benefits of any company are through the type of tenure and amounts of rent which can be charged, and the exclusion of the properties from the Right to Buy.

Eileen Mallon

Strategic Director of Housing, Planning and Regeneration and Regulatory Services

| Amount borrowed | Total no of additional properties | Total no of properties | 1 year | 5 years | 10 years | 15 years | 20 years | 25 years | 30 years | 40 years | 50 years |
|-----------------|-----------------------------------|------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| | | | 1.78% | 1.99% | 2.36% | 2.64% | 2.78% | 2.82% | 2.80% | 2.70% | 2.67% |
| £ | | | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| 2,500,000 | 17 | 5,545 | 44,500 | 49,750 | 59,000 | 66,000 | 69,500 | 70,500 | 70,000 | 67,500 | 66,750 |
| 5,000,000 | 33 | 5,561 | 89,000 | 99,500 | 118,000 | 132,000 | 139,000 | 141,000 | 140,000 | 135,000 | 133,500 |
| 7,500,000 | 50 | 5,578 | 133,500 | 149,250 | 177,000 | 198,000 | 208,500 | 211,500 | 210,000 | 202,500 | 200,250 |
| 10,000,000 | 67 | 5,595 | 178,000 | 199,000 | 236,000 | 264,000 | 278,000 | 282,000 | 280,000 | 270,000 | 267,000 |
| 12,500,000 | 83 | 5,611 | 222,500 | 248,750 | 295,000 | 330,000 | 347,500 | 352,500 | 350,000 | 337,500 | 333,750 |
| 15,000,000 | 100 | 5,628 | 267,000 | 298,500 | 354,000 | 396,000 | 417,000 | 423,000 | 420,000 | 405,000 | 400,500 |
| 17,500,000 | 117 | 5,645 | 311,500 | 348,250 | 413,000 | 462,000 | 486,500 | 493,500 | 490,000 | 472,500 | 467,250 |
| 20,000,000 | 133 | 5,661 | 356,000 | 398,000 | 472,000 | 528,000 | 556,000 | 564,000 | 560,000 | 540,000 | 534,000 |
| 22,500,000 | 150 | 5,678 | 400,500 | 447,750 | 531,000 | 594,000 | 625,500 | 634,500 | 630,000 | 607,500 | 600,750 |
| 25,000,000 | 167 | 5,695 | 445,000 | 497,500 | 590,000 | 660,000 | 695,000 | 705,000 | 700,000 | 675,000 | 667,500 |
| 27,500,000 | 183 | 5,711 | 489,500 | 547,250 | 649,000 | 726,000 | 764,500 | 775,500 | 770,000 | 742,500 | 734,250 |
| 30,000,000 | 200 | 5,728 | 534,000 | 597,000 | 708,000 | 792,000 | 834,000 | 846,000 | 840,000 | 810,000 | 801,000 |
| 32,500,000 | 217 | 5,745 | 578,500 | 646,750 | 767,000 | 858,000 | 903,500 | 916,500 | 910,000 | 877,500 | 867,750 |
| 35,000,000 | 233 | 5,761 | 623,000 | 696,500 | 826,000 | 924,000 | 973,000 | 987,000 | 980,000 | 945,000 | 934,500 |
| 37,500,000 | 250 | 5,778 | 667,500 | 746,250 | 885,000 | 990,000 | 1,042,500 | 1,057,500 | 1,050,000 | 1,012,500 | 1,001,250 |
| 40,000,000 | 267 | 5,795 | 712,000 | 796,000 | 944,000 | 1,056,000 | 1,112,000 | 1,128,000 | 1,120,000 | 1,080,000 | 1,068,000 |
| 42,500,000 | 283 | 5,811 | 756,500 | 845,750 | 1,003,000 | 1,122,000 | 1,181,500 | 1,198,500 | 1,190,000 | 1,147,500 | 1,134,750 |
| 45,000,000 | 300 | 5,828 | 801,000 | 895,500 | 1,062,000 | 1,188,000 | 1,251,000 | 1,269,000 | 1,260,000 | 1,215,000 | 1,201,500 |
| 47,500,000 | 317 | 5,845 | 845,500 | 945,250 | 1,121,000 | 1,254,000 | 1,320,500 | 1,339,500 | 1,330,000 | 1,282,500 | 1,268,250 |
| 50,000,000 | 333 | 5,861 | 890,000 | 995,000 | 1,180,000 | 1,320,000 | 1,390,000 | 1,410,000 | 1,400,000 | 1,350,000 | 1,335,000 |
| 52,500,000 | 350 | 5,878 | 934,500 | 1,044,750 | 1,239,000 | 1,386,000 | 1,459,500 | 1,480,500 | 1,470,000 | 1,417,500 | 1,401,750 |
| 55,000,000 | 367 | 5,895 | 979,000 | 1,094,500 | 1,298,000 | 1,452,000 | 1,529,000 | 1,551,000 | 1,540,000 | 1,485,000 | 1,468,500 |
| 57,500,000 | 383 | 5,911 | 1,023,500 | 1,144,250 | 1,357,000 | 1,518,000 | 1,598,500 | 1,621,500 | 1,610,000 | 1,552,500 | 1,535,250 |
| 60,000,000 | 400 | 5,928 | 1,068,000 | 1,194,000 | 1,416,000 | 1,584,000 | 1,668,000 | 1,692,000 | 1,680,000 | 1,620,000 | 1,602,000 |
| 62,500,000 | 417 | 5,945 | 1,112,500 | 1,243,750 | 1,475,000 | 1,650,000 | 1,737,500 | 1,762,500 | 1,750,000 | 1,687,500 | 1,668,750 |
| 65,000,000 | 433 | 5,961 | 1,157,000 | 1,293,500 | 1,534,000 | 1,716,000 | 1,807,000 | 1,833,000 | 1,820,000 | 1,755,000 | 1,735,500 |
| 67,500,000 | 450 | 5,978 | 1,201,500 | 1,343,250 | 1,593,000 | 1,782,000 | 1,876,500 | 1,903,500 | 1,890,000 | 1,822,500 | 1,802,250 |
| 70,000,000 | 467 | 5,995 | 1,246,000 | 1,393,000 | 1,652,000 | 1,848,000 | 1,946,000 | 1,974,000 | 1,960,000 | 1,890,000 | 1,869,000 |

Net cost of borrowing per year (Interest costs less additional net rent income stream x no of additional properties)

LA Social Housing Rents

This is the net cost to the HRA to borrow once income and expenditure has been taken into account alongside the cost of borrowing

| Loan Value | Total no of additional properties | Total no of properties | 1 year 1.78% | 5 years 1.99% | 10 years 2.36% | 15 years 2.64% | 20 years 2.78% | 25 years 2.82% | 30 years 2.80% | 40 years 2.70% | 50 years 2.67% |
|------------|-----------------------------------|------------------------|-----------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| £ | | | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| 2,500,000 | 17 | 5,545 | 28,279.55 | 33,529.55 | 42,779.55 | 49,779.55 | 53,279.55 | 54,279.55 | 53,779.55 | 51,279.55 | 50,529.55 |
| 5,000,000 | 33 | 5,561 | 56,559.09 | 67,059.09 | 85,559.09 | 99,559.09 | 106,559.09 | 108,559.09 | 107,559.09 | 102,559.09 | 101,059.09 |
| 7,500,000 | 50 | 5,578 | 84,838.64 | 100,588.64 | 128,338.64 | 149,338.64 | 159,838.64 | 162,838.64 | 161,338.64 | 153,838.64 | 151,588.64 |
| 10,000,000 | 67 | 5,595 | 113,118.19 | 134,118.19 | 171,118.19 | 199,118.19 | 213,118.19 | 217,118.19 | 215,118.19 | 205,118.19 | 202,118.19 |
| 12,500,000 | 83 | 5,611 | 141,397.73 | 167,647.73 | 213,897.73 | 248,897.73 | 266,397.73 | 271,397.73 | 268,897.73 | 256,397.73 | 252,647.73 |
| 15,000,000 | 100 | 5,628 | 169,677.28 | 201,177.28 | 256,677.28 | 298,677.28 | 319,677.28 | 325,677.28 | 322,677.28 | 307,677.28 | 303,177.28 |
| 17,500,000 | 117 | 5,645 | 197,956.83 | 234,706.83 | 299,456.83 | 348,456.83 | 372,956.83 | 379,956.83 | 376,456.83 | 358,956.83 | 353,706.83 |
| 20,000,000 | 133 | 5,661 | 226,236.37 | 268,236.37 | 342,236.37 | 398,236.37 | 426,236.37 | 434,236.37 | 430,236.37 | 410,236.37 | 404,236.37 |
| 22,500,000 | 150 | 5,678 | 254,515.92 | 301,765.92 | 385,015.92 | 448,015.92 | 479,515.92 | 488,515.92 | 484,015.92 | 461,515.92 | 454,765.92 |
| 25,000,000 | 167 | 5,695 | 282,795.47 | 335,295.47 | 427,795.47 | 497,795.47 | 532,795.47 | 542,795.47 | 537,795.47 | 512,795.47 | 505,295.47 |
| 27,500,000 | 183 | 5,711 | 311,075.01 | 368,825.01 | 470,575.01 | 547,575.01 | 586,075.01 | 597,075.01 | 591,575.01 | 564,075.01 | 555,825.01 |
| 30,000,000 | 200 | 5,728 | 339,354.56 | 402,354.56 | 513,354.56 | 597,354.56 | 639,354.56 | 651,354.56 | 645,354.56 | 615,354.56 | 606,354.56 |
| 32,500,000 | 217 | 5,745 | 367,634.11 | 435,884.11 | 556,134.11 | 647,134.11 | 692,634.11 | 705,634.11 | 699,134.11 | 666,634.11 | 656,884.11 |
| 35,000,000 | 233 | 5,761 | 395,913.65 | 469,413.65 | 598,913.65 | 696,913.65 | 745,913.65 | 759,913.65 | 752,913.65 | 717,913.65 | 707,413.65 |
| 37,500,000 | 250 | 5,778 | 424,193.20 | 502,943.20 | 641,693.20 | 746,693.20 | 799,193.20 | 814,193.20 | 806,693.20 | 769,193.20 | 757,943.20 |
| 40,000,000 | 267 | 5,795 | 452,472.74 | 536,472.74 | 684,472.74 | 796,472.74 | 852,472.74 | 868,472.74 | 860,472.74 | 820,472.74 | 808,472.74 |
| 42,500,000 | 283 | 5,811 | 480,752.29 | 570,002.29 | 727,252.29 | 846,252.29 | 905,752.29 | 922,752.29 | 914,252.29 | 871,752.29 | 859,002.29 |
| 45,000,000 | 300 | 5,828 | 509,031.84 | 603,531.84 | 770,031.84 | 896,031.84 | 959,031.84 | 977,031.84 | 968,031.84 | 923,031.84 | 909,531.84 |
| 47,500,000 | 317 | 5,845 | 537,311.38 | 637,061.38 | 812,811.38 | 945,811.38 | 1,012,311.38 | 1,031,311.38 | 1,021,811.38 | 974,311.38 | 960,061.38 |
| 50,000,000 | 333 | 5,861 | 565,590.93 | 670,590.93 | 855,590.93 | 995,590.93 | 1,065,590.93 | 1,085,590.93 | 1,075,590.93 | 1,025,590.93 | 1,010,590.93 |
| 52,500,000 | 350 | 5,878 | 593,870.48 | 704,120.48 | 898,370.48 | 1,045,370.48 | 1,118,870.48 | 1,139,870.48 | 1,129,370.48 | 1,076,870.48 | 1,061,120.48 |
| 55,000,000 | 367 | 5,895 | 622,150.02 | 737,650.02 | 941,150.02 | 1,095,150.02 | 1,172,150.02 | 1,194,150.02 | 1,183,150.02 | 1,128,150.02 | 1,111,650.02 |
| 57,500,000 | 383 | 5,911 | 650,429.57 | 771,179.57 | 983,929.57 | 1,144,929.57 | 1,225,429.57 | 1,248,429.57 | 1,236,929.57 | 1,179,429.57 | 1,162,179.57 |
| 60,000,000 | 400 | 5,928 | 678,709.12 | 804,709.12 | 1,026,709.12 | 1,194,709.12 | 1,278,709.12 | 1,302,709.12 | 1,290,709.12 | 1,230,709.12 | 1,212,709.12 |
| 62,500,000 | 417 | 5,945 | 706,988.66 | 838,238.66 | 1,069,488.66 | 1,244,488.66 | 1,331,988.66 | 1,356,988.66 | 1,344,488.66 | 1,281,988.66 | 1,263,238.66 |
| 65,000,000 | 433 | 5,961 | 735,268.21 | 871,768.21 | 1,112,268.21 | 1,294,268.21 | 1,385,268.21 | 1,411,268.21 | 1,398,268.21 | 1,333,268.21 | 1,313,768.21 |
| 67,500,000 | 450 | 5,978 | 763,547.76 | 905,297.76 | 1,155,047.76 | 1,344,047.76 | 1,438,547.76 | 1,465,547.76 | 1,452,047.76 | 1,384,547.76 | 1,364,297.76 |
| 70,000,000 | 467 | 5,995 | 791,827.30 | 938,827.30 | 1,197,827.30 | 1,393,827.30 | 1,491,827.30 | 1,519,827.30 | 1,505,827.30 | 1,435,827.30 | 1,414,827.30 |

Net cost of borrowing in total (Interest costs less additional net rent income stream x no of additional properties)

Local Housing Allowance Rent

This is the net cost to the HRA to borrow once income and expenditure has been taken into account alongside the cost of borrowing

| Loan Value | Total no of additional properties | Total no of properties | 1 year 1.78% | 5 years 1.99% | 10 years 2.36% | 15 years 2.64% | 20 years 2.78% | 25 years 2.82% | 30 years 2.80% | 40 years 2.70% | 50 years 2.67% |
|------------|-----------------------------------|------------------------|-----------------|------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| £ | | | £ | £ | £ | £ | £ | £ | £ | £ | £ |
| 2,500,000 | 17 | 5,545 | -13,769.18 | -8,519.18 | 730.82 | 7,730.82 | 11,230.82 | 12,230.82 | 11,730.82 | 9,230.82 | 8,480.82 |
| 5,000,000 | 33 | 5,561 | -27,538.35 | -17,038.35 | 1,461.65 | 15,461.65 | 22,461.65 | 24,461.65 | 23,461.65 | 18,461.65 | 16,961.65 |
| 7,500,000 | 50 | 5,578 | -41,307.53 | -25,557.53 | 2,192.47 | 23,192.47 | 33,692.47 | 36,692.47 | 35,192.47 | 27,692.47 | 25,442.47 |
| 10,000,000 | 67 | 5,595 | -55,076.70 | -34,076.70 | 2,923.30 | 30,923.30 | 44,923.30 | 48,923.30 | 46,923.30 | 36,923.30 | 33,923.30 |
| 12,500,000 | 83 | 5,611 | -68,845.88 | -42,595.88 | 3,654.12 | 38,654.12 | 56,154.12 | 61,154.12 | 58,654.12 | 46,154.12 | 42,404.12 |
| 15,000,000 | 100 | 5,628 | -82,615.05 | -51,115.05 | 4,384.95 | 46,384.95 | 67,384.95 | 73,384.95 | 70,384.95 | 55,384.95 | 50,884.95 |
| 17,500,000 | 117 | 5,645 | -96,384.23 | -59,634.23 | 5,115.77 | 54,115.77 | 78,615.77 | 85,615.77 | 82,115.77 | 64,615.77 | 59,365.77 |
| 20,000,000 | 133 | 5,661 | -110,153.40 | -68,153.40 | 5,846.60 | 61,846.60 | 89,846.60 | 97,846.60 | 93,846.60 | 73,846.60 | 67,846.60 |
| 22,500,000 | 150 | 5,678 | -123,922.58 | -76,672.58 | 6,577.42 | 69,577.42 | 101,077.42 | 110,077.42 | 105,577.42 | 83,077.42 | 76,327.42 |
| 25,000,000 | 167 | 5,695 | -137,691.75 | -85,191.75 | 7,308.25 | 77,308.25 | 112,308.25 | 122,308.25 | 117,308.25 | 92,308.25 | 84,808.25 |
| 27,500,000 | 183 | 5,711 | -151,460.93 | -93,710.93 | 8,039.07 | 85,039.07 | 123,539.07 | 134,539.07 | 129,039.07 | 101,539.07 | 93,289.07 |
| 30,000,000 | 200 | 5,728 | -165,230.10 | -102,230.10 | 8,769.90 | 92,769.90 | 134,769.90 | 146,769.90 | 140,769.90 | 110,769.90 | 101,769.90 |
| 32,500,000 | 217 | 5,745 | -178,999.28 | -110,749.28 | 9,500.72 | 100,500.72 | 146,000.72 | 159,000.72 | 152,500.72 | 120,000.72 | 110,250.72 |
| 35,000,000 | 233 | 5,761 | -192,768.45 | -119,268.45 | 10,231.55 | 108,231.55 | 157,231.55 | 171,231.55 | 164,231.55 | 129,231.55 | 118,731.55 |
| 37,500,000 | 250 | 5,778 | -206,537.63 | -127,787.63 | 10,962.37 | 115,962.37 | 168,462.37 | 183,462.37 | 175,962.37 | 138,462.37 | 127,212.37 |
| 40,000,000 | 267 | 5,795 | -220,306.80 | -136,306.80 | 11,693.20 | 123,693.20 | 179,693.20 | 195,693.20 | 187,693.20 | 147,693.20 | 135,693.20 |
| 42,500,000 | 283 | 5,811 | -234,075.98 | -144,825.98 | 12,424.02 | 131,424.02 | 190,924.02 | 207,924.02 | 199,424.02 | 156,924.02 | 144,174.02 |
| 45,000,000 | 300 | 5,828 | -247,845.15 | -153,345.15 | 13,154.85 | 139,154.85 | 202,154.85 | 220,154.85 | 211,154.85 | 166,154.85 | 152,654.85 |
| 47,500,000 | 317 | 5,845 | -261,614.33 | -161,864.33 | 13,885.67 | 146,885.67 | 213,385.67 | 232,385.67 | 222,885.67 | 175,385.67 | 161,135.67 |
| 50,000,000 | 333 | 5,861 | -275,383.50 | -170,383.50 | 14,616.50 | 154,616.50 | 224,616.50 | 244,616.50 | 234,616.50 | 184,616.50 | 169,616.50 |
| 52,500,000 | 350 | 5,878 | -289,152.68 | -178,902.68 | 15,347.32 | 162,347.32 | 235,847.32 | 256,847.32 | 246,347.32 | 193,847.32 | 178,097.32 |
| 55,000,000 | 367 | 5,895 | -302,921.85 | -187,421.85 | 16,078.15 | 170,078.15 | 247,078.15 | 269,078.15 | 258,078.15 | 203,078.15 | 186,578.15 |
| 57,500,000 | 383 | 5,911 | -316,691.03 | -195,941.03 | 16,808.97 | 177,808.97 | 258,308.97 | 281,308.97 | 269,808.97 | 212,308.97 | 195,058.97 |
| 60,000,000 | 400 | 5,928 | -330,460.20 | -204,460.20 | 17,539.80 | 185,539.80 | 269,539.80 | 293,539.80 | 281,539.80 | 221,539.80 | 203,539.80 |
| 62,500,000 | 417 | 5,945 | -344,229.38 | -212,979.38 | 18,270.62 | 193,270.62 | 280,770.62 | 305,770.62 | 293,270.62 | 230,770.62 | 212,020.62 |
| 65,000,000 | 433 | 5,961 | -357,998.55 | -221,498.55 | 19,001.45 | 201,001.45 | 292,001.45 | 318,001.45 | 305,001.45 | 240,001.45 | 220,501.45 |
| 67,500,000 | 450 | 5,978 | -371,767.73 | -230,017.73 | 19,732.27 | 208,732.27 | 303,232.27 | 330,232.27 | 316,732.27 | 249,232.27 | 228,982.27 |
| 70,000,000 | 467 | 5,995 | -385,536.90 | -238,536.90 | 20,463.10 | 216,463.10 | 314,463.10 | 342,463.10 | 328,463.10 | 258,463.10 | 237,463.10 |

SCRUTINY MANAGEMENT BOARD – 6TH MARCH 2019

Report of the Head of Strategic Support

ITEM 10 DRAFT ANNUAL SCRUTINY REPORT 2018/19

Purpose of Report

To consider the draft Annual Scrutiny Report 2018/19 with a view to it being recommended to Council for approval.

Action Requested

1. That delegated authority be given to the Democratic Services Manager, in consultation with the Chair and Vice-chair of the Scrutiny Management Board, to format and amend the draft report to include reference to matters raised at the meeting.
2. That it be recommended to Council that the Annual Scrutiny Report 2018/19, including any amendments made following the meeting as per recommendation 1, above, be approved.

Reasons

1. To ensure that additional and updated information is incorporated into the final Annual Report before its submission to Council.
2. To report annually, as required by the Council's Constitution, on the operation and workings of Scrutiny.

Policy Context

In accordance with Scrutiny Committee Procedure 6.3(e) of the Council's Constitution, the Scrutiny Management Board must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally.

Background

The information contained within the draft report was informally approved by the chairs of each scrutiny body prior to it being submitted for consideration by the Board.

Should the Board agree the report it will be considered by Council on 25th March 2019.

Financial and Legal Implications

None

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

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Scrutiny

Annual Report

2018/19

Scrutiny Management Board



Introduction from the Chair of the Scrutiny Management Board

The Scrutiny Management Board's role is central to scrutiny arrangements at Charnwood as it works to:

- focus scrutiny by commissioning reviews and investigations where value can be added;
- monitor the effectiveness of scrutiny work by following up on actions agreed as a result of scrutiny recommendations;
- review Cabinet decisions before they are implemented where councillors have “called-in” such decisions for scrutiny.

During 2018/19, the Board has:

- continued to review the work of the Community Safety Partnership, in particular requesting a change to the basis of the report received to provide a more consistent and user-friendly report for its purposes;
- considered a call-in of a Cabinet decision under Scrutiny Committee Procedure 11.7 in respect of the Council's Environmental Services Contract, a decision which it concluded should be supported;
- noted key dates in relation to the Council's Revenues and Benefits Contract, concluding that programming further scrutiny of the contracting process was not necessary.
- looked at how effectively the themes set out in the Council's Corporate Plan were delivered in 2017/18, suggesting also ways in which the wording in the report might be made clearer;
- reviewed the Scrutiny Work Programme on an ongoing basis to ensure timely and effective scrutiny.

In addition, the Board has continued to support the work of scrutiny groups and panels by:

- considering requests from scrutiny groups in respect of the scrutiny work they wish to undertake and including those matters on the Scrutiny Work Programme where such scrutiny would add value and is appropriate to the role of the group concerned;
- further monitoring of the implementation of a Cabinet decision in relation to the Decent Homes Scrutiny Panel;
- considering the conclusions and recommendations of the Five Year Housing Supply Scrutiny Panel, making amendments to clarify those, and then submitting the Panel's report to the Cabinet. The Board also supported a recommendation that a quarterly report be provided to the Performance Scrutiny Panel if the Council's housing land supply fell below 5.5 years, to ensure that the position was monitored, and action identified if required;
- supporting and submitting to the Cabinet recommendations made by the Policy Scrutiny Group relating to the management of public open space, an outcome being that the Leader would raise again the issues identified at the next quarterly meeting of the Leader/Chief Executive/local Members of Parliament;
- having agreed the process for scrutiny of the Council's 2018/19 draft budget, subsequently recommending the Budget Scrutiny Panel's report to the Cabinet.

Finally, during 2018/19, the Board continued to be updated on progress with recommendations arising from the Centre for Public Scrutiny review, which had been instigated with a view to making scrutiny even better at Charnwood. Resulting improvements have included a greater role for Cabinet Lead Members where scrutiny issues relate to their portfolios, pre-meetings to enable scrutiny bodies to better focus their scrutiny at meetings and a revised scrutiny structure being proposed by the Board to Full Council in February 2019.

Councillor Jewel Miah, Chair of the Scrutiny Management Board

To access the agendas, minutes and sound recordings for meetings of the Board, click [here](#).

Policy Scrutiny Group



The main role of the Group is to act as a critical friend supporting the development and review of the Council's policies and strategies before the documents are agreed by the Cabinet or full Council. In particular, the Group seeks wherever possible to engage at the earliest possible stage when the Council reviews existing policies and strategies, as this approach provides the best opportunity for scrutiny input to have an impact. Policy development and review is a key area of the Council's activities as it is those policies that underpin how the Council delivers its service to the public.

Making a Difference

The Group is pleased to report that in performing this role it has been able to influence and improve the content of a number of policies and strategies during the year. In most cases the Group works constructively with Lead Members and officers to make suggestions and comments that will be considered as policies and strategies are finalised. It is pleasing to note that Lead Members and officers have readily accepted those suggestions and comments at the Group's meetings. The Group can also use its powers to make the Cabinet aware through recommendations and reports of its concerns or its wish to commend a particular policy approach.

It is worth noting that examples of all of these positive outcomes can be found in the summary of the Group's work set out below.

The Work of the Group in 2018/19

The Group scrutinised a wide range of policies and strategies and was able to achieve improvements to a number of them. Those improvements included: broadening the scope of the Climate Change Strategy to highlight the important contributions that commuting by bicycle and a vegetarian diet can make to reducing CO₂ emissions, clarifying that people who had mental health disabilities would be treated in the same way as those people who had physical disabilities in the Housing Income and Financial Inclusion Policy, and including more information about the issue of problem gambling and the measures that could be used to reduce its impact in the Statement of Principles made under the Gambling Act 2005.

During its consideration of the Council's Open Spaces Strategy, the Group identified concerns with the increasing use of management companies to manage open space on developments as an alternative to adoption of the land by the Council. The experience of residents on developments where this approach was used suggested that there could be problems with high levels of service charges and a lack of transparency when they were increased. There was also evidence that maintenance work was of low quality in some cases. As the current system is set out in law, the Group sent a report to the Cabinet recommending that the matter be raised with MPs. The Cabinet agreed to the Group's recommendation.

Policy Scrutiny Group

The Council is developing its new Local Plan and scrutiny of this will continue to be a priority. During the course of the year, the Group was able to consider the results of informal consultation with stakeholders and the public on options for the Plan. One key issue that the Group explored was the balance between pursuing a policy of urban concentration in order to enable infrastructure to be provided in those locations to support new development and focussing on too few sites which could add to the pressure on infrastructure. A second issue was how to deal with uncertainty regarding the delivery of planned sites and the use of reserve sites if delivery was delayed.

The Group also considered how the Council might use more direct methods to address the need for housing and particularly affordable housing. The Group was therefore pleased to have reported to the Cabinet its support for the Council to establish a housing development company. The Group saw doing so as an exciting initiative that could provide an opportunity for the Council to act more flexibly in responding to housing needs in the Borough.

During its consideration of the Council's Tenancy Support Policy, the Group identified that access to IT equipment was becoming more important for tenants, for example to complete online forms. The Group welcomed the availability of computers for public use in the Council's reception but identified that the layout could be improved to improve the privacy of computer users. Changes have recently been made to the layout which have addressed this issue.

The Process of Policy Development

As the Group sees policy and strategy documents from a range of services it is able to make comments and suggestions based on ensuring consistency and best practice across the Council. This year the Group has focussed on the issue of ensuring that the Council's policies can be clearly understood by the public. This led to amendments being made to the format and content of the Children and Young People's Strategy, the Tenancy Support Policy and the Council's Business Plan.

Councillor Brenda Seaton, Chair of the Policy Scrutiny Group

To access the agendas, minutes and sound recordings for meetings of the Group, click [here](#).

Get Involved!

There are many opportunities for members of the public and representatives of organisations to get involved in the work of Scrutiny. The Scrutiny Members would welcome an increase in the number of people attending either to watch the meeting in action or ask a question on notice. Meetings are usually held at 6.30pm at the Council Offices, Southfields Road, Loughborough.

Members of the public can:

- Attend meetings of the Scrutiny Committees and standing panels, except in instances where confidential information is to be discussed. Details of these meetings are on our website, [here](#)
- Ask a question on notice on any agenda item. Email Democratic Services for more information, democracy@charnwood.gov.uk
- Suggest a topic for Scrutiny to consider by getting in touch with the Democratic Services team either through email democracy@charnwood.gov.uk or telephone 01509 634785
- Raise issues with your local Ward Councillor and request that Scrutiny considers this as part of a Councillor Call for Action, or add it to their Scrutiny Work Programme
- Watch out for consultations, surveys and requests for evidence by registering at <https://www.charnwood.gov.uk/pages/currentconsultations>

Overview Scrutiny Group

The Overview Scrutiny Group has two roles:

- (i) Scrutinising the recommendations of officer reports before they are presented to the Cabinet.
- (ii) Scrutinising external public service providers and partners, outside bodies and services shared with other local authorities.

Pre-decision Scrutiny

The Group's role is a valuable one within the decision-making structure. It provides the opportunity for reports to be viewed and scrutinised before they go to Cabinet for approval. The Group has the chance to ask questions and to gain more information about the reasoning behind the recommendations made to Cabinet. It is imperative that the Group provides a comprehensive scrutiny of reports to ensure that any concerns are highlighted before Cabinet make its decision.

During the year, Overview Scrutiny Group undertook pre-decision scrutiny of 20 items, supporting the recommendations being made to the Cabinet but also providing its own comments and suggestions. These included:

- Model of Local Government in Leicestershire – The Group was given the chance to scrutinise the response given by the District Council Leaders and the Leader's response in relation to the proposed model;
- Future Cemetery Provision for Loughborough – The issue of the site for the future cemetery in Loughborough was brought before the Group again following a review. The Group had the opportunity to scrutinise the revised proposals and was happy to agree with the proposed site. The Group commented that it was happy to see the review completed given the public opposition regarding the previous decision;
- Discretionary Houses in Multiple Occupation Licensing Scheme Options – The Group voiced its concerns regarding the lack of evidence cited in the report. It wanted to support the Cabinet Lead Member and commented that it disputed some of the data provided in the report. At its meeting, Cabinet agreed to pursue further investigation and research to obtain the evidence needed to establish the case for the introduction of an Additional or Selective Licensing Scheme.

Scrutiny of External Bodies

No scrutiny of external bodies took place during the year.

Councillor John Capleton, Chair of the Overview Scrutiny Group

To access the agendas, minutes and sound recordings for meetings of the Group, click [here](#).



Budget Scrutiny Panel

The Budget Scrutiny Panel is now well established as part of both the Council's scrutiny work programme and its financial governance arrangements. In 2018/19, it held meetings between June and January to accord with the Council's timetable for setting its Medium Term Financial Strategy and 2019/20 budgets.

The process followed by the Panel was different to that followed in previous years in two respects. Firstly, the Panel was not involved in considering detailed suggestions regarding the Loughborough Special Expenses budget. This is now a function of the newly-established Loughborough Area Committee. Secondly, the Panel refined the process that had been agreed by the Scrutiny Management Board to bring forward its consideration of the draft revenue budgets and, therefore, give itself more time to consider the content of its draft report.

The Panel reported its conclusions in respect of the Council's 2019/20 draft budgets to the Scrutiny Management Board in January 2019, with the Board resolving to submit the Panel's conclusions to the Cabinet when it considered the Council's 2019/20 final budgets in February 2019.

The Panel focussed its scrutiny on a number of areas and identified several issues which it drew to the Cabinet's attention. These were primarily concerned with the Council's longer term financial management.

- As in previous years the Panel put on record the fact that the Council would be using reserves in each of the three years covered by the Medium Term Financial Strategy.
- The Panel also continued its review of the issue of underspends. It identified that there would be a significant difference in the way that underspends would be managed in 2019/20 compared to previous years and that the impact of seeking to save £300,000 per year in this way would need to be monitored.
- Another theme was the Council's approach to generating income, managing its assets and commercialisation more generally. This was identified as an area of continuing work for the Council.
- In this context the Panel identified a number of risks and in particular that there was considerable uncertainty regarding the amount of funding that the Council would receive from the Government after 2020. As a result the Panel recommended to the Cabinet that the issue was dealt with more explicitly in future versions of the Medium Term Financial Strategy.
- The Panel also highlighted the importance of pre-decision scrutiny of out-turn reports, virements and in-year service pressures, particularly when they related to additional costs arising from decisions by other agencies to reduce services, in ensuring the sound financial management of the Council.

With the continuing pressure on local government finances the support of scrutiny in overseeing the Council's budgeting process and financial strategy remains crucial.

Councillor Jewel Miah, Chair of the Budget Scrutiny Panel

To access the agendas, minutes and sound recordings for meetings of the Group, click [here](#).



Performance Scrutiny Panel

The Performance Scrutiny Panel reviews Council Services with the aim of seeking improvements in Council performance and monitoring whether performance targets are being met. The Panel takes a significant role in rigorously scrutinising all Cabinet initiatives to ensure that objectives are being achieved and policies are operating efficiently.

The Panel receives performance reports on a quarterly basis to monitor progress against agreed targets. During 2018/19 the Panel requested additional reports and further information from officers to support its scrutiny of certain key performance targets. The Panel requested additional reports concerning the following:

- details as to why the target for the number of working days lost to the local authority due to sickness absence had not been met;
- suggested ways in which the Council could improve the number of satisfaction surveys completed by members of the public to drive further improvement in the web service they received;
- details as to why the time taken to process Housing Benefit/Council Tax new claims had not met its target, particularly with respect to the introduction of Universal Credit.

The Panel requested the following further information from officers to support its scrutiny of the Council's performance:

- an explanation of the reasons for the underspend in Landlord Services relating to the budget for electrical upgrades;
- an explanation of the reasons for the underspend in Neighbourhood Services relating to community grants and carry forward request to support Clockwise Credit Union;
- a detailed breakdown of food complaints and service requests to understand why the success criteria had not been met;
- clarification in relation to the Food Hygiene Rating Scheme targets and what actions were taken by the Service when a food business did not achieve level 3 or above on the National Food Hygiene Rating Scheme.

The Panel determined to review the performance of Council policies in this year and considered the Council's Zero Waste Strategy mid-way through its policy period as a test case. It recommended that the policy be further scrutinised once it had been revised in light of the Government's published Resources and Waste strategy. This was agreed by the Scrutiny Management Board and assigned to the Policy Scrutiny Group. The Panel reviewed the decision by the Scrutiny Management Board and the Cabinet in relation to the Council's housing land supply. After considering the views of officers and the Lead Member, it agreed with the decision to receive a quarterly report if the Council's housing land supply falls below 5.5 years and to add a performance indicator to monitor the five-year housing supply figure to the Council's Business Plan from 2019/ 20.

During the year the Panel also scrutinised the performance of the following Council matters in addition to its scrutiny of Revenue Monitoring and Capital Plan reports, the Council's financial performance, and revenue position as agreed by the Cabinet:

- Housing Repairs Complaints
- Housing Rent Arrears and Universal Credit
- Online Customer Service
- Delivery of Climate Local Plan
- Supporting Leicestershire Families Programme
- Tenancy Support
- Lightbulb Service Model
- Homeless Strategy 2018-2020
- Empty Homes Strategy 2017-2022
- Housing Strategy 2015-2020
- Charnwood Lottery

Councillor Hilary Fryer, Chair of the Performance Scrutiny Panel

To access the agendas, minutes and sound recordings for the Panel, click [here](#).

Scrutiny Panels

“Task and Finish” panels have an essential role in enabling councillors to engage in thorough investigation of specific issues of importance to the Council and the services it provides.

These panels are especially useful in enabling Councillors to identify and look at important issues in more detail. They can take a variety of forms, from a detailed review to a short, sharp, concentrated focus on a high-profile issue.

Five Year Housing Supply Scrutiny Panel

In March this year, the Scrutiny Management Board commissioned the Five Year Housing Land Supply Scrutiny Panel to scrutinise how effective the current method of calculating the five year housing land supply is and what the current situation is with local developers bringing sites to completion.

The Panel took evidence from a range of witnesses, including national housebuilders. Many factors were put forward that were likely to contribute to delays in the process, but overall a consensus was drawn that everyone should be working together more often to move forward for the benefit of the residents of Charnwood.

The final report of the Panel with its findings and recommendations was presented to the Scrutiny Management Board on 24th October 2018 and subsequently to the Cabinet on 15th November 2018. The Panel was successful in having its recommendations adopted by Cabinet which included adding the Five Year Housing Land Supply figures to the Council’s Key Performance Indicator (KPI) list to ensure that the figure is monitored regularly, the planning application deadlines be determined as KPIs with effect from the 2019/20 Business Plan. The Lead Member for Planning, Inward Investment and Tourism Strategy was tasked with writing to the Government with any further recommendations following the Panel’s report and reviewing the Council processes for section 106 agreements, reserve matter applications and pre-commencement conditions and bring any issues before the Cabinet for consideration.

Both the Cabinet and the Scrutiny Management Board thanked the Panel for its meticulous research and work and believed the recommendations to be sensible and added value to the Council’s scrutiny function.



The Value of Scrutiny Panels

By focusing on a particular topic where scrutiny considers value can be added, scrutiny panels are able to gather evidence from a number of sources, including officers, customers and other people directly affected by the issue, as well as experts from outside the Council. In addition to enabling comprehensive consideration of the matter, a Panel can provide the opportunity for the public to influence the policy-making process and assist the Panel in developing its recommendations.

Looking Ahead

The Scrutiny function has been in place since the implementation of the Local Government Act 2000, its practices have been interpreted widely and with varying degrees of effect nationally.



Essentially overview and scrutiny exists to ensure the Council's Executive is publicly held to account for its decisions and actions, and to promote open and transparent decision-making and democratic accountability. It has a wide remit to explore how the Council and its partner organisations could improve services for the residents of Charnwood. When evidence shows there could be a better way of doing things, overview and scrutiny can make recommendations for change.

The Parliamentary Select Committee report into Overview and Scrutiny in Local Government, published in December 2017, made interesting and timely reading. The Select Committee gathered a range of evidence from councillors, civil servants and scrutiny officers, and put forward a number of recommendations about how the scrutiny function could be improved and championed within local authorities. A review of the Select Committee's report shows that Charnwood Borough Council is already compliant with many of the recommendations put forward; providing assurance that the Council's scrutiny arrangements are reflective of best practice.

However, Members recognise that it needs to raise its game in terms of impact and the areas for improvement identified by the Centre for Public Scrutiny (CfPS) in February 2018 have been fully evaluated by members of the Scrutiny Management Board and Cabinet.

One significant change relates to the structure of the scrutiny committees with the aim of making them more outcome focussed. Full Council on 25th February 2019 approved a new scrutiny structure based on service directorates, overseen by a Scrutiny Commission Committee. This new structure will come into effect immediately after the May 2019 elections and is being seen as a catalyst for making a real difference to the lives of local people.

Going forward Members are also keen to review how the public can be better involved in the Scrutiny process, recognising that this is an area for improvement.

Following the May elections members will be offered training on effective questioning and listening skills which is vitally important for effective scrutiny. Likewise members will be offered development opportunities on how to use scrutiny effectively and how it can be focussed on the most appropriate and important topics.

Overall, there are many challenges ahead and the new guidance from HM Government which is due out shortly will certainly set the future direction of the scrutiny function nationally and more importantly at Charnwood.

Karen Widdowson, Democratic Services Manager



Membership of the Scrutiny Management Board



Cllr Jewel Miah

Chair of the Scrutiny Management Board



Cllr Geoff Parsons

Vice-chair of the Scrutiny Management Board



Cllr John Capleton

Chair of the Overview Scrutiny



Cllr Brenda Seaton

Chair of the Policy Scrutiny Group



Cllr Hilary Fryer

Chair of the Performance Scrutiny Panel



Cllr Pauline Ranson

Vice-chair of the Overview Scrutiny Group



Cllr Keith Harris

Vice-chair of the Policy Scrutiny Group



Cllr Bill Bebbington

Vice-chair of the Performance Scrutiny Panel

More Information?

If you would like to suggest a topic for scrutiny to look into, would like more information about scrutiny, or need this information in a different format, for example large print, audio or braille, please contact:

Democratic Services
Telephone: 01509 634785
Email: democracy@charnwood.gov.uk



Charnwood

SCRUTINY MANAGEMENT BOARD – 6TH MARCH 2019

Report of the Monitoring Officer

Part A

ITEM 11 NEW SCRUTINY COMMITTEE STRUCTURE – SCRUTINY
WORK PROGRAMME

Purpose of Report

To present proposals for allocating items within the scrutiny work programme to the new scrutiny committees.

Recommendation

That the Board consider and agree the proposed allocation of existing items in the scrutiny work programme to the new scrutiny committees.

Reason

To ensure that work programme items are allocated appropriately within the new scrutiny committee structure.

Policy Justification and Previous Decisions

At their meeting on 23rd January 2019, the Board requested that officers produce proposals to allocate current work programme items to the proposed new scrutiny committees.

Implementation Timetable including Future Decisions and Scrutiny

If approved, the allocated items will be included within the work programmes of the new scrutiny committees for the 2019/20 civic year.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications.

Risk Management

There are no specific risks associated with this decision.

Background Papers: None

Officers to contact:

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Karen Widdowson
Democratic Services Manager
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Part B

Background

1. The Democratic Services Manager has worked through the current scrutiny work programme, and has indicated which of the new scrutiny committees each item could be allocated to.
2. The full details are set out in the Appendix, and are summarised below for each committee.

Scrutiny Commission

- Pre-decision scrutiny – Cabinet responses
- Cabinet items for pre-decision scrutiny
- Annual Scrutiny Report
- Partnership Arrangements (Parish & Town Councils)

Corporate Services Scrutiny Committee

- Budget Scrutiny Panel
- Capital Plan Outturn 2018/19
- General Fund & HRA Revenue Outturn 2018/19 and Budget Carry Forwards
- Quarterly Performance Information
- Capital Monitoring Outturns (during year)
- General Fund & HRA Revenue Outturns (during year)
- Online Customer Service
- ICS Strategy
- Customer Service Strategy
- Annual Business Plan

Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee

- Update report on Housing Repairs Complaints
- Tenancy Support – performance information
- Quarterly Performance Information
- Housing Rent Arrears – Internal Mechanisms
- Housing Repairs Complaints – update report
- Empty Homes Strategy – monitoring of action plan
- Housing Strategy – progress of actions
- Climate Local Action Plan
- 5 Year Housing Land Supply
- Housing Acquisition Policy
- Local Plan
- Annual Business Plan

Neighbourhoods & Community Wellbeing Scrutiny Committee

- Supporting Leicestershire Families programme
- Quarterly Performance Information
- Charnwood Lottery – first 6 months' performance
- Community Safety Partnership
- Annual Business Plan

Appendix

Scrutiny Work Programme with Proposed Allocation of Items

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-----------------------|-------------------------|---|--|--|---------------------------------------|---|--|
| Budget Scrutiny Panel | Meeting #1 June 2019 | Quarter 4 /final outturn in respect of the previous financial year: <ul style="list-style-type: none"> • Revenue • Capital • Housing Revenue Account | Final outturn position information provided to be at same level of detail/presentation style as the budget report, to assist comparison (see SMB Min.44, 28 March 2018). | Part of process for effective scrutiny of Council's budget. For context purposes. The matter of budget underspends can be considered. | Lead Member/ S. Jackson / T. Stankley | Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019. | 2 |

* Responsible Body Choice:

(1) Scrutiny Commission

(2) Corporate Services Scrutiny Committee

(3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee

(4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-----------------------|----------------------------|---|---|---|---|---|--|
| Budget Scrutiny Panel | Meeting #2 October 2019 | Draft Medium-Term Financial Strategy (MTFS) | <p>Review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.</p> <p>Information to be provided by the Leader/Lead Member at this meeting that will assist the Panel in scrutinising the policy background to and the rationale behind the draft budget to be proposed (see SMB Min.44, 28 March 2018).</p> | Part of process for effective scrutiny of Council's budget. | Leader/ Lead Member / S. Jackson/ T. Stankley | Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019. | 2 |

*** Responsible Body Choice:**

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-----------------------------------|-----------------------------|--|--|---|--|---|--|
| Budget Scrutiny Panel Page 111 | Meeting #3 December 2019 | Draft General Fund and HRA Budgets (and Capital Plan if appropriate) | Scrutiny of draft General Fund and HRA budgets (and Capital Plan if appropriate) | Part of process for effective scrutiny of Council's budget. | S. Jackson/ T. Stankley Relevant Heads of Service and Lead Members | Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019. At meeting on 26th June 2018, the Panel agreed that the process agreed by the Scrutiny Management Board be amended so that the Panel's third meeting becomes a formal one at which scrutiny of the draft General Fund and Housing Revenue Account (HRA) budgets would take place and that officers be asked to look at options for rescheduling the Panel's third meeting to a date later in December. This would enable the Panel to have more time to prepare its report and consider its conclusions and recommendations at its fourth meeting. | 2 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-----------------------|----------------------------|--|--|---|----------------------------|---|--|
| Budget Scrutiny Panel | Meeting #4 January 2020 | Draft General Fund and HRA Budgets (and Capital Plan if appropriate) | Consideration of draft report for submission to Cabinet (via SMB) as part of the budget setting process. | Part of process for effective scrutiny of Council's budget. | Lead Member/ S. Jackson | <p>Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019.</p> <p>See note re amendment to process agreed by Panel on 26th June 2018.</p> <p>Note: Capital Plan part of process for budget scrutiny in 2020/21 (every two years).</p> | 2 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-------------------------|--|--|--|--|--|---|--|
| Overview Scrutiny Group | 11 th March 2019 (standing item) | OSG Pre-decision scrutiny – Cabinet Response | A report of Cabinet, setting out the response of Cabinet to recommendations by the Overview Scrutiny Group on pre-decision scrutiny items. | | N. Ansari (report) Lead Officer (meeting) | | 1 |
| Overview Scrutiny Group | 11 th March 2019 (standing item) | Work Programme | To agree and schedule items to be considered at future meetings. | To allow the Group to identify items, including the scrutiny of forthcoming Key Decisions, pre-decision scrutiny and the scrutiny of external public service providers and partners. | N. Ansari (report) Lead Officer (meeting) | | 1 |
| Overview Scrutiny Group | 11 th March 2019 (standing item) | Cabinet items for pre-decision scrutiny | | | To be confirmed | Items may be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda. | 1 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-------------------------|---|--|------------------------------------|---|---------------------|--|--|
| Overview Scrutiny Group | 11 th March 2019 (if applicable, standing item) | Pre-decision scrutiny of any specific financial matters to be considered by Cabinet. | | Pre-decision scrutiny of any out-turn reports, virements and in-year service pressures, particularly when they are related to additional costs arising from decisions by other agencies to reduce services. | To be confirmed | Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019). | 2 |
| Overview Scrutiny Group | 11th March 2019 | Local Development Scheme | | Pre-decision scrutiny of Cabinet report. | R. Bennett | Added by SMB 23 January 2019. | 1 |
| Overview Scrutiny Group | June 2019 | Capital Plan Outturn 2018/19 | | Cabinet item for pre-decision scrutiny. | T. Stankley | Added by SMB 08 August 2018 (see min 14.3). | 2 |

* Responsible Body Choice:

(1) Scrutiny Commission

(2) Corporate Services Scrutiny Committee

(3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee

(4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-------------------------|--------------|---|------------------------------------|---|---------------------|--|--|
| Overview Scrutiny Group | June 2019 | General Fund and HRA Revenue Outturn 2018/19 and Carry Forward of Budgets | | Cabinet item for pre-decision scrutiny. | T. Stankley | Added by SMB 08 August 2018 (see min 14.3). | 2 |
| Overview Scrutiny Group | As required | Capital Plan Amendment Reports | | Cabinet Report for Pre-decision Scrutiny. | T. Stankley | Agreed by OSG at its meeting on 13th November 2017, with the item to be included when the Chair and Vice-chair identify that there are particular issues that require scrutiny in that quarter's report. | 2 |

*** Responsible Body Choice:**

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|--|--------------|-------|------------------------------------|---------------------|---------------------|-------------------------------------|--|
| <p>Note: Over the next 12 months, meetings of the Overview Scrutiny Group will be held as follows:</p> <p>8 April 2019 3 June 2019 1 July 2019 5 August 2019 16 September 2019 14 October 2019 11 November 2019 9 December 2019</p> | | | | | | | |

*** Responsible Body Choice:**

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|--|----------------|---------------------------------------|---|-----------------------|-------------------------------------|--|
| Performance Scrutiny Panel | 19 February 2019 (standing item at every meeting) | Work Programme | To consider items for future meetings | To allow the Panel to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board. | N. Conway/ A. Ward | | 2, 3, 4 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|--|--|--|--|-------------------------|---|--|
| Performance Scrutiny Panel | 19 February 2019 (Six-monthly item) | Update Report – Housing Repairs Complaints | To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaint's procedure. | The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaint's procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these. | Cllr Mercer / P. Oliver | <p>Quarterly Report considered at the same time annually.</p> <p>Agreed by SMB 18 June 2014 following recommendation of PSG.</p> <p>Scheduled by PSP 08 July 2014.</p> <p>Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.</p> <p>Agreed at 12 December 2017 that a six-monthly update be received.</p> | 3 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|------------------------------------|-----------------|---|--|-------------------------|---|--|
| Performance Scrutiny Panel | 19 February 2019 (Regular Item) | Tenancy Support | Performance information in relation to tenancy support, including statistics around tenancy sustainment and the number of unsuccessful tenancies and their causes, to be reported as key performance figures. | It is important to ensure the situation with unsuccessful tenancies is monitored. To include additional information identified by PSP at its meeting 14 February 2017. | Cllr Mercer / P. Oliver | Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 5 April 2016. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 46.2) and to include information regarding recorded amount of rental income generated. | 3 |

*** Responsible Body Choice:**

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|------------------------------------|--|---|---|--|---|--|
| Performance Scrutiny Panel | 19 February 2019 (Regular Item) | Supporting Leicestershire Families Programme | To scrutinise the performance of the new Programme for Supporting Leicestershire Families | Performance of the Programme was last scrutinised by the Policy Scrutiny Group in November 2013. With contributions agreed for a further three years coming to an end, the Panel agreed it would be appropriate to monitor the delivery of the Programme via the new service. | Cllr Taylor / C. Traill/ J. Robinson/ S. Coupe | Recommended by the Cabinet 22 October 2015. Agreed by SMB 28 October 2015. Scheduled by PSP 5 April 2016. Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 44.2) Agreed by PSP 19 February 2019 to review new scheme, (minute 54.1 | 4 |

*** Responsible Body Choice:**

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|--|---------------------------|---|---|----------------------------|---|--|
| Performance Scrutiny Panel | 19 February 2019 (Period 9 - annual item) | Revenue Monitoring Report | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | Three reports to be considered through the year. Reports to be considered at the same time annually. Agreed by PSP 23 August 2016 to receive Revenue Monitoring Report in February 2017 to receive current data in line with other monitoring schedules (see PSP min 19.4) | 2 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|-----------------------------------|--|--|--|---|---|--|
| Performance Scrutiny Panel | 19 February 2019 (annual item) | Performance Information (Quarter 3 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | Quarterly Report considered at the same time annually. To include, in accompaniment to performance information in relation to KI4 (Percentage of household waste sent for reuse, recycling and composting), details of the number of new build properties that had signed up for the garden waste collection service in the past 12 months (see PSP min 53.3, 5 April 2016). Agreed by PSP on 13 December 2016 min 39.1 that the issue of Delivery against Target Housing Mix for New Housing (to be set out in Council's Housing Supplementary Planning Document) be included as part of the quarterly Performance Monitoring report as part of its existing monitoring of new housing delivery and be scheduled once the method of monitoring concerned has been developed. | 2, 3 and 4 |

* Responsible Body Choice:
(1) Scrutiny Commission

(2) Corporate Services Scrutiny Committee

(3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee

(4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|--------------|-------------------|---|---|-------------------------|---|--|
| Performance Scrutiny Panel | 18 June 2019 | Charnwood Lottery | To monitor the performance of the Charnwood Lottery six clear months after commencement of the scheme | to scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes. | Cllr Taylor / C. Traill | Agreed by SMB 28 March 2018 (Min 46.1) (following request from PSP 14 February 2018). Scheduled PSP 16 April 2018 (min 57.3) Rescheduled PSP 22 Jan 2019 (min 44.1) | 4 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|--------------------------|--|--|--|-------------------------|---|--|
| Performance Scrutiny Panel | 18 June 2019 (yearly) | Housing Rent Arrears – Internal Mechanisms | To detail the Council's internal mechanisms for reporting and taking action in relation to housing rent arrears. | <p>SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value.</p> <p>Additional information requested to be included in Housing rent arrears regarding universal credit.</p> | Cllr Mercer / P. Oliver | <p>See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016.</p> <p>Regular six-monthly update reports agreed by PSP on 23 August 2016.</p> <p>Re-scheduled by PSP on 14 February 2017 (minute 49.3).</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017. Agreed at the meeting to revert to its routine six-monthly cycle.</p> <p>Agreed to review housing rent arrears on an annual basis PSP 16 April 2018 (min 55.4)</p> | 3 |

* Responsible Body Choice:

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|-------------------------------|---|--|---|---|--|--|
| Performance Scrutiny Panel | 18 June 2019 (annual item) | Capital Monitoring including Outturn | Monitoring of position with the Council's Capital Plan. | To ensure progress to the Council's Capital Plan and its financing are satisfactory. | Cllr. Barkley / T. Stankley | Annual report. | 2 |
| Performance Scrutiny Panel | 18 June 2019 (annual item) | Revenue Monitoring (General Fund and HRA) Outturn | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | Quarterly Report considered at the same time annually. | 2 |
| Performance Scrutiny Panel | 18 June 2019 (annual item) | Performance Information (Quarter 4 Report – Year End) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | Quarterly Report considered at the same time annually. | 2, 3 and 4 |

*** Responsible Body Choice:**

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|--------------------------------|-------------------------|---|--|----------------------------|--|--|
| Performance Scrutiny Panel | 18 June 2019 (Regular Item) | Online Customer Service | Progress update regarding performance data relating to online customer service functions, including tracking the increase in use of online services and the number of failed online interactions. | To monitor progress regarding online customer service functions interfacing with Council customers work and development. | Cllr Rollings / S. Jackson | <p>Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015.</p> <p>Scheduled by PSP 15 December 2015.</p> <p>Agreed by PSP on 16 February 2016 that an update be received in 6 months and that a Project Board member should attend.</p> <p>Agreed by PSP on 23 August 2016 that an update be received.</p> <p>Agreed by PSP 04 July 2017 and at 12 December 2017 that a six-monthly update be received.</p> | 2 |

*** Responsible Body Choice:**

- (1) Scrutiny Commission
- (2) Corporate Services Scrutiny Committee
- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|--------------------------------------|--|--|--|-------------------------|---|--|
| Performance Scrutiny Panel | 20 August 2019 (Six-monthly item) | Update Report – Housing Repairs Complaints | To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaint's procedure. | The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints' procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these. | Cllr Mercer / P. Oliver | <p>Quarterly Report considered at the same time annually.</p> <p>Agreed by SMB 18 June 2014 following recommendation of PSG.</p> <p>Scheduled by PSP 08 July 2014.</p> <p>Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.</p> <p>Agreed at 12 December 2017 that a six-monthly update be received.</p> | 3 |

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Scrutiny Work Programme

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|----------------------------|---------------------------------|--|--|---|---|--|---|
| Performance Scrutiny Panel | 20 August 2019 (annual item) | Performance Information (Quarter 1 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | Quarterly Report considered at the same time annually. | 2, 3 and 4 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|-----------------|--|--|--|--------------------------|---|--|
| Performance Scrutiny Panel | 08 October 2019 | Empty Homes Strategy - Monitoring of Action Plan | Monitoring the action plan associated with the Empty Homes Strategy. | To enable monitoring of the action plan to take place. | Cllr Mercer / A. Simmons | <p>Added by SMB 14th June 2017.</p> <p>To be programmed after the final version of the Strategy has been agreed by Cabinet.</p> <p>Scheduled at PSP 04 July 2017.</p> <p>Agreed in consultation with the Chair and Vice-chair to be deferred from 14 February 2018 meeting and be rescheduled to coincide with annual strategy review in July 2018. Rescheduled by the Panel on 23 July 2018.</p> | 3 |

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- (3) Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee
- (4) Neighbourhoods & Community Wellbeing Scrutiny Committee

Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|----------------------------------|--|---|--|------------------------------------|--|--|
| Performance Scrutiny Panel | 08 October 2019 | Progress against actions in the Housing Strategy | To scrutinise progress against the actions in the Housing Strategy. | See Policy Scrutiny Group 26 September 2017, Minute 16, Resolution 3. The Group considered that, although good progress in delivering the Strategy had taken place, it might be useful to continue to monitor the situation. | Cllr Mercer / A. Simmons | Added by SMB 25 October 2017, see min 26.1. Scheduled by the Panel on 12 December 2017. Rescheduled by the Panel on 23 July 2018. | 3 |
| Performance Scrutiny Panel | 08 October 2019 (annual item) | Climate Local Action Plan | Monitoring of the Climate Change Strategy Action Plan | Monitoring of progress on Action Plan. | Cllr Vardy / M. French / D. Pendle | Yearly update on Plan. | 3 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|---|--|--|---|---|---|--|
| Performance Scrutiny Panel | 08 October 2019 (Period 4 - annual item) | Revenue Monitoring (General Fund and HRA) | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | <p>Three reports to be considered through the year. Reports to be considered at the same time annually.</p> <p>Re-scheduled by PSP 14 February to its August meeting to correlate with Council's budget monitoring schedule, (see minute 49.4)</p> <p>Reporting changed from period 3 (August) to period 4 (October) to align with new 2018-19 committee dates and finance schedules.</p> | 2 |
| Performance Scrutiny Panel | 19 November 2019 (annual item) | Performance Information (Quarter 2 Report) | Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. | To ensure targets and objectives are being met. To identify areas where performance might be improved. | Relevant Lead Members & Heads of Service / A. Ward & H. Gretton | Quarterly Report considered at the same time annually. | 2 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|----------------------------|---|---------------------------|---|---|----------------------------|--|--|
| Performance Scrutiny Panel | 22 January 2020 (Period 7 - annual item) | Revenue Monitoring Report | Monitoring of Council's revenue position. | To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place. | Cllr Barkley / T. Stankley | <p>Three reports to be considered through the year. Reports to be considered at the same time annually.</p> <p>Re-scheduled by PSP 14 February to its December meeting to correlate with Council's budget monitoring schedule, (see minute 49.4).</p> <p>Reporting changed from period 6 (December) to period 7 (January) to align with new 2018-19 committee dates and finance schedules.</p> | 2 |

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Scrutiny Work Programme

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|----------------------------|-----------------------------|-------------------------------|---|--|-------------------------|--|--|
| Performance Scrutiny Panel | To be scheduled as required | Five Year Housing Land Supply | If the Council's housing land supply falls below 5.5 years, a quarterly report to be provided to the Panel and the Lead Member to attend to explain what actions are in place to return the five-year housing supply to a satisfactory level. | To ensure that, when necessary, the figures are scrutinised by the Performance Scrutiny Panel on a regular basis and any actions can be identified if required | Cllr Vardy / R. Bennett | Agreed by SMB on 24 October 2018 (min 25.3) in response to a recommendation by the Five-Year Housing Land Supply Scrutiny Panel. | 3 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-----------------------|---|---------------------------|---|--|---|---|--|
| Policy Scrutiny Group | 09 April 2019 (standing item at every meeting) | Work Programme | To consider items for future meetings | To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board. | M. Hopkins (agenda) Lead Officer (meeting) | To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16). | 1 |
| Policy Scrutiny Group | 09 April 2019 (standing item at every meeting) | Progress with Panel Work | To consider updates on the work of scrutiny panels. | Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board. | M. Hopkins (agenda) Lead Officer (meeting) | | 1 |
| Policy Scrutiny Group | 09 April 2019 | ICS Strategy | | To ensure consideration of policies and strategies by the Group where its scrutiny can add value. | Cllr. Poland K. Barnshaw A. Khan | Agreed by SMB 13 June 2018. | 2 |
| Policy Scrutiny Group | 09 April 2019 | Customer Service Strategy | | To enable the Group to scrutinise the strategy approximately half-way through its period of operation. | Cllr Rollings / K. Barnshaw | Agreed by SMB on 24 October 2018 (min 24.3). Scheduled by Chair and Vice-chair in December 2018. | 2 |

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|-----------------------|---------------|----------------------------|------------------------------------|---|-------------------------------|---|--|
| Policy Scrutiny Group | 09 April 2019 | Housing Acquisition Policy | | <p>In the light of the issues identified by the Performance Scrutiny Panel (see min 27.1, 9 October 2018), to enable further scrutiny of the matter to take place to determine whether the policy remained fit for purpose.</p> <p>To include whether there were alternative options for acquiring properties other than on the open market as reported in the Housing Strategy Progress report considered by PSP and the Council's criteria for acquiring housing.</p> | Cllr Mercer/ A. Simmons | <p>Agreed by SMB on 24 October 2018 (min 24.3).</p> <p>Scheduled by Chair and Vice-chair in January 2019.</p> | 3 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|-----------------------|-----------------|------------|---|--|---|---|--|
| Policy Scrutiny Group | To be scheduled | Local Plan | <p>To enable the Group to scrutinise the development of the Local Plan.</p> <p>The focus of the Group's scrutiny at this meeting will be on how conclusions from the first phase of consultation had been incorporated into the consultation documents for the second phase and how the value of the two additional stages of consultation set out in the Council's Statement of Community Involvement could be demonstrated.</p> | To ensure appropriate scrutiny of the development of the Local Plan. | Cllr Vardy/ R. Bennett D. Pendle C. Clarke | <p>Agreed by SMB 15 June 2016.</p> <p>Last considered by the Group on 10 July 2018 at which the results of the consultation were considered (min 6).</p> <p>Rescheduled from 25 September 2018 to 5 February 2019 by Chair and Vice-chair in August 2018.</p> <p>Changed to be Scheduled by Chair and Vice-chair in December 2018</p> | 3 |

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|------------------|--------------|-------|------------------------------------|---------------------|---------------------|-------------------------------------|--|
|------------------|--------------|-------|------------------------------------|---------------------|---------------------|-------------------------------------|--|

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Scrutiny Work Programme

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|---------------------------|---|--|---|--|--|--|--|
| Scrutiny Management Board | 06 March 2019 (standing item at every meeting) | Scrutiny Work Programme and Issues Arising from Scrutiny Groups and Panels | Includes issues arising from scrutiny groups and panels since last meeting, latest Key Decision Notice, annual Procurement Plan and Quarterly Updates (Cabinet reports) and current work programme. | To enable the Board to determine the Scrutiny Work Programme. To report back on any recommendations submitted to the Cabinet, if applicable. | L. Strong (agenda) Lead Officer (meeting) | For 06 March 2019 meeting, see also item below. | 1 |
| Scrutiny Management Board | 06 March 2019 | Allocate items on Scrutiny Work Programme to new Scrutiny Structure | | Report of the Head of Strategic Support. To clearly state, for each item, a recommendation as to the new scrutiny committee it is most appropriately allocated to. | A. Ward/K. Widdowson | Agreed by SMB 23 January 2019. Subject to Council agreeing new scrutiny structure at its meeting on 25 February 2019. | N/A |

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Scrutiny Work Programme

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|---------------------------|-------------------------------------|--------------------------------------|---|--|--|-------------------------------------|--|
| Scrutiny Management Board | 06 March 2019 (six-monthly item) | Community Safety Partnership | To review the work of the Community Safety Partnership on a six-monthly basis, in the form of a briefing given by the Lead Member for Community Safety, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored | To ensure effective scrutiny of the work of the Community Safety Partnership. | Cllr. Taylor (Lead Member & CSP Chair) / C. Traill / J. Robinson / T. McCabe | | 4 |
| Scrutiny Management Board | 06 March 2019 (annual item) | Draft Annual Scrutiny Report 2018-19 | To report on the activities of Scrutiny and look forward to the forthcoming year. | To agree on the content of a report to Council on the workings of scrutiny over the past year. | Dem. Services Manager | | 1 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|---------------------------|--------------------------------|---|--|--|-------------------------------------|-------------------------------------|--|
| Scrutiny Management Board | 06 March 2019 (annual item) | Budget Scrutiny Processes | To review the Budget Scrutiny Panel processes. | To enable the Board to consider if and how the processes could be improved to facilitate effective scrutiny of the Council's draft budget for 2020/21. | S. Jackson | | N/A |
| Scrutiny Management Board | 06 March 2019 | Business Plan 2019/20 | | Scrutiny of report due to be considered by Cabinet on 14 March 2019. | Cllr. Morgan/ G. Parker | Added by SMB 23 January 2019. | 2, 3 and 4 |
| Scrutiny Management Board | 06 March 2019 | Revenues and Benefits Future Service Delivery Options | | Scrutiny of report due to be considered by Cabinet on 14 March 2019. <u>Exempt</u> | Cllr. Harper-Davies/ K. Barnshaw | Added by SMB 23 January 2019. | 2 |

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Scrutiny Work Programme

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|---------------------------|---------------------------------------|----------------------------------|--|--|--|---|--|
| Scrutiny Management Board | 06 March 2019 | Meeting Affordable Housing Needs | | <p>Briefing note setting out actions the Council is taking and plans to take to meet affordable housing needs in the Borough.</p> <p>To assist in deciding whether more detailed scrutiny of the matter would be useful and add value.</p> | Cllr Mercer/ E. Mallon | Added by SMB 23 January 2019 (see Minute 30.7). | 3 |
| Scrutiny Management Board | August 2019 (six-monthly item) | Community Safety Partnership | To review the work of the Community Safety Partnership on a six-monthly basis, in the form of a briefing given by the Lead Member for Community Safety, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored. | To ensure effective scrutiny of the work of the Community Safety Partnership. | Cllr. Taylor (Lead Member & CSP Chair) / C. Traill / J. Robinson / T. McCabe | | 4 |

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|---------------------------|------------------------------|------------------------------------|---|--|--|--|--|
| Scrutiny Management Board | August 2019 (annual item) | The Corporate Plan – Annual Report | To review delivery of the Corporate Plan. | To review how effectively the Council, both corporately and through individual services was delivering the themes set out in the Plan. | Relevant Cabinet Lead Members & Heads of Service A. Ward & H. Gretton | | 2, 3 and 4 |
| Scrutiny Management Board | January 2020 | Budget Scrutiny Panel | To consider the findings and recommendations of the Budget Scrutiny Panel | | BSP Chair | Scheduled on the assumption that the same budget process is followed as in previous years. | 2 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|---------------------------|------------------|--|---|---|---------------------|--|--|
| Scrutiny Management Board | To be programmed | Five Year Housing Supply Scrutiny Panel - Update | Update on implementation of Cabinet decisions resulting from recommendations of Five-Year Housing Supply Scrutiny Panel | To ensure that implementation is monitored. | To be confirmed | Decisions taken by Cabinet 15 November 2018 were reported to SMB 23 January 2019. Update on implementation is usually considered by Board six months after Cabinet decisions. | 3 |

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Scrutiny Work Programme

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|---------------------------|--|---|---|---|--|--|--|
| Scrutiny Management Board | Originally due to be additional meeting for purpose in March or April 2018. <i>Postponed pending outcome of review of Council's scrutiny function by CfPS</i> | Topics for Scrutiny in 2018/19 Council Year | To identify and plan potential topics for scrutiny in the forthcoming year. | To enable the Board to undertake its role in setting the work of scrutiny more effectively, and in a more forward thinking and planned way. That process would be assisted by the Leader (and other Cabinet Lead Members should the Leader wish them to attend) informing the Board of the Executive's priorities for 2018/19, although topics for scrutiny remained a matter for the Board to decide. | G. Parker/ Leader/ Dem. Services Manager | Agreed by SMB 25 October 2017 (see min 26.8). Leader, together with, at the Leader's discretion, other members of the Cabinet, to be invited to attend to assist the Board. SMB 28 March 2018 decided to postpone this matter/additional meeting pending outcome of review of Council's scrutiny function by CfPS. | 1 |

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Scrutiny Work Programme

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested | Recommended allocation to Responsible Body (*) |
|---------------------------|-----------------|-------------------------|--|---|---------------------|---|--|
| Scrutiny Management Board | To be scheduled | Partnership Arrangement | To review the current effectiveness of partnership working and how this impacts on the delivery of the Corporate Plan and Sustainable Community Strategy | 1. To discover from partners (e.g. parish councils and the LSP) their satisfaction with the Council and partnership working arrangements. 2. To ensure that the infrastructure to support partnership working is in place. | TBC | Originally agreed at SMB 23 May 2012 to programme this item at its July 2012 meeting. Scheduling was then deferred to be considered following the Empowering Communities Panel report. 14 August 2013 SMB agreed to defer consideration again – revisit January 2014. | 1 |

Scrutiny Panels

Due to officer capacity there is an agreement that no more than four scrutiny panels should be convened during any given period. Currently, there are no established scrutiny panels.

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SCRUTINY MANAGEMENT BOARD – 6TH MARCH 2019

Report of the Strategic Director of Corporate Services

Part A

ITEM 12 SCRUTINY OF THE COUNCIL'S BUDGET

Purpose of the Report

To consider options for how the budget scrutiny process should operate for the 2020/21 budget.

Action requested

That the Board notes the contents of this report and considers how the budget scrutiny process should operate for the 2020/21 budget.

Background

Setting the Council's annual budget is a statutory requirement and a key corporate activity leading to the publication of corporately significant Cabinet and Council reports. This report is designed to inform the Board in its role of facilitating effective scrutiny of the budget by councillors.

Budget Scrutiny Process

The Budget Scrutiny Panel process agreed by the Board for the scrutiny of the 2019/20 budget, and subsequently amended by the Panel was as follows. The process was different to that followed in previous years because of the decision taken by the Council to establish a Loughborough Area Committee. The Committee's roles include considering the draft budget proposals regarding the Loughborough Special Expenses for the forthcoming financial year.

Panel Meeting 1 – 26th June 2018

Focus: Scrutiny of outturn information for the 2017/18 financial year in respect of the Council's revenue (General Fund and Housing Revenue Account (HRA)) and capital budgets.

Information received: Reports of the Head of Finance and Property Services setting out the revenue outturn position of the General Fund and HRA for 2017/18, and the Capital Plan outturn for 2017/18 which had been considered by the Cabinet on 14th June 2018, and a summary of the revenue outturn position for 2016/17.

Panel Meeting 2 – 2nd October 2018

Focus: Scrutiny of the draft Medium Term Financial Strategy (MTFS) including a review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.

Information received: Report of the Strategic Director of Corporate Services setting out the draft MTFS 2019 to 2022 which had been agreed by the Cabinet on 13th September 2018.

Panel Meeting 3 – 12th December 2018

Focus: Scrutiny of the draft General Fund and HRA budgets including inviting relevant Cabinet Lead Members and officers as witnesses. This meeting replaced the informal discussion that was in the timetable agreed by the Board to bring forward the Panel's consideration of the draft revenue budgets and, therefore, give itself more time to consider the content of its draft report.

Information received: Report of the Head of Finance and Property Services setting out the draft General Fund and HRA Budgets 2019/20 considered by the Cabinet on 13th December 2018.

Panel Meeting 4 – 8th January 2019

Focus: Consideration of the Panel's draft report and finalisation of its conclusions and recommendations.

Background Papers: None

Officer to Contact: Simon Jackson
Strategic Director of Corporate Services
01509 634699
simon.jackson@charnwood.gov.uk

Part B

Outcome of the Budget Scrutiny Process for the 2019/20 Budget

1. The Budget Scrutiny Panel (BSP) process ran in line with the process outlined in Part A of this report, the principle departure from the original proposals being the replacement of the informal meeting planned for December with more formal scrutiny of the draft budget. As noted in Part A, this modification was designed to allow the Panel more time to consider its draft report. As noted in Part A, the budget scrutiny process for the 2019/20 budget was the first since the establishment of the Loughborough Area Committee. Generally, the BSP process appeared to be reasonably effective with members having adequate time and opportunity to scrutinise the budget through its development. However, the new scrutiny structure (referred to in more detail below) offers the opportunity to evaluate and reinvigorate the budget scrutiny process in future years.
2. At its meeting held on 23rd January 2019, the Board considered a report of the Budget Scrutiny Panel and supported its findings and recommendations. At its meeting held on 14th February 2019, the Cabinet considered the findings and recommendations of the Budget Scrutiny Panel and resolved the following (See Cabinet Minute 83, 2018/19):

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.

3. The Cabinet was also presented with the Panel's 8 conclusions not requiring further action but did not refer to these in making its resolution. A report formally setting out the Cabinet's response to the report appears elsewhere on this agenda.

Officer Comments on the Budget Scrutiny Panel Process

4. Officers believe that members of the Panel were given adequate information and explanations, and an appropriate amount of time, to enable them to scrutinise the budget proposals effectively and the meetings to scrutinise the MTFs and budget proposals worked adequately.
5. Overall, officers consider that the budget scrutiny process has worked adequately in respect of the 2019/20 budget.

6. At its meeting on 23rd January 2019, the Board considered proposals for a revised scrutiny structure. The Board supported those proposals and submitted them to Full Council on 25th February 2019 for approval. Full Council agreed the revised structure as proposed.
7. The new scrutiny structure will be implemented from the start of the new Council year and could have an impact on how the budget scrutiny process is organised. The new scrutiny structure is based on the Council's directorates and there will therefore be a Corporate Services Scrutiny Committee. The remit of that committee includes responsibility for scrutinising all the services delivered by the relevant directorate, including finance and budgets. The budget scrutiny process could therefore be undertaken by the committee or a sub-committee of it. Alternatively, the process could be delivered by a task and finish panel as it has in previous years, although it is assumed that Corporate Services Scrutiny Committee will wish to scrutinise the budget within their regular cycle of meetings as far as is possible.
8. It is envisaged that the new scrutiny committees will meet on a quarterly basis. Provisional dates of the Corporate Services Scrutiny Committee have been suggested as follows:
 - Quarter #1: 25 June 2019
 - Quarter #2: 17 September 2019
 - Quarter #3: 3 December 2019
 - Quarter #4: 25 February 2020
9. In practice, it can be expected that the development of the budget may not (depending on what aspects of the budget members choose to scrutinise) lend itself to a scrutiny process based on a regular cycle of quarterly meetings. Assuming the provisional dates (above) prove accurate, and assuming members wish to scrutinise similar aspects of the budget to previous years then a pro forma budget scrutiny process might be constructed as follows:

Pro forma budget scrutiny process

| <i>Meeting</i> | <i>Budget scrutiny topics</i> | <i>Dates (provisional)</i> | <i>Comments</i> |
|--------------------------|--|--------------------------------|---|
| Regular CSSP meeting Q#1 | 1. Quarter 4 / final outturn in respect of the previous financial year: <ul style="list-style-type: none"> • Revenue • Capital • Housing Revenue Account 2. Process – development of the Medium Term Financial Strategy (MTFS) and 2020/21 budget | 25 June 2019 | The detail of prior year budget outturns can be considered as context for the development of the MTFS and following year's budget. (Outturn reports due for Cabinet meeting of 4 July should be published and available for scrutiny.) The planned methods for the development of the MTFS and budget could be discussed to assist future scrutiny activity. |

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|--------------------------|--|--------------------------------|---|
| | | | This may cover, in particular, what scenarios were to be considered, for example a budget based on statutory requirements, a budget based on maintaining services or a budget based on providing additional services to meet the Corporate Plan. |
| Regular CSSP meeting Q#2 | 1. Scrutiny of the Medium Term Financial Strategy (MTFS). This would comprise a review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets. | 17 September 2019 | This MTFS scrutiny would be consistent with the approach adopted in previous years. Information to be provided by Leader/Cabinet Lead Member who will be invited to this meeting that will assist the Panel in scrutinising the policy background to and the rationale behind the MTFS being proposed. |
| Regular CSSP meeting Q#3 | 1. Scrutiny of the draft General Fund and HRA budgets, and Capital Plan, for feedback to Cabinet as part of the final budget setting process. | 3 December 2019 | This approach would be consistent with that adopted for the 2019/20 budget scrutiny. Provision dates for CSSP and Cabinet suggest that review of the draft budget could be carried out at the December meeting of the CSSP. |
| Additional meeting | Consideration of draft report and agreeing recommendations. | January | As adopted for scrutiny of the 2019/20 budget. It would be necessary to convene an additional meeting to allow feedback on the budget to be presented to the February Cabinet meeting. |