



CABINET

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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 Bailey, Barkley (Deputy Leader), Bokor, Harper-Davies, Mercer, Morgan (Leader), Poland, Rattray, Rollings and Smidowicz (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, 9th July 2020 at 6.00 pm for the following business.



Chief Executive

Southfields
Loughborough

26th June 2020

AGENDA

1. APOLOGIES
2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
3. LEADER'S ANNOUNCEMENTS
4. MINUTES OF PREVIOUS MEETING 4 - 8

To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7
- The deadline for questions is noon on Wednesday, 1st July 2020.
6. GENERAL FUND AND HRA REVENUE OUTTURN REPORT 2019/20 AND CARRY FORWARD OF BUDGETS 9 - 21
- A report of the Head of Finance and Property Services.
- Key Decision*
7. CAPITAL PLAN OUTTURN REPORT 2019/20 22 - 29
- A report of the Head of Finance and Property Services.
- Key Decision*
8. AMENDMENTS TO ANNUAL PROCUREMENT PLAN 30 - 38
- A report of the Head of Finance and Property Services.
- Key Decision*
9. CHARNWOOD COMMUNITY DEVELOPMENT AND ENGAGEMENT/LOUGHBOROUGH GRANTS REDESIGNATION 39 - 60
- A report of the Head of Neighbourhood Services.
10. URGENT DECISIONS TAKEN DURING COVID-19 PANDEMIC 61 - 83
- A report of the Chief Executive.
11. 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 Paragraphs 3 and 5 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.
12. ENTERPRISE ZONE UPDATE
- An exempt report of the Chief Executive, circulated to members. **To Follow.**
- Notification was given on 3rd June 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 4TH JUNE 2020

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

Councillor Rattray

Chief Executive
Strategic Director of Corporate Services
Strategic Director of Housing, Planning,
Regeneration and Regulatory Services
Democratic Services Manager
Head of Neighbourhood Services
Head of Cleansing and Open Spaces
Head of Leisure and Culture
Community Safety Manager
Leisure Centre and Contract Business Manager
Information Development 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.

1. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 7th May 2020 were confirmed as a correct record.

2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillor Harper-Davies declared a personal interest in item 10 on the agenda (Leisure Centre Contract), she held a membership at Soar Valley Leisure Centre.

Councillor Barkley declared a personal interest in item 10 on the agenda (Leisure Centre Contract), he held a membership at South Charnwood Leisure Centre.

3. LEADER'S ANNOUNCEMENTS

No announcements were made.

4. QUESTIONS UNDER CABINET PROCEDURE 10.7

No questions had been submitted.

5. COVID-19 - CHARNWOOD APPROACH TO COMMUNITY, ECONOMIC AND ORGANISATIONAL RECOVERY

Considered, a report of the Chief Executive to consider the Council's approach to community, economic and organisational recovery following the Covid-19 pandemic (item 6 on the agenda filed with these minutes).

Councillor Rattray, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Chief Executive, the Strategic Director of Corporate Services and the Strategic Director of Housing, Planning, Regeneration and Regulatory Services assisted with consideration of the report.

The Chief Executive wished to record his thanks to officers, councillors, volunteers and partners for their response to the pandemic.

Further to the Scrutiny Commission's request that the Council's objective to communicate and engage with local businesses be made the first point in the 'Backing Our Businesses' section of the report, the Chief Executive confirmed that this amendment could be made under the delegated authority set out in resolution 2, below.

Corrections could also be made to ensure that the report correctly identified whether the data set out related to cases or deaths (reference paragraph 2 on agenda page 12).

RESOLVED

1. that Cabinet approves 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 of the report of the Chief Executive;
2. that Cabinet delegates to the Chief Executive, in consultation with the Leader, to create and amend detailed action plans as required;
3. that Cabinet notes 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.
4. that the report of the Scrutiny Commission be noted.

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.
4. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

6. PUBLIC SPACE PROTECTION ORDER LOUGHBOROUGH TOWN CENTRE

Considered, a report of the Head of Neighbourhood Services seeking approval to go out to consultation on extending the Public Spaces Protection Order for Loughborough Town Centre (item 7 on the agenda filed with these minutes).

The Head of Neighbourhood Services and the Community Safety Manager assisted with consideration of the report.

RESOLVED 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.

7. BULKY WASTE COLLECTIONS - REVIEW OF INTRODUCTION OF CHARGES

Considered, a report of the Head of Cleansing and Open Spaces to review the introduction (in October 2019) of charges for all bulky waste collections (item 8 on the agenda filed with these minutes).

The Head of Cleansing and Open Spaces assisted with consideration of the report.

RESOLVED that the content of the report of the Head of Cleansing and Open Spaces be noted.

Reason

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

8. EXEMPT INFORMATION

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

The Information Development Manager confirmed that the meeting was no longer being livestreamed or recorded via Zoom.

9. **LEISURE CENTRE CONTRACT**

Considered, an exempt report of the Head of Leisure and Culture to consider providing financial support to the Leisure Centre Contractor during the current Covid-19 pandemic to support ongoing hibernation (item 10 on the agenda filed with these minutes).

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

The Scrutiny Commission was thanked for its useful pre-decision scrutiny work, both in respect of this item and item 6 considered earlier in the meeting. The views of the Commission were always considered as part of the Cabinet's decision-making process.

The Head of Leisure and Culture and the Leisure Centre and Contract Business Manager assisted with consideration of the report.

RESOLVED

1. that decisions be made as detailed in the exempt minute (Cabinet Minute 9E 2020/21);
2. that the exempt report of the Scrutiny Commission be noted.

Reasons

1. As set out in the exempt minute (Cabinet Minute 9E 2020/21).
2. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on 12th June 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 available Ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on 12th June 2020.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET – 9TH JULY 2020

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

Part A

ITEM 6 REVENUE OUTTURN 2019/20 AND CARRY FORWARD OF BUDGET

Purpose of Report

This report is to inform Cabinet of the Revenue Outturn position of the General Fund and Housing Revenue Account (HRA) for 2019/20 compared with the Original budgets and request budget carry forwards of £5.6k for the General Fund.

Recommendations

1. That the Revenue Outturn positions of the General Fund and Housing Revenue Account for 2019/20 be noted.
2. That carry forwards of budgets amounting to £5.6k for Unit 4 upgrades, Making Tax Digital/GDPR Financial System upgrades that are still to be finalised in 2020, this is be funded from the General Fund working balance.

Reasons

1. To enable the information to be used when considering future budgets and the Medium Term Financial Strategy.
2. To enable the budgets to be carried forward to cover costs of committed services in 2020-21

Policy Justification and Previous Decisions

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

Implementation Timetable including Future Decisions and Scrutiny

The budget amounts to be carried forward, if approved and subject to there being no call-in, will be added to the 2020/21 budget.

The Scrutiny Commission will have the opportunity to consider this report for pre-decision scrutiny on 6th July 2020.

Report Implications

The following implications have been identified for this report.

Financial Implications

The financial implication of this report is that, if the carry forward requests are approved, there will be an additional use of funding in 2020/21 of £5.6k General Fund and none for HRA. There are sufficient reserves to cover this request from within the overall General Fund revenue budget

Risk Management

There are no specific risks associated with the decisions requested.

Key Decision: Yes

Background Papers: None

Officer to Contact: Lesley Tansey
Head of Finance & Property Services
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Part B

Background - Outturn for General Fund and HRA

1. The General Fund Revenue Outturn for 2019/20, as summarised in Appendix 1, shows Net Service Expenditure of £19,176k against an Original Budget of £18,138k producing an adverse variance of £1,038K, 5.7% of the Original Budget.
2. Main variances between budget and outturn in terms of the total borough expenditure are as follows:
 - Net Service Expenditure –. The Net Service Expenditure overspent £1,038K as per Appendices 1 and 2. Major variances within this figure are explained in paragraphs 6 to 15 of this report.
 - Revenue Contribution to Capital ('RCCO') - £213K relates to planned capital costs approved by Cabinet and were funded from Capital Plan Reserve.
 - Interest Received on Balances - £172k received higher than budget due to higher cash balances available for investments due to underspend on Capital Programme, timing differences on Council Tax and NDR receipts. Higher returns from investments in Property Funds and higher interest rates gains on internal investments.
 - Interest Paid - £13k small underspend due to brokergage fees lower than the budget set.
3. The General Fund Reserve Balances at 31st March 2020 are £8,620k, being the working reserve balance of £4,498k, Reinvestment Reserve £883k, Capital Plan Reserve £1,980k, the Growth Fund £101k and Earmarked Reserves £1,158k. These balances are £2,157k higher than the budget set due to higher brought forward balances from 2018/19 outturn and additional earmarked reserves not spent in year.
4. The Housing Revenue Account outturn for 2019/20 (Appendix 4) shows a surplus of £171k compared with a budgeted surplus of £128k. The HRA general balances at the end of the year were £610k following a transfer of £174k to the HRA Financing Fund. This gave the HRA Financing Fund a balance at the end of the year of £8,235k.
5. The General Fund and Housing Revenue Account are both provisional as the Statement of Accounts are currently in production and will need to be audited before being finalised and signed off.

Outturn – General Fund

Directorate Controllable Costs Outturn (Appendix 2)

6. Appendix 2 shows an overspend of £1,231K for the General Fund controllable current budgets at Service level. Controllable costs are those that budget officers have direct responsibility for managing and these exclude year-end recharges. Paragraphs 7 to 15 below explains the major General fund variances within this figure.
7. Head of Private Sector Housing – underspends of £43k (5% of budget) include additional B&B accommodation income £23K, Housing Renewal Salaries budget for empty homes enforcement costs not required £29K, Private Sector Leasing Accommodation £13k and Tenant Finder £13k offset by an additional contribution to bad debt provision for B&B charges of £35k.
8. Head of Landlord Services – underspend of £31k (16%) due to a higher level of income for lifeline units than anticipated.
9. Head of Planning & Regeneration – overspends of £413k (40% of budget). This is due to a shortfall of £90K in Building Control fees (£100K 2018/19) , and a shortfall in Planning fees £298k, (£363k 2018/19) and additional appeal and enforcement costs £30K.
10. Head of Waste, Engineering & Open Spaces – underspend of £56k (1% of budget) the controllable budgets are overspend the main items being a shortfall of Garden Bin income £67K, additional repair costs at Derby road sports ground, Nanpantan sports ground, Loughborough sports ground £39k, shortfalls of income and additional costs Cemetery and Crematoria £30K, these are offset by £102k S106 income received in the year to cover costs in Loughborough, plus additional Bulky Waste income £22k.
11. Head of Leisure and Culture – overspend of £234k (43% of budget) a bad debt provision has been made for the Fusion contract for Qtr3 and Qtr4 £165k to cover any potential losses the Council may incur, £61K relates to shortfall of Market Income and staffing fees and £8k loss of toilet income.
12. Head of Finance & Property Services – Overspend of £128k (9% of budget) £100K of this relates to the Non Specific Saving target, the budget was set at £300k, £23K of NDR savings were used and £177k salary savings have part offset this. £28k net overspends relates to various Income shortfalls at the Oak and Meadlow lane industrial units and small building repair work.
13. Head of Customer Experience – Overspend of £458k (11% of budget) £588k for Supported Living housing benefits costs above the DWP Subsidy allowance. This budget issue is being reviewed further by Head of Customer Experience, with other Local authorities and DWP, this is partly offset by Council Tax Court costs recovered being higher than budget £68K and Capita inflation contract costs £71K.

14. Head of Strategic Support – Overspend of £140k (5% of budget) this relates to a shortfall in Land charges fees £49K, (£13K 2018/19) other additional costs being Election costs £56k, Legal costs £25k, and website costs £17k.
15. A managed vacancy salary savings budget of £257k was approved as part of the 2019-20 budget. As part of the budget Monitoring process vacant salary budgets were transferred to this budget each month from services, the total managed saving budget has been achieved this year.

Contributions from/to Reserves (Appendix 1)

16. The net contribution from working balance reserves in the year is £2,373K, leaving a balance of £4,498k as at March 2020. This is above the approved minimum level of required reserves held of £2m.
17. The Reinvestment Reserve has been used in accordance with the Council's financial procedures to help achieve corporate aims through service improvements. £809K was brought forward from 2018/19, plus an additional £170k was transferred in the year to cover approved reinvestment costs offset by £96k expenditure in the year, with a balance of £883k which is within the approved £500K minimum level for this reserve.
18. The Other Revenue Reserve balances are Capital Plan Reserves £1,980 which can be used to fund either Capital or Revenue costs. Earmarked Reserves retained for specific purpose being growth fund £101k and £1,158 various other reserves.

Loughborough Special Expenses (Appendix 3)

19. The actual Loughborough Special Expense costs were £1,378k; against an original budget of £1,368k, being £10K overspent (0.73% of the budget). The main overspends £42.6K are Parks Loughborough, Derby Road Playing fields, Nanpantan Sports Ground essential repair and maintenance works £17.8k, Queens Park and Southfields park overspent budget due to essential playground repair works £12.3K and Loughborough Cemetery being a shortfall of income and purchase of muslim burial crates £12.5k offset by underspends Festive Decorations £10k, CCTV £8k, Fair £7k and Town Centre Management £5k, with other smaller variances making up the balance.

20. The overspend will be carried forward within the Loughborough Special Expense Account and reflected in future year's Loughborough Special Levy.
21. It may be noted that an interim budget for 2020/21 is considered necessary due to the deterioration of the Council's financial position created by COVID19. It is envisaged that reports will be presented to Cabinet and Council in autumn 2020.

Housing Revenue Account Outturn

22. The provisional Housing Revenue Account outturn for 2019/20 is a surplus of £171k compared with a budgeted surplus of £128k, an increase of £43k. This gives HRA general balances at the end of the year of £610k following a transfer of £174k to the HRA Financing Fund. This transfer gives the HRA Financing Fund a balance at the end of the year of £8,235k. The Council's preferred minimum level of balances is £110 per property.
23. The HRA Balances at 31st March 2020, are overall £12,209k, the HRA made a contribution to the Major Repairs Reserve of £3,249k. This reserve has a balance at 31 March 2020 of £3,364k compared with £3,926k at 31 March 2019. This balance is the unspent amount carried forward to 2020/21 after the 2019/20 capital financing entries. This reserve finances capital expenditure and the repayment of debt, in accordance with the HRA Business Plan.
24. The Housing Financing Fund balance at 31 March 2020 was £8,235k. The HRA owes £79m in loans following the self-financing settlement in 2012 and, as well as paying the interest due, the principal amounts borrowed will either, in time, need to be refinanced or paid back. The first loan to be paid back following the self-financing settlement is in 2024. The money required to pay back the principal will be from HRA Reserves – principally those from the HRA Financing Fund. The total HRA Balances at 31st March 2020 are £12,209k
25. Supervision and Management (excluding recharges – Appendix 5) £360k underspend (9.6%). This includes underspending on salaries of £126k rent Software £55k, Bank Charges £26k, Sheltered Accommodation furniture £23k External software development £22k, Printing £19k, Housing Strategy £14k There's been additional income in Lifeline charges of £13k, Legal income £13k and other reimbursements £13k. Other underspends include Electricity £13k, Cleaning £14k, and £22k in grants for underoccupied/assisted transfers. There was an overspend of £13k on equipment in sheltered accommodation.
26. Repairs and Maintenance (excluding recharges – Appendix 5) £369k underspend (5.9%) This includes underspending on salaries of £189K, and £212k on non-salaries £68k Fire Risk Assessments, Gas Servicing £77k and £59k, Asbestos Surveys and Gas Repairs £42k. These were offset by Door Entry overspend of £34k.
27. Net Recharges to the HRA were £86k (7%) greater than the budget. These exclude Pension recharges totalling £556k which do not impact on the bottom-

line of the HRA. The Depreciation of £3,249k was credited into the Major Repairs Reserve to and the capital programme. Revaluations were reversed out and do not affect the HRA outturn position.

28. The 2019/20 rent income for dwellings was 1% lower than 2018/19 due to Government policy. Void loss was 2.6% against a budget of 2.2%. Dwelling Rent income was a £65k adverse variance (0.3%). Right to buy sales were budgeted at 40 sales, compared with 44 actual sales. An additional 21 properties were added into the HRA, through acquisition and the utilisation of 1-4-1 receipts.
29. As at 31 March 2020 rent arrears were £1,078k compared with £965k at 31 March 2019. Court costs were £107k at 31 March 2020 compared with £104k at 31 March 2019. These are a combined increase of £116k.
30. As a percentage of dwelling rents the total arrears including court costs is 5.63% compared with 5.05% in 2018/19.
31. The amount of HRA debt written off in the year was £184k compared to £197k in 2018/19. This includes rent and court costs write-offs totalling £132k in 2019/20 compared with £148k in 2018/19.
32. Rent arrears increased by £113k between the end of March 2019 and the end of March 2020. Former tenant arrears reduced by £2k over the same period. Former tenant arrears cash collected over the year was £4k. Rent collection for the year (including arrears brought forward) was 96.29% compared with 96.75% at the end of the previous year.
33. The numbers of tenants receiving universal credit (UC) continues to rise and during the year almost doubled to over a thousand at the end of March 2020. As expected, and in line with the experience of other landlords, rent arrears have increased although the average debt of a tenant receiving universal credit at the end of the year was almost unchanged compared to the same point the previous year. UC is paid to the claimant as a single monthly payment in arrears. It takes at least five weeks for the Department for Work and Pensions to assess a claim and for tenants to receive their first payment of the benefit. A rent debt is often accrued as a result. In some instances, on receipt of the benefit tenants do not pay the rent to the council. Advice and support is offered to all tenants moving to universal credit by the landlord services financial inclusion and tenancy support teams. Where tenants have vulnerabilities and/or owe eight or more weeks' rent our universal credit officer makes applications to the DWP to switch payment of the housing element of UC from the tenant to the council. Rent recovery action is taken where necessary.
34. Appendix 5 details the controllable cost outturn for the HRA as at 31 March 2020. This shows the controllable budgets and actuals as they were presented within the monitoring reports during the year. The descriptions of Employee related expenditure include all employee related costs, not just salaries. Some costs such as insurance costs and business rates must be shown in Rents,

Rates and Other Charges, within the Income and Expenditure account of the Statement of Accounts.

35. General Fund Carry Forward Requests
£5.6K Unit 4 various upgrades, Making Tax Digital/GDPR – Head of Finance & Property
£5.6K Total General Fund

There are no HRA Carry Forward Requests in 2019/20.

Appendices

- Appendix 1 – General Fund Outturn 2019/20
- Appendix 2 – General Fund Controllable Outturn 2019/20
- Appendix 3 – Loughborough Special Expenses Outturn 2019/20
- Appendix 4 – HRA Outturn 2019/20
- Appendix 5 – HRA Controllable Outturn 2019/20

GENERAL FUND OUTTURN 2019-20				
Actual 2018/19 £000		Actual £000	Original Budget £000	Variance £000
17,844	Net Service Expenditure	19,176	18,138	(1,038)
29	Council Tax Support to Parishes	0	0	0
752	Revenue Contribution to Capital	213	0	(213)
356	Interest Paid	227	240	13
(447)	Less: Interest on Balances	(562)	(390)	172
18,534	Total Borough Expenditure	19,053	17,988	(1,065)
214	Contribution to (from) Reinvestment Reserve	74	0	(74)
48	Contribution to/(from) Working Balance	(2,200)	(798)	1,402
(234)	Contribution to/(from) Working Balance Collection Fund	(173)	(173)	0
(13)	Contribution to (from) Growth Support Fund	0	0	0
(51)	Contribution to/(from) Other Revenue Reserves	395	(63)	(458)
(451)	Contribution to/(from) Capital Plan Reserve	(213)	0	213
18,047	Precept Requirement	16,937	16,954	17
745	Revenue Support Grant	0	0	0
4,957	NNDR	5,290	5,290	0
6,502	Council Tax Receipts	6,893	6,893	0
1,194	Loughborough Special Levy	1,213	1,213	0
(234)	Collection Fund Surplus/(Deficit)	(173)	(173)	0
3,620	New Homes Bonus	3,731	3,731	0
1,263	Government Grants & NDR Adjustments	(17)	0	(17)
18,047	Precept Income	16,937	16,954	(17)
£000	<u>2019/20</u>	£000	£000	£000
7,057	<u>Working Balance 1st April</u>	6,871	4,990	1,881
(186)	Transfer from General Fund	(2,373)	(971)	(1,402)
6,871	Balance at 31 March	4,498	4,019	479
595	<u>Reinvestment Reserve 1st April</u>	809	608	201
214	Transfers From General Fund	74	0	74
809	Balance at 31 March	883	608	275
2,644	<u>Capital Plan Reserve 1st April</u>	2,193	1,711	482
(451)	Funding of Capital Expenditure	(213)	(618)	405
2,193	Balance at 31 March	1,980	1,093	887
114	<u>Growth Support Fund 1st April</u>	101	0	101
(13)	Funding of Capital Expenditure	0	0	0
101	Balance at 31 March	101	0	101
813	<u>Other Revenue Reserves 1st April</u>	763	805	(42)
(50)	Transferred from General Fund	395	(63)	458
763	Balance at 31 March	1,158	742	416
10,737	TOTAL BALANCES	8,620	6,462	2,157

Appendix 2

Charnwood Borough Council		2019-20		
		Actual	Current Budget	Variance Underspend/ (Overspend)
Controllable Service Costs		£000's	£000's	£000's
Housing, Planning, Regeneration & Regulatory Directorate				
	Housing, Planning and Regeneration Director	115	116	1
	Head of Strategic and Private Sector Housing	823	866	43
	Head of Landlord Services	(225)	(194)	31
	Head of Planning and Regeneration	1,454	1,041	(413)
	Head of Regulatory Services	779	786	7
		2,946	2,615	(331)
Neighbourhoods & Community Wellbeing Directorate				
	Head of Waste, Engineering and Open Spaces	5,891	5,946	56
	Neighbourhoods and Community Wellbeing Director	183	183	(0)
	Head of Leisure and Culture	778	545	(234)
	Head of Neighbourhood Services	1,533	1,564	30
		8,386	8,237	(148)
Corporate Services Directorate				
	Corporate Services Director	116	116	0
	Chief Executive's Team	355	329	(26)
	Head of Finance and Property Services	1,490	1,362	(128)
	Head of Customer Experience	4,669	4,211	(458)
	Head of Strategic Support	3,011	2,871	(140)
		9,640	8,888	(752)
	Grand Total	20,971	19,741	(1,231)
Note: Reconciliation to Appendix 1				
	Grand Total as above	20,971	19,741	(1,231)
	Adjustment for Non-Controllable Recharges to HRA	(1,795)	(1,755)	40
	Budget changes since Original Budget	0	153	153
	Other	0	0	0
	Net Service Expenditure per Appendix 1	19,176	18,138	(1,038)

Loughborough Special Expenses 2019/20					Appendix 3
Actual 2018/19	Service	Original Budget 2019/20	Actual 2019/20	Variance 2019/20	% Variance
£		£	£	£	
61,566	Loughborough CCTV	67,800	59,845	7,955	11.7%
78,965	Community Grants - General / Fearon Hall / Gorse Covert	81,800	78,196	3,604	4.4%
38,951	Marios Tinenti Centre / Altogether Place / Community Hubs	44,900	38,760	6,140	13.7%
6,403	Charnwood Water Toilets	9,600	8,567	1,033	10.8%
33,259	Voluntary & Community Sector Dev Officer post (75% LSX)	34,500	44,476	(9,976)	-28.9%
4,202	Biggin Street Toilet - Friday Opening	4,400	4,447	(47)	-1.1%
118,998	Contribution to Loughborough Open Spaces Grounds Maintenance	120,000	120,046	(46)	0.0%
(1,539)	November Fair	(5,100)	(12,009)	6,909	-135.5%
	<u>Parks:</u>				
390,558	Loughborough - including Loughborough in Bloom	404,700	417,381	(12,681)	-3.1%
65,748	Gorse Covert and Booth Wood	68,200	66,108	2,092	3.1%
	<u>Sports Grounds:</u>				
94,583	Derby Road	112,700	122,297	(9,597)	-8.5%
40,841	Lodge Farm	43,700	41,515	2,185	5.0%
94,339	Nanpantan	72,900	79,583	(6,683)	-9.2%
18,681	Park Road	20,200	21,604	(1,404)	-7.0%
27,377	Shelthorpe Golf Course	21,400	21,798	(398)	-1.9%
47,120	Loughborough Cemetery	45,100	57,651	(12,551)	-27.8%
54,597	Allotments - Loughborough	52,000	52,396	(396)	-0.8%
28,255	Carillon Tower	15,600	16,648	(1,048)	-6.7%
56,025	Festive Decorations and Illuminations	51,200	41,678	9,522	18.6%
90,981	Town Centre Management	102,500	97,252	5,248	5.1%
1,349,908		1,368,100	1,378,241	(10,141)	-0.7%

Appendix 4

2018/19 Actual	Housing Revenue Account	2019/20 Original Budget	2019/20 Outturn
£000		£000	£000
	Expenditure		
4,901	Supervision and Management	5,118	5,220
6,289	Repairs and Maintenance	6,461	6,718
130	Rents, Rates and other charges	139	191
335	Provision for Bad and Other Charges	383	270
3,025	Depreciation	3,057	3,249
(13,072)	Net Revaluation increase of non-current assets	0	(17,892)
19	Debt Management Expenses	10	18
1,627	Expenditure Sub-total	15,168	(2,226)
	Income		
(20,698)	Dwelling Rent Income	(20,548)	(20,483)
(365)	Shops, Land and Garages Rent	(373)	(366)
(55)	Warden Service Charges	(55)	(55)
(293)	Central Heating, Communal and Cleaning Charges	(322)	(355)
(226)	Leasehold Flat and Shop Service Charges	(156)	(143)
(26)	Hostel Service Charges	(24)	(26)
(11)	Council Tax recharged	(11)	(11)
(21,674)	Income Sub-total	(21,489)	(21,439)
(20,047)	Net (income)/Cost of service	(6,321)	(23,665)
(82)	Transfer from General Fund - Grounds Maintenance	(84)	(85)
2,743	Interest Payable	2,706	2,709
(93)	Investment Income and Mortgage Interest	(88)	(124)
(17,479)	Net Operating Expenditure/(Income)	(3,787)	(21,165)
3,716	Revenue Contribution to Capital	3,659	3,659
(389)	Pension Adjustment	0	(556)
5	Accumulated Absence Adjustment	0	(1)
13,072	Reversal of Gain on Revaluation	0	17,892
16,404	Appropriations	3,659	20,994
(1,075)	(Surplus)/Deficit for the year	(128)	(171)

2018/19 Actual	Housing Revenue Account	2019/20 Original Budget	2019/20 Outturn
HRA Balances:			
(617)	HRA Balance at beginning of year	(613)	(613)
(1,075)	(Surplus)/Deficit for the year	(128)	(171)
1,079	Transfer to/from Reserves	131	174
(613)	HRA Balance at end of year	(610)	(610)
(6,982)	HRA Financing Fund at beginning of year	(8,061)	(8,061)
(1,079)	Transfer to/from Reserves	(131)	(174)
(8,061)	HRA Financing Fund at end of year	(8,192)	(8,235)
(3,926)	Major Repairs Reserve at end of year	(2,324)	(3,364)
(12,600)	Overall HRA balances at end of the year	(11,126)	(12,209)

Appendix 5

Charnwood Borough Council HRA Revenue Monitoring Report as at April 2019 Period (201913) Based on Original Budget	Period			Year-to-Date (YTD)			YTD Variance as % of YTD Budget	Full Year Budget
	Amount	Current Budget	Variance Under/ (Over)	Amount	Current Budget	Variance Under/ (Over)		
	£000's	£000's	£000's	£000's	£000's	£000's		
General Management								
Repairs & Maintenance								
Employee Related Costs	38	0	(38)	2,462	2,651	189	7.1%	2,651
All Other Controllable Costs	836	0	(836)	3,510	3,722	212	5.7%	3,722
Controllable Income	0	0	0	(45)	(78)	(33)	41.9%	(78)
Total Repairs & Maintenance	874	0	(874)	5,927	6,296	369	5.9%	6,296
Allocations & Lettings								
Employee Related Costs	(14)	0	14	665	651	(14)	-2.2%	651
All Other Controllable Costs	(5)	0	5	37	22	(15)	-67.7%	22
Controllable Income	(37)	0	37	(32)	(35)	(3)	9.3%	(35)
Total Allocations & Lettings	(56)	0	56	670	638	(33)	-5.1%	638
Housing Strategy								
Employee Related Costs	1	0	(1)	76	107	31	29.0%	107
All Other Controllable Costs	1	0	(1)	5	22	17	78.3%	22
Total Housing Strategy	2	0	(2)	81	129	48	37.3%	129
Supervision & Management								
Employee Related Costs	11	0	(11)	2,284	2,410	126	5.2%	2,410
All Other Controllable Costs	62	0	(62)	1,335	1,576	241	15.3%	1,576
Controllable Income	1	0	(1)	(230)	(237)	(7)	3.0%	(237)
Total Supervision & Management	73	0	(73)	3,389	3,749	360	9.6%	3,749
Total General Management	893	0	(893)	10,067	10,811	745	6.9%	10,811
Rents, Rates and Other Charges								
Rents, Rates and Other Charges								
All Other Controllable Costs	0	0	(0)	191	139	(52)	-37.1%	139
Total Rents, Rates and Other Charges	0	0	(0)	191	139	(52)	-37.1%	139
Total Rents, Rates and Other Charges	0	0	(0)	191	139	(52)	-37.1%	139
Grand Total	893	0	(893)	10,257	10,950	693	6.3%	10,950

Income								
Dwelling Rent Income - Gross	288	0	(288)	(21,050)	(21,011)	39	-0.2%	(21,011)
Dwelling Rent Void loss	(8)	0	8	566	462	(104)	-22.5%	462
Net Dwelling Rent Income	280	0	(280)	(20,484)	(20,548)	(65)	0.3%	(20,548)
Non-Dwelling Rent	7	0	(7)	(492)	(486)	6	-1.2%	(486)
Non-Dwelling Rent Void Loss	(2)	0	2	126	114	(12)	-10.7%	114
Net Non Dwelling Rent Income	5	0	(5)	(366)	(373)	(6)	1.7%	(373)
Charges for Services & Facilities - Charge	(136)	0	136	(691)	(666)	9	-1.4%	(666)
Charges for Services & Facilities - Void Loss	(1)	0	1	102	96	(6)	-6.5%	96
Net Charges for Services and Facilities	(137)	0	137	(589)	(570)	3	-0.5%	(570)
Total Income	148	0	(148)	(21,439)	(21,491)	(68)	0.3%	(21,491)

Reconciliation to HRA Income and Expenditure Account	£000	Reconciliation to HRA Outturn appendix	£000
General Management (above)	10,565	General Management (above)	10,067
Add Support Service Recharges (costs)	2,932	Add Support Service Recharges (costs)	2,931
Minus Support Service Recharges (income)	(1,183)	Add Corporate and Democratic Core	123
	<u>12,314</u>	Minus Support Service Recharges (income)	(1,183)
			<u>11,938</u>
I & E Supervision and Management	5,733	Supervision and Management (outturn)	5,220
I&E Repairs and Maintenance	6,024	Repairs and Maintenance (outturn)	6,718
Rents Rates and Other charges	557		<u>11,938</u>
Total expenditure on Income and Expenditure Account	12,314		
Controllable Income	(21,439)		
Repairs and Maintenance income	(45)		
Allocation and lettings agency income	(31)		
Supervision and mangement income	(230)		
Grounds Maintenance Income (not included above)	(85)		
Total income on Income and Expenditure account	(21,831)		

CABINET – 9TH JULY 2020

Report of the Head of Finance and Property Services

Lead Member: Councillor Barkley

Part A

ITEM 7 CAPITAL PLAN OUTTURN REPORT 2019/20

Purpose of Report

This report shows the total expenditure on the Capital Plan for the year 2019/20 compared with the current budget, which was reported to Cabinet in the Capital Plan Amendment Report on 3rd July 2019 (minute 17), plus subsequent reports on 19th September 2019 (minute 30) and 16th December 2019 (minute 59). In addition, the report details those schemes that require carry forward of budget to 2020/21 and 2021/22 also the provisional arrangements for the financing of the Plan.

Recommendations

1. That the outturn position for 2019/20 be noted and that slippage of capital budgets totalling £9,292,200 be carried forward into 2020/21 be approved, (General Fund £8,404,100 and HRA £886,100) and the slippage will be added to the new 3 Year Capital Plan.
2. That the provisional financing of the Plan set out in Table 2 be noted.

Reasons

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

Policy Justification and Previous Decisions

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

Implementation Timetable including Future Decisions and Scrutiny

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

The Scrutiny Commission will have the opportunity to consider this report for pre-decision scrutiny on 6th July 2020.

Report Implications

The following implications have been identified for this report.

Financial Implications

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

Risk Management

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

There are no specific risks associated with this decision.

Key Decision: Yes

Background Papers: None

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Part B

Background

1. The Capital Plan for 2019/20 was reported to Cabinet on the 3rd July 2019 and, following amendments between September 2019 and December 2019, the final budget was £19,874k, which is £10.3m higher than the original budget (52% higher).
2. Table 1 below shows the expenditure by directorate. The total capital spend of £10,444k was 53% of the final budget, compared to 83% in 2018/19. Expenditure on General Fund projects was £2,236k in 2019/20 being 20% of budget, compared with 74% of budget in 2018/19. It may be noted that the outturn result for the General Fund is somewhat skewed by the addition in the year of £5,000k to the capital plan to take advantage of opportunities to purchase commercial property; however, no purchases were completed. The HRA expenditure of £8,208k was 90% of budget compared to 89% in 2018/19.
3. The carry forwards detailed in Appendix 1 have been requested by the officers responsible for the schemes.

Table 1

Capital Outturn 2019/20 Directorate	Budget £'000	Actual Spend £'000	Under/ (Over) Spend £'000	Slippage into 2020 Cfwd £'000	Net Saving/ (Over spend) £'000
Community Wellbeing	1,857	949	908	880	28
Corporate Services Housing, Planning, Regeneration and Regulatory - General Fund	5,211	204	5,007	5,007	0
	3,712	1,083	2,629	2,517	112
General Fund Total	10,780	2,236	8,544	8,404	140
Housing - HRA	9,094	8,208	886	886	0
Total Capital Plan	19,874	10,444	9,430	9,290	140

4. Over the four years to 31 March 2020 the Council has invested £12.3m in Capital General Fund projects and £26m in Housing Revenue Account (HRA) schemes, making a total investment in the Borough of £38.3m, being an average annual investment of £9.6m. This is lower than the four-year average to 31 March 2019 of £10.1m by 5%.
5. The net amount of £9,290k requested to be carried forward into 2020/21 and a reduction of £2k for the IT budget in 2021/22 is detailed on a scheme by scheme basis in Appendix 1 and includes the following major items:
6. Investment in Commercial Property (£5m) - This budget is set up for investment in Commercial Properties, this was not spent in 2019 and would require borrowing, it is available should there be a need to do so in 2020.

7. Shepshed Bull Ring (£600k) - The scheme is proposed to address the disparate elements of Shepshed Town Centre. The Bull Ring is identified as failing to provide a sense of arrival, denying the town a recognisable town centre. The scheme aims to widen pavements and narrow carriageways to improve pedestrian safety and comfort and to introduce specific features to create a sense of arrival, assisting in defining the town centre.
8. Disabled Facilities Grants (£575k) - The budget is fully funded by the Better Care Fund. Mandatory and Discretionary grants are approved in line with the Private Sector Housing Grant Policy. The Policy was recently reviewed, and the discretionary Disabled Facility grant levels increased to reduce potential costs to residents, particularly with large adaption schemes for children. Means testing has temporarily been removed for discretionary grant applications, up to £5k required, to facilitate the discharge of residents from hospital.
9. Acquisition of Affordable Housing to meet housing need (£501.2k) - The purchase of two properties was delayed in 2019/2020, due to Covid 19 lockdown. Conveyancing work had commenced on two other properties due for completion in 2020/2021. The Council signed an Agreement with the Government to retain Right to Buy receipts on the basis that this funding will be used to increase the supply of affordable homes for rent. If the budget is not carried forward and spent, the Council would need to return the receipts to the Government, with interest, and it will not be possible to meet the Corporate Indicator target of purchasing between 10 and 20 properties.
10. Bedford Square Gateway (£447.7k) – The design contract has been awarded for the works to commence from October 2020. The scheme is proposed to improve footfall and assist in maintaining the long-term vitality and viability of the southern quarter of the town centre. The scheme will include the widening of pavements and narrowing of existing carriageways to enhance the comfort and safety of pedestrians. It will improve connectivity to the Granby Street Car park and an enhanced crossing point at the junction of Devonshire Square with Granby Street to emphasise the connection between the pedestrianised zone and the remainder of the town centre.
11. There were net underspends on various schemes during the year (as detailed in Appendix 1) amounting to net £1.178k.
12. Underspends ranged from a few pounds to £130k. These underspends are a result of schemes being completed for less than budget. The net funds saved are returned to appropriate central funding and will be used for other schemes in the future.
13. Overspends ranged from a few pounds to just under £475k which was on HRA Fire Safety. This is funded from the savings on other HRA capital schemes which spent less than the budget.
14. The provisional funding arrangements for 2019/20 are detailed in Table 2 below. These will be finalised subject to audit approval.

Table 2

<u>Funding the Capital Programme 2019/20</u>	<u>Amount</u>
	<u>£'000</u>
Grants and Contributions	1,641
Capital Receipts	1,120
General Fund and HRA Revenue Contributions including use of Capital Plan and other Reserves	3,872
HRA Major Repairs Reserve	3,811
	10,444

15. After allowing for the funding shown above, the cost of the carry forwards and funding all known future schemes to 2022/23 there will be £1.9m of capital receipts available for future General Fund projects plus £1.3m in the Capital Plan Reserve, also for General Fund projects.
16. The Capital Plan is subject to amendment within the financial year via the Capital Plan amendment reports presented to Cabinet.
17. A revised capital plan (alongside an interim budget) is considered necessary due to the deterioration of the Council's financial position created by COVID19. It is envisaged that reports will be presented to Cabinet and Council in autumn 2020, and in the case of the capital plan, will also consider a revised form of presentation in order that underlying underspends can be better identified.

Appendices

Appendix 1 - Capital Plan 2019/20 Detailed 'scheme by scheme' Outturn.

Scheme Details	2019/20				Slippage into 2020/21 and 2021/22 Requested £
	Current Budget £	Actual Spend 31/3/20 £	Balance £	Under/ (Overspend) £	
SUMMARY OF CAPITAL PLAN					
<u>Directly Delivered Schemes</u>					
Community Wellbeing	860,600	239,369	621,231	28,431	592,800
Corporate Services	5,210,500	204,501	5,005,999	(1,701)	5,007,700
Housing, Planning & Regeneration & Regulatory Services - General Fund	446,000	123,425	322,575	15,075	307,500
Housing, Planning & Regeneration & Regulatory Services - HRA	9,094,500	8,208,381	886,119	19	886,100
Sub-total Direct Delivery	15,611,600	8,775,676	6,835,924	41,824	6,794,100
<u>Indirectly Delivered Schemes</u>					
Community Wellbeing	996,400	709,308	287,092	(8)	287,100
Corporate Services	0	0	0	0	0
Housing, Planning & Regeneration & Regulatory Services - General Fund	3,265,700	959,057	2,306,643	97,643	2,209,000
Housing, Planning & Regeneration & Regulatory Services - HRA	0	0	0	0	0
Sub-total Indirect Delivery	4,262,100	1,668,365	2,593,735	97,635	2,496,100
GF Total	10,779,200	2,235,660	8,543,540	139,440	8,404,100
HRA Total	9,094,500	8,208,381	886,119	19	886,100
Grand Total	19,873,700	10,444,041	9,429,659	139,459	9,290,200
Community Wellbeing					
<u>Direct Delivery</u>					
JT Z478 Shortcliffe Community Park	15,300	0	15,300	0	15,300
JT Z697 Bell Foundry Pocket Park - Phase 1 & 2	8,400	(7,589)	15,989	7,589	8,400
JT Z494 Public Art Provision - Loughborough & Shepshed	75,100	65,468	9,632	32	9,600
JR Z388 CCTV	92,100	0	92,100	0	92,100
SW Z785 Old Rectory Museum Toilet	12,000	11,930	70	70	0
SW Z392 Public Realm and Art Improvements	0	(3,245)	3,245	3,245	0
SW Z421 Carillon Tower Restoration Project	0	(846)	846	846	0
SW Z426 Loughborough Market - Replacement Tug and Trailer	21,500	26,640	(5,140)	(5,140)	0
KS Z746 Charnwood Museum Public Toilets Refurbishment	0	171	(171)	(171)	0
NB Z748 Loughborough Festive Lights and Street Dressing	30,900	6,116	24,784	9,984	14,800
NB Z749 Loughborough Market Improvements	24,000	16,001	7,999	7,999	0
RK Z757 Town Hall Roof Upgrade	32,500	7,993	24,507	5,107	19,400
MB Z394 Provision of Neighbourhood Notice Boards	1,900	525	1,375	(25)	1,400
MB Z739 Green Spaces Programme	97,700	6,885	90,815	15	90,800
JT Z747 Dishley Pool Access Works	20,200	6,079	14,121	21	14,100
MB Z784 Loughborough Cemetery - New Burial Provision	0	50,317	(50,317)	(17)	(50,300)
SR Z750 Loughborough Old Cemetery Green Flag Site Development	40,000	0	40,000	0	40,000
SR Z752 Mountsorrel Castle Park Green Flag Site Development	40,000	0	40,000	0	40,000
MB Z753 The Outwoods Country Park - Septic tank system replacement	17,000	13,382	3,618	18	3,600
MB Z754 The Outwoods Country Park - Visitor Centre and Café	186,800	7,257	179,543	43	179,500
MB Z782 Outwoods Country Park	14,300	14,056	244	244	0
MB Z755 Shortcliffe Park Access Bridges	15,200	0	15,200	0	15,200
AG Z503 Charnwood Sites Access and Security	6,700	8,088	(1,388)	(1,388)	0
MB Z791 Shelthorpe Golf Course - Fencing	89,000	10,141	78,859	(41)	78,900
AG Z792 Community Tree Planting Programme	20,000	0	20,000	0	20,000
Sub-total Direct Delivery	860,600	239,369	621,231	28,431	592,800
<u>Indirect Delivery</u>					
JR Z348 Community Facilities Grants	176,800	28,410	148,390	(10)	148,400
JR Z427 Members Grants	26,000	25,951	49	49	0
Thorpe Acre Residents Association - contribution towards					
JR Z488 Community Hub building	25,900	0	25,900	0	25,900
JR Z499 Syston Town Council - contribution towards Cemetery in Syston	77,200	77,262	(62)	(62)	0
JR Z292 Hallam Fields Community Hall	475,500	475,512	(12)	(12)	0
JR Z500 Birstall Cedars Academy all weather pitch	50,000	0	50,000	0	50,000
JR Z783 Thurmaston Parish Council - Silverdale and Elizabeth Park	32,300	32,265	35	35	0
Rothley Parish Council - additional recreation & play area facilities at Mountsorrel Lane					
JR Z789	29,900	29,908	(8)	(8)	0
JR Z794 Queniborough Parish Council - new community/scout hall	40,000	40,000	0	0	0

		2019/20				Slippage into 2020/21 and 2021/22 Requested £	
Scheme Details		Current Budget £	Actual Spend 31/3/20 £	Balance £	Under/ (Overspend) £		
JR	Z795	Syston Town Council - redevelopment of sports pavilion at Memorial Park	40,500	0	40,500	0	40,500
MB	Z778	Syston Community Garden	22,300	0	22,300	0	22,300
Sub-total Indirect Delivery		996,400	709,308	287,092	(8)	287,100	
Community Wellbeing - Total		1,857,000	948,677	908,323	28,423	879,900	
Corporate Services							
Direct Delivery							
AK	Z085	Replacement Hardware Programme - Block Sum	80,000	97,437	(17,437)	(37)	(17,400)
AK	Z354	Infrastructure Development - Block Sum	28,000	26,991	1,009	1,009	0
AK	Z780	Wireless connectivity including presentation facilities	0	(3,050)	3,050	3,050	0
KB	Z423	Call Secure System - PCI Compliance	35,900	20,625	15,275	(25)	15,300
DC	Z415	Southfields Offices - Roofing	0	(355)	355	355	0
DC	Z493	Fearon Hall	12,500	44,059	(31,559)	(31,559)	0
DW &							
DC	Z759	Woodgate Chambers - high level roof and windows improvements	30,000	4,447	25,553	25,553	0
AK	Z793	ITrent Upgrade & New Flexi Time System	24,100	14,347	9,753	(47)	9,800
SJ	Z676	Investment in Commercial Property	5,000,000	0	5,000,000	0	5,000,000
Sub-total Direct Delivery		5,210,500	204,501	5,005,999	(1,701)	5,007,700	
Corporate Services - Total		5,210,500	204,501	5,005,999	(1,701)	5,007,700	
Housing, Planning & Regeneration & Regulatory Services - General Fund							
Direct Delivery							
AT	Z744	Beehive Lane Car Park Improvements and refurbishment scheme	75,200	5,384	69,816	16	69,800
AT	Z781	Beehive Lane Car Park fire & safety evacuation systems	125,000	102,608	22,392	10,392	12,000
AT	Z786	Car Parks Resurfacing and Improvements	170,000	150	169,850	(50)	169,900
DC	Z738	Carbon Management Schemes	55,800	(780)	56,580	780	55,800
RB	Z468	Planning and Regeneration Essential Technology Refresh	1,100	0	1,100	1,100	0
AS	Z424	Choice Based Lettings Software	18,900	16,063	2,837	2,837	0
Sub-total Direct Delivery		446,000	123,425	322,575	15,075	307,500	
Indirect Delivery							
DH	Z366	Loughborough University Science & Enterprise Park	350,000	0	350,000	0	350,000
DH	Z367	Bleach Yard	5,900	0	5,900	0	5,900
DH	Z787	Bedford Square Gateway	520,000	72,328	447,672	(28)	447,700
DH	Z835	Shepshed Bull Ring	600,000	0	600,000	0	600,000
DH	Z745	Leicestershire Superfast Broadband Phase 3	100,000	0	100,000	0	100,000
DH	Z126	Loughborough Eastern Gateway	0	7,000	(7,000)	(7,000)	0
RB	Z396	Public Realm - Shepshed Town Centre	31,800	13,397	18,403	3	18,400
RS	Z210	Disabled Facilities Grants - Block Sum	1,432,200	856,855	575,345	45	575,300
RS	Z346	Private Sector Housing Grants - Block Sum	173,900	9,237	164,663	104,663	60,000
RS	Z141	Regional Housing Pot Grant	42,900	0	42,900	0	42,900
RS	Z363	Fuel Poverty Scheme	9,000	240	8,760	(40)	8,800
Sub-total Indirect Delivery		3,265,700	959,057	2,306,643	97,643	2,209,000	
Housing, Planning & Regeneration & Regulatory Services - General Fund - Total		3,711,700	1,082,482	2,629,218	112,718	2,516,500	
Housing, Planning & Regeneration & Regulatory Services - HRA							
Direct Delivery							
PO	Z761	Major Adaptations - Fortem	585,000	560,782	24,218	24,218	0
PO	Z301	Minor Adaptations	50,000	12,143	37,857	37,857	0
PO	Z302	Stairlifts	80,000	71,367	8,633	8,633	0
PO	Z762	Major Void Works - Fortem	252,900	130,806	122,094	122,094	0

Scheme Details		2019/20				Slippage into 2020/21 and 2021/22 Requested £
		Current Budget	Actual Spend 31/3/20	Balance	Under/ (Overspend)	
		£	£	£	£	
<u>Compliance</u>						
PO Z434	Asbestos Removal	150,000	345,035	(195,035)	(195,035)	0
PO Z771	Communal Area Improvements - Fortem	150,000	174,142	(24,142)	(24,142)	0
PO Z742	Communal Area Electric	200,000	170,856	29,144	29,144	0
PO Z772	Carbon Monoxide Alarms	90,000	9,922	80,078	80,078	0
PO Z401	Fire Safety	0	474,729	(474,729)	(474,729)	0
PO Z773	Fire Safety Works	100,000	(3,124)	103,124	103,124	0
PO Z774	Cavity/Loft insulation - Fortem	0	(24,497)	24,497	24,497	0
<u>Stock Maximisation</u>						
PO Z375	Garages	10,000	0	10,000	10,000	0
<u>Decent Homes</u>						
PO Z763	Kitchens - Fortem	379,200	239,788	139,412	12	139,400
PO Z764	Bathrooms - Fortem	1,034,000	1,275,603	(241,603)	(241,603)	0
PO Z765	Electrical Upgrades - Fortem	54,000	18,818	35,182	35,182	0
PO Z766	Windows - Fortem	20,000	0	20,000	20,000	0
PO Z767	Central Heating and Boiler Installation - Fortem	460,000	410,450	49,550	49,550	0
PO Z743	Sheltered Housing Improvements inc heating & equipment	140,000	49,960	90,040	90,040	0
PO Z768	Door Replacement - Fortem	534,400	268,886	265,514	20,014	245,500
PO Z769	Re-roofing - Fortem	650,000	538,371	111,629	111,629	0
PO Z770	Major Structural Works - Fortem	250,000	276,329	(26,329)	(26,329)	0
<u>General Capital Works</u>						
PO Z776	Estate and External Works - Fortem	410,000	440,841	(30,841)	(30,841)	0
PO Z857	Housing Capital Technical Costs	312,000	181,587	130,413	130,413	0
PO Z378	Door Entry Systems	300,000	265,092	34,908	34,908	0
AS Z760	Acquisition of Affordable Housing to meet housing need	2,804,800	2,303,642	501,158	(42)	501,200
AS Z788	Barkby Road, Queniborough - acquisition of 27 dwellings	27,100	9,603	17,497	17,497	0
PO Z775	Mobility Scooter Storage - Fortem	30,000	0	30,000	30,000	0
PO Z470	Job Management System	21,100	7,250	13,850	13,850	0
Sub-total Direct Delivery		9,094,500	8,208,381	886,119	19	886,100
Housing, Planning & Regeneration & Regulatory Services - HRA - Total		9,094,500	8,208,381	886,119	19	886,100

CABINET – 9TH JULY 2020

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

Part A

ITEM 8 ANNUAL PROCUREMENT PLAN 2020/21

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2020/21. Cabinet approved the Annual Procurement Plan on 12 March 2020. Since that report, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these

Recommendations

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

Reason

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

Policy Justification and Previous Decisions

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

Implementation Timetable including Future Decisions and Scrutiny

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

Report Implications

The following implications have been identified for this report.

Financial Implications

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

Risk Management

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

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

Key Decision:

Yes

Background Papers:

None

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Part B

Background

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

Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2020/21 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

Appendices

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

APPENDIX A

Annual Procurement Plan 2020/2021 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Corporate Property Services	Town Hall front Elevation Masonry & Decorations	Waiver	Yes	1/07/2020
2	Corporate Property Services	Town Hall Victoria Room Air Conditioning.	3 quotes	Yes	1/12/2020
3	Corporate Property Services	Installation of Vehicle Charge Points Granby St Car Park	Tender	Yes	1/02/2021
4	Corporate Property Services	Installation of Vehicle Charge Points Southfields Offices.	Tender	Yes	1/02/2021
5	Corporate Property Services	Museum General Lighting Upgrade	Tender	Yes	1/02/2021
6	Corporate Property Services	Installation of Photovoltaic Array &/or combustible gas recovery options study	Tender	Yes	1/02/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
7	Landlord Services	Digital Aerials - to provide repairs and renewals	Framework\ Waiver	Yes	1/10/2020
8	Landlord Services	Electronic document management system	Framework\ Waiver	Yes	1/10/2020
9	Landlord Services	Tenants contents insurance scheme	Framework\ Waiver	Yes	31/03/21
10	Planning & Regeneration	Local Plan Viability Assessment - assessment of draft local plan policies to inform the Submission version of the plan.	3 Quotes / Tender	Yes	20/07/2020
11	Planning & Regeneration	Local Plan Climate Change Evidence - assessment of the draft local plan approach to reducing carbon and resilience to climate change.	3 Quotes / Tender	Yes	03/08/2020
12	Planning & Regeneration	International Gateway Joint Study - assessment of the constraints and opportunities in the area of Charnwood and North West Leicestershire described as the International	3 Quotes / Tender	Yes	20/07/2020

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
		Gateway by the Strategic Growth Plan.			

APPENDIX B

Annual Procurement Plan 2020/2021 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Corporate Property Services	Southfields Office LED Lighting	Tender	Yes	1/12/2020
2	Corporate Property Services	Town Hall Building LED Lighting	Tender	Yes	1/12/2020
3	Corporate Property Services	Markets Electrical Distribution Upgrade	Tender	Yes	1/09/2020
4	Corporate Property Services	Corporate Property Compliance Contract	OJEU	Yes	1/04/2021
5	Corporate Property Services	Minor-works Framework	OJEU	Yes	1/04/2021
6	Corporate Property Services	Priority A Buildings Condition Repairs Cat 1,2,3	OJEU	Yes	1/04/2021

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
7	Landlord Services	Installation and maintenance of mechanical extraction and ventilation	Framework\ Waiver	Yes	1/10/20
8	Landlord Services	Installation of, and repairs and maintenance to UPVC doors and windows	Framework\ Waiver	Yes	1/10/20
9	Landlord Services	Door entry - to provide installation, servicing, repairs and maintenance	Framework\ Waiver	Yes	1/10/20
10	Landlord Services	External wall insulation installation and repairs	Framework\ Waiver	Yes	1/10/20
10	Landlord Services	Asbestos services contractor	Framework\ Waiver	Yes	1/10/20
11	Landlord Services	Supportive compliance contractor	Framework\ Waiver	Yes	1/10/20
12	Landlord Services	Internal and external property repairs and maintenance support	Framework\ Waiver	Yes	1/10/20
13	Landlord Services	Consultancy services / auditor's gas and electrical	Framework\ Waiver	Yes	1/10/20

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
14	Landlord Services	Mechanical and electrical contractor	Framework\ Waiver	Yes	1/10/20
15	Landlord Services	Card payment services	Framework\ Waiver	Yes	1/11/20
16	Vulnerable Persons Resettlement Scheme	Interpreting / Translation	Framework\ Waiver	Yes	1/8/20

CABINET 9TH JULY 2020

Report of the Head of Neighbourhood Services Lead Member: Councillor Harper-Davies

Part A

ITEM 9 AMENDMENT TO CHARNWOOD COMMUNITY DEVELOPMENT & ENGAGEMENT (INCLUDING ENVIRONMENTAL) AND LOUGHBOROUGH COMMUNITY GRANTS SCHEMES IN 2020/2021

Purpose of Report

The purpose of this report is to seek agreement for proposed amendments to the Charnwood Community Development & Engagement (CDE) (including environmental) and Loughborough Community Grant (LCG) Schemes in 2020/21 to ensure the provision of a grants scheme that supports the local voluntary and community sector (VCS) to recover from the impact of the COVID-19 pandemic. The report proposes that the above Charnwood grants schemes be amalgamated and are renamed Charnwood VCS COVID-19 Recovery grants in 2020/21 with revised criteria.

Recommendations

1. That approval is given to the amalgamation of the Charnwood Community Development & Engagement (including environmental) and the Loughborough Community Grant Schemes in 2020/21 into a single grants scheme renamed Charnwood VCS COVID-19 Recovery Grants.
2. That the Charnwood VCS COVID-19 Recovery Grants Scheme as outlined in Part B, sections 13 to 29 is approved as the way forward for 2020/21.
3. That the draft Application Form and Guidance Notes (containing the criteria) attached at Appendices A and B are approved and that the Head of Neighbourhood Services, in consultation with the Lead Member, is given delegated authority to finalise these documents.
4. That the Head of Neighbourhood Services, in consultation with the Lead Member, is given delegated authority to determine the Charnwood VCS COVID-19 Recovery Grants to be awarded in 2020/21.
5. That the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Charnwood VCS COVID-19 Recovery grants.

Reasons

1. To ensure the 2020/21 grants programme is responsive to meeting the needs of the local voluntary and community sector to recover from the impact of the COVID-19 pandemic for the period up to 31 March 2021.
2. To enable the delivery of a grants scheme in 2020/21 that is responsive to the impact of COVID-19 on the VCS and assists with their recovery.
3. To enable any further amendments that are required to be made in the required timescales.
4. To ensure that decisions regarding the award of grants, following recommendations from the Grants Panel, can be made in a responsive and timely way to ensure that the required support to the VCS is provided as quickly as possible.
5. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020-2024 makes a commitment to deliver high quality living with a range of services to meet the needs of our diverse community. It makes a commitment to support our communities by delivering a range of services which not only help residents, but also empowers them to make a positive difference in their local areas and that community cohesion will remain a priority. In addition, it wants residents to live healthy and active lifestyles and to offer services to improve wellbeing, either directly or with our partners.

At its meeting on 12th April 2012, Cabinet agreed the revised Community Grants Criteria to reflect the changes in the Council's Corporate Plan. The Council's Corporate Plan 2016-2020 was approved by Council on the 29th February 2016. A review of the existing grants criteria was undertaken and it was concluded that the existing criteria was still appropriate and aligned with the priorities of the Corporate Plan 2016-2020.

Following the ongoing impact of the COVID-19 Pandemic it has been considered appropriate to ensure that the 2020/21 grants should support the additional costs that VCS organisations in the borough will need to aid their recovery plans and continue to support their clients and offer their services in accordance with COVID-19 Secure recommendations.

Implementation Timetable including Future Decisions and Scrutiny

If approved, it is anticipated that the Charnwood VCS COVID-19 Recovery Grants will be launched on the 20th July 2020 with a deadline of the 7th August (subject to call-in). The Grants Panel will score the applications, with the Head of Neighbourhood Services, in consultation with the Lead Member for Communities, Safety and Wellbeing, determining the final approval regarding the award of grants to organisations within 21 days of the closing date. In the event of call-in the dates will be amended to reflect this.

The VCS COVID-19 Recovery Grants considered in this report will be released, once the applicants have met any required payment conditions. Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation/project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure, requested.

Report Implications

The following implications have been identified for this report:

Financial Implications

The 2020/21 budget for the Community Development and Engagement Grant scheme is £63,200 and the budget for the Loughborough Community Grant scheme is £29,400.

In addition, Serco provide £20,000 per year for grants to projects that deliver environmental outcomes. They have made a commitment to provide this funding in 2020/21 and have agreed that in 2020/21 this can be utilised for the VCS COVID-19 Recovery Grants. Including the carry forward from 2019/20 of £5268 the total budget for this element in 2020/21 is £25,268.

It is proposed that these three budgets are combined to create a total grants pot of £117,868 for a single round of the VCS COVID-19 Recovery Grants in 2020/21 to meet the needs of local VCS organisations in the recovery planning phase of COVID-19 Pandemic.

The £29,400 allocated originally to the Loughborough Community Grants scheme will remain ringfenced for Loughborough based organisations (this element is funded through the Loughborough Special Expenses) and will be taken into consideration as part of the award of grants.

The maximum grant to be awarded is £5,000.

It is proposed that if not all of the budget is allocated in this round that a further round will be held later in the year.

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
No interest / low take up from local VCS to apply to the grants pot	Unlikely (2)	Significant (2)	Low (4)	Active local promotion to local VCS

That VCS organisations are at risk even after financial and business support has been provided	Likely (3)	Significant (2)	Moderate (6)	Support through VCS Development Officers to ensure Recovery Plan and access to financial advice is available
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Equality and Diversity

There is a requirement in the grants criteria for each organisation that applies to either have their own Equal Opportunities Policy or provide a statement that the organisation will abide by the Council's Equal Opportunities Policy.

In addition, an Equality Impact Assessment has been completed and attached at Appendix C.

Key Decision: No

Background Papers: None

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Part B

Background

Charnwood Community Development and Engagement (including environmental) and Loughborough Community Grants Criteria

1. The Community Development and Engagement (including environmental) and Loughborough Community Grants schemes have been in operation for a considerable number of years supporting local VCS organisations to deliver a wide range of projects / services and activities throughout the borough. It is recognised that Voluntary and Community Sector organisations play an incredibly important, and valued, role in our borough and support the Council to deliver its aims and objectives.
2. Community Development and Engagement grants (including environmental) provides funding for VCS organisations who deliver projects and activities that are available for the wider community in the borough with a maximum award of £10,000.
3. Loughborough Community grants provides funding for VCS organisations who deliver projects and activities that are available for the wider community in Loughborough with a maximum award of £2,000.
4. For all schemes the applications are assessed against two measures of need: how the project meets the Council's aims and objectives in meeting identified community needs and the organisational need of grant funding from the Council to enable the project to succeed. Both measures seek to demonstrate the value for money to be obtained in providing grant funding.
5. All schemes are assessed against the assessment criteria by the Grants Panel, with the Community Development and Engagement Grants (including environmental) recommendations coming to Cabinet for approval. Both schemes are run in 3/4 Rounds throughout the year, with each Round being widely promoted. There is always a high level of take up for both grants schemes.
6. Both the Community Development and Engagement (including environmental) and Loughborough Community Grants schemes have been temporarily on hold whilst the Council has been dealing with the initial crisis as a result of COVID-19. This has enabled these grants schemes to be revisited and reshaped to meet the current needs of the VCS.

Impact of COVID-19 on VCS Organisations

7. COVID-19 has had a significant impact on the VCS sector with the majority of organisations having to close / shut down their services or significantly adapt the way that they deliver. Many VCS organisations are currently having to divert resources from business as usual services to support emergency measures in the community due to COVID-19, or have had to close because of social distancing restrictions.

8. As part of the initial response to the COVID-19 Pandemic a wide range of external funding organisations have provided ring fenced grants to help support VCS organisations to respond to the initial crisis and provide funding to cover such things as initial core running costs, including staffing, loss of income and funding to adapt services to enable alternative delivery. The Council's VCS Development Officers have supported many organisations by raising awareness of these funding opportunities and assisted with funding applications.
9. When this initial emergency response has passed and recovery begins, we know that VCS organisations will need support to reinstall services, to adapt and provide valuable community based services and activities that will continue to support Charnwood residents. In recognition of this it is proposed to reshape the existing Charnwood Grants scheme to ensure that funding is quickly put in place to ensure their continued survival and to help organisations with the associated costs of taking those next steps towards recovery and rebuilding in the coming months. This VCS COVID-19 Recovery Grants will play an important role to help organisations achieve this. It is recognised that there will be additional costs incurred in getting those organisations up and running and loss of income will be impacting on their ability to meet core running costs in the period up to 31 March 2021 and possibly beyond.
10. Charnwood Community Engagement & Development grants (including environmental) provided support to VCS organisations to grow and continue to develop sustainable plans whilst delivering much need services and support to a wide range of people including many vulnerable and hard to reach groups.
11. With many VCS organisations at risk of being unable to continue it is proposed that Charnwood Borough Council's Community Development and Engagement (including environmental) and Loughborough Community Grants schemes for 2020/21 are amalgamated to create a VCS COVID-19 Recovery Grants programme aimed at organisations requiring additional funding for phased reopening of buildings and restarting services to meet the needs of their beneficiaries for the period up to 31 March 2021.
12. The Council's VCS Development Officers have already undertaken a survey of the VCS organisations to identify the main concerns. In addition, they have been supporting organisations with their recovery planning for some weeks and will continue to do so going forward.

Proposed VCS COVID-19 Recovery Grants Scheme

13. The 2020/21 Charnwood Community Development & Engagement (including environmental) and the Loughborough Community Grants scheme will be amalgamated and renamed the VCS COVID-19 Recovery Grants scheme.
14. The allocated budgets for these grants schemes will be combined to create a total grants pot of £117,868 (the £29,400 budget allocated to Loughborough will be ringfenced within this for Loughborough based organisations).
15. It is proposed that there will be ONE ROUND of the VCS COVID-19 Recovery Grants programme, scheme to be advertised from the 20th July, subject to no call-in, with a 3 week window for applications, with the deadline of 7th August

2020. All applicants will be notified of the outcome of their application for funding within 21 days of the closing date. As the VCS development Officers have been proactively working with a wide range of local organisations already and there is a need for a quick response, this is deemed to be a suitable timescale.

16. The VCS COVID-19 Recovery Grants scheme will be advertised along with a Guidance note, including the criteria, (see Appendix 2) outlining what the grants can be used for, how to apply for it etc.
17. A short application form will be completed by the organisation (see Appendix 3) – this would then be submitted via the Grants Team (who would check that the organisation and project is eligible) before it is passed to the Grants Panel for assessment. The process is designed to make it as simple as possible for organisations to apply and the application form has been simplified to assist with this, following feedback from the VCS survey. Officers will conduct all background and due diligence checks before making a recommendation on the award of a grant.
18. It is proposed that for the purposes of this grants scheme that the Council's Strategic Partners will be able to apply to assist them with recovering from the impact of COVID-19. It is proposed that Strategic Partners are only able to apply for funding towards additional costs that are not covered by their Strategic Partner Grant.
19. It is expected that there will be a high level of applications to this grants scheme, therefore the financial position of organisations will be taken into consideration as part of the decision-making process. Applicants will be asked to confirm if reserves are already being spent-down or reserves would need to be used if an application is unsuccessful. In addition, bank account balances will also be taken into consideration and applicants will be asked to confirm why any significant surpluses cannot be used.
20. Amendments to the application process have been devised to ensure that only relevant questions have been asked and the responses required are relevant to the current situation. The associated assessment process has been adapted to ensure that the scoring system is directly related to the questions on the application form, with each question having a maximum score of 5. The Grants Panel will assess the applications and score against each of the questions, with a maximum score of 35.
21. The new scoring and assessment process will allow Grants Panel members to provide an overall score of the application itself as well as provide additional comments based on the knowledge they have of groups, emerging issues in the sector or localities as well as things they have picked out from the application which can be brought to the meeting for discussion. It is proposed that the level of score achieved will reflect the level of grant recommended. A low score will result in no award being recommended, a medium score will result in some of the grant applied for being awarded, with high scoring applications receiving most, if not all of the funding applied for.
22. The maximum level of award will be £5,000.

23. An applicant would only be able to apply for one grant.
24. Once the Grants Panel have met, they will make their recommendations regarding grants to be awarded to the Head of Neighbourhoods, who in consultation with the Lead Member for Communities, Safety and Wellbeing, will determine and approve the Charnwood VCS COVID-19 Recovery Grants to be awarded.
25. Organisations will then be notified of the outcome of their application.
26. An agreed Monitoring and Evaluation process will be put in place to ensure the appropriate use of the grant and ensure an update on the progress of the organisation / project is received.
27. It is anticipated that there will be a high demand for the VCS COVID-19 Recovery Grants. However, it is proposed that if not all of the budget is allocated in this round that a further round will be held later in the year. The need for which, along with the associated timescale to be determined by the Head of Neighbourhood Services, in consultation with the Lead Member. If a second round is required, applicants who applied in Round 1 will not be able to apply again.
28. The outcome regarding the grants that have been awarded will be widely publicised and be included in any future report to Scrutiny with regard to Community Recovery.
29. This grant programme replaces the Community Development and Engagement Grants (including environmental) and Loughborough Community Grants programmes. We WILL NOT be accepting applications to these programmes for this financial year (2020/21).

Appendices

- Appendix 1 – VCS COVID-19 Recovery Grants Guidance Note
- Appendix 2 - VCS COVID-19 Recovery Grants Application Form
- Appendix 3 - Equality Impact Assessment



VCS COVID-19 RECOVERY GRANTS APPLICANT GUIDANCE NOTES

Introduction

The council understands that community organisations and local charities have been operating within very different circumstances since the lockdown, with some having to temporarily close buildings, stop offering services and adapting to new ways of supporting beneficiaries.

We are keen to support the sector during this difficult and constantly changing period. Our grants criteria have been revised to support organisations to respond to existing and emerging community needs as lockdown restrictions begin to be lifted.

Charnwood Borough Council's community grants will re-open for new applications **for 3 weeks only**. The VCS **COVID-19 Recovery Grants** programme is aimed at organisations requiring additional funding for phased reopening of buildings and restarting services to meet the needs of their beneficiaries for the period up to 31 March 2021. This includes our **Strategic Partners** incurring additional costs as per those listed below and where they are not covered by their Strategic Partner Grants.

Please note:

- There will be **ONE ROUND** of the COVID-19 Recovery Grants programme.
- The deadline for applications is **XXX (to be inserted)**.
- Applicants will be notified of the outcome of their request for funding **within 21 days of the closing date**.
- The maximum grant amount is **£5,000**
- We expect there will be a high level of applications to this fund, therefore the **financial position of organisations will be taken into consideration** as part of the decision making process. Applicants will be asked to confirm if reserves are already being spent-down or reserves would need be used if an application is unsuccessful. In addition, applicants will be asked to confirm why any significant surpluses at bank cannot be used instead of applying for a grant.
- This grant programme replaces the Community Development and Engagement Grants and Loughborough Community Grants programmes. We **WILL NOT** be accepting applications to these programmes for this financial year (2020/21).

1. Organisation Eligibility

To be eligible to apply organisations must:

CHARNWOOD BOROUGH COUNCIL

- Be operating in Charnwood and working with local people
- Be 'not for private profit'
- Have a constitution / set of rules / articles of association
- Have bank account in the name of the organisation with more than one signatory and have available two most recent bank statements.

We cannot fund:

- Sports clubs / organisations – (please contact sport@charnwood.gov.uk for information on Sports related funding opportunities)
- Political organisations
- Statutory bodies including Town / Parish Councils
- Schools/Universities (excluding PFA / PTA groups)
- Grants to private / commercial sector organisations
- Grants to individuals.

2. Application Eligibility

Applications will be considered for additional costs associated with restarting usual or continuing adapted service delivery models to maintain/re-establish contact with service users.

Organisations can apply for a maximum of £5,000 for support with the following:

1) Support for core running costs (where it can demonstrated there is a financial need):

Examples include:

- Core running costs associated with reopening buildings / offices or restarting service delivery that cannot be fully covered by income generated from reduced levels of activities
- Core running costs in meeting increased demand for services
- Increased venue hire costs associated with reduced or additional activity sessions that are needed to safely accommodate beneficiary numbers during social distancing that cannot be fully covered by income generated from activities
- Costs associated with volunteer recruitment, retention and development to support the delivery of community activities / services
- New training for staff / volunteers specific to your response to Covid-19 to deliver your services differently using the learning to date

2) Equipment

Examples include:

- Health and safety building adaptations and equipment needed to adhere to government guidance on safe working and social distancing during the pandemic
- ICT equipment for staff / volunteers / beneficiaries
- Software or subscription costs to enable remote working / meetings
- Equipment related to continuation of activities associated with the response to Covid-19

3) Expenses

CHARNWOOD BOROUGH COUNCIL

Examples include:

- Reimbursing travel costs for staff/volunteers who need to visit service users, if it safe to do so, in their home or in other locations.
- Postal costs of providing activities in people's homes.

4) Other

Anything else deemed acceptable in relation to the criteria for the grant. This is not a definitive list of examples, so please contact the grants team if you need something and not sure if it's eligible.

We cannot fund:

- Retrospective funding for projects which have already taken place
- Exclusively religious activity
- Any form of gambling (except small fundraising activities e.g. raffle, tombola etc.)

3. Conditions of the Grant

The following conditions apply to all approved projects:

- Any changes to the project or activity for which the funding was originally granted will require further approval. If there are any changes the organisation should contact our Grants Team.
- The Charnwood Borough Council logo must be included on all publicity material relating to the project or activity.
- The grant spend must relate to the period up to 31 March 2021.

If an organisation does not comply with the conditions attached to a grant or does not use it for the purposes for which it was awarded the Council may seek to reclaim some or the entire grant awarded.

4. Further Information

For any queries regarding the COVID-19 Recovery Grants programme please contact the Grants team on Telephone: 01509 634730, or E-mail: grants@charnwood.gov.uk

Data Protection

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice <https://www.charnwood.gov.uk/pages/privacynotice>

**VCS COVID-19 RECOVERY GRANTS
APPLICATION FORM**

1. BASIC DETAILS	
Name of organisation:	
Address of organisation:	
Organisation type: <i>Charity/Community Interest Company/Social Enterprise Company/ Voluntary / Community Organisation</i> <i>Other (please specify):</i>	
Registered charity number (if applicable)	
Project name:	
Date of application:	
Amount requested (£):	

2. APPLICANT DETAILS	
Name:	
Position in organisation:	
Telephone number:	
Email:	
Address:	

3. ADDITIONAL DOCUMENTATION

All applicants need to provide additional information, and some of this must be included with your application (see below). Please mark the relevant boxes to show whether you are supplying the information with your application, or if you can supply it if requested by the Council. **If you do not submit all the essential information required by the application deadline we may not be able to consider your project for funding.**

Document	Provided
Two most recent bank statements (these must be submitted with your application)	Yes / No
Working with children / adults at risk safeguarding policy or policies (this information must be submitted with your application if your project involves working with children and / or adults at risk)	Yes / No
If your project does involve working with children or adults at risk are the appropriate individuals cleared by the Disclosure and Barring Service (DBS), and is the appropriate vetting and barring in place? <i>(We operate a spot check procedure which may require you to provide evidence at a later date)</i>	Yes / No
✓	Please indicate which of the following documents your organisation has. At least one of these documents must be attached to your application <u>unless you have previously provided a copy within the last 12 months with a previous application.</u>
	Constitution
	Set of Rules
	Terms of Reference
	Articles of Association
	Other (Please State):
If you are not able to provide one or more of the documents listed above, please explain why:	

4. YOUR PROJECT

- a) Please provide a brief summary of the services normally delivered by your organisation and what are your main objectives, including:
- The types and number of service users you support
 - If your project supports people from a specific ward / area in Charnwood
 - What specific issues you aim to address through your services
 - Volunteers and / or staff needed to deliver services

- b) Briefly explain what different pressures/challenges your organisation is facing as a result of the current pandemic:
- Are your services currently closed or are your activities significantly reduced?
 - Are you experiencing an increased demand for your services?
 - Have you had to adapt (or will need to adapt) your normal service delivery?
 - New needs related to volunteer recruitment / retention.

- c) Outline what you need to do in the period up to 31 March 2021 to recover from the pandemic. How much funding are you requesting? Please itemise the specific costs. These could include:
- Core organisational running costs/overheads
 - Costs for equipment/capital items related to phased reopening of buildings
 - Restarting services
 - Increase in demand for services etc
- (The maximum amount you can apply for is £5,000. Please see guidance notes for more information on eligibility)

- d) How will the new / additional funding help you to support vulnerable / hard to reach people

through the current crisis, or after the crisis, including enabling your organisation to stay open?

Examples could include:

- Enabling visits to more vulnerable / hard to reach people during the crisis
- Ensuring more vulnerable / hard to reach people can access advice and assistance during the crisis
- Enabling more vulnerable / hard to reach people to maintain positive wellbeing during the crisis
- Enabling more vulnerable/ hard to reach people to receive food supplies during the crisis, etc

e) Have you applied for or received any other emergency funding during the current pandemic? Do you have any other income or sources of funding which will help you during this crisis? Are you spending your reserves or will need to if your application is unsuccessful?

5. PARTNERSHIP WORKING

Will you be working in partnership with any other groups or organisations in delivering this project? If so, please give details:

6. PROJECT TIMESCALE

Please provide an outline timetable for your project (including start and finish dates)

Date	Description of milestone

7. DECLARATION

I confirm that I am authorised to make this application on behalf of the organisation and that, as far as I am aware, the information submitted is true and complete. Should we be awarded a grant we will make Charnwood Borough Council aware of any potential changes to the project as soon as we become aware of them. The application is made on the understanding that, should our application be



For internal use only:
Unique reference number:

successful, the grant will only be used for the purpose(s) specified in the grant offer letter.	
Signature	
Name:	
Position in organisation:	
Date:	

Data Protection

For information about how and why we may process your personal data, your data protection rights or how to contact our data protection officer, please view our Privacy Notice

<https://www.charnwood.gov.uk/pages/privacynotice>

Please return your completed application by email to grants@charnwood.gov.uk

**If this is not possible, please contact us on the email address above
(or by calling us on 01509 634730)
to agree how best to submit your application**

Charnwood Borough Council

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

■ Background

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

■ Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

■ **Step 1 – Introductory information**

Title of the policy	VCS COVID-19 Recovery Grants
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	June 2020
Date EIA completed	JUne 2020

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>Charnwood Borough Council recognises the value and contribution of individuals, voluntary sector organisations and other community-led projects and the benefits they provide to the residents of Charnwood.</p> <p>Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need. It is proposed in 2020/21 that the Community Development and Engagement and the Loughborough Community Grants are amalgamated to create VCS COVID-19 Recovery Grants with amended criteria to support VCS organisations to recover from the impact of COVID-19.</p> <p>It is the Councils aim to ensure the grants process is inclusive of all community groups and funding supports projects targeting individuals across a range of protected characteristics, as outlined in the Equality Act 2010.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It is the Councils aim to ensure that the grants process is inclusive of all community groups and funding supports projects targeting individuals/ residents across a range of protected characteristics, as outlined in the Equality Act 2010.</p> <p>Analysis is therefore undertaken to ensure that the grants are distributed in a reasonable and proportionate manner.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Evaluation takes place on successful applications to analyse whether there any gaps with regards to the protected characteristics in order to ensure the grants process is fair and equal to all. In particular analysis is undertaken to determine any barriers which may prevent specific community groups/ communities of interest from successfully applying or even applying at all to Charnwood Grants.</p>

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

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

Data/information such as:

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

▪ Analysis of all Charnwood Grants programmes over the years and previous associated EIA's

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)

Analysis of previous grants programmes have demonstrated that the schemes contribute to a wide range of groups and organisations covering the majority of the protected characteristics.

It is acknowledged that some of the approved grants are towards projects which support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

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

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

Further equalities monitoring may be required for those projects which have applied and are deemed unsuccessful in order to identify any further issues or potential barriers.

However, at this stage of analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

■ **Step 5 – Assessing the impact**

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

	Comments
Age	Grants schemes to date : There is a reasonable proportion of grant funding awarded to projects relating to Age. Of the grants awarded, there is a reasonable proportionate spread between projects for older and younger people. The process has therefore created a positive impact in relation to the protected characteristic of Age.

Disability (Physical, visual, hearing, learning disabilities, mental health)	Grants schemes to date : There is a reasonable proportion of grant funding awarded to projects relating to disability. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. Therefore, creating further positive impacts for people with disabilities. The process has therefore created a positive impact overall in relation to the protected characteristic of Disability.
Gender Reassignment (Transgender)	Grants schemes to date : No projects have been specifically funded to support the protected characteristic of Gender Reassignment. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Race	Grants schemes to date : There is some grant funding awarded to projects relating to Race. In additional it is acknowledged that some of the projects funded are cross-cutting and support individuals with multiple characteristics.
Religion or Belief (Includes no belief)	Grants schemes to date : Whilst Charnwood Grants do not specifically support religious groups / activities, it does provide funding to these groups who are delivering activities for the wider community. The impact is therefore neutral with regards to the protected characteristic of religion or belief with the acknowledged that wider benefits are created for the wider community.
Sex (Gender)	Grants schemes to date : There is no specific grant funding awarded to projects relating to Gender. In addition, however, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. The process has therefore created a positive impact in relation to the protected characteristic of Gender.
Sexual Orientation	Grants schemes to date : No projects have been specifically funded to support the protected characteristic of Sexual Orientation. The impact of this is neutral as there have been no applications to date. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Grants schemes to date : There is some grant funding awarded to projects relating to these other protected groups, therefore the impact is positive. In addition it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics. Additional

	targeted promotional work will be undertaken.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Grants schemes to date : The grants which focus on the wider community have a wide range of benefits, particularly for residents from priority neighbourhoods or areas of deprivation and hard to reach sectors of the community.

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

Please note:

If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.

Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

No negative impacts or potential barriers have been identified. However it is acknowledged that specific marketing / promotion of Charnwood Grants could take place for the protected characteristics of Gender Reassignment, Pregnancy and Maternity and Sexual Orientation.

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

It is the opinion that the Charnwood Community Grants schemes comply with Charnwood Borough Council's equality and diversity responsibilities. It will further promote equal opportunities and achieve positive outcomes.

It is expected that the VCS COVID-19 Recovery Grants will achieve the same outcomes.

■ Step 6- Monitoring, evaluation and review

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

Monitoring will continue to assess the grant applications that are successful. Continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/ communities of interest.

Further equalities monitoring will be explored for those projects which have applied and are deemed unsuccessful, for the further identification of issues or potential barriers.

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

Where barriers/ negative impacts are identified, the mitigating action and progress against this will be included within the relevant service plan.

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan:			
The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor the Grants to assess the grant applications that are both successful and unsuccessful.	J. Robinson	March 2021

■ **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
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: 09.06.20

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

CABINET – 9TH JULY 2020

Report of the Chief Executive

ITEM 10 URGENT DECISIONS TAKEN DURING COVID-19 PANDEMIC

Purpose of Report

This is a report on the action taken by the Chief Executive, and/or Strategic Directors and Heads of Service, which were made under urgency provisions due to the COVID-19 pandemic.

Action Requested

To note the action taken by the Chief Executive, and/or Strategic Directors and Heads of Service, which were made under urgency provisions due to the COVID-19 pandemic.

Policy Justification and Previous Decisions

Under section 8.3 of the constitution which relates to the delegation of Executive functions there is provision for the Chief Executive, Strategic Directors and Heads of Service to take such action as is required in the case of an emergency or urgency subject to:

- (i) consultation with the Leader (or, in the Leader's absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) report on the action taken being made to a future meeting of the Cabinet, as appropriate

The decisions taken by the Chief Executive and/or Strategic Directors and Heads of Service being reported to this meeting of Cabinet are:

- DD061 - Loughborough BID Levy waiver
- DD065 - Community Impact Fund
- DD082 – Charnwood Discretionary Grants Fund
- DD089 – Free Car Parking

The decisions can be found in the Annex to this report.

The decision relating to the exempt Leisure Centre contract, DD072 has already been reported to the Cabinet meeting held on 4th June 2020.

Implementation Timetable including Future Decisions

As detailed within the reports attached as an Annex.

Report Implications

As detailed within the reports attached as an Annex.

Background Papers: None

Officer to Contact: Karen Widdowson
Democratic Services Manager
(01509) 634785
karen.widdowson@charnwood.gov.uk

Annex

Reports of the decisions taken by the Chief Executive and/or Strategic Directors and Heads of Service

Decision under Delegated Powers

Officer Requesting Decision

Head of Leisure and Culture

Officer Making the Decision

Chief Executive

Recommendation

That the levy collection fee of £19,500 for the Loughborough Business Improvement Bid (BID) be waived with effect from 1st April 2020 until 31st March 2021.

Reason

To take action in relation to a matter which would otherwise have been submitted to Cabinet.

Authority for Decision

Delegation of Executive functions - (Section 8.3 of the Constitution states that the Chief Executive, Strategic Directors and Heads of Service can take such action as is required in the case of an emergency or urgency subject to:

- (i) consultation with the Leader (or, in the Leader's absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) a report on the action taken being made to the next meeting of the Cabinet.

Decision and Date



3rd April 2020

Background

Business Improvement Districts (BIDS) are business led partnerships which are created through a ballot process to deliver additional services to local businesses.

The Loughborough BID (also known as Love Loughborough) was set up in 2011. The BID is a defined area in which a levy is charged on all business rate payers in addition to the business rates bill. This levy is used to develop projects which will benefit businesses in the local area.

Charnwood Borough Council manages the billing and the collection of the levy and holds the levy in a ring-fenced revenue account on behalf of the BID body.

In view of the COVID-19 pandemic and the economic impact on businesses it is recognised that the BID is unlikely to generate sufficient monies in the medium term and therefore it is appropriate that the Council as the billing authority waives the levy payment from 1st April 2020 until 31st March 2021.

Financial Implications

The cost of the BID levy collection is £19,500, bills are issued to businesses in the BID area on behalf of the BID in April and August.

The total cost of waiving this fee for the next 12 months is £19,500.

Consultation with Leader

The Leader, Councillor Morgan was consulted and stated, "I confirm that I'm happy with the proposal".

Consultation with Chief Executive and relevant Strategic Directors

Consultation has been effectively concluded via the Council's COVID-19 organisational response to the pandemic. The Chief Executive and all Directors have concluded that the recommendations of this report are both necessary and urgent.

Risk Management

There are no specific risks associated with this decision. In reality the risks around this decision relate to not making the funding available.

Key Decision:	No
<i>Date included on Forward Plan</i>	N/A
Background Papers:	None

Decision under Delegated Powers

Officer Requesting Decision

Julie Robinson - Head of Neighbourhood Services

Officer Making the Decision

Rob Mitchell – Chief Executive

Recommendation

That 50% of the Member Grants Scheme be top sliced and added to the Community Impact Fund which has been set up provide emergency support to community work during the Covid-19 pandemic in 2020/21.

Reason

As the Council is focussing on providing essential services at this time due to the Coronavirus pandemic, officers are time limited and would not be able to run the Member Grants Scheme in its usual way. The Council wishes to add the funding to the Community Impact Fund which is providing emergency support to the community in response to the Coronavirus pandemic and as such will provide benefit to the community.

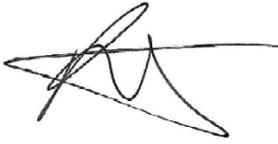
Actions to be taken would routinely be submitted to Full Council, a Committee, Sub-Committee or the Cabinet, but in view of recent social distancing measures requested by Central Government, Council meetings have been suspended and emergency procedures implemented (Sections 8.2 and 8.3 of the Constitution) by which such decisions can be made. All decisions will be recorded, published and at later point reported to Full Council or the Cabinet as appropriate.

Authority for Decision

Delegation of Executive functions - Section 8.3 of the Constitution states that the Chief Executive, Strategic Directors and Heads of Service can take such action as is required in the case of an emergency or urgency subject to:

- (i) consultation with the Leader (or, in the Leader’s absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) a report on the action taken being made to the next meeting of the Cabinet.

Decision and Date



Approved 14th April 2020

Background

The Member Grants Scheme was approved by Cabinet at its meeting on 12th April 2018 (minute reference 116). The Grants Scheme enabled Councillors to provide grants to a wide variety of community and voluntary organisations within Charnwood to further the Council's aims and actively assist the community to enjoy a better quality of life.

Each Borough Councillor was allocated an annual budget of £1,000 which could be used to support projects that bring benefits to their ward. The decision on how to allocate their grants budget was the responsibility of each individual Councillor. The usual process to follow was for a Community Association to complete an application form and send to the Grants Team to check the eligibility of the organisation and review the application for completeness before sending the application by e-mail to the relevant councillor/s. If the application was successful, the organisation would be notified of the outcome within a maximum of 28 days and the decision would be published online on the Council's website.

As the Council is operating under emergency procedures due to the Coronavirus pandemic and staff are either home working, redeployed to support the community or unwell, the available resource to continue with the usual application process is being directed towards emergency community support coordinated by Charnwood Community Action, in partnership with John Storer Charnwood and other voluntary sector organisations in the borough. This campaign is helping to support, advise and guide and co-ordinate groups and people who are volunteering to help others in the borough during the coronavirus pandemic using the Community Impact Fund.

Comments from HR

N/A in this case.

Financial Implications

The Member grants scheme has a budget of £52,000 in 2020/21 (50/50 revenue/capital) and the recommendation is that 50% of funds are re-directed to the Community Impact fund. £26,000 is therefore to be vired from C304 D0854 to G120 D1093.

Virement agreed with S151 officer.

Consultation with Leader (or deputy appointed)

The Leader, Councillor Morgan has been consulted and confirmed that he was content with the approach.

In addition on this matter, the Leader of the Labour Group, Councillor Miah was consulted and he agreed with the approach.

Consultation with Chief Executive and relevant Strategic Director(s)

Consultation has been effectively concluded via the Council's COVID-19 organisational response to the pandemic. The Chief Executive and all Directors have concluded that the recommendations of this report are both necessary and urgent.

Risk Management

List risks in table below or state that 'No specific risks have been identified with this report'.

Risk Identified	Likelihood	Impact	Risk Management Actions Planned
Additional cost to the Council	High	Low	The government will ensure that local authorities are funded for the new requirements as quickly as possible, in line with the New Burdens doctrine.

Key Decision: No

Background Papers: None

Decision under Delegated Powers

Officer Making the Decision

Strategic Director of Corporate Services

Recommendation

That the policy for the operation of the Charnwood Discretionary Grant Fund be approved as set out at Appendix A

Reason

To take action in relation to a matter which would otherwise have been submitted to Cabinet.

Authority for Decision

Delegation of Executive functions - (Section 8.3 of the Constitution states that the Chief Executive, Strategic Directors and Heads of Service can take such action as is required in the case of an emergency or urgency subject to:

- (i) consultation with the Leader (or, in the Leader's absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) a report on the action taken being made to the next meeting of the Cabinet.

Decision and Date



3 June 2020

Background

In response to the Coronavirus, on 11 March 2020 the Government announced support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund. The Council expects to be able to support around 2,850 rate-paying businesses, charities and other organisations in the Borough from these funds. These original schemes remain open for any eligible ratepayers that have not yet claimed.

On 1 May 2020, the Government announced the **Local Authority Discretionary Grants Fund (DGF)**, and subsequently published guidance for local authorities. Subsequent iterations of the guidance plus a set of 'FAQ's' were issued in week commencing 24 May 2020.

The Council's policy in respect of the Charnwood DGF is set out at Appendix A, and approved by dint of this decision.

Financial Implications

The cost of the DGF grants are fully funded by government; the Council has been allocated a fixed amount of £1.6m.

The government note that the Council will receive new burdens funding to cover the costs of administering the fund; however, in general, DGF administration will be covered out of existing budgets.

Consultation with Leader and Deputy Leader

Following an informal briefing, a fair draft of this policy was used to consult with the Leader and Deputy Leader who both confirmed that this could be used as the basis for the final policy. (There are no material differences between the consultation draft and final version as set out at Appendix A.)

Consultation with Chief Executive and relevant Strategic Directors

Consultation has been effectively concluded via the Council's COVID-19 organisational response to the pandemic. The Chief Executive and all Directors have concluded that the recommendations of this report are both necessary and urgent.

Risk Management

There are unavoidable inherent risks within the DGF around the prioritisation of different business sectors and the rationing of grant payments (hence it is inevitable that there will be disappointed applicants) but there are no specific risks associated with this decision.

Key Decision: Yes

Date included on Forward Plan	26 May 2020
Background Papers:	None
Appendix A	Charnwood DGF policy

CHARNWOOD BOROUGH COUNCIL
DISCRETIONARY BUSINESS GRANTS FUND POLICY

**NOTE: APPLICATIONS MUST BE RECEIVED BY 0800 MONDAY 22 JUNE
2020**

1. Background to business grants

In response to the Coronavirus, on 11 March 2020 the Government announced support for small businesses, and businesses in the retail, hospitality and leisure sectors, delivered through the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund. The Council expects to be able to support around 2,850 rate-paying businesses, charities and other organisations in the Borough from these funds. These original schemes remain open for any eligible ratepayers that have not yet claimed.

On 1 May 2020, the Government announced the **Local Authority Discretionary Grants Fund**, and subsequently published guidance for local authorities. The ensuing paragraphs sets out the local policy relating to this grants fund in respect of Charnwood Borough Council.

2. The Local Authority Discretionary Grants Fund

On 1 May 2020, the Government announced the Local Authority Discretionary Grants Fund as set out below.

<https://www.gov.uk/government/news/top-up-to-local-business-grant-funds-scheme>

On 13 May 2020, the Government published the first version of the guidance for local authorities. This confirmed that the additional fund is aimed at small businesses and charities who were not eligible for the Small Business Grant Fund or the Retail, Leisure and Hospitality Fund. The extant version of the government guidance can be accessed using the following link.

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-business-support-grant-funding>

The fund for Charnwood is being managed by Charnwood Borough Council (the Council), which is responsible for delivering grants to eligible businesses and charities. The Council must follow the guidance set by the Government. The Council has authority to make these payments under Section 1 of the Localism Act 2011.

The Government intends that this grant scheme widens access to support to businesses who are struggling to survive due to the Corona virus shutdown but are unable to access other grant funding. Local authorities are asked to make payments as quickly as possible to support struggling businesses. The Council anticipates that payments will be made in the latter part of June. Potential applicants are asked to note that:

- The Government and the Council encourages businesses to take advantage of other Government support schemes where applicable. Grants under this scheme will be subject to tax in line with the applicant's tax arrangements. For businesses, the Government advises this is only where there is an overall profit once this award is included.
- Grants awarded under this discretionary scheme will not generally affect the Council's business ratings list or any rates charges payable by the recipient.
- Notwithstanding this, any applicant who should be in fact be added to the rates list will be, which may result in a rates bill. This may also result in a grant being claimable from the Small Business Grant Fund or the Retail, Leisure and Hospitality Grant Fund, rather than this discretionary fund. Such grants are of fixed value of £10,000 or £25,000 and are likely to be higher than a discretionary grant.

3. Total funding available

The Government has set each council's funding allocation as 5% of the expected spending on the original Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund funding envelope. The Council's allocation is £1.65 million and for the purposes of administering the Discretionary Grants Fund ('DGF') it is assumed that this is a fixed sum.

The limits to the funding available for the DGF require local authorities to prioritise which types of businesses will receive funding which the Government states will be at the local authority's discretion.

4. Who may benefit from the Charnwood Borough Council DGF?

As set out by the Government discretionary grants are primarily and predominantly aimed at:

- Small and micro businesses, as defined in Section 33 Part 2 of the Small Business, Enterprise and Employment Act 2015 and the Companies Act 2006. (*see definitions table at the end of the section*)
- Businesses with relatively high ongoing fixed property-related costs
- Businesses which can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis
- Businesses which occupy property, or part of a property, with a rateable value or annual rent or annual mortgage payments below £51,000.

In the Charnwood local scheme consideration will also be given to applications in exceptional circumstances where the rateable value is over

£51,000. Applications will therefore be accepted for evaluation where the rateable value or annual rent is up to £100,000.

4.1 National priorities

The Council will prioritise the following types of businesses for grants, as requested nationally by the Government:

- **Small businesses in shared offices or other flexible workspaces.** Examples could include units in industrial parks, science parks and incubators *which do not have their own individual business rates assessment and rates bill*. However, businesses operated from residential property (with the exception of Bed & Breakfast establishments as below) will not be eligible for a grant.
- **Regular market traders with fixed building costs**, such as rent, *who do not have their own business rates assessment*. Generally, this is considered to mean traders with fixed units rather than those who rent stalls by the day, as is the case for markets in Charnwood; however, the Council wishes to recognise its regular traders and allow them to participate in the DGF.
- **Bed & Breakfast establishments which pay Council Tax** instead of business rates (rated premises being eligible under the Small Business Grant Fund and the Retail, Leisure and Hospitality Grant Fund). The Council does not wish to prioritise rooms and premises available through Airbnb and similar channels, and such businesses will not be eligible for a grant under the Council's DGF.
- **Charity properties in receipt of charitable business rates relief** which would otherwise have been eligible for Small Business Rates Relief or Rural Rate Relief. Essentially, this is for charitable premises with a rateable value of £15,000 or below, which were not eligible for the Retail, Leisure and Hospitality Grant Fund. The Council does not wish to prioritise schools, colleges or similar educational establishments and these will not be eligible for a grant under the Council's DGF (although charities catering for pre-school children *will* be eligible).

4.2 Local additional priorities

Having addressed the national priorities the Council wishes to use any residual funding to support businesses that:

- Maintain and support employment in Charnwood
- Make a direct contribution to the communities of Charnwood through the provision of health, welfare or community support services
- Have relatively high on-going fixed property costs

- Can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis
- Independent locally owned businesses with a longstanding commitment to Charnwood

Definitions – small and micro businesses

To be a **small business**, under the Companies Act 2006, a business must satisfy two or more of the following requirements in a year:

- Turnover: Not more than £10.2 million
- Balance sheet total: Not more than £5.1 million
- Number of employees: a headcount of staff of less than 50

To be a **micro business**, under the Companies Act 2006, a business must satisfy two or more of the following requirements:

- Turnover: Not more than £632,000
- Balance sheet total: Not more than £316,000
- Number of employees: a headcount of staff of not more than 10

<https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-business-support-grant-funding>

5. EXCLUSIONS: Who CANNOT benefit from the discretionary scheme?

This grant funding is for businesses that are **not eligible** for other support schemes.

Such grant / support schemes as prescribed by the Government include but are not limited to:

- Small Business Grant Fund
- Retail, Hospitality and Leisure Grant

Both of these are still open for claims to the Council from eligible ratepayers.

Also:

- The Fisheries Response Fund
- Domestic Seafood Supply Scheme
- The Zoos Support Fund
- The Dairy Hardship Fund

All of the above four are administered nationally and are not expected to have significant impact in Charnwood.

The Government has also prescribed that:

- Businesses that were not trading on 11 March 2020 are not eligible for this scheme.
- Companies in administration, are insolvent or where a striking-off notice has been made are not eligible for funding.
- For the avoidance of doubt, businesses who have applied for the Coronavirus Job Retention Scheme may apply for the Council's DGF.
- Similarly, recipients of the Self Employed Income Support Scheme may also apply for the Council's DGF

6. Application process and timescale

The Government recognises that local authorities will need to run some form of application process as the potential beneficiaries may not be known directly by the local authorities.

Summarising the previous sections, applications are invited from businesses and charitable organisations, not previously in receipt of a Small Business Grant, or a Retail, Hospitality and Leisure Grant that meet the following general criteria:

Size of business

- Businesses that fall within the definitions of a small or micro business, as set out in Companies Act 2006
- Charities that would also fall within the definitions of a small or micro business, as set out in Companies Act 2006

Property occupation

- Businesses that occupy property that has a rateable value, or annual rental, of a maximum value of £100,000 (although the Council will make awards only in exceptional circumstances for those businesses which occupy a property with a rateable value or annual rental of above £51,000).
- Charities that occupy property that has a rateable value, or annual rental, of a maximum value of £51,000.

Or

- Regular traders on Charnwood markets who had an account with the Council on 11 March 2020 (who will not have to demonstrate any property occupation)

The Council invites applications via its website.

Any applicant who is unable to apply via the website should contact the customer services team for advice.

Applications can be made online at any time up to 0800 on Monday 22 June 2020. **Potential applicants should assume that this window will not be extended**, although the Council reserves the right to do so.

The Council's website will set out the information required from applicants, which will be the minimum reasonably required to establish eligibility and enable a fair and equitable assessment of grant entitlement. Applicants will be asked to evidence or demonstrate the following:

- Compliance with the scheme eligibility requirements
- Ongoing fixed property-related costs
- Identification of the business and the person making the application
- Evidence of trading at 11 March 2020
- Evidence that the bank account into which any grant will be paid properly relates to the business, charity, etc.

Depending on the status of the applicant applicants may also be asked to demonstrate:

- A significant fall in income due to the COVID-19 crisis
- Number of jobs directly supported by the business or charity
- Any claimed contribution to the communities of Charnwood through the provision of health, welfare or community support services

The Council will individually assess and validate applications as they are received and may request further information and validation. The pre-payment checks will include confirming eligibility and that by accepting payments the would-be recipients confirm they are in compliance with State Aid rules. The Council's website will require applicants to confirm acceptance of various compliance statements.

The Council will undertake written post-payment assurance around compliance, in particular, State Aid.

Once the application window has closed, the Council will conclude the assessment process, determine the successful applicants and the level of funding to be awarded. Payments will start as soon as possible. Further detail is given in section 7.

Appealing against grant award decisions

There will be no automatic right of appeal against a decision not to award a grant, or against the value of any grant. However, the Council may at its discretion reconsider any refusal or grant value if there is clear evidence that a significantly wrong decision may have been made.

7. Allocation of Charnwood Borough Council DGF

The Government's DGF guidance note allows the Council to award grants of £25,000, £10,000 or 'up to £10,000'. However, as the funding available to the Council is fixed and the demand is unknown, the value of grants cannot be determined until the application window has closed and all applications have been assessed.

As a guide, the Council intends that the available funding of £1.65 million will be distributed as follows:

CATEGORY	ALLOCATION
Small businesses in shared offices or other flexible workspaces	Maximum £500,000
Regular market traders	Maximum £20,000
Bed & Breakfast establishments which pay Council Tax	Maximum £50,000
Charity properties in receipt of charitable business rates relief	Maximum £250,000
Contingency (5%)	£80,000
Local Priorities	Residual Balance

Within each of the above categories the Council envisages awarding grants as follows:

Small businesses in shared offices or other flexible workspaces

Qualifying businesses demonstrating annual rental costs of £15,000 or below will be awarded a grant of £10,000, in line with small businesses qualifying for a grant from the Small Business Grant fund.

Please note that the definition of shared offices excludes businesses which trade from personal residences for the purposes of the Council's DGF.

Where an award of £10,000 to each qualifying business would result in the category allocation of £500,000 being exceeded the actual grant awarded to qualifying businesses will be restricted on a pro rata basis.

For businesses where the annual rental cost exceeds £15,000, but is below £100,000 their application will be considered alongside other businesses within the Local Priority Category.

Regular market traders

Regular market traders – defined as those who held a credit account with us at 11 March 2020 – will be awarded a grant equivalent to two months average monthly stall rentals, using the period 1 January 2020 to 31 March 2020 as the baseline for this calculation.

Amounts owing by traders at 30 April 2020 against invoices issued up to 31 March 2020 will be deducted from the grant payment.

Where the award to each qualifying trader would result in the category allocation of £20,000 being exceeded the actual grant awarded to qualifying traders will be restricted on a pro rata basis.

Bed & Breakfast establishments which pay Council Tax

Qualifying Bed & Breakfast establishments which pay Council Tax (excluding Airbnb and similar) will be awarded grants as follows based on their most recent full year of trading, as set out in their most recent financial statements or income tax return, as follows:

- | | |
|---|---------------|
| • Turnover above £10,000 but below £50,000 | award £2,500 |
| • Turnover above £50,000 but below £100,000 | award £5,000 |
| • Turnover above £100,000 | award £10,000 |

Where the award to each qualifying business would result in the category allocation of £50,000 being exceeded, the actual grant awarded to qualifying businesses will be restricted on a pro rata basis.

Charity properties in receipt of charitable business rates relief

Qualifying charities will receive a standard award of £5,000.

Certain charities may be eligible for an enhanced award of up to £10,000 if they can demonstrate that they have a significant local dimension (ie. they are predominantly locally based) and contribute to the communities of Charnwood through the provision of health, welfare or community support services.

Awards will be restricted to one per individual charity.

Where the award to each qualifying charity would result in the category allocation of £250,000 being exceeded, the actual grant awarded to qualifying charities will be restricted on a pro rata basis.

Local priorities

As described in Section 4, above, any residual grant funding will be awarded to qualifying businesses demonstrating some or all of the characteristics listed below.

- Maintain and support employment in Charnwood
- Make a direct contribution to the communities of Charnwood through the provision of health, welfare or community support services
- Have relatively high on-going fixed property costs
- Can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis
- Independent locally owned businesses with a commitment to Charnwood

In assessing applications the Council will also take into account the ability of businesses to introduce home working to mitigate the impact of COVID-19; generally the Council considers that professional service or clerically based businesses would be able to operate near normally by the introduction of home working.

The Council will award grants based on the number of qualifying businesses applying, the extent to which each meets the above criteria and the total of residual funding available to make the allocation.

Contingency funding

The Council will review the use of the contingency as more experience of the discretionary scheme is gained.

It should be noted that the Council reserves the right to vary allocations in the light of the results of the application process and generally exercise discretion in the award of grants.

8. Managing the risk of fraud

The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records to gain a grant award will face prosecution and any funding issued will be subject to clawback, as may any grants paid in error.

The Government's grants management and counter fraud functions will provide local authorities with access to 'Spotlight', a digital assurance tool. This tool will also assist the Council with pre and post payments assurance, including identification of high-risk payments. There will also be joint working across councils and government departments in preventing fraud.

9. Policy review

This policy has been written in line with Government guidance. It will be subject to dynamic review as circumstances dictate and in line with future clarifications and changes that may be announced by the Government.

Strategic Director of Corporate Services

Charnwood Borough Council

2 June 2020

Decision under Delegated Powers

To continue to offer free parking in the town centre car parks on a short-term basis

Officers Requesting Decision

Alan Twells – Head of Regulatory Services

Officer Making Decision

Chief Executive – Rob Mitchell

Recommendation

1. That all Council Town centre car parks remain free to support local businesses and the economy as part of the COVID 19 recovery process.
2. To review town centre car park charges after mid-June 2020 and monthly thereafter.

The financial implications to the Council's budget from the loss of income will be monitored and reviewed on a regular basis by the Senior Leadership Team (SLT).

Reason

The recommendation is for free parking to be continued during the current COVID 19 restrictions in place and the subsequent easing of restrictions up to at least the end of June 2020. It will then be reviewed on a regular basis to extend as deemed necessary by the Senior Leadership Team.

The main reasons are as follows

1. To support the access to free parking for parking for NHS and relevant Key Workers.
2. To encourage shoppers and town centre visitors back into Loughborough
3. To support the re-vitalisation of local shops and businesses
4. To continue to mitigate the risks against spreading the virus by reducing staff, contractor and customer interactions especially at the pay stations.
5. To demonstrate the Councils support to the local economy and avoid any negative perceptions of the Council

The Council recognise that town centre shops and businesses will need a lot of support once lockdown measures are eased. Many businesses will be struggling or may even fail following several months of closure and no income. The government has also recognised the long-term implications of the pandemic. Hence, they have given District Councils funding to support businesses and to kick-start the economy. Charnwood has received £1.7 million from the government to support businesses. Part of this funding will off-set the significant loss of income to the Councils overall budget.

Authority for the decision

The Head of Paid Services is delegated under the Council's Constitution, Section 8, Scheme of Delegation to Officers, Page 8 – 4 to 8 – 5

“9. To authorise urgent expenditure.

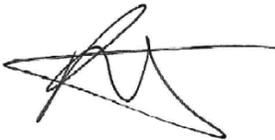
10. To deal with emergency issues or those that are urgent, including authority to make temporary changes to management arrangements for a period of up to 3 months and generally to give effect to anything that is required to be done in those circumstances that are not otherwise provided for in the delegation arrangements.”

Additionally, the Head of regulatory Services under The Council’s Constitution, section 8, Scheme of Delegation to Officers Page: 8-27, Street Management, bullet point 7:

“To use car parking promotions as an operational tool to encourage users to park in Council town centre car parks when it is considered beneficial to the town and the Council.”

A COVID 19 response report will be going to Cabinet to confirm this Decision.

Decision and Date



Approved 18th June 2020

Background

The Government introduced national restrictions on working and movement on the 23rd March 2020. Following the government’s ‘stay at home’ announcements, the Council implemented working restrictions for staff, services and all non-essential travel. Throughout the lockdown period the number of drivers using the car park has fallen dramatically as local shops and businesses closed and visitors have stopped coming into town.

The car parks remained open in the town centre, but the Senior Leadership Team made a decision, through the Business Continuity Group, to introduce free parking from Friday 27th March 2020. The decision to introduce free parking was to support the Country’s COVID 19 response and provide free access to NHS staff and Key Workers, and it reduced the contamination risk between the public, contractors and staff. Car Parking numbers during this period had significantly reduced.

Not only does parking income provide important financial support to other Council support services, but it also helps with the turnover of visitors and, therefore, supports the vitality of the town centre and local businesses. Free parking was initially a temporary measure based on operational practicalities and safety. Parking charges will *still* need to be re-introduced once the lockdown is eased and as the virus is controlled.

An options paper – “The re-introduction of parking charges to Town centre car parks” was presented to the Senior Leadership Team on 6th May 2020. The following options were presented:

1. All car parking remains free – this is how car parks are currently being operated during the Government ‘lockdown’ period.
2. Re-introduce all car park tariff fees – i.e. a full return to normal operation
3. A 2 hours free tariff. That is an interim concession as part of a phased return to normal operation. (This option does have significant operational issues to implement)

4. A 60p per day tariff charged all week as an alternative concession leading to a phased return to full tariff fees.

SLT have recommended option 1 for the short to medium term with a further review of this in mid June 2020. This was based on the continued support for NHS staff, Key Workers, Staff returning to work, visitors and shoppers returning to Loughborough.

Comments from HR

HR Adviser: Anna Cairns (19/5/20)

There are no significant impacts on staffing to consider.

Financial Implications

The main income codes are listed below showing income for 2019/2020:

Subjective code	Text	2019/20 Amount	Per Month
J0502	Car Park Charges	*£850k	£71k
J0505	Staff Car parking Charges	£5.5k	£460 (from wages only)
J0581	Season tickets	£11k	£920
J0584	Parking Penalty	£29k	£2.4k
		£896k	£75k

**Including Browns Lane Leisure Centre car park*

Note that while the term "loss of income" is used. This is in the context of parking income which is only one budget line used to support all Council Services. The term is used in context of the whole Council's budget.

The approximate loss of income per month based on last year is approximately £75k from all car park income codes and approximately £225k up to the end of June 2020

However, this loss of income has been partially off-set by the Government support funding.

Loss of income will be monitored in Agresso budgets for car parks.

Risk Management

The financial implications are identified above. There is a risk that the longer the free parking goes on the greater the financial implications and greater the expectation from the Town Centre and members of public.

Free parking means a loss of income from the Council's budget of £75k per month so £225k for the first quarter up to the end of June 2020. This loss of income is to be off set by the central government funding. If the free parking is extended to December 2020, the loss of parking income will be approximately £650k.

The free charging has been recommended to support the re-start of the town centre economy and ensure its mid to long term vitality. The risk of not having free parking is that Council's parking policy will be perceived to be a contributing factor to the success or otherwise of the town centre economy.

Another risk is the public perception of re-introducing parking charges. There may be a public backlash once parking charges are implemented. Publicity and PR will be essential during the free parking period and leading up to the re-introduction of charges. A positive message that this is to support local businesses.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Loss of parking income to the Council for 1 st Quarter of 20/21	3	3	9	Off set by Government funding contribution
Failure to support the town centre economic recovery through offering free parking	3	2	6	Offer free parking with dates for the temporary support period
Failure to communicate the re-introduction of fees after a temporary period will lead to negative publicity	3	2	6	Publicity campaign throughout the free period and leading up to the re-introduction of charges

Key Decision: Yes / No

Background Papers:

- Minutes from SLT meeting – 6th May 2020
- Options Paper: The re-introduction of parking charges to Town Centre car parks