



CABINET

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

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in The Preston Room, Woodgate Chambers, Woodgate, Loughborough on Thursday, 4th July 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

21st June 2019

AGENDA

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

5 - 10

To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7

The deadline for questions is noon on Wednesday, 26th June 2019.

6. PUBLIC SPACES PROTECTION ORDER CHARNWOOD CONTROL OF DOGS 2020 11 - 32

A report of the Head of Regulatory Services seeking approval of the Notice of Intention and, upon expiry of the 28-day notice period, approval of the Public Spaces Protection Order (Charnwood Borough Council) Control of Dogs 2020 under the provisions of the Anti-Social Behaviour Crime and Policing Act 2014.

Key Decision

7. CHANGES TO BULKY WASTE COLLECTIONS 33 - 47

A report of the Head of Cleansing and Open Spaces to consider the introduction of charges for the collection of bulky waste from households across the Borough.

Key Decision

8. REVENUE OUTTURN 2018/19 AND CARRY FORWARD OF BUDGET 48 - 59

A report of the Head of Finance and Property Services setting out the Revenue Outturn position of the General Fund and Housing Revenue Account (HRA) for 2018/19 compared with the Original budgets and requesting budget carry forwards for the General Fund and the HRA.

Key Decision

9. CAPITAL PLAN OUTTURN REPORT 2018/19 60 - 68

A report of the Head of Finance and Property Services setting out total expenditure on the Capital Plan 2018/19 compared with the current budget and detailing those schemes that require carry forward of budget to 2019/20 and the provisional arrangements for the financing of the Plan.

Key Decision

10. ADDITIONS TO ANNUAL PROCUREMENT PLAN 2019/20 69 - 77

A report of the Head of Finance and Property Services proposing additions to the Council's Annual Procurement Plan for 2019/20.

Key Decision

11. ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2018/19 78 - 90

A report of the Head of Strategic Support informing the Cabinet and providing a public record of the Council's health and safety performance in 2018/19.

12. EXEMPT INFORMATION

It is recommended that members of the public be excluded from the meeting during the consideration of the following item on the grounds that it will involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 and it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

13. DISPOSAL OF CHARNWOOD CAMPUS OPTION AND SALE OF ADJOINING LAND

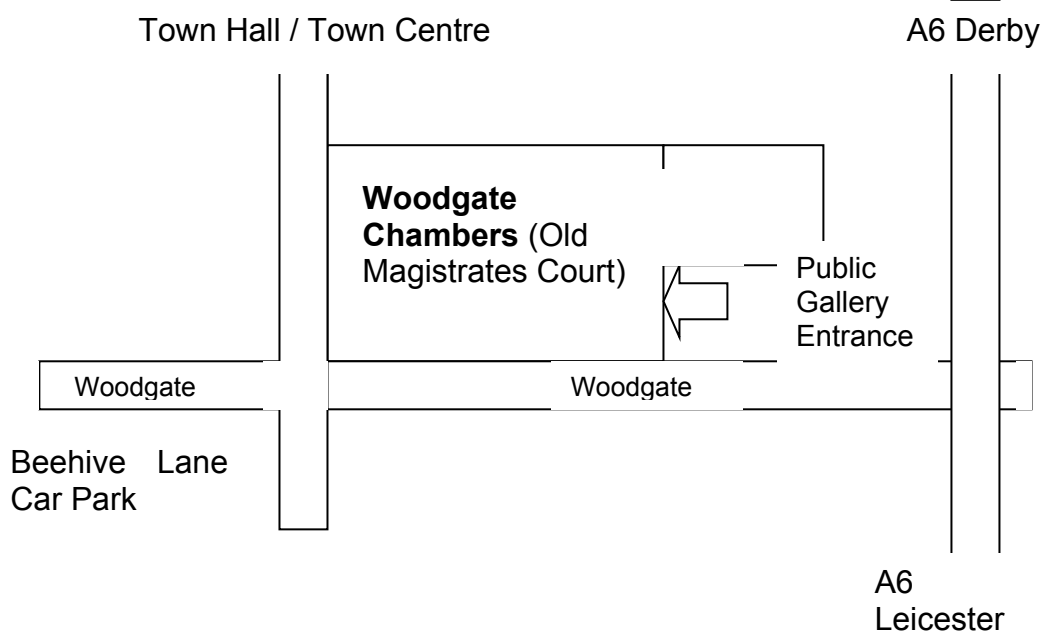
An exempt report of the Strategic Director of Corporate Services to consider the disposal of the Council's option in land at Charnwood Campus and an adjoining piece of land, circulated to members.

Notification was given on 5th June 2019 that the public could potentially be excluded during this item since exempt or confidential information could be considered. No representations regarding considering this item in exempt session have been received.

Key Decision

WHERE TO FIND WOODGATE CHAMBERS AND PUBLIC ACCESS

Woodgate Chambers
70 Woodgate
Loughborough
Leics
LE11 2TZ



CABINET 6TH JUNE 2019

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

Councillor Hunt

Chief Executive
Strategic Director of Corporate Services
Head of Strategic Support
Head of Planning and Regeneration
Neighbourhoods and Partnerships Manager
Democratic Services Officer (LS)

APOLOGIES: None

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

1. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

2. LEADER'S ANNOUNCEMENTS

No announcements were made.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 11th April 2019 were confirmed as a correct record and signed.

4. QUESTIONS UNDER CABINET PROCEDURE 10.7

Mr M. Hunt – Low Carbon Heating Systems in New Developments

Noting that the Chancellor has directed that no gas heating boilers should be installed in new developments from 2025 and further noting that current large scale developments in the Borough are likely to extend beyond that date, does the authority have powers in law or by planning conditions to require low carbon heating systems earlier in current long term developments, such as West of Loughborough, or future developments prior to 2025?

The Leader referred to the following response, which had been published prior to the meeting:

The Chancellor's Spring Statement 13th March 2018 indicated that the Government will introduce a Future Homes Standard, mandating the end of fossil-fuel heating systems in all new houses from 2025. There is currently no information about the means by which this Future Homes Standard will be introduced, although if it is a mandatory requirement, it is likely to be through The Building Regulations rather than through the planning system.

The Authority does not have any powers in law to require low carbon heating systems irrespective of the size of development. Planning conditions can be imposed where they meet certain legal tests, one of which is that a condition is 'reasonable', and in this regard, it is important to have regard to the Development Plan. Policy CS16 encourages "developments to, where viable, exceed Building Regulations for carbon emissions by prioritising measures that reduce the need for energy and secure residual need for energy through low carbon or renewable resources".

This is reflected in the policy approach for West of Loughborough Urban Extension outlined in Policy CS22 of the Charnwood Local Plan Core Strategy (2011 – 2028) is to "[encourage] development to, where viable, exceed Building Regulations for carbon emissions".

The authority can support developments to exceed requirements of Building Regulations but in doing so it would have to balance against the viability implications for other policy requirements such as affordable housing or infrastructure provision.

The Leader stated that Mr Hunt was unable to attend the meeting, but had thanked the Cabinet for its response.

5. CHARNWOOD GRANTS - ROUND 1 2019/20 - COMMUNITY FACILITIES AND COMMUNITY DEVELOPMENT AND ENGAGEMENT GRANT APPLICATIONS

Considered a report of the Head of Neighbourhood Services to consider applications received for funding in round one of the Community Facilities and Community Development and Engagement Grants schemes for 2019/20 (item 6 on the agenda filed with these minutes).

The Neighbourhoods and Partnerships Manager assisted with consideration of the report.

RESOLVED

1. that the following Community Facilities Grants be awarded:
 - £1,500 to Seagrave War Memorial Hall towards the installation of LED lighting;
 - £2,500 to Leicestershire and Rutland Ornithological Society towards the Watermead Wet Reed Bed project;

2. that the following Community Development and Engagement Grants be awarded:
 - £1,600 to TS Sabre and TS Cutlass Navy Cadet Force towards First Aid training and kit;
 - £1,200 to Birstall Methodist Lunch Club towards running costs;
 - £3,500 to Age UK Leicestershire and Rutland towards the Men and Women in Sheds project;
 - £10,000 to Falcon Support Services towards their Sex Workers support project (£5,000 to be funded through the Community Development and Engagement Grant scheme, and £5,000 to be funded through the Loughborough Community Grants scheme);
 - £2,200 to Fibromyalgia Friends Together Leicestershire towards a development project;
3. that the following Community Development and Engagement Grant application be deferred:
 - Loughborough Generator CIC - £10,000 requested – applied for funding towards the cost of the development phase of the project;
4. that the following Community Development and Engagement Grant applications be declined:
 - Quorn in Bloom - £2,000 requested – applied for funding towards a garden watering facility;
 - Hathern Village Association - £10,000 requested – applied for funding towards equipment for community events;
 - Rothley Community Library - £750 requested – applied for funding towards the production of Walk booklets;
5. that the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Facilities and Community Development and Engagement Grants.

Reasons

1. To provide financial support to organisations which meet the criteria of the Community Facilities Grants scheme in terms of community and organisational need.
2. To provide financial support to organisations which meet the criteria of the Community Development and Engagement Grants and Environmental schemes in terms of community and organisational need and to use funding provided through the Loughborough Grants scheme to support projects in Loughborough.
3. To enable further work to be undertaken with the applicant to see whether the application can be improved and strengthened.

4. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Development and Engagement Grants scheme.
5. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.

6. QUORN NEIGHBOURHOOD PLAN

Considered a report of the Head of Planning and Regeneration seeking approval for the Quorn Neighbourhood Plan to be 'made' part of the statutory development plan for Charnwood (item 7 on the agenda filed with these minutes).

The Head of Planning and Regeneration assisted with consideration of the report.

RESOLVED that the Quorn Neighbourhood Plan is 'made' part of the statutory development plan for Charnwood, in accordance with the provisions of Section 38(A) (4) of the Planning and Compulsory Purchase Act 2004.

Reason

To fulfil the legal duty to make the Quorn Neighbourhood Plan part of the development plan for Charnwood.

7. APPOINTMENTS TO OUTSIDE BODIES AND CHARITABLE ORGANISATIONS 2019/20

Considered a report of the Head of Strategic Support to appoint Council representatives to outside bodies, including partnership bodies, charities and management committees (item 8 on the agenda filed with these minutes).

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

It was noted that the nomination to the John Storer Foundation Management Committee for 2019/20, set out in Appendix 2 to the report, should read Councillor J. Bokor (title omitted in the report).

RESOLVED

1. that appointments be made to the outside bodies as listed in Appendix 1 to the report of the Head of Strategic Support for the Council year 2019/20, but with the following amendments:
 - (i) Charnwood Talking News – Councillor Bokor to be added as a representative for 2019/20;
 - (ii) Holocaust Memorial Day Organising Committee – Councillor Harper-Davies to be added as a representative for 2019/20;
2. that appointments be made to the charitable organisations as listed in Appendix 2 to the report of the Head of Strategic Support for the Council year 2019/20;

3. that the Head of Strategic Support be given delegated authority, in consultation with the Cabinet Lead Member for Equalities, Member and Strategic Services and the relevant Group Leader where appropriate:
 - (i) to make appointments to any outside bodies and charitable organisations where nominations have not been received prior to or at the Cabinet meeting on 6th June 2019;
 - (ii) to find an alternative nominee, where the original nominee does not accept the appointment;
 - (iii) to make appointments to any outside bodies and charitable organisations for which the appointment was made in previous years for more than a year and the current appointee no longer wishes to continue in that role;
 - (iv) to reinstate appointments to outside bodies and charitable organisations which restart meetings;
 - (v) to withdraw appointments to any outside bodies and charitable organisations where it is determined that the body or organisation is no longer meeting;
 - (vi) to make appointments when new bodies are identified to which the Council can make appointments.

Reasons

1. To ensure that the Council is represented appropriately on outside bodies.
2. To ensure that the Council is represented appropriately on charitable organisations.
3. To ensure that appointments can be made without unnecessary delay and to end appointments which are no longer required.

8. EXEMPT INFORMATION

RESOLVED that members of the public be excluded from the meeting during the consideration of the following item on the grounds that it would involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 and it was considered that the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

The Democratic Services Officer stopped the sound recording of the meeting.

9. REVENUES AND BENEFITS - FUTURE SERVICE DELIVERY OPTIONS

Considered an exempt report of the Head of Customer Experience to review the future service delivery options for the Revenues and Benefits Service and approve a final option to be implemented (item 10 on the agenda filed with these minutes).

Councillor Hunt, Chair of the Scrutiny Commission, presented an exempt report detailing the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Scrutiny Commission was thanked for its valuable pre-decision scrutiny work.

The Strategic Director of Corporate Services assisted with consideration of the report.

RESOLVED

1. that decisions be made as detailed in the exempt minute (Cabinet Minute 9E 2019/20);
2. that the exempt report of the Scrutiny Commission be noted.

Reasons

1. As set out in the exempt minute (Cabinet Minute 9E 2019/20).
2. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on 14th June 2019 unless called in under Scrutiny Committee Procedure Rule 11.7.
2. No reference may be made to these minutes at the Council meeting on 24th June 2019 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on 14th June 2019.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET – 4TH JULY 2019

Report of the Head of Regulatory Services Lead Member: Councillor Margaret Smidowicz

Part A

ITEM 6 PUBLIC SPACES PROTECTION ORDER ('PSPO') – CHARNWOOD CONTROL OF DOGS 2020

Purpose of Report

To seek approval of the Notice of Intention and upon expiry of the 28-day notice period to approve the Public Spaces Protection Order (Charnwood Borough Council) Control of Dogs 2020 under the provisions of the Anti-Social Behaviour Crime and Policing Act 2014.

Recommendations

1. That the Notice of Intention, attached in Appendix A, be approved and issued.
2. That if there are no objections the draft Public Spaces Protection Order ('PSPO'), attached at Appendix B be approved as drafted after the expiry of the 28 days' notice period.
3. That the Head of Regulatory Services, in consultation with the Lead Member for Regulatory Services, be given delegated authority to amend and make the Order if there are only minor alterations required.
4. That the Head of Regulatory Services, in consultation with the Lead Member for Regulatory Services, be given delegated authority to make revisions and amendments to the Order in response to future requests for additional dog controls (for requests which cover no more than one ward).
5. That the Head of Regulatory Services, in consultation with the Lead Member for Regulatory Services, be given delegated authority to extend the Order if there are no major changes required to the Order at the renewal time (January 2023).
6. That the Head of Regulatory Services, in consultation with the Lead Member for Regulatory Services, be given delegated authority to authorise staff at Parish/Town Councils or other organisations, as deemed appropriate, to issue fixed penalty notices for dog control offences.

Reasons

1. To inform the public about the content of the proposed PSPO and give a formal opportunity for them to raise objections and comments.

- 2.&3. To vary the PSPO under the provisions of the Anti-Social Behaviour Crime and Policing Act 2014, to address anti-social behaviour issues relating to dog control and to ensure the law-abiding majority can use and enjoy public spaces.
4. To enable relevant revisions to the PSPO subject to evidence of dog control issues in an area (revisions impacting on more than one Ward will require Cabinet approval).
5. To enable renewal of the PSPO if there are no major changes required.
6. To assist Town/Parish Councils and other suitable organisations in the ability to offer an enhanced enforcement service in addition to the provision from the Council.

Policy Justification and Previous Decisions

This action meets with the Council's value for working together: 'We work together as one council and in partnership with openness and integrity'. It also meets with the Council's value 'Pride in Charnwood': 'We take pride in our work and Borough always striving for improvement'.

The PSPO also contributes to achieving the main objectives within the Corporate Plan 2016-2020 'Every Resident Matters' and 'Delivering Excellent Services'.

The Anti-Social Behaviour Crime and Policing Act 2014 was introduced in October 2014. The Act introduced Public Spaces Protection Orders to last for up to 3 years.

The Council currently has a PSPO which started in January 2017. The PSPO can last for up to 3 years so a consultation was undertaken so that following a review of the feedback a decision could be made whether to extend or vary the existing PSPO.

There were a few locations which needed to be included on the schedule. Taking this into consideration it was decided to opt for a variation to the existing order rather than an extension.

Implementation Timetable including Future Decisions and Scrutiny

If Cabinet approval is granted and following the call-in period, the timetable will be as follows:

- A Notice to make an Order and draft PSPO will be published with a 28-day notice period to allow for objections and comments on the proposed PSPO.
- Review of comments and decision made on terms of PSPO.
- If no objections are received, then the Order will be made as drafted.
- If there are minor objections or need for alterations, the Head of Regulatory Services will amend and make the Order.
- If there are major objections a further Cabinet report will be written for a decision at Cabinet to revise or not and progress with the PSPO.

After this point, the PSPO will be published on the Council website and in paper format with an implementation date.

Report Implications

The following implications have been identified for this report.

Financial Implications

The financial implications of the PSPO will involve additional signage for new areas outlined during the consultation. These are estimated to be £500 for metal signs and attachments. These costs will be met within the existing budgets.

Risk Management

No specific risks identified.

Equality and Diversity

An Equalities Impact Assessment has been carried out in relation to the PSPO. The findings of the equality impact assessment have been taken into consideration and have been incorporated into the PSPO. The Equality Impact Assessment can be seen in Appendix C.

Crime and Disorder

PSPOs are intended to deal with a particular nuisance or problem in a particular area that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone.

The PSPO will add clarity to people living and visiting the Borough about expectations in relation to dog control.

Enforcement of the PSPO will also send out a strong message to people that allowing a dog to foul and not clearing away afterwards or not keeping a dog under control is unacceptable and anti-social.

Key Decision:	Yes
Background Papers:	Overview of legislation Number of Incidents and enforcement actions Summary of consultation responses
Officers to contact:	Nicola Gibson Enviro Crime and Dog Control Manager Tel: 01509 634576 Nicola.gibson@charnwood.gov.uk

Alan Twells
Head of Regulatory Services
Tel: 01509 634650
alan.twells@charnwood.gov.uk

Part B

Background

1. The Anti-social Behaviour Crime and Policing Act 2014 brought in Public Spaces Protection Orders (PSPOs) for the control of a range of ASB issues, including problems relating to dog control.
2. The existing PSPO was introduced on 7th January 2017 and will expire on 6th January 2020. There are four main areas within the order:
 - Dog Fouling - this covers dog fouling offences on areas of land within the Borough which are open to the air and to which the public have access whether by payment or not.
 - Dogs on lead – Dogs should always be on lead within specified areas.
 - Dogs on Leads by Direction – this applies to specific areas of land where it makes it an offence not to put a dog on a lead if directed by an Authorised Officer.
 - Dogs Exclusion - this applies to fenced children’s play areas where there is a sign in place where it makes it an offence to allow your dog into these areas.

Development of PSPOs

3. The main proposals for the variation of the PSPO is to replace the existing controls for dog fouling, dogs on leads and dog’s exclusion with similar provisions and to include the following additional requirements:
 - a) Add the requirement for dogs on leads by direction at the following areas following evidence of dogs which are not in full control worrying wild fowl:
 - I. Dishley Pool
 - II. Stonebow Washlands
 - b) Add two new locations to the schedule for dog exclusion zones:
 - (i) Lilac Way Playing Fields, East Goscote
 - (ii) Weavers Wynd, East Goscote
 - c) Add a new location to the schedule for dogs on leads:
 - (i) The Peace Garden, Loughborough Road, Mountsorrel
4. In establishing which restrictions or requirements should be included in the PSPO, the Council needs to ensure that the measures are necessary to prevent a detrimental effect for those in the locality or reduce the likelihood of the detrimental effect continuing or recurring.

5. A Notice of Intention is the final stage of the formal consultation process to offer a chance for the residents and interested parties to make comment or object to the proposals outlined on the draft PSPO.
6. Following review of the comments from the consultation at notice stage, the final set of measures is agreed. The PSPO will be published in accordance with the regulations made by the Secretary of State and must:
 - identify the activities having the detrimental effect;
 - explain the potential sanctions available on breach; and
 - specify the period for which the PSPO has effect.
7. The PSPO applies to the whole of the Borough of Charnwood. Detail about specific areas will be outlined in the PSPO Schedule; a draft copy is included within Appendix B.
8. The PSPO is required to enable enforcement to take place to deal with on-going problems of dog fouling and dog control incidents across the Borough, which has increased in number over the last 3 years.

Consultation

9. At the start of the process it is a requirement to consult with the local Police and the Police and Crime Commissioner to share information about the area and the problems being caused.
10. It is also a requirement to consult with residents and organisations. A public consultation started in March 2019 to May 2019: the following groups were consulted using the methods outlined:
 - a) All residents – website and social media.
 - b) All parish and town Councils – in writing.
 - c) Police and Crime Commissioner and Local Policing Body – in writing.
 - d) Borough Councillors via briefing notes and Digital Democracy
11. The consultation results are summarised in the background papers. There were no significant issues raised as part of this initial consultation. Any specific areas identified for inclusion in the PSPO have been incorporated where suitable evidence has been collated.
12. The Notice of Intention offers a further opportunity for consultation where the public can make comments and raise objections. The Notice will be published on the Council website and in paper format at various points across the Borough where changes have been proposed.

Enforcement, Education and Campaigns

13. Any enforcement of legislation should be balanced with the need to educate people about the potential sanctions they may encounter if they do not comply

with the law. The Don't Muck Around campaign is run annually to make people aware of the various legislation in relation to environmental crime.

14. To enforce the PSPO in line with the relevant legal requirements and guidance, all officers will need to be fully trained and authorised. It will be enforced by the following:
 - a) Street Wardens (Charnwood Borough Council)
 - b) Enviro Crime Enforcement Officers (Charnwood Borough Council)
 - c) Regulatory Services Enforcement Officers (Charnwood Borough Council)
 - d) Dog Warden(s) (Contractors for Charnwood Borough Council)
 - e) Groundsman and Enforcement Officer (Birstall Parish Council)
15. It is also proposed, subject to Cabinet approval to work with Parish and Town Councils and other services within Charnwood Borough Council to authorise officers so they can help with enforcement of dog control in their area. This would apply where agreement has been reached with the Council and subject to training, vetting and authorisation.
16. Fixed penalty notices of £100 will be issued by authorised officers. A fixed penalty notice is a way of discharging liability and if paid will ensure closure of the matter. The fee can be reduced to £50 if paid within 10 days. Failure to pay the fixed penalty notice may result in prosecution.

Timetable and future stages

17. The timetable for completing the Public Spaces Protection Notice for Charnwood Borough Council is set out in the table below:

Event	Date	Stage
Cabinet meeting	4 th July 2019	Notice of intention to 'Vary an Order' and Draft PSPO to be presented to Cabinet for approval.
Publication of Notice of Intention	Following Cabinet meeting on 4 th July 2019 and call in period	28-day notice period to allow for objections and comments on the proposed variation to the PSPO. Published on Charnwood Borough Council website page and in paper format at appropriate places.
End of formal consultation period for Notice of Intention	After 28-day period	<p>Review of comments and decision made on terms of PSPO.</p> <ul style="list-style-type: none"> • If no major objections are received, then the Order will be made as drafted. • If there is a need for minor alterations: The Head of Regulatory Services will redraft and make the Order and make the Order. • If there are major objections, then a further Cabinet report will be written for a decision at Cabinet to revise or amend the PSPO. Alternatively, Cabinet could decide not to proceed with the PSPO. <p>Followed by signing of PSPO and publishing on website if decision to make</p>

Appendices

Appendix A	Notice of Intention – Charnwood Borough Council Dog Control
Appendix B	Draft Public Spaces Protection Order – Charnwood Borough Council Dog Control 2020
Appendix C	Equality Impact Assessment

**ANTI-SOCIAL BEHAVIOUR, CRIME AND POLICING ACT 2014
CHARNWOOD BOROUGH COUNCIL**

DATED

**NOTICE OF INTENTION TO MAKE A PUBLIC SPACES PROTECTION ORDER
DOG CONTROL – CHARNWOOD BOROUGH COUNCIL**

Notice is hereby given that Charnwood Borough Council ('the Council') proposes for the purposes of reducing antisocial behaviour in relation to dog control to vary a Public Spaces Protection Order under Section 61 of the Anti-Social Behaviour, Crime and Policing Act 2014 and of all other enabling powers.

The Council would like to seek your views on the proposed Notice of Intention to vary an order. This Notice outlines the details of the proposed variations to the Order in red ink in the schedules on page 2 and 3. Any comments and/or objections should be sent in writing or by email to the correspondence address below.

At the closure of the formal consultation period, Charnwood Borough Council will review all comments/objections and will decide on whether to vary the order or an alternative in part or in full.

The Public Spaces Protection Order will seek to address anti-social behaviour issues relating to dog control across the Borough of Charnwood.

The majority of dog owners are responsible and display effective dog control but there are some occasions where additional controls are necessary to ensure all people in control of dogs are acting responsibly.

The Council takes the health and well-being of the residents very seriously, and seeks to promote a healthy, safe environment for all residents, protecting them from anti-social behaviour in the form of dog control issues. These issues include:

- Owners allowing dogs to foul and not clearing away afterwards
- Dogs defecating on graves at cemeteries/graveyards
- Dogs in dog exclusion zones where small children are playing
- Dogs not being kept under control on a lead near wildfowl and other animals causing distress and sometimes fatalities
- Dogs out of control in public areas

The effect of the Order will be to apply conditions to dog owners by:

- Insisting they clear up after their dogs if they foul forthwith
- Insisting all dogs are kept on leads in cemeteries which are owned/managed by Charnwood Borough Council or the Parish/town Councils
- Insisting dogs are not to be taken into fenced children's' play areas

- Insisting dogs are put on lead if directed by an authorised officer in areas outlined in schedule below.

This Order applies to the public places described in the Schedule to this Order (“the restricted area”)

SCHEDULE

Condition	Location
Dogs on leads at all times Fixed penalty notice £100	All cemeteries within Charnwood Borough Council which are owned/managed by the Borough Council or the parish or Town Council Variation to apply from January 2020: Peace Garden, Loughborough Road, Mountsorrel
Dogs on lead by direction Fixed penalty notice £100	Booth Wood Shelthorpe Pitch and Putt Charnwood Water Kelcey Lake (Quorn) Variation to apply from January 2020: Dishley Pool Stonebow Washlands
Dog exclusion zones Fixed penalty notice £100	All fenced children’s play areas which display a sign stating “dog exclusion zone) whether the sign uses those particular words or words and/or symbols having like effect) Variation to apply from January 2020: Lilac Way, East Goscote Weavers Wynd, East Goscote
Clearance of dog faeces Fixed penalty notice £100	Borough wide on any land which is open to the air and has access to the public whether by payment of not
Dogs on leads at all times Fixed penalty notice £100	Birstall Parks: 1.School Lane Playing Fields, Birstall 2. Meadow Lane Playing Fields/Worcester Avenue fields, Birstall 3.Harrowgate Drive Playing Fields, Birstall

A draft of the proposed Order is available for inspection on the Council’s website Reference: CBC/07/19).

More details about the Proposed PSPO can be found on the Charnwood Borough Council website at: <http://www.charnwood.gov.uk/pages/currentconsultations>

Any representation or objection to the proposed Public Spaces Protection Order must be in writing addressed to:

Head of Regulatory Services,
Charnwood Borough Council,
Southfield Road,
Loughborough,

Leicestershire
LE11 2TR

Stating the reference number to which they relate and the grounds for making them before (insert date (28 days). Alternatively, you can email cleaner.greener@charnwood.gov.uk quoting reference CBC/07/19.

APPENDIX B – Proposed Public Spaces Protection Order

The Anti-Social Behaviour, Crime and Policing Act 2014

DATED

The Public Spaces Protection Order – Dog Control Charnwood Borough Council 2020

Charnwood Borough Council (“the Council”) in exercise of its power under section 61 of the Anti-Social Behaviour, Crime and Policing Act 2014 (“the Act”) and of all other enabling powers being satisfied that that the conditions set out in section 61 of the Act have been met varies the existing Public Spaces Protection Order – Dog Control Charnwood Borough Council 2016:

1. Fouling

If within the administrative area of the Council a dog defecates at any time on land to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission and a person who is in charge of the dog at that time fails to remove the faeces from the land forthwith, that person shall be guilty of an offence unless:

- (a) he has reasonable excuse for failing to do so: or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

2. Leads by Order

A person in charge of a dog shall be guilty of an offence if, at any time, on land detailed in Schedule 1 does not comply with a direction given to him by an officer authorised by the Council to put and keep the dog on a lead (no more than 1.5 metres in length) unless:

- (a) he has reasonable excuse for failing to do so: or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

3. Leads

A person in charge of a dog shall be guilty of an offence if, at any time, on land detailed in Schedule 2 below he does not keep the dog on a lead no more than 1.5 metres in length unless:

- (a) he has reasonable excuse for failing to do so: or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

4. Exclusion

A person in charge of a dog shall be guilty of an offence if, at any time, he takes the dog onto, or permits the dog to enter or remain on, any land detailed in Schedule 3 below unless:

- (a) he has reasonable excuse for failing to do so: or
- (b) the owner, occupier or other person or authority having control of the land has consented (generally or specifically) to his failing to do so.

5. Exemptions

Nothing in this Order shall apply to a person who –

- (a) Is registered as a blind person in a register compiled under section 29 of the National Assistance Act 1948; or
- (b) Is deaf, in respect of a dog trained by Hearing Dogs for Deaf People (registered charity number 293358) and upon which he relies for assistance;
- (c) Is a member of Assistance Dogs UK; or
- (d) Has a disability which affects his mobility, manual dexterity, physical coordination or ability to lift, carry or otherwise move everyday objects, in respect of a dog trained by a prescribed charity and upon which he relies for assistance.

For the purpose of this Order –

- A person who habitually has a dog in his possession shall be taken to be in charge of the dog at any time unless at that time some other person is in charge of the dog;
- Placing the faeces in a receptacle on the land which is provided for the purpose, or the disposal of waste, shall be sufficient removal from the land;
- Being unaware of the defecation (whether by reason of not being in the vicinity or otherwise), or not having a device or other suitable means of removing the faeces shall not be a reasonable excuse for failing to remove the faeces.
- “An authorised officer of the Council” means an employee, partnership agency or contractor of Charnwood Borough Council who is authorised in writing by Charnwood Borough Council for the purposes of giving directions under the Order.
- Each of the following is a “prescribed charity” –
 - Dogs for the Disabled (registered charity number 700454)
 - Support Dogs Limited (registered charity 1088281)
 - Canine Partners for Independence (registered charity number 803680)

6. Penalty

A person who is guilty of an offence under this Order shall be liable on summary conviction to a fine not exceeding level 3 on the standard scale.

A person may be offered a Fixed Penalty Notice of £100 by way of discharging liability for the offence. The Fixed Penalty Notice is reduced to £50 if paid within 10 days of issue.

Schedule One

Variations to the existing PSPO are shown in red (bold)

Dogs on Lead by Direction

Map No.	Location	Geographical Area	Ward/Parish/Town
1.	Charnwood Water	Loughborough	Hastings
1.	Booth Wood	Loughborough	Garendon
1.	Shelthorpe Pitch and Putt	Loughborough	Shelthorpe
14.	Springfield Lake, Kelcey Road	Quorn	Quorn/Mountsorrel
1.	Dishley Poole	Loughborough	
1.	Stonebow Washlands	Loughborough	

Schedule Two - The Keeping of Dogs on Leads

Map No.	Location	Geographical Area	Ward/Parish/Town
1.	Cemetery – Leicester Road	Loughborough	Shelthorpe
6.	Cemetery – Groby Lane	Anstey	Anstey
7.	Cemetery – Cotes Road	Barrow Upon Soar	Barrow Upon Soar
8.	Cemetery – Greengate Lane	Birstall	Birstall
8.	School Lane Playing Fields Meadow Lane Playing Fields Harrowgate Fields - Playing Fields	Birstall	Birstall
9.	Cemetery – Melton Road	Burton on the Wolds	Burton on the Wolds, Cotes and Prestwold
10.	Cemetery – Wymeswold Lane	Corner of Wymeswold Lane and Rempstone Road	Hoton
11.	Cemetery – Groby Lane	Newtown Linford	Newtown Linford

12.	Cemetery – South Croxton Road	Queniborough	Queniborough
14.	Cemetery – Church Lane	Off the High Street and Station Road	Quorn
14.	Closed Churchyard – St Bartholomew’s Church	Church Lane	Quorn
15.	Cemetery – Mountsorrel Lane	Rothley	Rothley
16.	Cemetery - Charnwood Road	Shepshed	Shepshed
16.	Closed Churchyard – St Botolphs	Shepshed	Shepshed
18.	Cemetery – Barkby Road	Syston	Syston
19.	Cemetery – Leicester Road, Cropston	Cropston	Thurcaston and Cropston
21.	Cemetery – Rempstone Road	Wymeswold	Wymeswold
22.	Cemetery – Cemetery Road	Sileby	Sileby
23.	Cemetery – Green Hill Rise	Hathern	Hathern
23.	Cemetery – Church Street	Hathern	Hathern
23.	Closed Cemetery – St Peter and Paul Church	Church Street	Hathern
24.	Cemetery – off A607	Thurmaston	Thurmaston
25.	Cemetery – Loughborough Road	Mountsorrel	Mountsorrel
25.	Peace Garden – Leicester Road	Mountsorrel	Mountsorrel

Schedule Three - Dogs Exclusion

Map No.	Location	Geographical Area	Ward/Parish/Town
6.	Children's Play Area,	Stadon Road	Anstey
7.	Children's play area	Hollow Road	Anstey
8.	Toddler Play Area	Wycliffe Avenue	Barrow Upon Soar
9.	Children's Play Area	Meadow Lane Harrowgate Drive School Lane Playing Fields Hallam Fields Tithe Close	Birstall
10.	Children's Play Area	Towles Fields Hubbard Road	Burton on the Wolds
11.	Children's Play Area	Jubilee Playing Fields, Long Furrow	East Goscote
12.	Children's Play Area	Old Parsonage Lane	Hoton
15.	Children's Play Area	King George V Playing Fields, Coppice Lane	Queniborough
16.	Children's Play Area	Stafford Orchard, Station Road	Quorn
17.	Children's Play Area	Town Green Street Play Area	Rothley
18.	Children's Play Area	Oakley Road, Glenmore Park	Shepshed
18.	Children's Play Area	King George V Playing Field	South Croxton
19.	Skate Park, Central Park	Melton Road	Syston
20.	Children's Play Area	Jubilee Park, Latimer Road, Cropston	Thurcaston and Cropston
21.	Toddler Play Area	Memorial Hall Playground, Clay Street	Wymeswold
22.	Children's Play Area, Memorial Park	Seagrave Road	Sileby
23.	Children's Play Area Hathern Park	Pasture Lane	Hathern
24.	Children's Play Area	Garden Street Recreation Ground and Elizabeth Park	Thurmaston
25.	Children's Play Area	Loughborough Road Play Area and Leicester Road Playing Fields	Mountsorrel
11.	Children's Play Area	Weaver's Wynd	East Goscote

11.	Children's Play Area	Lilac Way	East Goscote
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Dogs Exclusion – Loughborough

Map No.	Location	Geographical Area
1.	Children's Play Area: <ul style="list-style-type: none"> • Braddon Road • Brush Drive • Cumberland Road • Garendon Road • Great Central Road • Hartington Street • Holt Drive • Jubilee Park (children and toddlers play areas) • Kirkstone Drive • Moat Road • Newstead way • Queens Park • Radmoor Road • Rendell Street • Shortcliff Park • Sidings Park • Epinal Court • Farnham Road • Matthew Arnold Court • Meadow Avenue • Warwick Court 	Loughborough

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

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

■ Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

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

Equality Impact Assessment – Public Spaces Protection Orders

Step 1 – Introductory information

Title of the policy	Public Spaces Protection Orders
Name of lead officer and others undertaking this assessment	Nicky Gibson
Date EIA started	22 nd March 2016
Date EIA completed	7 th January 2017
Date EIA reviewed	31 st May 2019

Step 2 – Overview of policy/function being assessed

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>These Orders are put in place to inform residents about dog control and requirements for dog owners in respect of:</p> <ul style="list-style-type: none"> Dog fouling and not clearing up afterwards Dogs on leads Dogs on leads by Direction Dog exclusion zones <p>The Public Spaces Protection Orders (PSPO's) was first put in place in January 2017 and lasts for 3 years. It will be varied and the varied order will be in place in January 2020. This variation is undertaken in line with the Anti-Social Behaviour Crime and Policing Act 2014.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>The PSPO's are relevant to all residents and visitors to Charnwood and affect anyone who is in control of a dog (s)</p> <p>People who have a registered assistance dog are exempt from dog controls – details are included in the exemptions on the Order.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Parish/Town/Ward Clerks and Councillors</p> <p>Dog Organisations – Kennel Club and College Garth Kennels</p> <p>Borough Councillors</p> <p>All residents in Charnwood</p>

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

<p>List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> Consultation Previous Equality Impact Assessments Demographic information Anecdotal and other evidence
<p>Age – older people are often dog owners for company</p> <p>Race – BME culturally do not tend to have dogs as pets.</p> <p>Race – BME often have an inherent fear of dogs</p> <p>There are 10 million dogs in the UK according to records which equates to 1 in 6 people in the population owning a dog</p> <p>Incident recording – there is a mapping resource to identify areas where dog fouling is an issue based on reports from residents.</p> <p>Young people – should be allowed to play and use green spaces without fear of dogs being out of control</p>
<p>What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)</p>
<p>Residents feel more secure in the knowledge that dogs will be under better control so they can enjoy their community environment.</p>

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

<p>In light of the answers you have given in Step 2, do you need to consult with specific groups to identify needs / issues? If not please explain why.</p>
<p>All residents have been consulted and the PSPO will be reviewed every 3 years. Amendments and revisions can be added before that time if evidence is received that there is a need for additional controls. The controls must meet the legal test and must be justified.</p>

Step 5 – Assessing the impact

<p>In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).</p>	
	Comments
Age	<p>Positive – clearer Orders informing residents about dog control will have a positive impact on all ages.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	<p>There are exceptions to the Order for people with disabilities where their manual dexterity is affected.</p> <p>There are also exceptions in the Order for people with sight</p>

	difficulties. The Order makes it clear to all residents who are exempt which adds clarity for all residents.
Gender Reassignment (Transgender)	Positive - neutral
Race	Positive – The Order adds clarity for people about requirements in respect of dog control. Additional measures have been implemented in cemeteries and green spaces for dog control. Anecdotal evidence suggests BME population have an inherent fear of dogs.
Religion or Belief (Includes no belief)	Neutral
Sex (Gender)	Neutral
Sexual Orientation	Neutral
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Positive – if dogs are properly under control it would make pregnant women feel more secure.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Neutral

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

Please note:

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

No

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

This PSPO will meet Charnwood Borough Council's equality and diversity requirements by adding clarity to dog control orders.

This PSPO will be publicised on social media, Charnwood website, Town and Parish Council websites and in paper format in the areas where they will be applicable. This will spread the strong message about dog control requirements which will make Charnwood a more relaxed place to be.

Step 6- Monitoring, evaluation and review

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

The PSPO's will be reviewed every 3 years and the EIA will be reviewed at the same time.

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

Consultation with interested groups, stronger understanding of how the Orders can be implemented and reviewed.

Step 7- Action Plan

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

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

Reference Number	Action	Responsible Officer	Target Date

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

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		Published on intranet
Service users		Published with Cabinet report
Partners and stakeholders		Published with Cabinet report
Others		Published with Cabinet report
To ensure ease of access, what other communication needs/concerns are there?		Include in paper format in areas where controls will be renewed or altered.

Step 9- Conclusion

I agree with this assessment
Signed: Alan Twells (Service Head): Head of Regulatory Services
Date: 18th June 2019

CABINET - 4TH JULY 2019

Report of the Head of Cleansing and Open Spaces Lead Member: Councillor Leigh Harper-Davies

Part A

ITEM 7 CHANGES TO BULKY WASTE COLLECTIONS

Purpose of Report

To consider the introduction of charges for the collection of bulky waste from households across the Borough.

Recommendations

1. That a charge for all household bulky waste collections covered within the Environmental Services Contract from October 2019 is approved, to be reviewed 12 months after implementation.
2. That the charge of £20.00 per bulky collection (up to 3 items per collection) is agreed and that there will be no limit on the number of collections per household per year.

Reasons

1. To ensure that some of the contract costs are offset by the income generated while the total number of collections remain within the contract arrangements and to enable how the charge is operating in practice to be assessed.
2. To ensure that the charge is in line with the regional and national levels.

Policy Justification and Previous Decisions

The Controlled Waste Regulations 2012 allow authorities to charge for items that do not fit in the receptacle provided for collecting Household Waste.

The provision of bulky waste collections is discretionary for local authorities. Many councils provide a service for large waste items, and most choose to charge a fee to recover some/all of the associated costs. Nationally there are only 15 councils that do not charge for the provision of this service. Locally, only this Council and Leicester City Council currently operate free bulky waste collections.

The Council approved the 2019/20 budget at its meeting of 21st February 2019. The budget stated that the Council would increase its income by £30k through the implementation of bulky waste charges from October 2019. This report outlines how the increased income will be achieved.

Implementation Timetable including Future Decisions and Scrutiny

Subject to all necessary approvals, the charges are proposed to come into effect from 7th October 2019. This will allow enough time for all necessary updates to be made, ensuring that all back-office systems are in place. It also allows enough time to communicate the changes with residents via the website and social media.

Lead members will be briefed at the end of March 2020 with the outcomes and findings from the first 6 months of operations.

Report Implications

The following implications have been identified for this report.

Financial Implications

It is expected that these charges will generate £30,000 from the 7th October 2019 until the end of the financial year at the end of March 2020, and £60,000 per year (to be reviewed as part of the budget working papers every year) for every full year of operation. The number of future collections has been estimated by benchmarking the number of bulky waste collections carried out by other waste collection authorities in Leicestershire.

The introduction of charges will also ensure that the total number of requests from residents remains within the contract agreed figures and the Council does not incur any increased payments to the contractor for the provision of this service.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Increase in Fly Tipping	Likely (3)	Significant (2)	Moderate (6)	Work with Street Management on enforcement and awareness campaigns.
Increased demand leading up to the introduction of the charge	Likely (3)	Significant (2)	Moderate (6)	Work with the contractor to ensure that the increased demand can be met.
Reduced customer satisfaction	Likely (3)	Significant (2)	Moderate (6)	Communications campaign to explain the reasons behind the charges.

Equality and Diversity

A separate Equality Impact Assessment has been carried out and is appended as part of this report.

Sustainability

By enabling resident to dispose their unwanted items free of charge we do not encourage them to consider alternative ways to reuse or recycle their items according to the waste hierarchy for waste management (reduce – reuse – recycle), and we contribute towards a throwaway society. Information on such schemes running locally and nationally is provided on the Council's website prior to the booking form for bulky collections.

Key Decision: Yes

Background Papers: None

Officer to contact: Matthew Bradford
Head of Cleansing and Open Spaces
01509 634 695
Matthew.Bradford@charnwood.gov.uk

Part B

Background

- 1.1. The Council's Zero Waste Strategy sets out the objectives for the collection of waste: "In adopting a Zero Waste strategy, Charnwood Borough Council will play an active and leading role in promoting sustainable resource management at a local level. Charnwood Borough Council recognises that it has limited control on the waste cycle, being able to influence rather than control some aspects of waste generation (packaging waste produced by retailers) and treatment (a duty of the Disposal Authority). Therefore, this strategy is about an attitude towards the prevention and sustainable management of waste and encouraging and educating others to join us in this philosophy."
- 1.2. Supporting the Council's Zero Waste Strategy, the Waste Collection Policy states the following with reference to bulky waste collections: "The Council offers a limited number of free bulky household waste collections per property for items such as furniture, fridges, freezers, carpets etc. Where possible, this waste will be re-used using alternative facilities and service providers through the Council's Environmental Services Contract."
- 1.3. Included in the bulky waste items collected each year are approximately 6,500 items of Waste Electrical and Electronic Equipment (WEEE). These items included fridges, freezers, washing machines, tumble dryers, TV's, and music systems.
- 1.4. The Bulky Waste Collection service is a non-statutory function for the Council that costs £105k in contract costs. The contract was based on an estimated 12,000 collections per annum. The Council currently exceeds this number by 8,000 per annum, which could potentially lead to increased contract payments.
- 1.5. There are substantial back office costs associated with providing the service. Charging for the service would offset some of the costs of service provision and manage the current demands. The service currently allows for each household to receive 3 collections of up to 3 items in a 12 month rolling period. After that a small charge of £15 is levied.
- 1.6. Customers can book these collections either by calling the Council's Contact Centre, or via the internet. The online booking system does not manage the number of collections effectively and the chargeable element of the service is frequently not collected. Collected income amounted to £2k last year (2018/19). The amount of income lost cannot be quantified, although it could reasonably be expected to be under £5,000 per annum.
- 1.7. Residents are expected to present the items for collection at the edge of their property. There is a limited amount of reuse from the collections. This is primarily for 2 reasons:
 - The items can be weather damaged.
 - Furniture resellers require the original labels to be attached to the item. This is to show that they are fire retardant. Many residents remove the labels following the original purchase.

- 1.8. Residents with reusable furniture (with labels attached) are encouraged to use a local not for profit furniture reuse provider (SOFA).

Proposals

- 2.1 This report proposes the introduction of a £20.00 charge per collection (up to 3 items) of household bulky waste with effect from 7th October 2019. There will be no limit on the number of annual collections per household per annum.
- 2.2 The proposal does not include a concession for low income groups. The reason for this is due to the comparatively low charge that is being introduced. Having a concessionary charge would also significantly add to the costs of administration for the service.
- 2.3 Requests for service will be made via the Council existing booking systems, i.e. by phone and website. Some minor amendments will be required to the business processes to allow for the charge to be collected.
- 2.4 Proposing the introduction of charges for bulky waste collections is partly as a result of the ongoing financial pressures faced by the authority. The Council aims to reduce the overall number of requests, while at the same time use the income generated to offset some of the contract costs for this service.
- 2.5 Different pricing models (combinations of free and chargeable collections) were considered as part of the options appraisal. To ensure consistency between the online and bookings over the phone, a single fee charge from the first collection has been chosen as the preferred model.

Benchmarking

- 3.1 A national review of the bulky waste collections was carried out by the BBC Shared Data Unit in January 2019. It demonstrated that there are only 15 councils across England that do not charge for bulky waste collections. (<https://www.bbc.co.uk/news/uk-46364689>)
- 3.2 The same in-depth analysis also revealed that there is no connection between the areas with the highest charges for waste collection and the highest rates of fly-tipping.
- 3.3 The Council currently monitors the volume and types of waste collected as fly-tipping. These figures will be used to evaluate the potential impact charges might have across the Borough. Analysis of the different types of fly-tipping that has occurred over the previous two years indicates that a significant proportion does not contain household items collected through the bulky waste scheme. These items included tyres, asbestos and construction waste. It should be noted that not all the fly-tipping in the borough is perpetrated by its residents. A proportion of the waste fly-tipped in Charnwood will have originated in neighbouring areas.
- 3.4 The Council is currently in the process of procuring 6 mobile cameras for use in deterring fly tipping, alongside finalising the associated protocol and operating procedure to comply with the CCTV code of practice.

- 3.5 By analysing the data from the national exercise conducted by BBC, it was found that the average charge per item in the East Midlands is £9.20. The proposed charge set out in this report equates to £6.66 per item (assuming residents use all 3 items available for collection) and is therefore below the average.
- 3.6 Electrical retailers offer to remove white goods being replaced for a fee. A limited desktop exercise found this fee to be around £15-£20 per item.
- 3.7 Charnwood Borough Council is currently the only district in Leicestershire that does not charge for the collection of bulky waste from households.

Authority	Charge
Charnwood (CBC)	Each household is entitled to three free collections a year or nine items, whichever comes first. After this, collections will be priced at £15 per collection of every three items.
Melton	<u>Standard Rate</u> 1 Item £18.70 2-5 Items £31.00 + £9.00 for each additional item. Fridges: £25.60 <u>Low Income Concession</u> Discount applies on multiple items for residents on pension credit/income based benefits
Blaby	1 to 2 large items - £21.00 (minimum charge) 3 to 4 large items - £29.00 5 to 6 large items - £40.00 £2 administration charge for bookings over the phone
Hinckley and Bosworth	1 to 3 items £15.00 4 to 5 items £25.00 £6.00 for each additional item. 50% reduction for low income groups.
North West Leics.	1-3 items = £24 4 items = £29 5 items = £34 6 items = £39 100% concession to those on income support, housing or council tax benefit (2 free collections per year)

Harborough	3 large household items or 12 sacks of waste for a charge of £34.17
Oadby and Wigston	Non-electrical items £22.00 for the first item, followed by an additional £4.10 per item. Electrical items £22.00 for the first item, followed by an additional £4.10 per item.
Leicester City	1 free collection of up to five items of bulky waste in any two-month period; 1 free collection of up to 15 items of garden waste in any two-month period.

- 3.8 Leicester City does not charge for bulky waste collections either, but this is not comparable as it has a very different mix of households and population density due to its urban nature.

Appendices

Equality Impact Assessment

Charnwood Borough Council

Equality Impact Assessment 'Knowing the needs of your customers and employees'

■ Background

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

■ Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

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

■ **Step 1 – Introductory information**

Title of the policy	Introduce charges for household bulky waste collections
Name of lead officer and others undertaking this assessment	Matthew Bradford – Head of Cleansing and Open Spaces
Date EIA started	1 st May 2019
Date EIA completed	5 th June 2019

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

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

The aim of this decision is to introduce charges for the household bulky waste collections as detailed below:

For every 1-3 items: £20.00

The main driver for this change is the need to offset part of the overall costs for the provision of the Environmental Services contract which includes refuse and recycling collections as well as street cleaning.

The Controlled Waste Regulations 2012 allow authorities to charge for items that do not fit in the receptacle provided for collecting Household Waste.

The provision of bulky waste collections is discretionary for local authorities. Many councils provide a service for large waste items, and most choose to charge a fee to recover some/all of the associated costs. Nationally there are only 15 councils that do not charge for the provision of this service. In Leicestershire, only Charnwood and Leicester City Council currently operate free bulky waste collections.

Alternative ways of disposing the household bulky waste include national and local reuse and recycling schemes. This information is provided to customer on the Council's website prior to the booking forms.

Nationally there are only 15 councils not charging for this service. The average charge in the East Midlands is £9.20 per item. The proposed charge equates to £6.66 per item (assuming residents use all 3 items available for collection).

Furthermore, electrical retailers offer to remove white goods being replaced for a fee. A limited desktop exercise found this fee to be around £15-20 per item.

Charnwood Borough Council is currently the only district in Leicestershire that does not charge for the collection of bulky waste from households.

A summary of existing charges is provided below:

Authority	Charge
Charnwood (CBC)	Each household is entitled to three free collections a year or nine items, whichever comes first. After this, collections will be priced at £15 per collection of every three items.

Melton	<u>Standard Rate</u> 1 Item £18.70 2-5 Items £31.00 + £9.00 for each additional item. Fridges: £25.60 <u>Low Income Concession</u> Discount applies on multiple items for residents on pension credit/income-based benefits
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Leicester City*	1 free collection of up to five items of bulky waste in any two-month period; 1 free collection of up to 15 items of garden waste in any two month period.

*Leicester City does not charge for bulky waste collections either, but this is not comparable as it has a very different mix of households and population density due to its urban nature

Alternatives to increasing the charges are as follows:

1. Stop providing the service altogether. This is not considered to be a viable option as many residents value the service that is provided.
2. Continue absorbing the cost of providing the service. This is not viable due to general cost pressures on the Council. It is also unfair to subsidise a service that is not used by all residents.

3. Make savings in other areas of the service. This is not viable due to other cost pressures on the service and the need to make additional savings/income further to the ones proposed within this report.

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

The change in pricing will impact all users of the service. In making this decision it is accepted that this will have a greater impact upon those that have the lowest income. Whilst it is acknowledged that low income groups are not considered to be a protected group within the relevant legislation, as a Local Authority we recognise that there are close links and correlations between some protected characteristics/ specific community groups and low income/ deprivation. Therefore, consideration will need to be given to those residents that may be on a low income, due to their circumstances, which are classed as protected under the legislation.

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

There has not been any direct public consultation with regard to this particular decision; however, a wider public consultation has been undertaken as part of the budget setting process. It is understood that residents will not welcome any price increase, and this is to be expected.

Consultation has taken place as part of the consultation process for the main budget proposals for 19/20. This process has included Scrutiny, consultation with the Rate Payers Association and with the general public via the website.

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

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

Data/information such as:

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

- Charnwood Borough Council Equality Strategy 2016-2020

[http://www.charnwood.gov.uk/files/documents/equality_strategy_and_action_plan_2016/Draft%20Equality%20Strategy%202016-2020%20FINAL%200.2%20\(2\).pdf](http://www.charnwood.gov.uk/files/documents/equality_strategy_and_action_plan_2016/Draft%20Equality%20Strategy%202016-2020%20FINAL%200.2%20(2).pdf)

- Charnwood Demographic Information 2013

http://www.charnwood.gov.uk/files/documents/charnwood_demographic_information_2013/Charnwood%20Borough%20Council%20Demographic%20Profile%202013.pdf

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

It is difficult to estimate who could be potentially impacted by this change. We therefore intend to take all possibilities into consideration when assessing the equality impacts of this increase.

We can utilise information primarily from our demographic profile to ensure that any service users are not adversely impacted by this project.

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

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

No

■ **Step 5 – Assessing the impact**

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

	Comments
Age	This increase might impact upon elderly residents who are also on a low income. The impact is increased for households without the use of a car as this reduces the number of viable alternatives.
Disability (Physical, visual, hearing, learning disabilities, mental health)	This increase might impact upon disabled residents who are also on a low income. The impact is increased for households without the use of a car as this reduces the number of viable alternatives.
Gender Reassignment (Transgender)	No impacts identified
Race	A lot of our BME residents live in priority neighbourhoods/ more deprived parts of the Borough. Therefore, there could be a slight potential impact upon this protected characteristic. Income levels and car-ownership levels are generally lower in priority neighbourhood areas. This may impact on resident's ability to pay for the service and their ability to take bulky waste to the local HWRC.
Religion or Belief (Includes no belief)	No impacts identified

Sex (Gender)	No impacts identified
Sexual Orientation	No impacts identified
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	No impacts identified
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Income levels and car-ownership levels are generally lower in priority neighbourhood areas. This may impact on resident's ability to pay for the service and their ability to take bulky waste to the local HWRC.

<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <p>Please note:</p> <ul style="list-style-type: none"> a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
<p>There are no impacts which are believed to be illegal as a result of this assessment.</p> <p>There is a justifiable adverse impact on some groups whose circumstances mean that they are on a low income. It is acknowledged that some elderly, disabled, or BME people may fall into this group if they are in receipt of Pension Credits or Disability Benefits. As the service is not statutory, residents are under no obligation to pay for the service and are able to choose an alternative disposal method.</p> <p>The adverse impact is considered to be reasonable and proportionate. The impact is likely to be small and would not have a significant impact the weekly expenditure of individuals. The alternatives for non-car owning households are limited although alternative ways of managing bulky waste do exist and are practiced by many households. Alternative methods are promoted through the CBC website.</p>
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>The introduction of charges is considered to have a very minor impact upon a small number of people. This change may impact upon people on low incomes and those in households with no car ownership. These are not protected characteristics under the legislation but we recognise that there are close links and correlations between some protected characteristics/ specific community groups and low income/ deprivation. We will continue to undertake analysis and monitoring to ensure discrimination and adverse impact does not occur.</p>

■ **Step 6- Monitoring, evaluation and review**

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

The number of requests as well as fly-tipping incidents will be monitored regularly to assess the impact of implementing the changes. The full outcome of this is unlikely to be known until March 2021 when a full implementation year will be completed.

Frequent assessments should provide some trend data in the interim period. The level of requests and any association with increased fly-tipping of this type of waste will be closely monitored.

Ward by ward analysis does not currently exist. It can also be difficult to interpret as the requests are not linked with any sociodemographic criteria.

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

Recommendations from the report will be considered in future pricing reviews.

■ **Step 7- Action Plan**

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

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

Reference Number	Action	Responsible Officer	Target Date
1	Monitor request/booking rates to assess whether the implementation has had an adverse impact on usage	Head of Cleansing and Open Spaces	March 2021 for full year data
2	Monitor number fly-tipping incidents for this type of waste to assess if there is any correlation with the introduction of charges	Head of Cleansing and Open Spaces	March 2021 for full year data

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

CABINET – 4TH JULY 2019

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

Part A

ITEM 8 REVENUE OUTTURN 2018/19 AND CARRY FORWARD OF BUDGET

Purpose of Report

This report is to inform Cabinet of the Revenue Outturn position of the General Fund and Housing Revenue Account (HRA) for 2018/19 compared with the Original budgets and request budget carry forwards of £39k for the General Fund and £484.7K for the HRA.

Recommendations

1. That the Revenue Outturn positions of the General Fund and Housing Revenue Account for 2018/19 be noted.
2. That carry forwards of budgets amounting to £39k for the General Fund and £484.7k for the HRA be approved, funded from the General Fund Working Balance and HRA Balance in 2019/20 as detailed in paragraph 32 and 33 below.

Reasons

1. To enable the information to be used when considering future budgets and the Medium Term Financial Strategy.
2. To enable the budgets to be carried forward to cover costs of committed services in 2019-20.

Policy Justification and Previous Decisions

Financial resources are required to carry out all the aims and strategies of the Council.

Implementation Timetable including Future Decisions and Scrutiny

This report will be considered by the Corporate Services Committee on 25th June 2019. The budget amounts to be carried forward, if approved and subject to there being no call-in, will be added to the 2019/20 budget.

Report Implications

The following implications have been identified for this report.

Financial Implications

The financial implication of this report is that, if the carry forward requests are approved, there will be an additional use of funding in 2019/20 of £39k General Fund and £484.7k HRA. There are sufficient reserves to cover these requests from within the overall General Fund revenue budget and HRA budget. This is effectively a transfer of resources from one year to another.

Risk Management

There are no specific risks associated with the decisions requested.

Key Decision:	Yes
Background Papers:	None
Officer to Contact:	Lesley Tansey Acting Head of Finance & Property Services 01509 634828 lesley.tansey@charnwood.gov.uk

Part B

Background - Outturn for General Fund and HRA

1. The General Fund Revenue Outturn for 2018/19, as summarised in Appendix 1, shows Net Service Expenditure of £17,844k against an Original Budget of £18,221k producing a favourable variance of £377K, net of recharges (2% of the Original Budget). (£346K 2% 2017/18 Budget).
2. Main variances between budget and outturn in terms of the total borough expenditure are as follows:
 - Net Service Expenditure –. The Net Service Expenditure is under spent by £377K as per Appendices 1 and 2. Major variances within this figure are explained in paragraphs 6 to 15 of this report.
 - Revenue Contribution to Capital ('RCCO') - £752K relates to planned capital costs approved by Cabinet and were funded as follows; £451K from Capital Plan Reserve; £269K funded from Reinvestment Reserve and £32k Revenue Savings.
 - Interest Received on Balances - £147k higher than budget due to investments in Property Funds, higher interest rates gained and higher balances available for investment. This is as a result of underspends in revenue and capital expenditure and timing differences on collection of council tax and NDR receipts and payments.
 - Interest Paid - £116k overspend on the budget set due to a one off entry cost for the purchase of investment of Hermes Property Fund, providing a higher rate of investment returns than Money Market Funds.
3. The General Fund Reserve Balances at 31st March 2019 are £2,237k (26%) higher than the Original Budget, being the Capital Plan Reserve £966k, this budget was not utilised in the year and this has slipped into 2019/20. Additional NDR S31 Reliefs of £1,263k were received for supporting small businesses, new pub reliefs. This balance will however be used fund the 2018/19 NDR deficit for the year of £880k. The NDR deficit is primarily due to an increase cost of empty properties in the year. An NDR earmarked reserve will be set up to fund the £880K. The Total General Fund Reserve balance as at 31st March 2019 is £10,737k.
4. The Housing Revenue Account outturn for 2018/19 (Appendix 4) shows a surplus of £1,075k compared with a budgeted surplus of £299k. The HRA general balances at the end of the year were £613k following a transfer of £1,079k to the HRA Financing Fund. This gave the HRA Financing Fund a balance at the end of the year of £8,061k.
5. The General Fund and Housing Revenue Account are both provisional as the Statement of Accounts are currently in production and will need to be audited before being finalised and signed off.

Outturn – General Fund

Directorate Controllable Costs Outturn (Appendix 2)

6. Appendix 2 shows an underspend of £480K for the General Fund controllable current budgets at Directorate and Service level. Controllable costs are those that budget officers have direct responsibility for managing and these exclude year-end recharges. Paragraphs 7 to 17 below explains the major General fund variances within this figure.
7. Head of Private Sector Housing – underspends of £430k (42% of budget) includes £67K budget for empty homes enforcement costs not required. External grant £269k relating to preventing homelessness and £65k Rogue Landlord grants which have been transferred to earmarked reserves in order to fund the 2019/20 programme; in addition, £27k has been requested as a carry forward to fund a temporary Social Lettings Officer Post in 2019/20, and a small balance of £2k.
8. Head of Planning & Regeneration – overspends of £371k (29% of budget). This is due to a shortfall of £100K in Building Control fees, and a shortfall in Planning fees £363k, offset by underspend of £50k being DCLG Planning Grant received in the year and the balance of £42k underspent on small variances across Planning Service.
9. Head of Waste, Engineering & Open Spaces – underspends of £170k (2.8% of budget) primarily being additional Garden Bin income £115K, which has been adjusted for in 2019-20 Income Budget and Recycling Credit income £52K, and a small balance of £3k.
10. Head of Finance & Property Services – underspends of £67k (4% of budget) £12K underspend has been requested as a carry forward for Agresso upgrades being making Tax Digital/GDPR in 2019/20, other underspends include Messenger Close, this being a new Income stream £18k, Southfields Offices various utility and service underspends of £37k.
11. Head of Customer Experience – underspends of £67k (4% of budget) Capita one off backdated pension claim and contract adjustments £150k, reduction in the provision of Council Tax costs £117k, Localisation of council tax grants received £39k, offset by £305k shortfall Housing rent allowance income received due to a change in claimants portfolio.
12. A managed vacancy salary savings budget of £257.3k was approved during 2018-19 across the three Directorates. As part of the Budget Monitoring process vacant salary budget were transferred to each of the Directorates from services and the £257.3k saving budget was achieved.

Contributions from/to Reserves (Appendix 1)

13. The net contribution from working balance in the year was £186K leaving a balance of £6,871k as at March 2019. This is well above the agreed minimum of £2m.
14. The Reinvestment Reserve has been used in accordance with the Council's financial procedures to help achieve corporate aims through service improvements. £455K has been utilised this year, also a transfer from General Fund working balances of £669k was made to the Reinvestment Reserve giving a net transfer of £214k in the year. A balance of £809k is held in this Reserve which is within the £500K minimum level for this reserve.
15. The Other Revenue Reserves of £763k relate to specific reserves as follows: - Planning Reserves £117K, Section 106 Agreement Reserve £235K, £342k Homelessness Reserves, £22k Service Pressure Reserve which relate to amounts approved in 2018-19 to be spent in 2019-20 and the balance of £47K being two smaller earmarked reserves.

Loughborough Special Expenses (Appendix 3)

16. The actual Loughborough Special Expenses were £1,350k; against an original budget of £1,351k, being £1K underspent (0.06% of the budget). The main underspends are Parks Loughborough £48K and Derby Road Playing fields £10K, offset by additional work at various sites being Loughborough Cemetery £28k, Nanpantan Sport Ground £31K, Carillon Tower £16k, with a balance of £18k underspend on other services within Loughborough Special Expenses.
17. The underspend will be carried forward within the Loughborough Special Expense Account and reflected in future year's Loughborough Special Levy.

Housing Revenue Account Outturn (Appendices 4 & 5)

18. The provisional Housing Revenue Account outturn for 2018/19 is a surplus of £1,075k compared with a budgeted surplus of £299k, an increase of £776k. This gives HRA general balances at the end of the year of £613k following a transfer of £1,079k to the HRA Financing Fund. This transfer gives the HRA Financing Fund a balance at the end of the year of £8,061k. The Council's preferred minimum level of balances is £110 per property.
19. The HRA Balances at 31st March 2019 In 2018/19 the HRA made a contribution to the Major Repairs Reserve of £3,025k. This reserve has a balance at 31 March 2019 of £3,926k compared with £2,633 at 31 March 2018. This balance is the unspent amount carried forward to 2019/20 after the 2018/19 capital financing entries. This reserve finances capital expenditure and the repayment of debt, in accordance with the HRA Business Plan.
20. The Housing Financing Fund balance at 31 March 2019 was £8,061k. The HRA owes £79m in loans following the self-financing settlement in 2012 and, as well

as paying the interest due, the principal amounts borrowed will either, in time, need to be refinanced or paid back. The first loan to be paid back following the self-financing settlement is in 2024. The money required to pay back the principal will be from HRA Reserves – principally those from the HRA Financing Fund. The total HRA Balances at 31st March 2019 are £12,600k

21. Supervision and Management - £13k underspend (0.3%). There were Pension adjustment of £193k offset by underspends of Housing Allocation Salaries £77k (12%), Community Projects £49k (98%), Utilities £33k (38%), and £24k (49%) Bank Charges and a balance of £3k.
22. Repairs and Maintenance - £268k underspend (4%) This includes underspending on salaries of £225K (8.3%), and £79k (24%) on electrical testing offset by a £29k (4.5%) overspend on Gas Servicing and a balance of £7k.
23. Net Recharges to the HRA were £35k (2.44%) greater than the budget.

The Depreciation of £3,025k was credited into the Major Repairs Reserve to fund the capital programme. Revaluations were reversed out and do not affect the HRA outturn position.

24. The 2018/19 rent income for dwellings was 1% lower than 2017/18 due to current Government policy. Void loss was 2.16% against a budget of 2.2%. Dwelling Rent income was £25k (0.1%) under budget. Right to buy sales were budgeted at 40 sales, compared with 47 actual sales, 1 conversion to a scooter store and 11 additional properties bought using right to buy 1 for 1 receipt.
25. As at 31 March 2019 rent arrears were £965k compared with £866k at 31 March 2018. Court costs were £104k at 31 March 2019 compared with £95k at 31 March 2018. As a percentage of dwelling rents the total arrears including court costs is 5.05% compared with 4.47% in 2017/18. The amount of HRA debt written off in the year was £245k compared to £189k in 2017/18.
26. The effect of the introduction of universal credit full service to the borough in June 2018 has been the principal factor in the rise in rent arrears over the year 2018-2019. From fewer than a hundred tenants receiving universal credit at the beginning of the year we ended that year with almost six hundred receiving the benefit. This has proved extremely challenging to the income, financial inclusion and tenancy support teams but helped by additional resourcing. This UC-fuelled increase in arrears has had a consequential effect on former tenant arrears where tenants have left properties owing rent and having been in receipt of universal credit. The amount of former tenant arrears recovered reduced also, mostly because of a reduction in recovery rates by our debt collection agency which is subject to a procurement exercise in 2019/20.
27. Appendix 5 details the controllable cost outturn for the HRA as at 31 March 2019. This shows the controllable budgets and actuals as they were presented within

the monitoring reports during the year. The descriptions of Employee related expenditure include all employee related costs, not just salaries.

Carry Forward of Budget

28. These budgets were approved as part of the 2018-19 budget process however either the committed services were not complete or the goods were not received by 31st March 2019. These are also detailed in the Directorate Outturn Report above. As required by the Councils financial procedure rules, the overall controllable service budgets were underspent by at least this amount in 2018/19. General Fund carry forward requests total £39k and HRA requests total £484.7K.

General Fund Carry Forward Requests

£12K Unit 4 various upgrades, Making Tax Digital/GDPR – Finance & Property Services

£27K Homelessness Prevention Grant to fund Social Lettings Officer – Strategic and Private Sector Housing Service

£39K Total General Fund

HRA Carry Forward Requests

£445.8K Planned Maintenance – Landlord Services

£2.5K Tenant Participation Community Projects – Landlord Services

£20K Update of Tenancy agreements – Landlord Services

£16.4K Direct Debits upgrade – Landlord Services

£484.7K Total HRA

Appendices

Appendix 1 – General Fund Outturn 2018/19

Appendix 2 – General Fund Controllable Outturn 2018/19 by Directorate

Appendix 3 – Loughborough Special Expenses Outturn 2018/19

Appendix 4 – HRA Outturn 2018/19

Appendix 5 – HRA Controllable Outturn 2018/19 by Directorate

GENERAL FUND OUTTURN 2018-19			
	Outturn	Original Budget	Variance underspend (overspend)
	£000	£000	£000
Net Service Expenditure	17,844	18,221	377
Revenue Contributions to Capital (RCCO)	752	0	(752)
Interest Paid	356	240	(116)
Council Tax Support Grant to Parishes	29	29	0
Less: Interest on Balances	(447)	(300)	147
Total Borough Expenditure	18,534	18,190	(344)
Contribution to (from) Reinvestment Reserve	214	0	(214)
Contribution to/(from) Working Balance	48	(1,164)	(1,212)
Contribution (from) Working Balance/Collection Fund	(234)	(234)	0
Contribution to (from) Growth Support Fund	(13)	0	13
Contribution to/(from) Other Revenue Reserves	(51)	(8)	43
Contribution to/(from) Capital Plan Reserve	(451)	0	451
Precept Requirement	18,047	16,784	(1,263)
Revenue Support Grant	745	745	0
NNDR	4,957	4,957	0
Council Tax Receipts	6,502	6,502	0
Loughborough Special Levy	1,194	1,194	0
Collection Fund Surplus/(Deficit)	(234)	(234)	0
New Homes Bonus	3,620	3,620	0
S31 & NDR Grants 2017 & 2018 Compensation	1,263	0	1,263
Precept Income	18,047	16,784	1,263
2018/19	£000	£000	£000
<u>Working Balance 1st April</u>	7,057	7,474	(417)
Transfer from General Fund	28	(1,398)	1,426
Transfer from/(to) Reinvestment Reserve	(214)	(43)	(171)
Balance at 31 March	6,871	6,033	838
<u>Reinvestment Reserve 1st April</u>	595	457	138
Transfers From General Fund	214	0	214
Balance at 31 March	809	457	352
<u>Capital Plan Reserve 1st April</u>	2,644	1,790	854
Funding of Capital Expenditure	(451)	(563)	112
Balance at 31 March	2,193	1,227	966
<u>Growth Support Fund 1st April</u>	114	96	18
Funding of Capital Expenditure	(13)	(96)	83
Balance at 31 March	101	0	101
<u>Other Revenue Reserves 1st April</u>	813	791	22
Transferred from General Fund	(50)	(8)	(42)
Balance at 31 March	763	783	(20)
TOTAL BALANCES	10,737	8,500	2,237

Appendix 2

Charnwood Borough Council		2018-19		
		Actual	Current Budget	Variance
Controllable Service Costs		£000's	£000's	Underspend/ (Overspend) £000's
Housing, Planning, Regeneration & Regulatory Directorate				
	Housing, Planning & Regeneration Director	112	114	1
	Head of Strategic & Private Sector Housing	584	1,014	430
	Head of Landlord Services	(194)	(170)	24
	Head of Planning & Regeneration	1,634	1,263	(371)
	Head of Regulatory Services	650	729	79
		2,786	2,949	163
Neighbourhoods & Community Wellbeing Directorate				
	Head of Waste, Engineering & Open Spaces	5,818	5,988	170
	Neighbourhoods & Community Wellbeing Director	282	281	(1)
	Head of Leisure & Culture	514	516	2
	Head of Neighbourhood Services	1,592	1,589	(3)
		8,206	8,373	168
Corporate Services Directorate				
	Corporate Services Director	113	113	(0)
	Chief Executive's Team	237	238	2
	Head of Finance and Property Services	1,444	1,511	67
	Head of Customer Experience	4,066	4,133	67
	Head of Strategic Support	2,695	2,709	14
		8,555	8,705	149
	Grand Total	19,547	20,027	480
Note: Reconciliation to Appendix 1				
	Grand Total as above	19,547	20,027	480
	Adjustment for Non-Controllable Recharges to HRA	(1,695)	(1,681)	15
	Budget changes since Original Budget	0	(126)	(126)
	Other	0	8	8
	Net Service Expenditure per Appendix 1	17,852	18,229	377

					Appendix 3
LOUGHBOROUGH SPECIAL EXPENSES					
2017/18			2018/19		
Original Budget	Actual	Service	Original Budget	Actual	Variance under/(Over spend)
£	£		£	£	£
61,200	61,515	Loughborough CCTV	68,600	61,566	7,034
77,300	76,137	Community Grants - General / Fearon Hall / Gorse Covert	79,600	78,965	635
44,900	37,910	Marios Tinenti Centre / Altogether Place / Community Hubs	45,100	38,951	6,149
9,200	9,428	Charnwood Water Toilets	9,100	6,403	2,697
32,600	32,394	Voluntary & Community Sector Dev Officer post (75% LSX)	33,500	33,259	241
4,000	3,517	Biggin Street Toilet - Friday Opening	5,700	4,202	1,498
7,500	7,500	Part Funding of Post Graduate Student for HMO Study (3year	0	0	0
35,000	30,352	Support for Loughborough Heritage Initiatives	0	0	0
117,900	117,917	Contribution towards Loughborough Open Spaces Grounds M	119,000	118,998	2
-9,400	-3,181	November Fair	-5,900	-1,539	(4,361)
		<u>Parks:</u>			
421,000	378,430	Loughborough - including Loughborough in Bloom	428,200	390,558	37,642
68,300	64,552	Gorse Covert and Booth Wood	69,000	65,748	3,252
		<u>Sports Grounds:</u>			
120,200	110,067	Derby Road	114,100	94,583	19,517
44,100	48,444	Lodge Farm	46,700	40,841	5,859
57,400	69,586	Nanpantan	63,100	94,339	(31,239)
21,100	18,021	Park Road	21,200	18,681	2,519
24,400	21,246	Shelthorpe Golf Course	23,500	27,377	(3,877)
7,400	64,477	Loughborough Cemetery	19,000	47,120	(28,120)
64,200	50,155	Allotments - Loughborough	56,800	54,597	2,203
13,100	15,899	Carillon Tower	12,700	28,255	(15,555)
50,700	39,938	Festive Decorations and Illuminations	49,300	56,025	(6,725)
92,100	90,537	Town Centre Management	92,400	90,981	1,419
1,364,200	1,344,841		1,350,700	1,349,908	792

Appendix 4

2017/18 Actual	Housing Revenue Account	2018/19 Original Budget	2018/19 Outturn	Variance
£000		£000	£000	£000
	Expenditure			
4,602	Supervision and Management	4,914	4,901	13
6,204	Repairs and Maintenance	6,557	6,289	268
116	Rents, Rates and other charges	138	130	8
0	Rent Rebates	1	0	1
330	Provision for Bad and Other Charges	383	335	48
2,969	Depreciation/Revaluation increase/Impairment of non-current assets	2,955	3,025	(70)
(9,597)	Net Revaluation increase of non-current assets	0	(13,072)	13,072
16	Debt Management Expenses	12	19	(7)
4,640	Expenditure Sub-total	14,960	1,627	13,333
	Income			
21,038	Dwelling Rent Income	20,673	20,698	25
372	Rent of Income from Shops, Land and Garages	384	365	(19)
56	Warden Service Charges	57	55	(2)
315	Central Heating and Communal Charges	309	293	(16)
158	Leasehold Flat and Shop Service Charges	117	226	109
30	Hostel Service Charges	27	26	(1)
10	Council Tax recharged	11	11	0
21,979	Income Sub-total	21,578	21,674	96
(17,339)	Net (income)/Cost of service	(6,618)	(20,047)	13,429
(80)	Transfer from General Fund - Grounds Maintenance	(83)	(82)	(1)
2,777	Interest Payable	2,742	2,743	(1)
(51)	Investment Income and Mortgage Interest	(56)	(93)	37
(14,693)	Net Operating Expenditure/(Income)	(4,015)	(17,479)	13,464
2,581	Revenue Contribution to Capital	3,716	3,716	0
(495)	Pension Adjustment	0	(389)	389
(1)	Accumulated Absence Adjustment	0	5	(5)
9,597	Reversal of Gain on Revaluation	0	13,072	(13,072)
63	Adjusted to charges based on impairment of General Fund Asset	0	0	0
11,745	Appropriations	3,716	16,404	(12,688)
(2,948)	(Surplus)/Deficit for the Year	(299)	(1,075)	776
(621)	HRA Balance at Beginning of Year	(616)	(617)	1
(2,948)	(Surplus)/Deficit for the Year	(299)	(1,075)	776
2,952	Transfer to/from the HRA Financing Fund	303	1,079	(776)
(617)	HRA Balance at end of Year	(612)	(613)	1
(4,030)	HRA Financing Fund at Beginning of Year	(6,196)	(6,982)	786
(2,952)	Transfer to HRA Financing Fund	(555)	(1,079)	524
(6,982)	HRA Financing Fund at End of Year	(6,751)	(8,061)	1,310

Appendix 5

Charnwood Borough Council HRA Revenue Monitoring Report as at March 2019 Period (201813) Based on Original Budget	Period			Year-to-Date (YTD)			YTD Variance as % of YTD Budget	Full Year Budget £000's
	Amount	Current Budget	Variance Under/ (Over)	Amount	Current Budget	Variance Under/ (Over)		
	£000's	£000's	£000's	£000's	£000's	£000's		
General Management								
Repairs & Maintenance								
Employee Related Costs	33	0	(33)	2,481	2,705	225	8.3%	2,705
All Other Controllable Costs	325	0	(325)	3,236	3,469	234	6.7%	3,469
Controllable Income	0	0	0	(78)	(74)	4	-5.6%	(74)
Total Repairs & Maintenance	358	0	(358)	5,639	6,101	462	7.6%	6,101
Allocations & Lettings								
Employee Related Costs	1	0	(1)	626	639	13	2.0%	639
All Other Controllable Costs	0	0	0	44	34	(11)	-32.0%	34
Controllable Income	(5)	0	5	(31)	(42)	(10)	24.7%	(42)
Total Allocations & Lettings	(3)	0	3	639	631	(8)	-1.3%	631
Housing Strategy								
Employee Related Costs	0	0	0	92	99	7	7.0%	99
All Other Controllable Costs	0	0	0	20	38	17	46.1%	38
Controllable Income	0	0	0	0	0	(0)	0.0%	0
Total Housing Strategy	0	0	0	113	137	24	17.6%	137
Supervision & Management								
Employee Related Costs	6	0	(6)	2,116	2,250	135	6.0%	2,250
All Other Controllable Costs	49	0	(49)	1,237	1,467	229	15.6%	1,467
Controllable Income	(1)	0	1	(230)	(242)	(12)	4.9%	(242)
Total Supervision & Management	54	0	(54)	3,123	3,475	352	10.1%	3,475
Total General Management	409	0	(409)	9,514	10,344	830	8.0%	10,344
Rents, Rates and Other Charges								
Rents, Rates and Other Charges								
All Other Controllable Costs	0	0	(0)	131	139	8	6.0%	139
Total Rents, Rates and Other Charges	0	0	(0)	131	139	8	6.0%	139
Total Rents, Rates and Other Charges	0	0	(0)	131	139	8	6.0%	139
Grand Total	409	0	(409)	9,645	10,483	838	8.0%	10,483

Income								
Dwelling Rent Income - Gross	2	0	(2)	(21,154)	(21,138)	16	-0.1%	(21,138)
Dwelling Rent Void loss	0	0	0	456	465	9	1.9%	465
Net Dwelling Rent Income	2	0	(2)	(20,698)	(20,673)	25	-0.1%	(20,673)
Non-Dwelling Rent								
Non-Dwelling Rent	0	0	0	(476)	(474)	3	-0.6%	(474)
Non-Dwelling Rent Void Loss	0	0	0	112	90	(21)	-23.6%	90
Net Non Dwelling Rent Income	0	0	0	(365)	(384)	(19)	4.9%	(384)
Charges for Services & Facilities - Charge								
Charges for Services & Facilities - Charge	(226)	0	226	(699)	(607)	92	-15.2%	(607)
Charges for Services & Facilities - Void Loss	0	0	0	88	85	(2)	-2.6%	85
Net Charges for Services and Facilities	(226)	0	226	(611)	(522)	90	-17.2%	(522)
Total Income	(225)	0	225	(21,674)	(21,578)	96	-0.4%	(21,578)

Reconciliation to Income and expenditure account	£000
Employee Related Costs	5,316
All Other Controllable Costs	4,668
Bad Debt Provision (not included above)	335
Total expenditure on Income and Expenditure Account	10,319
Expenditure Account	10,319
Controllable Income	
Repairs and Maintenance income	(21,674)
Allocations and lettings income	(78)
Supervision and management income	(31)
Grounds maintenance income (not included above)	(230)
Total income on Income and Expenditure account	(82)
	(22,095)

Reconciliation to HRA Outturn appendix	£000
General Management (above)	9,514
Add Support Services Recharges (costs)	2,690
Add Corporate and Democratic Core	114
Minus Support Service Recharges (income)	(1,128)
	11,190
Supervision and Management (outturn)	4,901
Repairs and Maintenance	6,289
	11,190

CABINET – 4TH JULY 2019

Report of the Head of Finance and Property Services

Lead Member: Councillor Barkley

Part A

ITEM 9 CAPITAL PLAN OUTTURN REPORT 2018/19

Purpose of Report

This report shows the total expenditure on the Capital Plan for the year 2018/19 compared with the current budget, which was reported to Cabinet in the Capital Plan Amendment Report on 5th July 2018 (minute 14), plus subsequent reports on 13th September 2018 (minute 32), 13th December 2018 (minute 64) and 14th March 2019 (minute 99). In addition, the report details those schemes that require carry forward of budget to 2019/20 and the provisional arrangements for the financing of the Plan.

Recommendations

1. That the outturn position for 2018/19 be noted and that the carry forward of project budgets totalling £1,079,800 be approved.
2. That the provisional financing of the Plan set out in Table 2 be noted.

Reasons

1. To enable projects to be completed.
2. To indicate how the Plan is likely to be financed.

Policy Justification and Previous Decisions

The Capital Plan is fundamental to all strategic aims of the Council.

Implementation Timetable including Future Decisions and Scrutiny

The decision will come into effect immediately (subject to Call-in).

The Scrutiny Commission will have the opportunity to consider this report for pre-decision scrutiny on 1st July 2019. The report will also be available for scrutiny by the Corporate Services Scrutiny Committee at its first meeting on 25th June 2019.

Report Implications

The following implications have been identified for this report.

Financial Implications

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

Risk Management

The risks associated with the decisions Cabinet is asked to make and proposed actions to mitigate those risks are set out below:

There are no specific risks associated with this decision.

Key Decision: Yes

Background Papers: None

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Part B

Background

1. The Capital Plan for 2018/19 was reported to Cabinet on the 5th July 2018 and, following amendments between September 2018 and March 2019, the final budget was £10,869k, which is £1.9m higher than the original budget (22% higher).
2. Table 1 below shows the expenditure by directorate. The total capital spend of £9,071k was 83% of the final budget, compared to 80% in 2017/18. Expenditure on General Fund projects was £2,985k in 2018/19 being 74% of budget, compared with 71% of budget in 2017/18. The HRA expenditure of £6,086k was 89% of budget compared to 86% in 2017/18.
3. The carry forwards detailed in Appendix 1 have been requested by the officers responsible for the schemes.

Table 1

Capital Outturn 2018/19 Directorate	Budget £'000	Actual Spend £'000	Under/ (Over) Spend £'000	Net Carry Fwd £'000	Net Saving/ (Over spend) £'000
Community Wellbeing	2,410	1,621	789	809	(20)
Corporate Services	661	593	68	76	(8)
Housing, Planning, Regeneration and Regulatory - General Fund	957	771	187	187	0
General Fund Total	4,028	2,985	1,044	1,072	(29)
Housing - HRA	6,841	6,086	754	8	748
Total Capital Plan	10,869	9,071	1,798	1,080	719

4. Over the four years to 31 March 2019 the Council has invested £12.7m in General Fund projects and £27.8m in Housing Revenue Account (HRA) schemes, making a total investment in the Borough of £40.5m, being an average annual investment of £10.1m. This is lower than the four year average to 31 March 2018 of £10.2m by 0.4%.
5. The net amount of £1,080k requested to be carried forward is detailed on a scheme by scheme basis in Appendix 1 and includes the following major items:
6. *CCTV* (£57.1k). This budget is for the replacement of cameras and infrastructure to ensure that the CCTV system remains operational. This budget will be amalgamated with next year's allocation of £35k, and form part of a bigger project, which is currently being worked up and costed.
7. *Community Facilities Grants* (£172.8k). This budget provides a funding stream for Parish and Town Councils and properly constituted community organisations. It supports the renovation and improvement of community buildings, which will enhance access by the local communities they serve. Grants are approved by Cabinet during the year. There will always be a

time lag between approval and paying the grant thus any unspent budget moves to the next year.

8. *Hallam Fields Community Hall (£326k)*. This is fully funded by a S106 developer contribution that is to be spent on detailed design and specification work then construction and project management costs. Initially it was anticipated that works will start in April/May 2018 with an anticipated completion date of January 2019. The scheme was subsequently increased to £500k, which required Key Decision Delegated Decision which was approved. This scheme is not in the direct control of the Borough Council. It is Birstall Parish Council who are progressing the scheme. In addition there were delays whilst the Parish Council sorts out a licence to occupy part of the car park that Jelsons own during the construction period. The scheme needs to be complete by December 2019 and the scheme commenced on site at the beginning of April 2019 and will be completed by the deadline.
9. *Contribution towards Cemetery in Syston (£59.4k)*. This contribution to Syston Parish Town Council is towards the provision of a new cemetery in Syston, recognising that the existing cemetery is close to capacity. The scheme is fully funded by S106 contributions and is specifically allocated to this project.
10. *Beehive Lane Car Park fire & safety evacuation systems (£117k)*. To enable the installation of a new alarm system and dry riser. Following high profile fires, industry guidelines have been reviewed and updated with regards to Fire Safety in multi-storey car parks. Works were procured, but contractor was unable to commence until the end of April 2019.
11. There were net underspends on various schemes during the year (as detailed in Appendix 1) amounting to net £719k.
12. Underspends ranged from a few pounds to £247k. These underspends are a result of schemes being completed for less than budget. The net funds saved are returned to appropriate central funding and will be used for other schemes in the future.
13. Overspends ranged from a few pounds to just under £91k which was on HRA Asbestos Removal. This is funded from the savings on other HRA capital schemes which spent less than the budget.
14. The provisional funding arrangements for 2018/19 are detailed in Table 2 below. These will be finalised subject to audit approval.

Table 2

<u>Type of Finance</u>	<u>Provisional Amount</u> <u>£'000</u>
Grants and Contributions	1,264
Capital Receipts	1,810
General Fund and HRA Revenue Contributions including use of Capital Plan and other Reserves	4,017
Internal Borrowing	248
Major Repairs Reserve	1,732
	9,071

15. After allowing for the funding shown above, the cost of the carry forwards and funding all known future schemes to 2021/22 there will be £6.3m of capital receipts available for future General Fund projects plus £1.4m in the Capital Plan Reserve, also for General Fund projects.
16. The Capital Plan is subject to amendment within the financial year via the quarterly Capital Plan amendment reports presented to Cabinet. To offer a view of amendments arising through the year a summary of Capital Plan adjustments is presented at Appendix 2.
17. In gross terms, Appendix 2 shows that capital expenditure in the year fell significantly short of that planned. This is a matter of concern previously identified by the Audit Committee in their meeting of November 2018. Given this situation, a review of each project where delivery has been delayed will be undertaken with a view to lessons learnt informing future scheduling and reporting of the Capital Plan.

Appendices

- Appendix 1 - Capital Plan 2018/19 Detailed 'scheme by scheme' Outturn.
 Appendix 2 – Summary of Capital Plan amendments in 2018/19

Scheme Details	First year in Capital Plan	2018/19					Slippage into 2019/20 Requested £	Reason for slippage
		Current Budget £	Actual Spend 12/4/19 £	Balance £	Under/ (Overspend) £			
Community Wellbeing								
Direct Delivery								
JT Z478	Shortcliffe Community Park	2015/16	2,400	2,380	20	20	0	
JT Z697	Bell Foundry Pocket Park phase 1 and 2	2016/17	62,200	75,833	(13,633)	(33)	(13,600)	Paid ahead of profile, therefore 2019/20 budget will be reduced.
JT Z494	Public Art Provision - Loughborough & Shepshed	2017/18	5,000	-	5,000	0	5,000	The original consultant contracted to design and deliver the project withdrew. As a result the project timetable needed to be adjusted to accommodate re-rendering of the works. The development allocation was therefore unspent in 2018/2019 but will be required in 2019/20.
JR Z388	CCTV	2014/15	48,400	(8,735)	57,135	35	57,100	Balance needs to be carried forward – this will be spent with next years allocation on a bigger project that is currently being worked up and costed.
SW Z785	Old Rectory Museum Toilet	2018/19	12,000	-	12,000	0	12,000	Works scheduled to start in May 2019.
SW Z389	Loughborough - Town Centre signage	2014/15	5,000	5,000	0	0	0	
SW Z392	Public Realm and Art Improvements	2014/15	9,600	10,940	(1,340)	(1,340)	0	
SW Z393	Grants for Shop Front Improvements	2014/15	500	500	0	0	0	
SW Z421	Carillon Tower Restoration Project	2017/18	289,500	298,026	(8,526)	(8,526)	0	
SW Z426	Loughborough Market - replacement of Tug and Trailer	2018/19	12,500	-	12,500	0	12,500	Delivery will be in 2019/20 due to manufacture timescales.
KS Z746	Charnwood Museum Public Toilets Refurbishment	2018/19	16,000	19,887	(3,887)	(3,887)	0	
NB Z748	Loughborough Festive Lights and Street Dressing	2018/19	113,700	99,097	14,603	3	14,600	Modifications to lights and purchase of gateway signs still outstanding.
NB Z749	Loughborough Market Improvements	2018/19	60,000	35,954	24,046	46	24,000	Project is not complete and will be progressed further in 2019/20.
RK Z756	Town Hall Public Wifi Installation	2018/19	10,000	9,472	528	528	0	Scheme complete
RK Z757	Town Hall Roof Upgrade	2018/19	50,000	17,524	32,476	(24)	32,500	Access to roof is limited due to volume of shows and weather. Work now scheduled to start June 2019.
RK Z758	Town Hall Seating Replacement	2018/19	84,800	84,845	(45)	(45)	0	
MB Z394	Provision of Neighbourhood Notice Boards	2014/15	6,100	4,155	1,945	45	1,900	Lack of community submissions within 2018, therefore funds need to be reallocated to 2019/20.
MB Z739	Green Spaces Programme	2016/17	427,800	415,139	12,661	(39)	12,700	Late start for contracted works at Southfields resulting in carry forward. Scheme to restart on site May 2019 with completion projected for July 2019.
JT Z747	Dishley Pool Access Works	2018/19	15,400	12,432	2,968	(32)	3,000	Completed
MB Z751	Loughborough Playgrounds - Replacement Surfacing	2018/19	60,000	59,690	310	310	0	
MB Z753	The Outwoods Country Park - Septic tank system replacement	2018/19	30,000	28,009	1,991	(9)	2,000	Work scheduled to be finished April.
MB Z754	The Outwoods Country Park - Visitor Centre and Café	2018/19	10,000	1,200	8,800	0	8,800	Architect design of the new facility delayed but currently being progressed. Work scheduled to commence in summer 2019.
MB Z782	Outwoods Country Park	2018/19	140,000	125,738	14,262	(38)	14,300	Works on site delayed by required permissions, but now progressing.
MB Z755	Shortcliffe Park Access Bridges	2018/19	34,800	34,750	50	50	0	
AG Z484	Closed Churchyards Walls	2016/17	16,400	23,793	(7,393)	(7,393)	0	
AG Z503	Charnwood Sites Access and Security	2018/19	50,000	43,279	6,721	21	6,700	Delay in contractor starting on site. Works to progress during May 2019.
Sub-total Direct Delivery			1,572,100	1,398,908	173,192	(20,308)	193,500	
Indirect Delivery								
JR Z348	Community Facilities Grants	On-going	194,800	21,981	172,819	19	172,800	This is a block sum over the life of the capital programme – some grants will have been committed and not claimed the monies – others will be awarded in the future.
JR Z488	Thorpe Acre Residents Association - contribution towards community hub building	2016/17	25,900	-	25,900	0	25,900	This is section 106 monies for a specific purpose and allocated to a project.
JR Z499	Syston Town Council - contribution towards Cemetery in Syston	2017/18	209,900	150,494	59,406	6	59,400	This is section 106 monies for a specific purpose and allocated to a project.
JR Z292	Hallam Fields Community Hall	2007/08	350,000	24,488	325,512	12	325,500	This is section 106 monies for a specific purpose and allocated to a project.
JR Z502	Quorn Parish Council - redevelopment of Old School Hall	2018/19	25,200	25,168	32	32	0	
JR Z783	Thurmaston Parish Council - Silverdale and Elizabeth Park	2018/19	32,300	-	32,300	0	32,300	This is section 106 monies for a specific purpose and allocated to a project.

				838,100	222,131	615,969	69	615,900	
Sub-total Indirect Delivery									
Community Wellbeing - Total				2,410,200	1,621,039	789,161	(20,239)	809,400	
Corporate Services									
Direct Delivery									
AK	Z085	Replacement Hardware Programme - Block Sum	On-going	212,300	209,740	2,560	2,560	0	
AK	Z354	Infrastructure Development - Block Sum	2012/13	30,000	31,980	(1,980)	20	(2,000)	
AK	Z780	Wireless connectivity including presentation facilities	2018/19	30,000	34,615	(4,615)	(4,615)	0	
KB	Z423	Call Secure System - PCI Compliance	2017/18	35,900	-	35,900	0	35,900	Project has been delayed due to further information required from the tender applicants. Its now expected that an order will be placed in April paying 50% up front with the remainder paid on completion.
KB	Z425	Corporate Booking System	2017/18	6,900	6,862	38	38	0	
SL	Z485	Online Customer Experience Project	2016/17	0	(2,000)	2,000	2,000	0	
DC	Z415	Southfields Offices - Roofing	2015/16	15,400	16,850	(1,450)	(1,450)	0	Scheme complete.
DC	Z466	DWP Co-Location	2014/15	0	(3,000)	3,000	3,000	0	Scheme complete.
DC	Z493	Fearon Hall	2017/18	75,800	63,262	12,538	38	12,500	Some works still outstanding.
DC	Z740	Emergency Backup Generator & UPS Power	2016/17	2,000	1,663	337	337	0	Scheme complete.
DW/DC	Z759	Woodgate Chambers - high level roof and windows improvements	2018/19	50,000	20,000	30,000	0	30,000	Roofing works on-going.
DC	Z777	Messenger Close, Lough - Options for future use	2017/18	196,300	207,809	(11,509)	(11,509)	0	Scheme complete.
DC	Z779	Jubilee Avenue Siteby	2018/19	7,000	5,647	1,353	1,353	0	Scheme complete.
Sub-total Direct Delivery				661,600	593,428	68,172	(8,228)	76,400	
Corporate Services - Total				661,600	593,428	68,172	(8,228)	76,400	
Housing, Planning & Regeneration & Regulatory Services - General Fund									
Direct Delivery									
AT	Z744	Beehive Lane Car Park Improvements and refurbishment scheme	2018/19	30,000	4,829	25,171	(29)	25,200	Scheme was put out to tender, but unable to award the contract because responses were not suitable. Alternative procurement currently being investigated.
AT	Z781	Beehive Lane Car Park fire & safety evacuation systems	2018/19	117,000	0	117,000	0	117,000	Works procured, but not able to commence until end of April 2019.
DC	Z738	Carbon Management Schemes	2016/17	32,800	34,003	(1,203)	(3)	(1,200)	Paid ahead of profile, therefore 2019/20 budget will be reduced.
AS	Z424	Choice Based Lettings Software	2017/18	35,000	16,062	18,938	38	18,900	Second installment due to be paid in 2019/20.
Sub-total Direct Delivery				214,800	54,894	159,906	6	159,900	
Indirect Delivery									
DH	Z367	Bleach Yard	2013/14	9,700	3,751	5,949	49	5,900	Remedial works outstanding.
RB	Z396	Public Realm - Shephed Town Centre	2014/15	24,600	4,999	19,601	1	19,600	To be carried forward to provide available funds for the CCTV Project.
RS	Z210	Disabled Facilities Grants - Block Sum	On-going	690,200	699,253	(9,053)	47	(9,100)	Paid ahead of profile, therefore 2019/20 budget will be reduced.
RS	Z346	Private Sector Housing Grants - Block Sum	On-going	2,300	7,441	(5,141)	(41)	(5,100)	Paid ahead of profile, therefore 2019/20 budget will be reduced.
RS	Z141	Regional Housing Pot Grant	On-going	15,000	-	15,000	0	15,000	Carry forward to award grants to vulnerable people to meet the decent homes standard in the Private Rented Sector. Budget is the remainder of the ring fenced Decent Homes money funded by an external grant.
Sub-total Indirect Delivery				741,800	715,444	26,356	56	26,300	
Housing, Planning & Regeneration & Regulatory Services - General Fund - Total				956,600	770,338	186,262	62	186,200	
Housing, Planning & Regeneration & Regulatory Services - HRA									
Direct Delivery									
PO	Z761	Major Adaptations - Fortem	2018/19	370,000	370,716	(716)	(716)	0	
PO	Z301	Minor Adaptations	On-going	50,000	40,837	9,163	9,163	0	
PO	Z302	Stairlifts	On-going	60,000	68,612	(8,612)	(8,612)	0	
PO	Z380	Major Void Works	On-going	0	10,372	(10,372)	(10,372)	0	
PO	Z762	Major Void Works - Fortem	2018/19	280,000	84,347	195,653	195,653	0	
Compliance									
PO	Z434	Asbestos Removal	On-going	150,000	240,767	(90,767)	(90,767)	0	

PO	Z741	Communal Area Improvements	2016/17	10,500	1,506	8,994	8,994	0	
PO	Z771	Communal Area Improvements - Fortem	2018/19	150,000	150,030	(30)	(30)	0	
PO	Z742	Communal Area Electric	2016/17	289,300	290,304	(1,004)			
PO	Z374	Carbon monoxide/smoke alarms	On-going	0	504	(504)	(504)	0	
PO	Z772	Carbon Monoxide Alarms	2018/19	0	2,239	(2,239)	(2,239)	0	
PO	Z401	Fire Safety	On-going	0	60,000	(60,000)	(60,000)	0	
PO	Z773	Fire Safety Works	2018/19	100,000	11,292	88,708	88,708	0	
PO	Z774	Cavity/Loft insulation - Fortem	2018/19	50,000	29,000	21,000	21,000	0	
<u>Stock Maximisation</u>									
PO	Z375	Garages	2016/17	50,000	-	50,000	50,000	0	
<u>Decent Homes</u>									
PO	Z460	Charnwood Standard Kitchens	On-going	0	7,332	(7,332)	(7,332)	0	
PO	Z763	Kitchens - Fortem	2018/19	322,000	255,715	66,285	66,285	0	
PO	Z764	Bathrooms - Fortem	2018/19	556,300	308,558	247,742	247,742	0	
PO	Z454	Electrical Upgrades	On-going	30,000	24,326	5,674	5,674	0	
PO	Z765	Electrical Upgrades - Fortem	2018/19	66,000	18,720	47,280	47,280	0	
PO	Z766	Windows - Fortem	2018/19	10,000	-	10,000	10,000	0	
PO	Z767	Central Heating and Boiler Installation - Fortem	2018/19	728,000	767,294	(39,294)	(39,294)	0	
PO	Z743	Sheltered Housing Improvements inc heating & equipment	2016/17	163,000	72,623	90,377	90,377	0	
PO	Z462	Door Replacement	On-going	17,400	-	17,400	17,400	0	
PO	Z768	Door Replacement - Fortem	2018/19	95,500	75,815	19,685	19,685	0	
PO	Z459	Roofing/guttering	On-going	128,100	157,411	(29,311)	(29,311)	0	
PO	Z769	Re-roofing - Fortem	2018/19	600,000	577,792	22,208	22,208	0	
PO	Z369	Major Structural Works	On-going	0	2,119	(2,119)	(2,119)	0	
PO	Z770	Major Structural Works - Fortem	2018/19	40,000	40,000	0	0	0	
<u>General Capital Works</u>									
PO	Z357	Estate Works	On-going	7,000	1,928	5,072	5,072	0	
PO	Z776	Estate and External Works - Fortem	2018/19	0	71	(71)	(71)	0	
PO	Z857	Housing Capital Technical Costs	On-going	312,000	221,590	90,410	90,410	0	
PO	Z378	Door Entry Systems	On-going	251,800	246,917	4,883	4,883	0	
AS	Z419	New Build/Acquisitions	2017/18	0	1,536	(1,536)	(1,536)	0	
AS	Z760	Acquisition of Affordable Housing to meet housing need	2018/19	1,953,000	1,945,228	7,772	(28)	7,800	Stamp duty for 20 Lilac Close, Loughborough acquired on 29th March 2019.
PO	Z470	Job Management System	2015/16	700	700	0	0	0	
Sub-total Direct Delivery				6,840,600	6,086,201	754,399	747,603	7,800	
Housing, Planning & Regeneration & Regulatory Services - HRA - Total				6,840,600	6,086,201	754,399	747,603	7,800	
General Fund and Housing Revenue - Grand Total				10,869,000	9,071,006	1,797,994	719,198	1,079,800	

APPENDIX 2

AMENDMENTS TO THE CAPITAL PLAN IN FINANCIAL YEAR 2018/19

	General Fund £000		HRA £000	TOTAL £000
31 March 2018 (Cabinet report 5 July 2018)	5,159		7,566	12,725
Amendments - Cabinet 13 September 2018				
Additional schemes	54	(No adjustments re 2018/19)	0	54
Amended totals for 2018/19	<u>5,213</u>		<u>7,566</u>	<u>12,779</u>
Amendments - Cabinet 13 December 2018				
Net additional schemes	156	(No adjustments re 2018/19)	0	156
Net slippage into future years	<u>(479)</u>			<u>(479)</u>
Amended totals for 2018/19	<u>4,890</u>		<u>7,566</u>	<u>12,456</u>
Amendments - Cabinet 14 March 2019				
Net additional schemes	157	(No adjustments re 2018/19)		157
Net slippage into future years	<u>(1,019)</u>	Net slippage into future years	<u>(724)</u>	<u>(1,743)</u>
Amended totals for 2018/19	<u>4,028</u>		<u>6,842</u>	<u>10,870</u>
Amendments - Outturn Cabinet 4 July 2019				
Net underspend versus budget	<u>(2,985)</u>	Spend to year end	<u>(6,086)</u>	<u>(9,071)</u>
	1,043		756	1,799
Carry forward requests	(1,072)		(8)	(1,080)
Net (over) / underspend on projects	<u>(29)</u>		<u>748</u>	<u>719</u>
SUMMARY FOR YEAR				
Capital Plan brought forward	5,159		7,566	12,725
Net additions	<u>367</u>		<u>0</u>	<u>367</u>
	5,526		7,566	13,092
Slippage agreed	<u>(2,570)</u>		<u>(732)</u>	<u>(3,302)</u>
	2,956		6,834	9,790
Expenditure	(2,985)		(6,086)	(9,071)
Net (over) / underspend on projects	<u>(29)</u>		<u>748</u>	<u>719</u>
Expenditure:				
- as proportion of plan at start of 2018/19	57.9%		80.4%	71.3%
- as proportion of plan as per response to Audit Committee	61.0%		80.4%	72.8%

CABINET – 4TH JULY 2019

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

Part A

ITEM 10 ADDITIONS TO ANNUAL PROCUREMENT PLAN 2019/20

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2019/20. Cabinet approved the Annual Procurement Plan on 14 March 2019. Since that report, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these

Recommendations

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

Reason

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

Policy Justification and Previous Decisions

This links with the Council's strategic aim for a well-managed council.

Implementation Timetable including Future Decisions and Scrutiny

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

Report Implications

The following implications have been identified for this report.

Financial Implications

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

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision: Yes

Background Papers: None

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Acting Head of Finance & Property
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Part B

Background

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

Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2019/20 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

Appendices

Appendix A – Contracts between £25,000 and £75,000
Appendix B – Contracts between £75,001 and £500,000

APPENDIX A

Annual Procurement Plan 2019/2020 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Building control	Building Control Business support	3 Quotes/Waiver	Yes	01/08/2019
2	Cleansing and Open Spaces	Production and distribution of Garden Waste permits to new and existing customers	3 Quotes	Yes	01/02/2020
3	Landlord Services	Former Tenant Arrears Collection Service	3 Quotes	Yes	01/09/2019
4	Landlord Services	Consultancy to support compliance with the Construction, Design and Management regulations 2015. The Council have a legal obligation to appoint a Principal Designer to control the pre-construction phase on projects with more than one contractor to ensure safety of contractors and the public.	Framework / Waiver	Yes	01/10/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
5	Leisure & Culture	Improvements to electricity supplies for Markets and Fairs	3 Quotes / Waiver	Yes	01/08/2019
6	Planning & Regeneration	Consultancy Support to develop investment plans and associated business rate forecasts for the Enterprise Zone within Charnwood	3 Quotes	Yes	01/08/2019
7	Planning and Regeneration	Whole Plan Viability: Assessment of viability of preferred development strategy to support infrastructure and other planning policy requirements	3 Quotes	Yes	01/08/2019
8	Planning and Regeneration	Transport Modelling: Assessment of preferred development strategy and proposed mitigation package.	3 Quotes	Yes	01/08/2019
9	Planning and Regeneration	Delivery Assessment - Scenario testing of preferred development strategy trajectory	3 Quotes	Yes	01/08/2019
10	Planning and Regeneration	Infrastructure Delivery Planning: Preparation of an infrastructure delivery plan to support the preferred development strategy.	3 Quotes	Yes	01/08/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
11	Planning and Regeneration	Sustainability Appraisal & Habitat Regulation Appropriate Assessment - Local Plan	3 Quotes	Yes	01/08/2019
12	Planning and Regeneration	Air Quality Assessment	3 Quotes	Yes	01/08/2019
13	Planning and Regeneration	Environmental Cumulative Assessment: Assessment of the cumulative impacts of the preferred development strategy.	3 Quotes	Yes	01/08/2019
14	Planning and Regeneration	Housing Need and Mix Study: size, type and tenure of homes.	3 Quotes	Yes	01/08/2019
15	Planning and Regeneration	Local Plan interactive mapping: web-based mapping of policy designations and allocations with search and interrogation function	3 Quotes	Yes	01/08/2019
16	Planning and Regeneration	Landscape Character Appraisal: review of Strategic LCA and consideration of development proposals	3 Quotes	Yes	01/08/2019
17	Property Services	Office furniture	3 Quotes / Waiver	Yes	01/08/2019

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
18	Property Services	Franking machines for the Ark and Oak Business centres	3 Quotes	Yes	01/11/2019
19	Strategic Support	Internal Audit Support	Framework / Waiver	Yes	01/07/2019

APPENDIX B

Annual Procurement Plan 2019/2020 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Regulatory Services	Capital works for various Council car parks including resurfacing, lining, paths, fencing and other repairs or replacement of equipment and structures.	Tender / Framework Contract	Yes	01/10/2019
2	Information Services	Provision of Unified Communication (covers amalgamation of voice and data contracts e.g. external landlines, internal extension lines, mobiles, Internet bandwidth, etc.)	Framework / Waiver	Yes	31/07/2019
3	Information Services	Single system supporting the Regulatory functions for Planning Services, Building Control, Land charges, Environmental Health, Private Sector Housing, Licensing and Environmental Services	Tender / Framework Contract	Yes	01/12/2019
4	Landlord Services	Structural Engineering Consultancy	Framework / Waiver	Yes	01/10/2019
5	Landlord Services	Damp Proofing Contractor	Framework / Waiver	Yes	01/10/2019
6	Landlord Services	Roofing Repairs Contractor	Framework / Waiver	Yes	01/10/2019

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
7	Landlord Services	Supplier of Decorating Materials	Framework / Waiver	Yes	01/10/2019
8	Landlord Services	Communal Door Installation Contractor	Framework / Waiver	Yes	01/10/2019
9	Landlord Services	Communal Cleaning Contractor	Framework / Waiver	Yes	01/11/2019
10	Landlord Services	Rental Income Management Predictive Analytics System	Framework / Waiver	Yes	01/08/2019
11	Landlord Services	LED Lighting Contractor	Framework / Waiver	Yes	01/10/2019
12	Landlord Services	Aids and Adaptations Contractor	Framework / Waiver	Yes	01/10/2019
13	Leisure & Culture	Traffic Management for Loughborough Fair	Tender	Yes	01/08/2019
14	Leisure & Culture	Catering Contract for the Town Hall. To provide buffets for weddings and other functions.	Tender	Yes	01/08/2020
15	Property Services	Security Services for The DWP/CBC reception and lock/unlock various buildings	OJEU Procedure	Yes	01/08/2020

CABINET – 4TH JULY 2019

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

Part A

ITEM 11 ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2018-19

Purpose of Report

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

Recommendation

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

Reason

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

Policy Justification and Previous Decisions

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

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

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

Implementation Timetable including Future Decisions and Scrutiny

The publication of this report on the Council's website provides a public record.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications directly related to this report.

Risk Management

There are no specific risks associated with this decision.

Key Decision:	No
Background Papers:	None
Officers to contact:	Adrian Ward Head of Strategic Support 01509 634573 adrian.ward@charnwood.gov.uk

Part B

BACKGROUND

1. Cabinet receive this annual health and safety report safety to inform them of health and safety performance during the reporting period; this report covers the period April 2018 – March 2019.
2. The Council manages a wide portfolio of services for a Borough of more than 160,000 people. Some of these services may involve a potential significant risk of harm to our staff, our partners or the public. To prevent injury and ill health, the Council's objective is a positive health and safety culture and we are committed to the principles of sensible risk management and compliance with our legal obligations.
3. To achieve this we have implemented a safety management system that involves all staff and considers our partners and service users as well. We retain specialist advisors and train managers and staff to understand and control the risks that arise from our service to the community.
4. The Council's corporate health and safety service is provided by Leicestershire County Council's Health, Safety and Wellbeing service. The agreement provides for a dedicated Health & Safety Officer to be on site for 4 working days per week with access to a Duty Officer on the non-working day, and provides the Council with increased resilience and access to an extensive knowledge base.

Appendices:

Appendix A – Annual Health & Safety Report 2018-19.



Annual Health and Safety Report

2018 - 2019

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Introduction

1. The health, safety and wellbeing (HSW) of staff, service users and other customers within the Council is of paramount importance. The Health and Safety service within the Council endeavours to continually monitor HSW performance within the authority in order that improvements can be made to ensure legal compliance, financial savings and, most importantly, the safety of staff, clients, service users, volunteers and our contractors.
2. The report highlights to Cabinet the work that has been undertaken within Health and Safety during the 2018/19 financial year, the risk / hazard areas that impact upon the authority and where improvements need to be made to ensure improved compliance and staff safety.
3. The report details accident statistics from the 2018/19 financial year, which have been obtained from the accident/incident report form found on the intranet and information completed on the corporate accident recording spreadsheet.
4. Ensuring that health and safety is factored into the working practices of the Council is the responsibility of all members of staff within the authority. Heads of Service, Service Managers and Team Leaders support the Chief Executive and Strategic Directors to meet statutory requirements and implement effective health and safety management. The Chief Executive and Strategic Directors have responsibilities for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.
5. The report is written in summary format to give an overview of the issues impacting upon the authority. The following aspects of HSW are covered in the report:
 - Accident Data
 - Audit Statistics
 - Training Statistics
 - Occupational Health/Health Surveillance
 - Corporate Objectives
 - Safety Initiatives
 - Legislative changes

Accident Data Analysis

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

Table 1- Corporate Accidents by Causes 2018-19

Accident/Incident Causes	2018/19	2017/18
Slips, Trips or Falls	12	15
Contact with fixed object	3	4
Other	8	10
Struck by Object	0	4
Violence	4	2
Animal	0	1
Falls from height	1	1
Contact with moving object	1	4
Electricity	1	1
Struck by vehicle	0	1
Contact with harmful substances	1	9
Manual handling	1	2
Cut on sharp object	2	0
Fatality	1	0
Struck fixed object	1	0
Unsafe condition	2	0
No injury	1	0
Illness	1	0

7. The table above highlights that there have been a total of 40 accidents/incidents within the Council during the 2018-19 financial year, compared to 54 in the previous year. Clearly slips, trips and falls are the single biggest cause of accidents/incidents, accounting for 33% (2017/18: 27.8%).
8. The total number of accidents required to be reported under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) during 2018-19 was 4 which included a sudden illness of a member of the public who collapsed and died after attendance at a sports centre, heavy boxes falling

on a member of staff, a twisted ankle and a fall on the Southfield Road open car park resulting in a broken leg. The total number of RIDDORs reported in 2017-18 was 2, and in 2016-17 it was 4.

Table 3- Status of Person involved in Accident/Incident

Status	2017/18	2018/19
Employee	40	22
Member of the Public / Visitor	13	17
Contractor	1	1

9. The table above highlights that most accidents/incidents recorded have occurred to employees.

10. When this information is cross referenced with the total number of Full Time Employees (FTEs) working within the Council, approximately 9% of FTE employees have been involved in an accident within the last financial year (2017/18: 12%).

Table 4- Number of Accidents/Incidents reported by each Service Area over the last 3 years

Service Area	2016-17	2017-18	2018-19
Leisure & Culture	22	13	15
Landlord Services	13	21	13
Finance & Property	10	6	1
Regulatory Services	4	6	3
Customer Experience	1	3	3
Cleansing & Open Spaces	2	1	0
Planning & Regeneration	0	2	2
Strategic Housing	3	0	0
Strategic Support	0	1	1
Neighbourhood Services	1	1	2
Total	56	54	40

11. The table above highlights the number of accident/incidents reported, over a three year period. Over the three year period there has been an overall decrease of 28% of accidents/incidents reported.

12. Fire Drills that have occurred during 2018-2019 include;

Southfields

10/09/18 – 5 minute Drill – 4 minute evacuation time – whole site.

ICS

12/08/18 – Drill – Planned evacuation.

Woodgate Chambers

09/18 - Drill – planned evacuation.

Town Hall

09/18 – Drill – planned evacuation.

10/18 – unplanned evacuation.

Audit Statistics

13. By auditing proactively, issues are identified at the earliest opportunity. Where non conformities are identified, the auditor supports Managers through the development of an action plan and provides practical advice.

14. The table below shows the Service Areas that have been audited within the last financial year 2018-19.

Table 5- Audit Outcomes

Service Area	Period of review	Assurance Rating
Landlord Services	Autumn 2018	Moderate
Planning and Regeneration	Winter 2018/19	Moderate
Strategic & Private Sector Housing	Spring 2019	Moderate

15. These audits formed part of a review of the previous audits and were risk-based which focussed on specific areas. Each service area is comparably different and often expose employees to different hazards due to the nature of their activities. Each audit followed the OHSAS 18001 standard.

16. Action plans from the audits conducted have been developed and have been given to the appropriate Head of Service and Manager.

Training Statistics

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

Corporate Health and Safety Training Courses

19. A total of 316 staff attended various health and safety or wellbeing training courses and events during 2018/19 (2017/18: 307). In addition 136 E -learning sessions were conducted on health and safety and related subjects e.g. dementia and stress awareness.
20. All Health and Safety training courses can be booked through Learning and Development.

Occupational Health/Health Surveillance

21. Health Monitoring is a contracted service provided by Health Management Ltd through the Occupational Health service. All health monitoring is organised through the Corporate Health and Safety Officer (CHSO) and the Health, Safety and Environment Manager. Managers are responsible through the risk assessment process to identify any health monitoring required for employees and can be supported by the CHSO. The contract is managed by the HR Team.
22. Health monitoring undertaken in 2018-19 includes;
 - Audiometry testing- Half of all employees working in the customer contact centre, that are required to use headsets as part of their daily work have undertaken this testing in August 2017. The purpose of this testing is to identify to gain an understanding of whether there is has been any induced hearing loss. Further testing is scheduled to take place in August 2018.
 - Hand Arm Vibration (HAVS) testing was undertaken within 2017-2018 for staff within Landlord Services. 35 members of staff received this testing.
 - All health surveillance for Landlord Services for the period 2018 and 19 has been carried out. Further monitoring is planned for Autumn 2019.

Corporate Health and Safety Committee Objectives

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

Number	Objectives	Completed
1	Policy signed and in date	Signed in January 2019.
2	Annual safety report delivered to Cabinet.	Completed. October 18.
3	Committee meetings occur on time (six-monthly).	Completed. Last meeting February 2018 delayed due to change in service provision.
4	Accident, incident and insurance reports all delivered on time to Risk Management Group (quarterly).	Completed.
5	No enforcement action.	N/A
6	Target of no more than 3 RIDDOR reportable injuries to staff per annum.	4 RIDDORs reported in this year.
7	All RIDDOR-reportable incidents fully investigated and reported to HSE within statutory time scales.	Completed.
8	OHSAS 18001 review of each service area completed at least every 2 years.	Due to a change in the provision of the service, OHSAS 18001 reviews of service areas planned for 2018/19 were not completed by 31 st March 2019. There were three reviews in total overdue and as at 18 th June, one audit has been carried out, one in scoping and one deferred due the Borough and European elections.
9	No action rated “Major” or above from any review outstanding for 2 successive H&S Committee meetings.	Complete.

Legislative Changes

24. Cabinet are advised that there are no proposed legislative changes. Cabinet will be aware that the UK leaving the EU may bring about changes to UK law. However, these are unlikely to affect health and safety regulation in the short term.

Policy and Guidance Document Changes

25. A new fire safety policy has been produced for the Southfields Site and other CBC controlled buildings. The policy does not cover common parts of dwelling homes.

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

1. A draft escalation flowchart has been produced for lone working. This is designed as a development template for services so that they can incorporate a service specific version into their guidance should a member of staff be unaccounted for for some time.
2. The Health and Safety Policy Statement has been signed by the Chief Executive in January 2019 and can be found on the intranet.
3. The Organisation and Responsibilities policy is under review. It is likely that there will need to be changes to account for the CHSO being only a four day a week role.
4. Guidance documents also under review include; Accident reporting guidance and Construction, Design and Management (CDM) guidance.

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

Health and Safety Initiatives

- Lone Working Procedure
 - Contract agreement in place with Alertcom and was signed in November 2017. Alert Com is a safety device that has been chosen to provide a robust system for all employees that travel on their own or are visiting residential and commercial businesses throughout the Borough of Charnwood.
 - Alert Com has been introduced within the Landlord Services. In October 2017 100 devices were ordered and these have been rolled out to 100 employees.
 - A roll out meeting has been held with Alertcom. Present were representatives from Environmental Health, Neighbourhood Services, Markets and Leisure, Strategic and Private Sector Housing, Planning and Regeneration. As a result of this meeting managers in these services are setting their staff up on the Alertcom system and taking their staff through the on-line training on using the devices.
 - Several services have decided to use pool devices. These have been delivered and are being rolled out to staff who need them.
 - A review of the roll out will be carried out in August/September.
- Corporate Warning Register
 - Modification of the risk and control phrases has been carried out to help address GDPR concerns.

- A corporate review of the CWR in line with policy is being carried out to ensure that all entries are up to date and where an entry is no longer needed it is removed. This process is ongoing.
- At the request of the Health and Safety Committee discussions have been taking place to assess the feasibility of streamlining the CWR process using Sharepoint. Work to progress this will continue over the summer.
- Disabled Toilet/ First Aid Room
 - The first floor disabled toilet has been designated as a first aid room after the room was left in an untidy state by employees using it as a general toilet. The room is in the process of having an access key card reader fitted so that only disabled and first aid staff can access the toilet. Further keys will be available from facilities staff for disabled visitors.
- New and Expectant Mothers Risk Assessment Template on Sharepoint
 - A new and expectant mothers risk assessment template has been developed on the new risk assessment format and has been posted on Sharepoint.
- Carillon Tower
 - Work with Leisure and Culture has been taking place to give advice on the redevelopment works in the Carrillon Tower interior ready for the opening later this year. Work has included fire procedures, fire escape protection, museum displays and the viewing gallery at the top of the tower.