



CABINET

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

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

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

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in Virtual Meeting - Zoom on Thursday, 4th June 2020 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

21st May 2020

AGENDA

1. APOLOGIES
2. MINUTES OF PREVIOUS MEETING 3 - 8
To approve the minutes of the previous meeting.
3. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
4. LEADER'S ANNOUNCEMENTS

5. QUESTIONS UNDER CABINET PROCEDURE 10.7

The deadline for questions is noon on Wednesday, 27th May 2020.

6. COVID-19 - CHARNWOOD APPROACH TO COMMUNITY, ECONOMIC AND ORGANISATIONAL RECOVERY 9 - 36

A report of the Chief Executive.

Key Decision

7. PUBLIC SPACE PROTECTION ORDER LOUGHBOROUGH TOWN CENTRE 37 - 54

A report of the Head of Neighbourhood Services.

8. BULKY WASTE COLLECTIONS - REVIEW OF INTRODUCTION OF CHARGES 55 - 59

A report of the Head of Cleansing and Open Spaces.

9. 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.

10. LEISURE CENTRE CONTRACT

An exempt report of the Head of Leisure and Culture circulated to members.

Notification was given on 6th May 2020 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

CABINET 7TH MAY 2020

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

Councillor Draycott

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

APOLOGIES: None

The Leader stated that this virtual meeting was being livestreamed as a public meeting and would also be recorded and the 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.

97. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillor Morgan declared a pecuniary interest in item 7 on the agenda (Insurance Arrangements) as a Director of the Local Government Mutual (LGM) and would leave the meeting during the consideration of the item.

98. LEADER'S ANNOUNCEMENTS

The Leader made the following announcement:

Coronavirus Pandemic

"This has been an extraordinary few weeks and unlike any period that any of us have lived through. Nationally and locally we have been tested. Many of our families, colleagues and residents have been struck down by the virus, several have been admitted to hospital and I'm afraid some have not survived. But the crisis is not over yet, it may barely in fact have begun. We must adapt and find a way to live with it over the coming months. It is clear that online public meetings like this one will be the new standard. We will not be holding meetings at Southfields until the crisis has passed and it is safe for all colleagues, including the most vulnerable, to be together again. Until then, as every part of the Council adapts to a new way of supporting residents and delivering services, its democratic structures must change too, to ensure the

same rigour, scrutiny and quality of debate whilst remaining accountable and transparent. So finally, along with Cabinet colleagues and beyond, I would like to pay my thanks to the Chief Executive, his officers and the Council's contractors for the support they have given to residents and businesses across Charnwood over the past few weeks. They have been outstanding and have made a significant difference to so many lives. So, thank you”.

99. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 12th March 2020 were confirmed as a correct record.

100. QUESTIONS UNDER CABINET PROCEDURE 10.7

A. Councillor Draycott – Commercial Property Investment

“Revenue Budget 2020/21 – Commercial Property Investment and New Post

Would the Leader inform Cabinet of the progress on both these matters which were important factors in the Budget agreed by Councillors in February?

Also, does the review by MPs on councils using the public purse in this way change/affect this strategy?”

The following response had been published prior to the meeting:

The Council is committed to becoming a more commercial and entrepreneurial organisation – and this is probably now even more important given the economic conditions facing us. This will be achieved through a variety of means but a key factor will be the Strategic Director of Commercial Development role. The new postholder will provide leadership, commercial acumen and experience to the Council. The post has been appointed to and Justin Henry will be joining the Council on June 29th.

Whilst the economic context has changed there will remain opportunities for commercial investment, and we need to be able to respond these effectively. Furthermore, the role will be essential in supporting the Councils efforts on economic, community and organisational recovery. A specific focus on our assets and buildings will be an early priority.

The review by MPs will be interesting and its outcomes will be factored into our strategic approach to commercial investments.

In asking a supplementary question/making a statement, Councillor Draycott thanked the Leader and officer for the response. She stated that the new post was critical to the Council in continuing to deliver services and maintain staff during this financial year. The response provided indicated a change to the job description for the post towards leading in the coronavirus recovery programme and not as agreed by Council to find commercial opportunities to bring in vital income, that income now being needed even more. The Government had helped the Council with funding over the period of Covid-19, but not sufficiently to cover total increased expenditure. The Local

Government Association considered that 3 to 4 times more would be needed by councils. Therefore, when would councillors have full oversight of current budgets, noting that the first Cabinet report was not scheduled until July, could this be earlier and would the new job description for the new post and salary costs be made available to members?

The Leader asked the Chief Executive to respond, referencing in particular the report on coronavirus recovery due to be considered by Cabinet. The Chief Executive stated that that report was scheduled for consideration by Cabinet on 4th June 2020, with the Scrutiny Commission having the opportunity to scrutinise that. He added that the job description for the new post was as approved and was a matter for the Chief Executive rather than Council. The commercial property investment focus of the post remained, but it was also hoped that the recovery agenda would also be assisted with. Reports would be submitted to Cabinet and later Council setting out budgets and all of the implications associated with the coronavirus pandemic.

B. Councillor Draycott – Business Rates Relief Educational Establishments

“Business Rates Relief (BRR)

Would the Leader inform Cabinet of the total value of mandatory charitable relief awarded in both 2018/19 and 2019/20 to educational establishments in the Borough and confirm that by far the biggest beneficiary under the current rules is the University, and that other educational establishments receive a significant amount of the rest?

Is the Leader aware that included in the Government’s budget in March this year is a review of BRR signalling that the loophole where certain educational businesses are able to claim to be charities and receive BRR of 80% is no longer acceptable? BRR will cease in Scotland in September 2020 and other parts of the UK and Councils are debating this now.”

The following response had been published prior to the meeting:

The total value of Charitable relief awarded amounted to £7.9m for 2019/20 (£7.5m in 2018/19).

The University is the largest single recipient of such relief which amounted to around £3.4m across the various University premises in 2019/20.

We understood from the budget that the government is to publish the terms of reference for a fundamental review of business rates to report in the autumn. We will await the outcome of this review with interest.

It is worth noting that under the current business rate retention rules it is unlikely that the Council could expect to see much benefit from a change in legislation that would require educational establishments to pay increased business rates. This is as additional sums collected would be likely offset by an increase in the share of total collections that the Council would be required to remit to the Government.

In asking a supplementary question/making a statement, Councillor Draycott stated that private educational establishments having the ability to be charities had been the case for many years and, as a result, they could receive an 80% reduction of Business Rates, which most businesses could not do. She stated that this loophole was finally being highlighted as earlier this year the Government had announced a full review of Business Rates Relief, including educational establishments. Scotland would end Business Rate Relief for educational establishments in September 2020 and councils across the country were challenging the loophole. Nearer to home, with the terrible time being faced with Covid-19 and the many challenges being met head on, including by this Council which was doing an excellent job, Councillor Draycott considered that the University and private schools were missing an opportunity for more goodwill in the Borough and had been rather silent in this time. Rather than continuing to take the low cost option, they needed to show that we are all in this together as a Borough and consider forgoing in this financial year at least 10% of the £7.9m saved in 2018/19 so that services and jobs can be protected. Therefore, would the Leader agree to start a dialogue with the University and other educational establishments along the lines suggested by Councillor Draycott in order to protect jobs and services?

In response, the Leader stated that Business Rates policy was set by the Government, not borough councils, therefore this Council had no control over the matter, also that Business Rates retention predominantly went to the Government. The Leader then asked Councillor Barkley, as Cabinet Lead Member, to respond. Councillor Barkley reiterated that the matter was one of Government policy, also that the University was a separate organisation over which this Council had no jurisdiction. He did not consider it to be the case that Scotland was abolishing Business Rates Relief for educational establishments. Business Rates were a complex issue which was to be looked into by the Government. Councillor Barkley added that education and particularly the education of our young people was critical to the development of this country. The matters raised were not within this Council's control.

101. BEDFORD SQUARE GATEWAY PROJECT

Considered a report of the Head of Planning and Regeneration to consider in principle approval of the scheme design for public realm works at Bedford Square and Devonshire Square, Loughborough (item 6 on the agenda filed with these minutes).

Informal pre-decision scrutiny of the report had been undertaken by individual members of the Scrutiny Commission, set out in an addendum to the item (copy filed with these minutes).

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

Cabinet noted that approval in principle was being requested at this stage, with a further report setting out full costings to be considered for approval later in 2020.

RESOLVED

1. that the project scheme design and specification as outlined in Part B and Appendix 1 of the report of the Head of Planning and Regeneration be approved in principle;
2. that authority be delegated to the Head of Planning and Regeneration in consultation with the Cabinet Lead Member to make minor modifications to the scheme design and specification during the drawing up of Traffic Regulation Orders (TROs);
3. that the phased approach to implementing the project, detailed in Section 10 Part B of the report of the Head of Planning and Regeneration, be approved;
4. that authority be delegated to the Head of Planning and Regeneration to seek out additional funding, as may be necessary, to deliver the whole scheme;
5. that authority be delegated to the Head of Planning and Regeneration to enter into a Section 278 Legal Agreement with Leicestershire County Council, along with any other legal obligations necessary, to prepare the scheme for implementation.

Reasons

1. To ensure that Members are in agreement with the proposed scheme design in principle so that it can be submitted to the County Highway Authority to secure the necessary TROs and the final construction drawings can be prepared.
2. To enable minor modifications to the scheme design to be made in response to any technical issues that may arise from the TRO process and also any requirements arising from County Highway Authority advice on the technicalities of the scheme design.
3. To ensure that a scheme of works can be prioritised and delivered in a phased way, within the available budget.
4. To respond to the provisions of the Constitution that limit the delegated authority of Heads of Service to accept grant funding above £200k without separate Cabinet approval.
5. To obtain agreement with Leicestershire County Council that the proposed works can be undertaken on the public highway and that any other legal agreements and requirements to prepare the final scheme design for implementation can be secured.

102. INSURANCE ARRANGEMENTS

Having declared an interest, Councillor Morgan left the meeting during the consideration of this item. The item was chaired by Councillor Barkley.

Considered, a report of the Head of Strategic Support to consider extending the Council's current long-term agreement for insurance for a further year (item 7 on the agenda filed with these minutes).

Informal pre-decision scrutiny of the report had been undertaken by individual members of the Scrutiny Commission, set out in an addendum to the item (copy filed with these minutes).

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

RESOLVED that the Council extends its existing long-term agreement (LTA) for insurance for a further year (ie. from 1st June 2020 to 31st May 2021) and that delegated authority be given to the Head of Strategic Support to finalise and agree the detailed terms of the extension.

Reason

To ensure that the Council has appropriate insurance cover in place.

Councillor Morgan returned to the meeting.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on Monday, 18th May 2020 unless called in under Scrutiny Committee Procedure Rule 11.7. Decisions in the form of recommendations to Council are not subject to call in.
2. No reference may be made to these minutes at the next Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on Monday, 18th May 2020.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET – 4TH JUNE 2020

Report of the Chief Executive

Part A

ITEM 6 COVID-19: COUNCIL APPROACH TO COMMUNITY, ECONOMIC AND ORGANISATIONAL RECOVERY

Purpose of Report

The COVID-19 pandemic has had, and continues to have, a major adverse impact on individuals, families, social networks, businesses and the wider economy on a global basis. The initial shock of the pandemic is now subsiding but it is clear that its impacts will be long term and far reaching.

This report sets out how the Council intends to lead and support its communities and businesses through the crisis and help them towards a sustainable recovery. The Council itself has been significantly affected by the pandemic and this report also outlines the approach by which the Council will adapt its ways of working to engage with customers and deliver services in what has been described as the 'new normal'.

Finally, the report discusses the implications of COVID-19 on the Council's pre-existing strategies, plans and budgets.

Recommendations

1. Cabinet are recommended to approve the proposed approach by which the Council will lead and support its communities and businesses, and how it will itself adapt to facilitate this (the Council's approach to recovery'), as set out at Part B.
2. Cabinet delegate to the Chief Executive, in consultation with the Leader, to create and amend detailed action plans as required.
3. Cabinet are requested to note the implications of the pandemic and proposed approach to recovery on the extant Corporate Strategy, Corporate Delivery Plan, Budgets and similar, and on the actions required to implement these.

Reasons

1. To provide clarity for the Council's future actions in supporting recovery and offering transparency and visibility of this to members, partner organisations, and wider community and business stakeholders across the Borough.
2. To provide a structured way to deal with the response to the pandemic and to ensure that actions take account of up to date government advice.

3. To ensure that the likely changes in content and timing are understood, and that stakeholder expectations can be managed.

Policy Justification and Previous Decisions

The situation arising from the COVID-19 pandemic is unprecedented, and as may be expected given this, the Council has no specific policies and no history of previous decisions directly relevant to this report.

However, fundamentally the Council exists to serve its residents and support its communities in times of need. It is acknowledged at a national level that local authorities have played a key role in managing the response to the pandemic and will continue to do so through the recovery period and beyond. This is therefore considered more than sufficient justification for this report.

Implementation Timetable including Future Decisions and Scrutiny

The approach to recovery, as set out at Appendix A, would be adopted immediately following Cabinet approval in accordance with the standard decision-making protocol (i.e. after expiration of the call-in deadline, or once call-in procedures have been satisfied).

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications arising from this report, although it may be noted that additional funding may be required from time to time in support of particular recovery activities. This may be requested via Cabinet if costs cannot be met either through government grants or virement of 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	Likelihood	Impact	Overall	Mitigation
The recovery approach adopted proves inappropriate	2 Unlikely	2 Significant	4 Low	<ol style="list-style-type: none"> 1. The approach is derived from the standard and well-established recovery approach of the Local Resilience Forum 2. Should the approach prove inadequate in practice, immediate mitigation actions and development of a revised recovery

				approach will be undertaken.
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An additional risk register relating specifically to the pandemic has been compiled and managed throughout the process. This is set out in Appendix B.

Key Decision: Yes

Background Papers: None

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Part B

Background

COVID-19

1. Coronavirus disease (COVID-19) is an infectious disease caused by a newly discovered coronavirus. This virus is similar to common cold or influenza viruses but is more infectious and is associated with higher mortality rates.
2. At the time of drafting this report there had been around 4.1m cases across the world, resulting in around 281,000 deaths¹; broadly equivalent figures for the United Kingdom showed 215,000 cases and 32,000 deaths². Localised figures record that across Leicestershire there have been 1,075 deaths and 235 in Charnwood (correct at 14/05/2020). Recording methods vary from country to country but the numbers (which will no doubt have increased by the date of this report publication) demonstrate the scale of the issue.
3. Most people infected with the COVID-19 virus will experience mild to moderate respiratory illness and recover without requiring special treatment. Older people, and those with underlying medical problems like cardiovascular disease, diabetes, chronic respiratory disease, and cancer are more likely to develop serious illness.
4. Currently (according to the World Health Organisation), there are no specific vaccines or treatments for COVID-19, although there are many ongoing clinical trials evaluating potential treatments.

Impact of COVID-19 on communities and businesses in Charnwood

5. Clearly the most direct and significant impact of COVID-19 is the impact on individuals and their families arising from death or illness.
6. Beyond death or illness, the COVID-19 pandemic has additional material and adverse impacts on communities such as isolation from friends and family required by social distancing and infection control measures. Additionally, there has been a greater burden of care required for those deemed extremely vulnerable. Increased unemployment and the associated loss of income arising from the shock to the economy have been felt by many, for some this has been extreme. These impacts may begin to manifest through, for example, increased incidences of homeless, domestic violence and mental health concerns. The council's response will need to consider where the greatest need arises.
7. The economic impact of COVID-19 is likely to be profound, with, for example, PwC estimating a reduction in GDP for the United Kingdom in 2020 of between 5% and 10%³. The situation remains very volatile, and perhaps the

¹ See <https://www.worldometers.info/coronavirus/> - at 10 May 2020

² See <https://www.bbc.com/news/amp/uk-51768274> - at 10 May 2020

³ See <https://www.pwc.co.uk/services/economics-policy/insights/uk-economic-update-covid-19.html>

biggest question is around how quickly the economy is likely to bounce back from the short-term dislocation.

8. The impact on businesses in Charnwood mirrors that of the rest of the country. Social distancing has literally caused the cessation of many parts of the economy, such as in the retail, leisure and hospitality sectors, but the impact across the economy is very broad, with the inevitable consequences of reduced employment and insolvency that will end up affecting many businesses and economic sectors.
9. The government has introduced a range of measures designed to mitigate some of the issues outlined above, such as additional support for homelessness and grants and loans for businesses but it is unrealistic to assume that these will be enough by themselves given the impact of the pandemic. It is also likely that a significant recession will be experienced in the UK.

Impact of COVID-19 on the Council

10. The short-term impacts of COVID-19 on the Council have also been significant. Operationally, many services have had to be reconfigured to provide an immediate short term response to the crisis and ensure the Council has been able to support the community by, for example, coordinating community efforts to deliver food parcels to the vulnerable and managing the surge in homelessness. The Council has also provided support to businesses by processing business rate relief and distributing government grants.
11. Staff and services have adapted well to new ways of working and innovative and technological advances have been made. A number of staff have been redeployed to alternative service areas as demand has required. This work continues.
12. Throughout the response period the Council has engaged fully with Leicester, Leicestershire and Rutland Prepared (LLR Prepared) through the Strategic and Tactical co-ordinating groups and the various subject specific cells. This has continued into the initial recovery phase.
13. Financially, the pandemic has given rise to additional costs, whilst at the same time many sources of income have either all but disappeared (for example, from car parking, leisure centres and the Town Hall). Other areas are subject to increased risk due to the wider economic conditions (council tax, the local share of business rates and government funding of the Council).
14. It is difficult to assess in detail the likely financial impact on the Council at this stage but the latest estimates provided to Government (submitted 15 May 2020) unsurprisingly showed a large and negative impact of the pandemic. The return estimated for the financial year 2020/21 that:
 - Additional unbudgeted expenditure of around £0.5m would be incurred, principally on additional costs relating to homelessness, support for the

community hub, and additional communications (such as the information letter sent to all residents)

- Loss of income in the year was likely to be very significant, totalling around £3.3m across a range of activities, including car parking, planning fees, Town Hall takings, leisure centres, garden waste charges and investment income
- Estimated reductions in council tax and business rate collections will result in a funding loss of some £0.7m

The financial impact has been mitigated by additional government funding totalling £1.9m but the net overall impact of the pandemic is clearly negative. The Council has maintained reserves precisely for this type of crisis situation and there is no short term threat to its financial sustainability; however it is highly likely that the Council will face significant financial challenges in the short and medium term.

It is important to note that these financial challenges are a sector-wide issue, with groups such as the Local Government Association and District Council Network pushing the case for additional funding with Government, and obviously to be hoped that additional financial support for local authorities will be forthcoming.

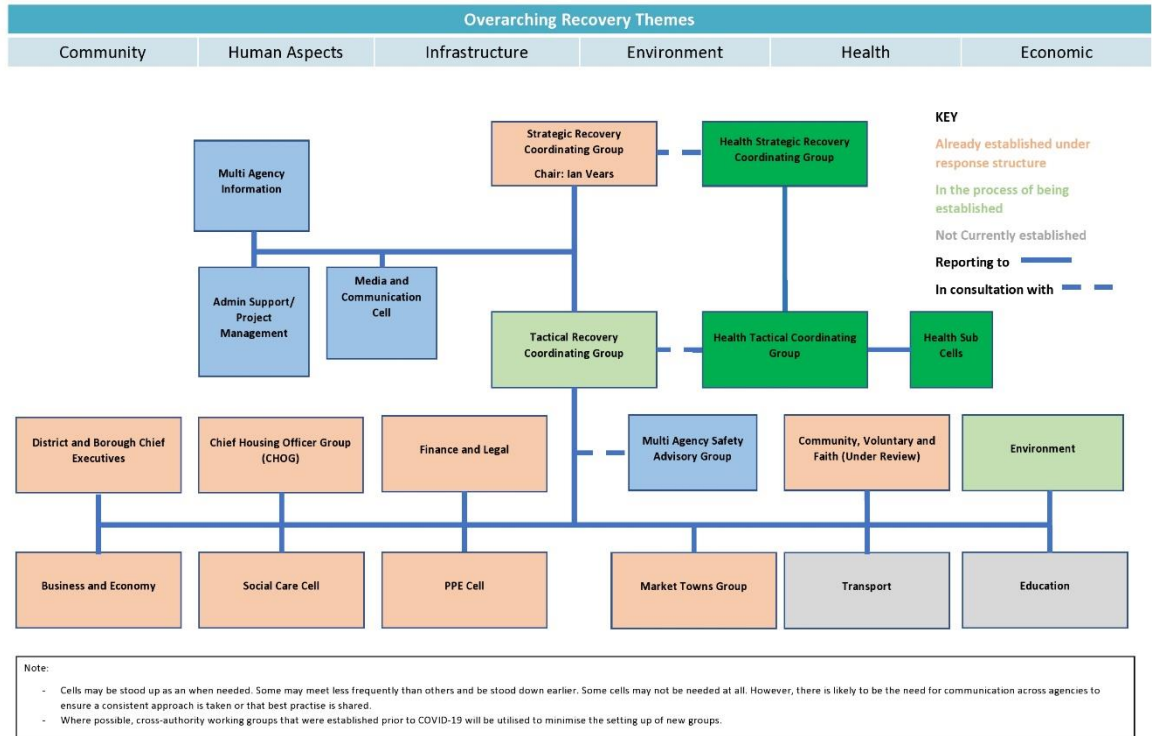
15. In the coming months it is likely that the Council's priorities and ways of working will need to adapt to enable the Council to maximise recovery support to communities and businesses in the face of additional financial constraints, to accelerate residents ability to engage on-line, rather than via face to face contact, and to regularise the increase in virtual working that will become the new standard way of working.

Approach to recovery

16. *County Wide Approach*

The council will be working with other districts/boroughs as part of the recovery response through the Leicestershire and Leicester Local Resilience Forum. The forum has set out a recovery coordinating structure as indicated in the diagram below (*to note; the structure will remain flexible and future changes may be made if required*)

LLR Prepared COVID-19 Recovery Structure



In addition, the LLEP has identified that it has a role for leading economic recovery across the City and County. Since the onset of COVID-19 the LLEP has coordinated the LLR Business Cell, comprised of representatives of stakeholder organisations, which feeds into the Leicestershire Resilience Forum. There are two Borough/District reps on the cell.

As the situation evolves the Business Cell will transition to be an Economic Recovery Cell. The remit of the Economic Recovery Cell will be to have a coordinating role in engaging a range of partners to identify issues, intelligence and potential interventions relating to each of the existing Local Industrial Strategy (LIS) foundations, utilising the knowledge and expertise of established groups and organisations.

While the LLEP role will be significant at a County and City level, and will ensure some strategic overview, it is also essential that the Borough Council takes a lead role in supporting the economic recovery of the Borough through its own activities and initiatives. These can complement the overarching approach being proposed by the LLEP, to ensure that resources are maximised, and the strategy is coordinated at all levels.

17. *Role of the Borough Council.*

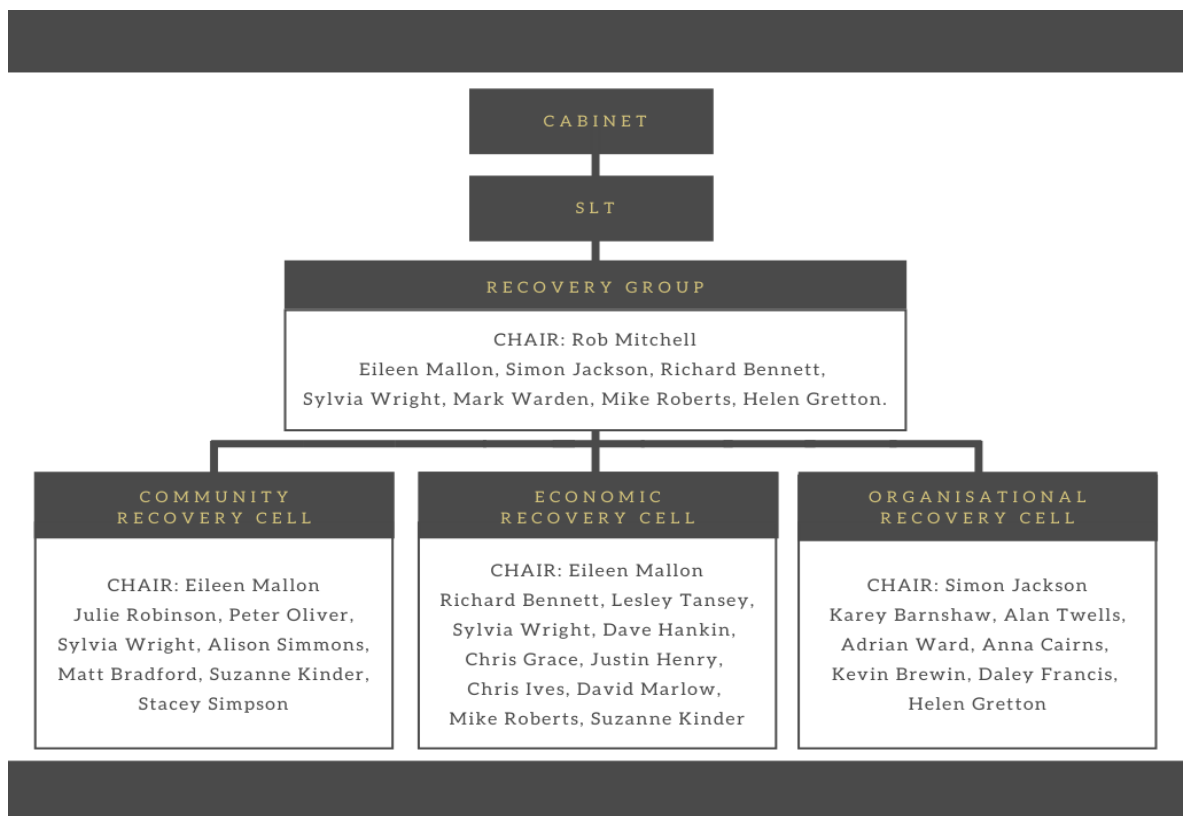
The Council has a significant role to play in ensuring that there is clear leadership for the whole community of Charnwood, and that businesses, voluntary sector and communities are supported in their recovery actions. In addition, the Council will need to focus and shape its own activities to reflect the challenges we now face, and to review its own assets, resources and

actions to target identified priorities. This will require a reconsideration of the Council's Capital Strategy, Corporate Strategy and Corporate Delivery Plan. Further reports on these items will be brought before Cabinet / Council in the autumn.

In addition, it gives the council even more of an incentive to pursue initiatives such as the Town Deal, to maximise external investment and develop clear strategies for our local economy, in partnership with businesses and communities.

The Council has structured its approach to recovery around three major strands – Community Recovery, Economic Recovery and Organisational Recovery. An overarching Recovery Group has also been established to ensure there is cohesion between each of the three cells and to provide leadership and guidance.

The structure is illustrated below;



SLT will maintain an overview of all matters relating to the budget and allocation of finance for the recovery phase.

In addition, an Economic Investment Strategy will be developed which covers the revised commercialisation agenda.

Each recovery cell has agreed a scope and a set of objectives and these are outlined in more detail below;

THE RECOVERY GROUP

The Recovery Group will have oversight across the organisation and will provide leadership and guidance.

The objectives of the group are outlined below;

- To oversee the Community, Economic and Organisational Recovery Cells and provide guidance where required.
- To find solutions to any issues raised.
- To oversee the costs associated with our recovery plans.
- To provide the link to the LLR Prepared Recovery Cell(s)
- To oversee communications relating to each of the cells.
- To ensure that the recovery plans are co-ordinated.
- To ensure that the recovery plans are being delivered.
- To ensure that Members are kept informed of recovery plans and activity

A summary of the objectives for each of the specific cells within the plan is outlined below. Each Cell will also have a work programme, and the costs and resources for delivery will be captured, monitored and reported through to SLT.

COMMUNITY RECOVERY CELL

The scope of the Community Recovery Cell will be to:

- help the Charnwood community emerge from the coronavirus pandemic stronger than ever, and in a positive and creative way, build on the experiences and challenges that have been faced together and overcome
- develop improved networks of support and inclusivity through our partners in the voluntary sector and other agencies.
- ensure that our towns and villages can return to being vibrant, safe and welcoming places where over time we can come together to enjoy shared events
- ensure no-one is left behind, and those self-isolating for longer are supported and cared for as valued members of our community

The objectives of the cell are outlined below;

Building Stronger Communities

- a) Facilitate community initiatives to enable the community to reconnect and support return to the 'new normal' in a safe way.
- b) Support the community in recovery by co-ordinating living displays in various locations across the Borough, to encourage community cohesion and pride in the local area.

- c) Work with the Voluntary & Community Sector, by developing improved networks of support to build a better Charnwood.

Building Safe Spaces

- a) Support members of our community to return to our villages, towns and open spaces by making them safely accessible.
- b) Ensure a safe environment is upheld in the public realm, including the cleansing of facilities, for our residents.
- c) Assess the impact of the pandemic and the resource implications upon our Voluntary and Community Sector (VCS) partners.
- d) Support our housing partners to tackle increased demand and any changes to housing priorities created by the pandemic
- e) Work with the County Council and other partners to support safe travel and access to work and recreation

Building Community Connections

- a) Alongside our partners, create frameworks and mechanisms for supporting our residents across the Borough, who will continue to be unable to leave their homes.
- b) Alongside our partners heighten support for our most vulnerable residents, including those suffering domestic abuse, financial hardship etc.
- c) Support our residents across the Borough to continue to build healthy minds and active bodies.
- d) Work with our partners to help support individuals in isolation and any residents suffering from loneliness by facilitating opportunities to build friendships and remain involved in wider society.
- e) Develop initiatives to support those in digital poverty and seek to increase virtual access for those people reverting to online support rather than physical.

Building a Lasting Legacy

- a) Utilise environmental benefits sustained throughout the pandemic to enhance the Councils carbon neutral agenda.
- b) Create and promote sustainable transport options to enable our residents to continue to increase air quality improvements.
- c) Celebrate our volunteers, community heroes, and key workers through positive initiatives, to provide recognition for those supporting the current and future situation.
- d) Harness and sustain the sense of community spirit that has been generated in response to the crisis to build a lasting legacy.

ECONOMIC RECOVERY CELL

The scope of the Economic Recovery Cell will be to:

- facilitate opportunities for short/medium/long term economic development and regeneration across the Borough.
- support economic recovery by assessing finances, seeking and embracing opportunities for additional finance and identifying potential projects.
- develop improved networks of support and inclusivity by working in partnership with other agencies to support return to the 'new normal' in a safe way.
- work with local businesses, partners, communities and stakeholders to support economic recovery.

The objectives of the cell are outlined below;

Building Back Better

- a) To work with local businesses, partners, communities and stakeholders, to lead the economic recovery of the borough.
- b) Work in partnership with other agencies to support return to the 'new normal' in a safe way.
- c) Utilise the Town Deal as an opportunity/vehicle to support economic recovery.
- d) Follow the LRF lead and government road map and advice.
- e) Investigate ways to support the local tourism sector, working with businesses and partners.

Backing Our Business

- a) Provide support to businesses across the Borough re-opening, in terms of social distancing and regulatory support.
- b) Inform and shape how we prioritise and deliver services in the future by commissioning qualitative research to ascertain the short/medium/ long term needs of businesses in the local area.
- c) Gain an understanding of the needs of commercial landlords across the Borough and provide appropriate support where required.
- d) To ensure effective and efficient distribution of government funding to support business.
- e) Communication & engagement with local businesses.

Managing a safe and welcome return

- a) Maximise opportunities for residents to access centres across the Borough.
- b) Manage footfall in the town centre and capture spend in the high street, to facilitate mitigating action where required.
- c) Consider the potential for alternative service delivery in our car parks, markets, parks and events we facilitate to support the wider community in the short/medium/long term.

The Council's Economic Resilience

- a) Assess ways in which we are using our current buildings/assets and explore opportunities for alternative usage.
- b) Develop an Economic Investment Strategy for the Council & revise the commercialisation agenda in line with new priorities.
- c) Re-examine the Capital Programme for the Council, revise budgets and identify potential projects to support recovery.
- d) Review the Council's approach to contract management, including contract conditions and relationships to provide appropriate frameworks for supporting recovery.
- e) Seek and embrace avenues to access opportunities for additional finance, including bidding for funds from funding streams that arise.
- f) Ensure that Charnwood Borough Councils current contracts are maintained and stable with existing stakeholders.
- g) Review discretionary fees to incentivise economic planning and determine whether they should be disapplied.

ORGANISATIONAL RECOVERY CELL

The scope of the Organisational Recovery Cell will be to:

- Focus on the 'switching back on' of all services in a controlled managed way taking full account of the current and changing government guidance and advice from Public Health England.
- Establish processes to prepare the organisation for the recovery phase including people, processes, technology and infrastructure

The objectives of the cell are outlined below;

Ensure Charnwood Borough Council is a safe place to work and visit

- a) Consider the return of staff to the offices / workplace
- b) Consider the return of staff and customers to the Customer Service Centre
- c) Review how we protect customers, staff and partners in our customer – specifically considering protective equipment
- d) Evaluate what needs to be undertaken to ensure social distancing is adhered to; for customers, staff, partners
- e) Ensure that messages to staff and customers are clear and timely
- f) Ensure mobile workers are protected

Review the way the council does business going forward

- a) Develop new operating models - maximising the opportunity of agile working
- b) Review alternative methods of service delivery and how customers contact us
- c) Consider how we perform council business - in person or virtually; with customers, colleagues, partners and Members

- d) Ensure the Council had the policies and infrastructure to support new ways of working and operating models
- e) Work with other Local Authorities and engage expert advice to support and explore collaborative options as required

Review the use of Council buildings

- a) Develop a new accommodation solution for the Council reducing the overall footprint
18. It is anticipated that there will be a need for ongoing interventions and support for some considerable time. The recovery plans will look at the short, medium- and long-term objectives as the Council works to respond in the most proactive way to help Charnwood come back stronger from the challenges the pandemic has thrown up.
19. The Council identifies that it has a key role in leading the recovery in Charnwood. The Council will engage and work with partners to co-ordinate the community and economic response and support. This will include working with the Police, Parish Councils, Community groups, business groups and partner agencies.
20. Throughout the recovery phase there will be opportunities for Members to be involved as appropriate. Significant reports will be presented to Cabinet and Council, where applicable, in the autumn. Scrutiny Commission are being asked to consider how scrutiny can best be involved in reviewing the recovery process and the council's response.

Implications for the Council's pre-existing strategies, plans and budgets

21. Inevitably, COVID-19, and the required response has restricted the Council's ability to implement pre-existing strategies, plans and budgets, and potentially modifies some of the priorities set out therein. The key implications are outlined in the following paragraphs.

Corporate Strategy 2020 - 2024

22. At this stage it is not envisaged that the new Corporate Strategy will be amended. Generally, the objectives set out are still considered relevant and appropriate at this stage, although it is acknowledged that the relative importance of the different areas within the Plan may have changed.
23. However, it is accepted that should current restrictions on 'normal' life continue in a significant way and for an extended period of time, it may be necessary to bring a revised Corporate Strategy to Council at some point in the future.

Corporate Delivery Plan 2020/2021

24. It is highly likely that the Council's focus on recovery actions will restrict or preclude completion of some areas of the previously agreed Corporate

Delivery Plan. Conversely, other areas may be accelerated, if actions are considered a priority.

25. It is intended that the Corporate Delivery Plan 2020/21 be reviewed over the summer period and a revised plan presented to Cabinet in autumn 2020.

Budget 2020/2021

26. As noted above, the financial impact of COVID-19 has been significant both in terms of additional cost and, especially, shortfalls in income. Some additional, mitigating funding has been received from the Government but this is unlikely to be sufficient to shore up the deficits arising in the Council's net expenditure. In addition, it is likely that funds may be diverted from some areas to others in order to support recovery, skewing expenditure patterns from those originally budgeted.
27. Given the above, it is likely to prove necessary for a revised budget to be approved by Council later in the calendar year. This would reflect changes in income and expenditure and be reflected in an amended use of reserves. The revised budget would not propose any in-year changes to council tax precepts.

Capital Plan 2020 – 2023

28. In the light of COVID-19 and potential amendments to capital expenditure priorities (that may include an increased focus on expenditure that directly supports community or economic recovery, or the Council's own revenue budgets) it is likely that a revised Capital Plan will be brought to Council for approval alongside the revised budget.

Capital Strategy 2020/2021 (including the Investment Strategy and approach to Commercialisation)

29. The Capital Strategy for 2020/2021 was due to be brought to Council for approval in April 2020. This Council meeting was cancelled due to the pandemic and as a result the Council is operating under the 'rolled forward' 2019/20 Capital Strategy. Operationally, this situation is manageable in the short term, but some updates will be helpful in line with what was to be proposed in the April report to Council (for example, in adding flexibility to treasury management policies), whilst estimates of borrowing requirements will benefit from revision. It is therefore also envisaged that a revised Capital Strategy covering the remainder of the 2020/21 financial year will also be brought to Council in the coming months.

Medium Term Financial Strategy

30. Financial projections set out within the Medium-Term Financial Strategy (MTFS) are always based on estimates at a point in time, which become out of date almost immediately. However, the impact of COVID-19 on the local, national and global economies is also likely to create a significantly more negative financial position for the Council in the longer term, driven by

additional service delivery responsibilities, increases in operating costs, reductions in locally generated income and reduction in funding allocated by central government.

31. Alongside the financial uncertainty directly attributable to the pandemic, additional uncertainty in the medium term has arisen from the government decision to postpone the Fair Funding review which was due to deliver a multi-year financial settlement for local authorities from 2021/22. In totality this creates an extremely difficult background against which to model future financial scenarios; notwithstanding this however, it is planned to attempt some sort of update of the financial projections within the MTFS in the autumn.
32. Historically, the MTFS covering a three-year future assessment of the Council's financial outlook is prepared in the autumn. Depending on prevailing circumstances (essentially, the ability to make meaningful financial projections at that time), it may be deemed appropriate to delay preparation of the next full version of the MTFS until the spring of 2021 and publish this alongside the 2021/22 budget. This practice is common across many local authorities.

Internal management structures

33. The Council had created an internal board structure designed to deliver the Corporate Strategy and address the pre-existing structural financial challenges, including economic regeneration, transformation and efficiency, workforce and culture and contracts and procurement. This board structure will now be subsumed into the recovery structure outlined above and at Appendix A.
34. Once recovery objectives are deemed satisfied it may be appropriate to revert to the original (pre COVID-19) structure or similar arrangement, but this is unlikely within the next twelve months.
35. In the period during which the principal focus of Council activities will be delivery against the recovery agenda it is suggested that the scrutiny function is consolidated within the ambit of the Scrutiny Commission and the other regular Scrutiny Committee meetings are cancelled in the short term.
36. Scrutiny Commission will therefore be considering a report at their meeting on 1st June 2020, which in broad terms recommends them to consider an approach whereby:
 - Scrutiny Commission would have the responsibility of scrutinising the Council's initial response to the pandemic crisis and delivery against action plans derived from the new recovery structures
 - Regular meetings of the existing Scrutiny Committees would be suspended until such a time that the work programme (based on delivery of the Business Plan) would justify their reinstatement

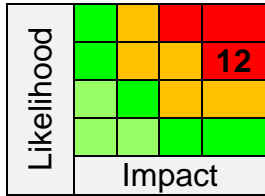
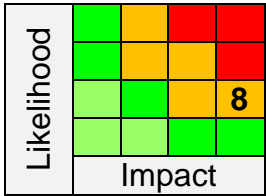
- Scrutiny Panels may still be required to address topics such as the budget, or specific topics arising from the recovery process where a more detailed scrutiny exercise is considered necessary
37. There may also be a role for the Audit Committee in considering the ongoing impact of the COVID-19 pandemic on the Council's finances.

Appendices

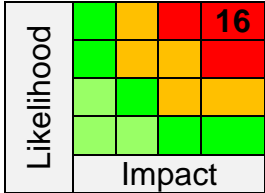
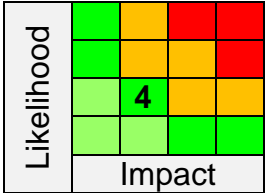
Appendix A; Covid-19 Risk Register

Appendix B; Equality Impact Assessment

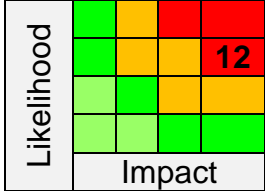
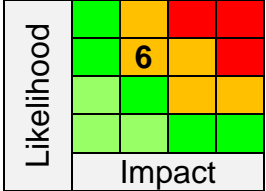
COVID-19 Risk Register

Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel
CVD-1 Inadequate health and safety arrangements for staff, Members and volunteers, resulting in infection by the virus.	Strategic	<ul style="list-style-type: none"> •Sickness absence •Loss of confidence •Reputational damage •Legal action and claims for damages 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Health & Safety Group established and meeting regularly • Appropriate use and monitoring of stock levels of PPE (personal protective equipment) • Monitoring and applying relevant national guidance • Introduction of extensive home working to comply with social distancing requirements • Use of remote meeting powers for council and committee meetings • Home visit protocol developed and updated. • Generic Risk Assessments in place and communicated to HoS • Updates to CLT/SLT through BCG. 				
Risk Owner	Head of Regulatory Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> <ul style="list-style-type: none"> • Revision to Home Visit Protocol • Generic Staff Homeworking VDU Assessments to be updated • PPE equipment requirements on-going reviewed and inform SLT 	<u>Responsible Officer:</u> Head of Regulatory Services (Chair of Health & Safety Group)	<u>Target Date:</u> Ongoing		

COVID-19 Risk Register

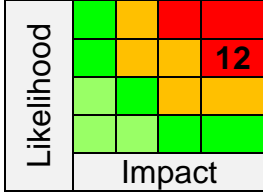
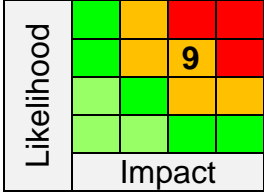
Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel
CVD-2 (linked to SR5) Inadequate communications arrangements (internal and external)	Strategic	<ul style="list-style-type: none"> Major reputational damage and loss of public confidence Members, residents and staff unaware of latest guidance and developments Vulnerable groups unaware of potential support options Businesses unaware of potential grant funding arrangements 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> Communications team in place using various suitable channels (website, press releases, social media) Participation in the LRF communications cell 				
Risk Owner	Chief Executive				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Not Applicable	<u>Responsible Officer:</u> N/A	<u>Target Date:</u> N/A		

COVID-19 Risk Register

Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel
CVD-3 (linked to SR3) Inadequate civil contingency arrangements resulting in failure to respond appropriately to the COVID-19 major incident	Strategic	<ul style="list-style-type: none"> Inability to respond to affected peoples' basic needs (food, shelter etc) Adverse effect on the local economy Major reputational damage and loss of public confidence Extending the recovery phase longer than necessary 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> Participation in the Local Resilience Partnership and Forum (LRP and LRF) Implementation of relevant business grants schemes Implementation of a 'Community Hub' at John Storer House 				
Risk Owner	Chief Executive				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Continued participation in LRF's SCG and TCG, and relevant response cells		<u>Responsible Officer:</u> Chief Executive and Head of Strategic Support	<u>Target Date:</u> Ongoing	

Risk Code and Title	Primary	Potential Consequences	Inherent Risk	Residual	Direction of
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COVID-19 Risk Register

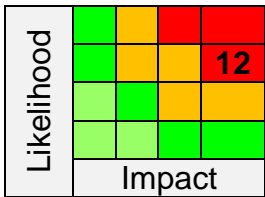
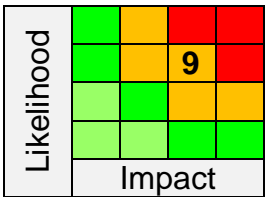
	Risk Type		Matrix	(Current) Risk Matrix	Travel
CVD- 4 (linked to SR4) Significant reduction in income generated leading to a decrease in the financial resources available for service provision and/or to fund corporate objectives.	Strategic	<ul style="list-style-type: none"> •Inability to meet demand for services •Inability to meet statutory duties •Ceasing or reducing some services 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Budget and revenue monitoring processes • Business continuity planning • Development of a revised budget during the 2020/21 financial year 				
Risk Owner	Strategic Director of Corporate Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Review of budget and related strategies by autumn 2020.		<u>Responsible Officer:</u> Strategic Director of Corporate Services	<u>Target Date:</u> Autumn 2020	

COVID-19 Risk Register



Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel
CVD- 5 Breakdown in IT service caused by equipment, failure of internet connections, or staff shortages.	Strategic	<ul style="list-style-type: none"> Inability of significant numbers of staff to continue with effective home working leading to service disruptions 			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> Secure and resilient IT infrastructure at Network and Server levels Performance and security monitoring in place by key staff and (where appropriate) by suppliers Automated backup schedule, in line with agreed retention policies Alternative contacts and secondary responsibilities in place for key functions and tasks Introduction of extensive home working to comply with social distancing requirements 				
Risk Owner	Strategic Director of Corporate Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Ongoing maintenance of current infrastructure and equipment		<u>Responsible Officer:</u> Strategic Director of Corporate Services	<u>Target Date:</u> N/A	

COVID-19 Risk Register

Risk Code and Title	Primary Risk Type	Potential Consequences	Inherent Risk Matrix	Residual (Current) Risk Matrix	Direction of Travel
CVD- 6 Significant number of staff affected by COVID-19 leading to a reduction in service delivery, specifically in services identified as critical.	Strategic	Inability to deliver services			KEEP UNDER CONSTANT REVIEW
Current Treatments and Controls	<ul style="list-style-type: none"> • Sickness monitoring being undertaken • Staff skills audit undertaken • Critical staff being reviewed regarding testing • Redeployment processes in place 				
Risk Owner	Strategic Director of Corporate Services				
Planned Future Actions and Responsible Officer(s).	<u>Description:</u> Ongoing assessment of data and redeployment requirements		<u>Responsible Officer:</u> Strategic Director of Corporate Services	<u>Target Date:</u> Ongoing	

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 record 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	Approach to Recovery
Name of lead officer and others undertaking this assessment	Helen Gretton
Date EIA started	May 2020
Date EIA completed	May 2020

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
The Approach to Recovery as set out in the Cabinet Report of the same name outlines how the Council will lead the recovery process from the COVID-19 pandemic across three key areas; Economic Recovery, Community Recovery and Organisational Recovery. The report sets out the scope of each area and a clear set of objectives. The associated work plans outline actions which are intended to create positive outcomes for individuals and communities.
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
The whole population of Charnwood will be affected. The approach to recovery will affect all people who live, work and visit the Borough. It should not have an adverse impact on any groups or individuals as its purpose is to ensure that the recovery from COVID-19 is effective across the whole borough.
Which groups have been consulted as part of the creation or review of the policy?
Consultation has not taken place prior to the development of the Cabinet paper.

■ **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:
<ul style="list-style-type: none"> ▪ Consultation ▪ Previous Equality Impact Assessments ▪ Demographic information ▪ Anecdotal and other evidence
<ol style="list-style-type: none"> 1. Demographic information (based on Census 2011) which provides information on a range of the protected characteristics, age, disability, race, religion or belief and sex. 2. Various information based on service specific consultations and monitoring of services.
What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)
This information informs the council of the specific needs and priorities of residents and service users across the Borough. The development of the recovery cells, ensures that the actions and objectives embedded within the approach provide positive outcomes for everyone living, working and visiting the Borough.

Additionally, a further potential barrier is access to, and availability of, relevant information on sexual orientation and gender reassignment from within the Council and from other organisations. As the Approach to Recovery is an overarching strategic document, this will not create any adverse impacts on any diverse groups within the community, but when implementing the individual projects and initiatives within the work plans it is important to consider collecting information in these areas in order to inform service delivery and to mitigate any potential adverse impact.

■ **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.

Not in this circumstance. The Approach to Recovery is an overarching plan which includes a range of initiatives and different projects which are designed to provide positive outcomes for the wider community. Where appropriate, further consultation, with individuals of protected characteristics, will take place as part of the ongoing development and implementation of these specific projects and initiatives

■ **Step 5 – Assessing the impact**

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

	Comments
Age	<p>The actions and objectives set out in the Approach to Recovery are likely to have a positive impact on individuals and communities with regards to the protected characteristic of age.</p> <p>Specific initiatives have been included in the Community Recovery workplan to support vulnerable members of our community, including younger people and older people. This should create a greater positive impact on this protected characteristic.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	<p>The actions and objectives set out in the Approach to Recovery are likely to have a positive impact on individuals and communities with regards to the protected characteristic of disability.</p> <p>Specific initiatives have been included in the Community Recovery workplan to support vulnerable members of our community, including people with disabilities. This should create a greater positive impact on this protected characteristic.</p>
Gender Reassignment (Transgender)	<p>The actions and objectives set in the Approach to Recovery are likely to have a positive impact on individuals and communities with regards to the protected characteristic of gender reassignment.</p> <p>A potential barrier may be access to and availability of</p>

	<p>relevant information as there is little national and local information on gender re-assignment both within the Council and other organisations. Therefore, additional monitoring of this protected characteristic may be required.</p>
Race	<p>The actions and objectives set out in the Approach to Recovery are likely to have a positive impact on individuals and communities with regards to the protected characteristic of race.</p> <p>The Community Recovery cell will work closely with specific individuals / community groups to ensure that recovery is experienced across the various communities within Charnwood.</p> <p>Potential negative impact may occur for individuals/ communities whose first language is not English and therefore inadvertently lack engagement within the Approach to Recovery. Where appropriate information in alternative languages can be produced to mitigate any barriers in these circumstances.</p>
Religion or Belief (Includes no belief)	<p>The actions and objectives set out in the Approach to Recovery are likely to have a positive impact on individuals and communities with regards to the protected characteristic of religion or belief.</p>
Sex (Gender)	<p>The actions and objectives set out in the Approach to Recovery are likely to have a positive impact on individuals and communities with regards to the protected characteristic of sex.</p>
Sexual Orientation	<p>The actions and objectives set out in the Approach to Recovery are likely to have a positive impact on individuals and communities with regards to the protected characteristic of sexual orientation.</p> <p>A potential barrier may be access to and availability of relevant information as there is little national and local information on sexual orientation both within the Council and other organisations. Therefore, additional monitoring of this protected characteristic may be required.</p>
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	<p>The Approach to Recovery will provide positive impacts for all members of the community and this fully includes individuals within the protected characteristics of pregnancy & maternity and marriage & civil partnership.</p>
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	<p>The actions and objectives within the Approach to Recovery also cover a variety of other groups such as; rural isolation, deprived or disadvantaged communities (priority neighbourhoods), health inequality, asylum seeker and refugee communities. The specific actions in the workplans are likely to have a positive impact on all individuals and communities.</p> <p>The Approach to Recovery aims to create inclusive communities and foster good community relations. Key initiatives are focussed on involving communities, giving them</p>

a voice and supporting them to be involved in decision making within their own communities. Therefore, there is likely to be a further positive impact on individuals and communities with regards to community involvement and cohesion.

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

Please note:

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

Further consultation for individual protected characteristics will take place as part of the ongoing development and implementation of the workplans.

Equality Impact Assessments will also be undertaken, where appropriate, on the individual elements of the projects and initiatives which are included in the workplans.

Where appropriate information in alternative languages can be produced to mitigate any barriers for individuals/ communities whose first language is not English and therefore inadvertently lack engagement within the Approach to Recovery.

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).

The Approach to Recovery aims to provide positive impact for all individuals living, working and visiting the Borough and therefore meets the Council's responsibilities in relation to equality and diversity.

■ **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?

If any negative impacts occur/ potential barriers arise then this will be monitored and evaluated via our Corporate Customer Complaints Procedure.

Equality Impact Assessments will also be undertaken, where appropriate, on the individual elements of the projects and initiatives which are included in the workplans. This will seek to mitigate any barriers or adverse impact to any of the protected groups.

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.

All actions within the Recovery cells will be overseen by the Recovery Group and the Senior Leadership Team meetings.

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Further consider the protected characteristics of gender reassignment and sexual orientation when developing and implementing specific elements of the workplans	Heads of Service in all service areas across Charnwood Borough Council	Ongoing
002	Further consider consultation for individual protected characteristics as part of the ongoing development and implementation of specific elements of the workplans	Heads of Service in all service areas across Charnwood Borough Council	Ongoing

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

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	This EIA will be published on Charnwood Borough Council's webpage and intranet. Service users, partners and stakeholders can also request this EIA in alternative formats if required.
Service users	✓	
Partners and stakeholders	✓	
Others	N/A	N/A
To ensure ease of access, what other communication needs/concerns are there?	N/A	N/A

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

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head): Adrian Ward
Date: 15/05/2020

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

CABINET - 4TH JUNE 2020

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

Part A

ITEM 7 PUBLIC SPACE PROTECTION ORDER - LOUGHBOROUGH TOWN CENTRE

Purpose of Report

This report seeks approval to go out to consultation on a proposal to extend the current Public Spaces Protection Order (PSPO) for Loughborough Town Centre.

Recommendation

That approval is given to go out to consultation regarding the extension of the current PSPO for Loughborough Town Centre, prior to a further report coming back to Cabinet in September 2020.

Reason

To enable the consultation to take place prior to Cabinet making the final decision on whether to extend the current PSPO for Loughborough Town Centre.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020-2024 makes a commitment to work with partners to make our towns and villages safer places to live, work and visit. 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 Charnwood Community Safety Partnership Plan 2020 – 2023 has as one of its themes 'Making Communities Safer' and one of the priorities under this theme is 'Proactively tackle all ASB with a focus on reducing alcohol / substance misuse related incidents and street related ASB', which the extension of the PSPO contributes to.

The original Loughborough Town Centre Designated Public Places Order (DPPO) was first established in 2003 and has been regularly reviewed since that time. The Anti-Social Behaviour Crime and Policing Act 2014 introduced Public Spaces Protection Orders to last for up to 3 years. The existing Loughborough Town Centre DPPO automatically transitioned to a PSPO in October 2017 for a 3 year period, ending October 2020.

Implementation Timetable including Future Decisions and Scrutiny

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

- The consultation will take place for 6 weeks during June and July 2020
- Analysis of data from the consultation and review of comments
- Report back to Cabinet in September 2020 for decision on whether to extend the PSPO for Loughborough Town Centre

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications for the report. The cost of any consultation will be covered 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
That approval is not given to go out to consultation and therefore the PSPO would not be able to be extended	Very Unlikely (1)	Serious (3)	Low (3)	Report outlines clear case for proposed extension
Failure to go through due process and consultation could lead to legal challenge on the validity of the PSPO	Unlikely (2)	Serious (3)	Moderate (6)	This report proposes an appropriate consultation process

Equality and Diversity

A copy of the associated Equality Impact Assessment is attached at 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 Loughborough Town Centre about expectations in relation to alcohol related anti-social behaviour in public places.

Key Decision: No

Background Papers: None

Officers to contact: Julie Robinson
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Tim McCabe
Community Safety Manager
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Part B

Background

1. The Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act') contains the provision for Public Spaces Protection Orders provision. Public Space Protection Orders 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. They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from antisocial behaviour. PSPOs may be used to replace or update existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders.
2. Charnwood Borough Council has the authority to draft and implement a PSPO in accordance with *sections 59 to 65 of the 'Anti-Social Behaviour Crime and Policing Act 2014'*. In line with *section 72 of the Act*, before introducing or extending a PSPO the Council must first carry out consultation with the Chief Officer of Police, the Police and Crime Commissioner, the owners and occupiers of any land included in the PSPO, which is not in Council ownership and wider consultation with representatives from the local community. It must also publish the draft PSPO in accordance with Statutory Regulations.
3. In line with *Section 60, Anti-Social Behaviour, Crime and Policing Act 2014*, a PSPO may not have effect for a period of more than 3 years unless extended. The existing PSPO within Loughborough Town Centre, expires on 20th October 2020, unless extended.
4. Under *section 59* of the Act, a PSPO can be made by the Council if they are satisfied on reasonable grounds, that the activities carried out, or are likely to be carried out, in a public space: -
 - have had, or will have, a detrimental effect on the quality of life of those in the locality;
 - is, or is likely to be, persistent or continuing in nature;
 - is, or is likely to be, unreasonable; and
 - justifies the restrictions
5. When assessing what is 'unreasonable' activity, the Council needs to balance the rights of the community to enjoy public spaces without ASB, with the civil liberties of individuals and groups who may be affected by any restrictions imposed.
6. Charnwood Borough Council can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes, any place 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.
7. Appeals against a PSPO can be made in the High Court within six weeks of issue by anyone who lives in, or regularly works in or visits the area. Further appeals can be made if a PSPO is varied by a local authority.

8. The restrictions and requirements included in a PSPO may be wide ranging or targeted on specific behaviours by groups and/or at specified times. It must be based on the evidence of that behaviour.
9. Orders can be enforced by Police Officers, PCSOs or designated Council Officers.
10. It is an offence under *section 67 of the Act*, to breach an Order without reasonable excuse, and where Orders prohibit alcohol consumption, it is an offence under *section 63* to fail to comply with a request not to consume or not to surrender alcohol (or what is reasonably believed to be alcohol / a container for alcohol).
11. A breach of the PSPO under *section 67 of the Act*, can be dealt with through a Fixed Penalty Notice issued by authorised officers. For the breach of an alcohol prohibition (*section 63*), a level 2 fine (up to £100) can be imposed. Upon summary conviction, if the offender has refused to pay the fine, the sanction can be raised to a level 3 fine at Magistrates Court.
12. In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act. Signage already exists in Loughborough Town Centre, but will be reviewed as part of this process.

Current Loughborough Town Centre PSPO

13. The current Loughborough Town Centre Public Space Protection Order (PSPO) came into effect on the 20th October 2017, when the existing Alcohol Designated Public Place Order (DPPO) automatically transferred into a PSPO, following the introduction of the *ASB, Crime and Policing Act 2014*. The current PSPO is valid for a period of 3 years, from the date of implementation, hence it will expire on 20th October 2020, unless extended.
14. The current PSPO helps deal with the specific problem of alcohol related anti-social behaviour in a designated public place, defined by the attached map in *Appendix B*.
15. This Order does not place a total ban on the consumption of alcohol within the designated public place. The offence is only committed when, under *section 63 of the Act*, a person who is consuming alcohol and engaging in behaviour that is causing, or likely to cause nuisance and annoyance, fails to comply with a request to cease drinking or to surrender the alcohol. The request to desist in the behaviour and subsequent request to cease drinking / surrender alcohol can only be made by a Police Officer, PCSO or designated Council Officer.
16. A breach of the PSPO *under section 67 of the Act* is a criminal offence and merits a level 2 fine when issued with a Fixed Penalty Notice (FPN). A level 3 fine can be issued upon summary conviction at the Magistrates Court for failure to pay the FPN.
17. In practice, if the person who is consuming alcohol and is engaging in anti-social behaviour, follows the instruction of the designated officer, then no further action

would be required. Words of advice would be administered by the designated officer, in respect of the person's behaviour and the alcohol confiscated.

18. Loughborough Town Centre currently has a PSPO in place as well as two Town Centre Injunction Orders. The Town Centre Injunction contributes to tackling the prolific and persistent perpetrators of street related Anti-Social Behaviour (ASB) in Loughborough Town Centre.
19. There is a need to keep both the PSPO in force as well as the Town Centre Injunctions as they are focused enforcement tools for two very different types of ASB and perpetrator.
20. The PSPO is a proportionate and effective enforcement tool and places a restriction upon all members of the public who enter the designated zone. Hence the Loughborough Town Centre PSPO tackles alcohol fuelled anti-social behaviour, such as transient noise issues and other rowdy, lower level ASB. The restrictions apply to all members of the public who are within the designated zone.
21. The Town Centre Injunction Order, in contrast to the PSPO, also applies to a designated zone, but only applies to targeted individuals who have been served with the notice restricting their street related anti-social behaviour within the designated locality.
22. The Civil Injunction was granted after the Council applied to the County Court evidencing a concerning rise in begging, open drug taking as well as several other types of street related ASB. The Civil Injunction is targeted to known offenders and specifically applies to their behaviour. This Order gives powers to the Council and Police to take robust enforcement action against persistent and prolific offenders and has a power of arrest attached. In the past two years 5 persistent perpetrators of ASB have received a prison sentence as a result of breaching the Town Centre Civil Injunction. This Civil Injunction targets the area where this type of ASB is causing a nuisance and alarm to members of the public and businesses alike. The exclusion zone in respect to this Injunction covers a much smaller area of Loughborough, mainly the Town Centre, Queens Park, Southfields Park, the Leisure Centre and Steeple Row.
23. After discussion with partners there are no proposals to vary the terms of the existing PSPO or alter the current designated area.

Community Consultation to date on the Current Civil Injunction and Public Space Protection Order in Loughborough Town Centre

24. The Partnership has previously completed a community consultation process in respect of both the Civil Injunction and Public Space Protection Order (PSPO) that are in place to tackle ASB within the designated zones. The headlines from that consultation process which involved both face to face surveys as well as the opportunity to complete online via the Borough Council's website:
 - 88 members of the public completed the survey
 - 70% were residents within Charnwood
 - 7% were individuals who worked in Loughborough

- 5% were local businesses
- 61% felt 'safe' or 'very safe' in Loughborough during the day
- 26% felt 'safe' or 'very safe' in Loughborough during the night
- 33% felt that drinking on the street was a problem
- 97% stated they supported the continued use of the Civil Injunction/PSPO

25. The consultation demonstrated that the Partnership has overwhelming public support in respect of the utilisation of current powers to address alcohol related anti-social behaviour in Loughborough town centre.

Loughborough Community Campus Liaison Group (LCCLG)

26. The Council and partners regularly meet with Loughborough University, Loughborough College, Loughborough local ward councillors, Residents' groups and other key stakeholders to discuss local issues which impact upon the community. One of the regular topics of discussion, within this multi-agency setting, is the continuing issue of alcohol related anti-social behaviour, both house and street related. Whilst there is recognition that this is being tackled proactively, it is still an issue that significantly impacts on residents who live within the designated area of the PSPO. The residents believe there is a continuing need for the PSPO and have stated that measures taken under this proactive tool offers them both reassurance and confidence that their voice is heard.

Evidence

27. Loughborough is a vibrant university town with a significant night-time economy. The Council is committed to making the Town Centre a safe place to live, visit and work. Moreover, there is a statutory duty placed upon the Council to reduce crime and disorder. The PSPO within Loughborough Town Centre is deemed to be both a proportionate and necessary response to tackle alcohol fuelled anti-social behaviour.

28. In line with *Section 59, Anti-Social Behaviour, Crime and Policing Act 2014*, there must be evidence to support the need for a PSPO, hence the following evidence is presented in support of the extension of the current PSPO:

- Whilst there has been an overall decrease in ASB complaints, throughout the current PSPO, of those complaints there has been a +28% increase in the number of ASB complaints, which have alcohol recorded as an aggravation factor
- There have been 1,118 alcohol seizures, within the designated zone, during the current life span of the PSPO
- There has been a reduction of -25% Street Noise Complaints reported within the PSPO Zone over the last three years.
- There have been 100 Pastoral interventions taken by agencies (Student Street Support Scheme / Street Pastors) to support vulnerable individuals who were drunk and incapable within the designated zone
- 693 individuals were advised re their behaviour within the PSPO location

29. The above data supports the requirement to have an effective PSPO within the designated zone. The increase in recorded alcohol fuelled ASB (+28%) is as a result of a more robust recording process being implemented in 2019, to ensure a valid measure of the true nature of the problem profile. Having captured that data, the Partnership has been able to target its approach within the PSPO zone, thereby resulting in a -25% reduction in recorded street noise complaints. Moreover, as is evidenced, there have been significant alcohol seizures and pastoral support provided to vulnerable individuals within the designated zone, all of which has prevented further complaints and significantly increased the community's confidence in the Council's approach.
30. In fact, a reoccurring theme expressed by the residents within the zone, is their continuing support for the approach of the Council and the positive action taken under the PSPO. They have been very vocal at the LLCLG of how the PSPO has made a positive impact upon the quality of their lives. Hence, without an extension, the PSPO would be duly closed and the Council left open to reputational risk in terms of its failure to demonstrate positive action to tackle identified community concerns in terms of alcohol fuelled ASB.

Education and Campaigns

31. 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 following campaigns and work is undertaken throughout the year to make people aware of the various legislation and promote how to stay safe.
- The continued support for the Street Pastor Scheme who support users of the Night-time Economy in the current PSPO area
 - The continued support for the Student Street Support Scheme to help reduce the number of street noise complaints and provide support and guidance to the users of the Night-time Economy.
 - The Alcohol Awareness Campaigns using Social Media to educate and support residents, with the support of Loughborough University and Leicestershire Police.
 - The Multi Agency multi-phased plan under Op Lexical which includes Student Hall inputs, Freshers Fayres and multiagency door knocks, to provide information on personal safety and information about the PSPO Zone.

Timetable and future stages

32. 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 June 2020	Requesting approval to go out to consultation and Draft PSPO presented to Cabinet.
Consultation Period	6 weeks during June and July 2020	Consultation on the draft PSPO to allow for objections and comments on the PSPO. Published on Charnwood Borough Council website page and in paper format at appropriate places.
End of Consultation Period	August 2020	Review of comments
Cabinet Meeting	17 September 2020	Present findings of consultation and decision made on PSPO. If approved, followed by signing of PSPO and publishing on Council's website

Consultation

33. In accordance with statutory guidelines and detailed in Section 72, Anti-Social Behaviour, Crime and Policing Act 2014 the Council must undertake public consultation. It is therefore intended that :

- Formal Public Notices will be placed in local papers / on Council's website
- Letters will be sent to Partners / statutory consultees
- Letters to be sent to interested parties identified i.e. residents groups
- Consultation survey will be undertaken through the Council's internet site and undertaken in Loughborough Town Centre (if possible)
- Awareness raised through the Council's social media
- Copies of the Orders will be made available in reception

The period of consultation will take place over 6 weeks in June and July 2020.

Appendices

- Appendix A Draft Public Spaces Protection Order – Charnwood Borough Council Loughborough Town Centre 2020
- Appendix B Map of the Designated PSPO Area
- Appendix C Equality Impact Assessment

The Anti-Social Behaviour, Crime and Policing Act 2014

DATED

The Public Spaces Protection Order – Loughborough Town Centre Charnwood Borough Council 2020

Charnwood Borough Council, Anti-Social Behaviour, Crime and Policing Act 2014 Section 59 Public Spaces Protection Order

1. This Order is made by Charnwood Borough Council (“the Council”) under the Anti-Social Behaviour, Crime and Policing Act 2014, Section 59 (“the Act”).
2. This Order relates to the public spaces edged black on the attached plan in Loughborough Town Centre and Ashby Road Area.
3. The Order may be cited as Loughborough Town Centre Public Spaces Protection Order and shall come into force for a period of 36 months from the date of this Order, unless extended by further orders under the Council’s statutory powers.
4. The effect of this Order is to prohibit the consumption of alcohol (licensed premises excluded) in a manner which causes a nuisance or annoyance to other persons in the locality.
5. The Council is satisfied that the conditions set out in section 59 of the Act have been met, being that:
 - a. activities carried out in the Restricted Areas have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public places and they will have such an effect;
 - b. and the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, and is, or is likely to be, such as to make the activities unreasonable;
 - c. and justifies the restrictions imposed by the Order.
6. Under section 63 of the Act a person who fails without reasonable excuse to comply with a requirement imposed on him or her under section 63(2) of the Act, namely:
 - a. Consuming alcohol in breach of the Order: or
 - b. Failing to surrender alcohol or container for alcohol
7. It is an offence for a person, without reasonable excuse, to fail to comply with a requirement imposed by a constable or authorised person under section 63 of the Act and a person guilty of this offence is liable on summary conviction to a fine not exceeding level 2 on the standard scale.

8. If any interested person desires to question the validity of this Order on the grounds that the Council had no power to make it or that any requirement of the Act has not been complied with in relation to this Order, he or she may apply to the High Court within six weeks from the date of this Order.

Appendix B: Designated PSPO Zone – Loughborough Town Centre



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

■ **Background**

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

■ **Legislation- Equality Duty**

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

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

For the following protected characteristics:

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

What is prohibited?

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

■ **Step 1 – Introductory information**

Title of the policy	Public Space Protection Order (PSPO) Loughborough Town Centre
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	May 2020
Date EIA completed	May 2020

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>This report seeks approval to go out to consultation on a proposal to extend the current Public Spaces Protection Order (PSPO) for Loughborough Town Centre.</p> <p>Public Spaces Protection Orders allow local authorities to introduce measures to defined areas to combat anti-social behaviour, as per the Anti-social, Crime and Policing Act 2014.</p> <p>The current PSPO came into force on the 20th October 2020 for a period of 3 years. Therefore, it will expire at the end of 20th October 2020 and it is a requirement on the Council to review the Order and determine whether it should be extended.</p> <p>The main aim of the current PSPO is to reduce anti-social street drinking which local communities have raised as having a detrimental effect in their communities. The current PSPO does not constitute a ban on drinking alcohol in public, but does allow a level of control where consuming alcohol is problematic. Authorised officers can request people to stop drinking and/or to hand over containers containing alcohol and to tackle persistent and widespread anti-social behaviour.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It should be noted that restrictions applied by a PSPO are applicable to everyone within the designated area.</p> <p>The overall aim of the PSPO is to reduce anti-social behaviour and crime in the Borough.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>The Partnership has previously completed a community consultation process in respect of both the Civil Injunction and Public Space Protection Order (PSPO) that are in place to tackle ASB within the designated zone. The headlines from that consultation process which involved both face to face surveys as well as the opportunity to complete online via the Borough Council’s website:</p> <ul style="list-style-type: none"> • 88 members of the public completed the survey • 70% were residents within Charnwood • 7% were individuals who worked in Loughborough • 5% were local businesses • 61% felt ‘safe’ or ‘very safe’ in Loughborough during the day • 26% felt ‘safe’ or ‘very safe’ in Loughborough during the night • 33% felt that drinking on the street was a problem

- 97% stated they supported the continued use of the Civil Injunction/PSPO

Further consultation is planned before the PSPO is extended

■ 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

In accordance with statutory guidelines and detailed in Section 72, Anti-Social Behaviour, Crime and Policing Act 2014 the Council must undertake public consultation. It is therefore intended that :

- Formal Public Notices will be placed in local papers
- Letters will be sent to Partners / statutory consultees
- Letters to be sent to interested parties identified i.e. residents' groups
- Consultation survey will be undertaken through the Council's internet site and undertaken in Loughborough Town Centre
- Awareness raised through the Council's social media
- Copies of the Orders will be made available in reception

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

The overall aim of the PSPO is to reduce anti-social behaviour and crime in the Borough. The consultation process previously undertaken tells us that there is significant support for the PSPO to be in place.

■ 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.

Legislation requires the Council to consult on the proposed restrictions and outline the behaviours that the PSPO aims to tackle. Consultation must be reasonable and should involve local people and organisations that may be affected. Consultation must be open and transparent and include all parties that the Council thinks are appropriate. Responses and feedback from the consultation will be fully considered when formulating the final proposals and report for Cabinet.

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	Neutral - The process of applying a PSPO is solely focused on the restricted activity and will be the same for all regardless of age.
Disability (Physical, visual, hearing, learning disabilities, mental health)	Neutral - The process of applying a PSPO is solely focused on the restricted activity and will be the same for all regardless of disability
Gender Reassignment (Transgender)	Neutral - The process of applying a PSPO is solely focused on the restricted activity and will be the same for all
Race	Neutral - The PSPO conditions will apply to anyone regardless of background if they are found to be in breach of the conditions within the area defined
Religion or Belief (Includes no belief)	Neutral - None of the conditions within the PSPO should have an effect on a person's ability to worship/follow religious beliefs
Sex (Gender)	Positive - The conditions of the PSPO apply equally to both men and women
Sexual Orientation	Neutral - None of the conditions within the PSPO should have an effect on a person's sexual preferences
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Neutral - None of the conditions within the PSPO should have an effect on a person's marriage or civil partnership
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Neutral - Committing offences prohibited by the PSPO could result in a fine which some individuals may struggle to pay. However, the primary purpose of the proposed PSPO is to act as a suitable deterrent to such behaviours and therefore avert the need for such fines

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

Please note:

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

No

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).

Holding the consultation on whether to extend the current PSPO, will enable residents to express their views and ensure the Council's responsibilities in relation to equality and diversity are met.

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?

In line with *Section 60, Anti-Social Behaviour, Crime and Policing Act 2014*, a PSPO may not have effect for a period of more than 3 years, therefore a review of the PSPO and EIA will be conducted at the end of the proposed extension.

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
001			

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

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

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (Service Head): Julie Robinson
Date: 23 April 2020

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

CABINET – 4TH JUNE 2020

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

Part A

ITEM 8 REVIEW OF INTRODUCTION OF CHARGES FOR BULKY WASTE COLLECTIONS

Purpose of Report

To review the introduction of Bulky Waste collection charges 6 months after their introduction; in line with the original Cabinet report recommendations (04/07/2019).

Recommendation

That the content of this report is noted by Cabinet.

Reason

To keep Cabinet informed on the progress of this service since the charges were introduced

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.

The Cabinet meeting held on 4th July 2019 resolved:

- 1. that a charge for all household bulky waste collections covered within the Environmental Services Contract from October 2019 is approved, to be reviewed 6 months after implementation;*

Implementation Timetable including Future Decisions and Scrutiny

No further reviews are scheduled unless advised otherwise.

Report Implications

The following implications have been identified for this report.

Financial Implications

It was originally estimated that in the first 6 months the Council would generate £30,000 income from this service once the charges were introduced.

The actual income in the first 5 months (bulky collections were suspended in mid-March due to the pandemic) was £52,353.

Risk Management

There are no specific risks associated with this review.

Key Decision: No

Background Papers: No

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Matthew.Bradford@charnwood.gov.uk

Part B

1. Background

- 1.1. Upon Cabinet approval, charges to bulky waste collections were introduced on the 7th of October 2019. In the 5 months following the introduction the Council received more than 2,000 requests for collections. This number is considerably lower compared to the number of requests prior to the charges. It is estimated that for the same period the equivalent number of requests would be in the area of 5,000.
- 1.2. This means that residents may have become more resourceful on how to treat any unwanted bulky items through selling, donation or reuse. Hopefully, some of the unwanted items have been diverted from landfill.

2. Risk management and mitigation measures

In the original report there were three identified areas of risk. This section will provide information on how each of them was mitigated.

2.1. Potential increase in fly-tipping:

A comparison of the same 5 months (October-February) in the immediate years before and after the introduction of the charges showed an overall increase (10%) in the number of incidents (348 compared to 383). However, this increase was mainly identified in items not collected as part of the bulky waste service, such as garden waste.

In categories included in the bulky waste collections, like white goods and electrical items, a small decline was found in the number of reported incidents in 2019/20 (29 compared to 31).

2.2. Managing increased demand leading up to the introduction of charges:

This risk was adequately managed in cooperation with the Council's collections contractor. Additional resources were deployed where necessary. No issues or complaints were received as a result.

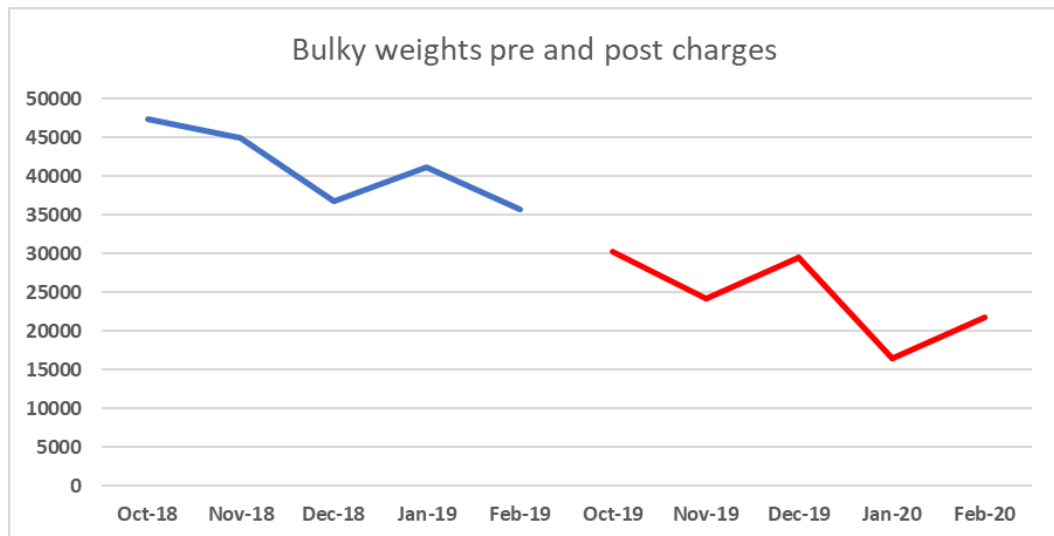
2.3. Customer satisfaction:

Customer satisfaction surveys are carried out by an independent body as part of the Environmental Services Key Performance Indicators (KPIs). One of the questions is focused to satisfaction from bulky waste collections. It was found that in the survey just after the introduction of the charges there was a slight increase in satisfaction (92.2%) compared to the one just before (89.6%). This could be a result of the more manageable number of requests that could be processed in a more efficient way by the collection crews.

3. Benefit realisation

3.1. Less waste sent to landfill

After analysing the collected tonnages for the same period (October – February) for the year before and after the introduction of the charges, it was found that the average decrease in total tonnages is 40%.



3.2. Contract compliance:

As stated in the original report, the existing Environmental Services contract is based on 12,000 collections per year. The reduction in the number of requests ensures that the Council complies with this figure and diminishes the risk of incurring any extra charges in the form of contract variation.

3.3. Income generation:

The income generated from the introduction of these charges will allow the Council to offset part of the costs for subsidising this service as part of the Environmental Services contract.

4. Lessons learnt

4.1. Interdepartmental collaboration:

The implementation of this project required contribution from many different stakeholders (internal and external) to ensure a seamless transition. Good communication, clear allocation of tasks and forward planning were key elements for its success.

4.2. Residents take more ownership of their waste when they are asked to pay for disposal:

The graph in section 3.1 clearly demonstrates that since the introduction of charges there has been a significant reduction (40%) in the tonnages collected.

This shows that residents have looked for alternative way to manage their unwanted items.

- 4.3. Option to waive charges when needed is ensuring there is no discrimination (some basic stats on cases)

As part of the equality impact assessment it was agreed to have an option to waive the charges via an application for “exceptional hardship criteria”. So far 36 applications have been received, 6 of which have been assessed as successful.