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**To: All Members of the Borough Council**

You are requested to attend the meeting of the Charnwood Borough Council to be held in The Preston Room, Woodgate Chambers, Woodgate, Loughborough on Monday, 24th June 2019 at 6.45 pm, or at the conclusion of the special meeting whichever is the later, for the following business.

Chief Executive

Southfields  
Loughborough

14th June 2019

## **AGENDA**

1. APOLOGIES
2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
3. MINUTES OF THE PREVIOUS MEETING 7 - 17

To confirm the minutes of the Council meeting held on 20th May 2019.

4. ANNOUNCEMENTS
  - 4.1. MAYOR'S ANNOUNCEMENTS

To receive announcements from the Mayor (if any).

4.2. LEADER'S ANNOUNCEMENTS

To consider significant, recent matters affecting the Council or the Borough (if any).

4.3. CHIEF EXECUTIVE'S ANNOUNCEMENTS

To receive announcements from the Chief Executive (if any).

5. PETITIONS

To allow councillors to formally submit petitions for consideration under the Council's petition scheme, as set out in Full Council Procedure 9.8.

6. BUSINESS RESERVED TO COUNCIL

To consider the following matters reserved to Council in accordance with Section 5 of the Constitution:

6.1. APPOINTMENT OF CO-OPTED PARISH MEMBERS OF THE MEMBER CONDUCT COMMITTEE 18 - 21

A report of the Monitoring Officer, enabling Council to make appointments of co-opted parish members of the Member Conduct Committee following the parish and town council elections in May 2019, is attached.

6.2. ELECTION FEES AND EXPENSES FOR 2019/20 22 - 26

A report of the Chief Executive, enabling Council to approve scales of election fees payable to the Returning Officer for any Borough or Parish Council elections during 2019/20, is attached.

7. CALL-IN REFERENCES

There are no references to Council following the call-in of a Cabinet decision under Scrutiny Committee Procedure 11.7.

8. POSITION STATEMENTS

No requests for position statements were received.

9. MOTIONS ON NOTICE

To consider the following motions on notice submitted under Full Council Procedure 9.12:

9.1. CLIMATE CHANGE 27 - 28

Motion submitted by Councillor Vardy.

10. QUESTIONS ON NOTICE

To deal with the following questions on notice, submitted under Full Council Procedure 9.9(a):

10.1. RENT ARREARS

Question submitted by Councillor Draycott.

10.2. HOUSING REPAIRS

Question submitted by Councillor K. Harris.

10.3. ELECTION COUNT

Question submitted by Councillor Draycott.

10.4. MEDICAL TRAINING FOR COUNCIL STAFF

Question submitted by Councillor J. Bradshaw.

10.5. SOCIAL HOUSING CENTENARY

Question submitted by Councillor Tillotson.

10.6. GENDER PAY GAP

Question submitted by Councillor Hamilton.

10.7. LONELINESS AND SOCIAL ISOLATION IN CHARNWOOD

Question submitted by Councillor Parton.

10.8. DECENT HOMES CONTRACT SETTLEMENT

Question submitted by Councillor Miah.

10.9. PRESENTATION OF STATISTICS

Question submitted by Councillor Mercer.

11. MINUTE REFERENCES

Reference of an exempt minute will be considered under item 16 on the agenda.

12. URGENT EXECUTIVE DECISIONS EXEMPTED FROM CALL-IN 29 - 36

A report of the Chief Executive, informing Council of three decisions that were exempted from call-in in accordance with Scrutiny Committee Procedure 11.9, is attached.

13. CHANGES TO CABINET RESPONSIBILITIES

37 - 40

A report of the Chief Executive, informing Council of changes to the responsibilities of members of the Cabinet, is attached.

14. APPOINTMENTS TO COMMITTEES

To consider any changes to Committee membership for the current Council year (2018/19) (if any).

15. EXEMPT INFORMATION

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

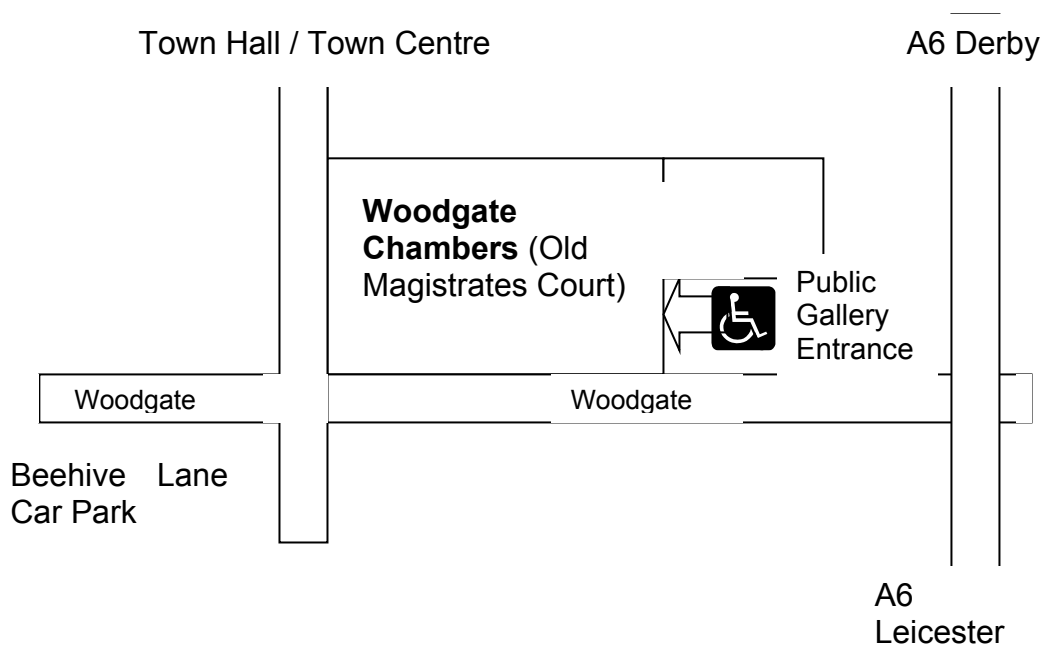
16. MINUTE REFERENCES

16.1. REVENUES AND BENEFITS - FUTURE SERVICE DELIVERY OPTIONS

The minute of the Cabinet decision taken on 6th June 2019 in respect of Revenues and Benefits – Future Service Delivery Options has been referred to Council by five councillors in accordance with Council Procedure 9.11(b). A report setting out the Cabinet's decision and the report considered by the Cabinet has been circulated to councillors.

## WHERE TO FIND WOODGATE CHAMBERS AND PUBLIC ACCESS

Woodgate Chambers  
70 Woodgate  
Loughborough  
Leics  
LE11 2TZ



## INFORMATION FOR ATTENDING THE MEETING



Please turn your mobile phone on to silent during the meeting.



Toilet facilities are available for members of the public at the back of the Public Gallery. Toilet facilities are available for members attending the meeting on the opposite side of the Foyer.



Please note that smoking is not permitted by law within the building and is also not permitted outside the building anywhere on the site. Please observe notices which request no smoking around the entrances.

## FORTHCOMING SCHEDULED MEETINGS OF COUNCIL

<b>Council Meeting Date</b>	<b>Deadline Date and Time for Councillors to submit Questions on Notice (under Full Council Procedure 9.9(a)), Requests for Position Statements (under Full Council Procedure 9.10) and Motions on Notice (under Full Council Procedure 9.11(a))</b>
Monday, 2nd September 2019	Wednesday, 21st August 2019 at noon
Monday, 4th November 2019	Friday, 25th October 2019 at noon
Monday, 20th January 2020	Friday, 10th January 2020 at noon
Monday, 24th February 2020	Friday, 14th February 2020 at noon
Monday, 27th April 2020	Friday, 17th April 2020 at noon
Monday, 18th May 2020	Annual Council – No Questions on Notice, Position Statements and Motions on Notice

Councillors, please send your question, request for position statement or motion on notice to:

Karen Widdowson, Democratic Services Manager  
Council Offices, Southfield Road, Loughborough, LE11 2TX  
Email: [democracy@charnwood.gov.uk](mailto:democracy@charnwood.gov.uk)

**CHARNWOOD BOROUGH COUNCIL**

**MEETING OF THE CHARNWOOD BOROUGH COUNCIL  
HELD IN  
THE VICTORIA ROOM, LOUGHBOROUGH TOWN HALL  
ON 20TH MAY 2019**

**PRESENT**

The Mayor (Councillor C. Harris)  
The Deputy Mayor (Councillor Seaton)

Councillor Bailey	Councillor Hunt
Councillor Baines	Councillor Lowe
Councillor Barkley	Councillor Mercer
Councillor Bentley	Councillor Miah
Councillor Bokor	Councillor Morgan
Councillor Boldrin	Councillor Murphy
Councillor Bolton	Councillor Needham
Councillor J. Bradshaw	Councillor Pacey
Councillor Bradshaw	Councillor Parsons
Councillor Brennan	Councillor Parton
Councillor Brookes	Councillor Poland
Councillor Campsall	Councillor Popley
Councillor Capleton	Councillor Radford
Councillor Charles	Councillor Ranson
Councillor Draycott	Councillor Rattray
Councillor Forrest	Councillor Rollings
Councillor Fryer	Councillor Shepherd
Councillor Goddard	Councillor Smidowicz
Councillor Grimley	Councillor Snartt
Councillor Hadji-Nikolaou	Councillor Tassell
Councillor Hamilton	Councillor Taylor
Councillor Harper-Davies	Councillor Tillotson
Councillor K. Harris	Councillor Vardy
Councillor Howe	Councillor Ward

Honorary Aldermen Shields and Stott

1. OPENING THE MEETING

The Mayor welcomed the Deputy Lieutenant and other attendees to the meeting. The Mayor then went on to state that the meeting was being recorded and the sound recording would be made available on the Council's website. In addition, under the Openness of Local Government Bodies Regulations people may film, record, tweet or blog the meeting and that was outside the Council's control.

## 2. APOLOGIES

Apologies for absence had been received from Councillors Paling and Savage, and from Honorary Aldermen Bush and Tormey.

## 3. APPOINTMENT OF MAYOR

In accordance with Council Procedure 9.1 of the Council's Constitution, Council considered electing a Mayor for the 2019/20 Council year.

It was proposed by Councillor Miah and seconded by Councillor Brookes that Councillor Brenda Seaton be elected Mayor of the Borough of Charnwood for the 2019/20 Council year and until her successor becomes entitled to act as Mayor.

In proposing the motion, Councillor Miah stated he had been elected to the Council at the same time as Councillor Seaton, in May 2007. What he remembered from those days was the energy and enthusiasm that she brought to the role. She also brought life experiences which had enabled to be an excellent representative for Thurmaston and the Borough as a whole.

After leaving school she had undertaken a variety of jobs in Leicester and further afield. At the age of 35 she had gone back to college and gained GCSE, NVQ and degree qualifications and then worked as a high level teaching assistant at the same school she had left at 16. She had recently retired from that job to be able to spend more time with her family and on her role as a councillor. She would be supported by her sister who would be her Mayoress.

During her time as a Borough Councillor, Councillor Seaton had sat on many different committees and, until recently, had been Chair of the Policy Scrutiny Group. She had taken an active role on committees, asking questions and focusing on issues that were important to residents of the Borough, and seeking to make the Council a better organisation.

She had always taken being a ward councillor very seriously and was a true community councillor. She took a hands-on approach in Thurmaston that included being a founding member of the Thurmaston Action Group, helping to organise the annual carnival, undertaking numerous environmental projects and seeking to help people in the village. This was recognised when she was elected as a County Councillor in 2017.

Councillor Miah concluded by stating that Councillor Seaton would be an excellent Mayor and he looked forward to the year ahead.

In seconding the motion, Councillor Brookes referred to Councillor Seaton being known for her straight talking and her sense of humour. She had married David in 1982 and they had three children. Councillor Seaton had always been a devoted mother and relished the challenges being a parent brought.



Councillor Seaton had recently retired from being a teacher. The timing of her retirement was influenced by the anticipation of having grandchildren, a new role which she greatly enjoyed.

Councillor Seaton had been a Borough Councillor for Thurmaston for 12 years. She was extremely active in the community and never hesitated to get involved with projects. She had been fundamental in the relocation of Thurmaston library and also involved in planting daffodils with the Thurmaston Action Group, raising funds for the extension of the boxing club and helping to organise the Thurmaston carnival, among others.

Councillor Brookes also referred to the support that Councillor Seaton had provided to him since he became a Borough Councillor and what a good role model she had been. He thanked her for continued support and wished her all the best in her role as Mayor in the year ahead.

Following the above speeches, the Mayor put the motion to the vote and it was

**UNANIMOUSLY RESOLVED** that Councillor Brenda Seaton be elected Mayor of the Borough of Charnwood for the 2019/20 Council year and until her successor becomes entitled to act as Mayor.

Following this, Councillor Seaton signed her declaration of acceptance of office and stated that she was honoured and considered it a great privilege to serve as Mayor. She stated that she was looking forward to meeting individuals, charities and businesses during her year in office.

Following a short adjournment, Councillor Seaton (Mayor for 2019/20) officiated for the remainder of the meeting.

#### 4. VOTE OF THANKS TO RETIRING MAYOR

Following the election of a new Mayor, Council considered a vote of thanks to the retiring Mayor, Councillor C. Harris.

It was proposed by Councillor Shepherd and seconded by Councillor Forrest that this Council tenders to Councillor Christine Harris its thanks for the service she has provided as Mayor of the Borough of Charnwood and for the way in which she has presided over the Council's business during the past Council year. The Council records its gratitude for the manner in which she has maintained the position of the Mayoralty and the work she has done in meeting so many people in the Borough throughout the year. The Council also extends its thanks to Ms Cynthia Bradley-Stevenson for her service as Mayoress and for the help and support she has provided to the Mayor and for the considerate and committed way in which she has undertaken her role. The Council assures both Councillor Harris and Ms Bradley-Stevenson that they have the best wishes of all its members for their future health and wellbeing.

In proposing the motion, Councillor Shepherd stated that Councillor Harris had finished her Mayoral year with a flourish, arriving back from a twinning visit only the night before. In the course of the year she had attended a wide range of

engagements, including a visit by the Duke and Duchess of Sussex to Loughborough University, the royal garden party, birthday parties, graduation ceremonies and delivering presentations to 600 school children. The annual Picnic in the Park event in Loughborough had celebrated the 100th anniversary of women's suffrage. The Mayor had attended a number of 100th birthday parties, including for former Mayoress Kathleen Bird.

Councillor Shepherd referred to both Councillor Harris and Ms Bradley-Stevenson having undertaken their duties while suffering from illness and this reinforced the thanks that the Council owed to them.

Councillor Forrest stated that it was a great honour to second the motion. It had been a busy year for Councillor Harris and she had attended many events across the Borough. She had had the honour of attending a number of events commemorating the centenary of the end of the First World War, including lighting a beacon for the Scouts at Thorpe Acre as well as the annual service of remembrance at the Carillon in Loughborough. She had also switched on the Diwali lights and opened the Loughborough Fair. During the year she had probably met thousands of people through visits to schools, businesses, Loughborough University, festivals and many other events. As always, Christmas was a busy year for the Mayor, and she stated that the civic carol service was an inspiring event. Councillor Harris had visited three of Loughborough's twin towns in Europe and had received visitors from two of them.

Councillor Forrest also referred to the ill health of the Ms Bradley-Stevenson, which had meant that she had been unable to attend as many events as she had wished to. Councillor Forrest invited councillors to wish her a speedy recovery. She stated that thanks were also due to Councillor Keith Harris for stepping in to support the Mayor during the year.

Following the above speeches, the Mayor put the motion to the vote and it was

**UNANIMOUSLY RESOLVED** that this Council tenders to Councillor Christine Harris its thanks for the service she has provided as Mayor of the Borough of Charnwood and for the way in which she has presided over the Council's business during the past Council year. The Council records its gratitude for the manner in which she has maintained the position of the Mayoralty and the work she has done in meeting so many people in the Borough throughout the year. The Council also extends its thanks to Ms Cynthia Bradley-Stevenson for her service as Mayoress and for the help and support she has provided to the Mayor and for the considerate and committed way in which she has undertaken her role. The Council assures both Councillor Harris and Ms Bradley-Stevenson that they have the best wishes of all its members for their future health and wellbeing.

Following this, Councillor C. Harris responded by thanking Councillor Shepherd and Councillor Forrest for their kind words. She also thanked Ms Bradley-Stevenson for her support as Mayoress and expressed her gratitude to her for taking on that role. She also stated that the Council's officers had been excellent. It had been an amazing year and she had learned so much about the residents of the Borough and the wonderful work done by volunteers and organisations to support people in the Borough. She had been very pleased to be able to speak with the people doing that

work who gave so much of their time. She also referred to the money that had been raised for her charities during the year. She concluded by saying that she was very happy to have been asked to be Mayor, especially because of her family's roots in Loughborough.

5. APPOINTMENT OF DEPUTY MAYOR

In accordance with Council Procedure 9.1 of the Council's Constitution, Council considered electing a Deputy Mayor for the 2019/20 Council year.

It was proposed by the Mayor (Councillor Seaton), seconded by Councillor Morgan and

**UNANIMOUSLY RESOLVED** that Councillor David Snartt be elected Deputy Mayor of the Borough of Charnwood for the 2019/20 Council year.

Following this, Councillor Snartt signed his declaration of acceptance of office and took up his seat next to the Mayor.

6. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures of pecuniary and personal interests were made.

7. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of Council held on 25th March 2019 were confirmed and signed.

8. APPOINTMENT OF LEADER OF THE COUNCIL

It was proposed by Councillor Barkley, seconded by Councillor Poland and

**RESOLVED** that Councillor Jonathan Morgan be appointed as Leader of the Council for the Council term 2019/20 to 2022/23.

Reason

To make an appointment to the position of Leader of the Council, in accordance with the Local Government Act 2000 and section 9.1 of the Council's Constitution.

Following the resolution Councillor Morgan informed the Council that the councillors appointed to the Cabinet would continue to be Councillors Barkley, Bokor, Harper-Davies, Mercer, Poland, Rollings, Smidowicz, Taylor and Vardy.

Councillor Miah informed the Council that the Labour Group had made the following shadow lead member appointments: Councillor Miah (Leader of the Labour Group and Shadow for Council Leadership and Financial Affairs), Councillor Draycott (Deputy Leader of the Labour Group and Shadow for Housing and Benefits), Councillor Hamilton (Labour Shadow for Leisure, Culture, Markets and Business), Councillor

Tillotson (Labour Shadow for Planning, Open Spaces and Environment) and Councillor Forrest (Labour Shadow for Regulatory and Outsourced Services).

9. POLITICAL BALANCE AND APPOINTMENTS TO COMMITTEES FOR 2019/20

A report of the Chief Executive, in respect of the arrangements for considering political balance and making appointments to committees for 2019/20, was submitted (item 7 on the agenda filed with these minutes).

A supplementary report of the Chief Executive was also submitted, presenting the nominations received from political groups and ungrouped councillors in order to make appointments to committees, including appointment of Chairs and Vice-chairs (where Council makes these appointments), for the 2019/20 Council year (also filed with these minutes).

It was proposed by Councillor Morgan, seconded by Councillor Miah and

**RESOLVED**

1. that the political balance arrangements for the 2019/20 Council year, as set out in Appendix 1 of the report of the Chief Executive, be approved in accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990;
2. that appointments be made to the Council's committees, including to the positions of Chair and Vice-chair where applicable, for the 2019/20 Council year, as follows:

(i) Appeals and Reviews Committee

<b>Name</b>	<b>Group</b>
Councillor Capleton (Chair)	Conservative
Councillor Howe (Vice-chair)	Conservative
Councillor Charles	Conservative
Councillor K. Harris	Labour
Councillor Needham	Other

(ii) Audit Committee

<b>Name</b>	<b>Group</b>
Councillor S. Bradshaw	Conservative
Councillor Charles	Conservative
Councillor Hadji-Nikolaou	Conservative
Councillor Parsons	Conservative
Councillor Bolton	Labour
Councillor C. Harris	Labour

(iii) Member Conduct Committee

<b>Name</b>	<b>Group</b>
Councillor Tassell (Chair)	Conservative
Councillor Murphy (Vice-chair)	Conservative
Councillor Bentley	Conservative
Councillor Hadji-Nikolaou	Conservative
Councillor Rollings	Conservative
Councillor J. Bradshaw	Labour
Councillor Hamilton	Labour

(iv) Personnel Committee

<b>Name</b>	<b>Group</b>
Councillor Morgan (Chair)	Conservative
Councillor Boldrin (Vice-chair)	Labour
Councillor Barkley	Conservative
Councillor Poland	Conservative
Councillor Shepherd	Conservative
Councillor Snartt	Conservative
Councillor Ward	Labour

(v) Plans Committee

<b>Name</b>	<b>Group</b>
Councillor Fryer (Chair)	Conservative
Councillor Bentley (Vice-chair)	Conservative
Councillor Bailey	Conservative
Councillor Grimley	Conservative
Councillor Lowe	Conservative
Councillor Ranson	Conservative
Councillor Savage	Conservative
Councillor Snartt	Conservative
Councillor Tassell	Conservative
Councillor Forrest	Labour
Councillor Hamilton	Labour
Councillor Tillotson	Labour
Councillor Campsall	Other

(vi) Scrutiny Commission

<b>Name</b>	<b>Group</b>
Councillor Hunt (Chair)	Conservative
Councillor Draycott (Vice-chair)	Labour
Councillor Bailey	Conservative
Councillor Baines	Conservative
Councillor Parsons	Conservative
Councillor Rattray	Conservative
Councillor Bolton	Labour

(vii) Corporate Services Scrutiny Committee

<b>Name</b>	<b>Group</b>
Councillor Parsons (Chair)	Conservative
Councillor Baines (Vice-chair)	Conservative
Councillor Paling	Conservative
Councillor Radford	Conservative
Councillor Shepherd	Conservative
Councillor Boldrin	Labour
Councillor Goddard	Labour

(viii) Housing, Planning & Regeneration and Regulatory Services Scrutiny Committee

<b>Name</b>	<b>Group</b>
Councillor Grimley (Chair)	Conservative
Councillor Ranson (Vice-chair)	Conservative
Councillor S. Bradshaw	Conservative
Councillor Capleton	Conservative
Councillor Hunt	Conservative
Councillor Brennan	Labour
Councillor Needham	Other

(ix) Neighbourhoods and Community Wellbeing Scrutiny Committee

<b>Name</b>	<b>Group</b>
Councillor Miah (Chair)	Labour
Councillor Brookes (Vice-chair)	Conservative
Councillor Fryer	Conservative
Councillor Howe	Conservative
Councillor Parton	Conservative
Councillor Rattray	Conservative
Councillor Popley	Other

(x) Licensing Committee

<b>Name</b>	<b>Group</b>
Councillor Pacey (Chair)	Conservative
Councillor Lowe (Vice-chair)	Conservative
Councillor Forrest (Vice-chair)	Labour
Councillor Brookes	Conservative
Councillor Capleton	Conservative
Councillor Howe	Conservative
Councillor Murphy	Conservative
Councillor Paling	Conservative
Councillor Parton	Conservative
Councillor Ranson	Conservative
Councillor Savage	Conservative

Councillor C. Harris	Labour
Councillor Tillotson	Labour
Councillor Ward	Labour
Councillor Popley	Other

3. that the composition of the Loughborough Area Committee and the Scrutiny Call-in Committee, as set out below, be noted:

(i) Loughborough Area Committee

Name	Ward	Group
Councillor J. Bradshaw Councillor Goddard	Loughborough Ashby	Labour Labour
Councillor K. Harris Councillor Ward	Loughborough Dishley and Hathern	Labour Labour
Councillor Boldrin Councillor Campsall	Loughborough Garendon	Labour Independent
Councillor Draycott Councillor Hamilton	Loughborough Hastings	Labour Labour
Councillor C. Harris Councillor Miah	Loughborough Lemyngton	Labour Labour
Councillor Parsons Councillor Smidowicz	Loughborough Nanpantan	Conservative Conservative
Councillor Bailey Councillor Morgan	Loughborough Outwoods	Conservative Conservative
Councillor Bolton Councillor Brennan	Loughborough Shelthorpe	Labour Labour
Councillor Mercer Councillor Parton	Loughborough Southfields	Conservative Conservative
Councillor Forrest Councillor Tillotson	Loughborough Storer	Labour Labour

(ii) Scrutiny Call-in Committee

Name	Group	Role
Councillor Hunt (Chair)	Conservative	Chair, Scrutiny Commission
Councillor Draycott (Vice-chair)	Labour	Vice-chair, Scrutiny Commission
Councillor Parsons	Conservative	Chair, CS Scrutiny Committee
Councillor Baines	Conservative	Vice-chair, CS Scrutiny Committee
Councillor Grimley	Conservative	Chair, HPRRS Scrutiny Committee
Councillor Ranson	Conservative	Vice-chair, HPRRS Scrutiny Committee
Councillor Miah	Labour	Chair, NCW Scrutiny Committee

Councillor Brookes	Conservative	Vice-chair, NCW Scrutiny Committee
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4. that Councillor Taylor be nominated as Charnwood Borough Council's representative on the Police and Crime Panel for the 2019/20 Council year and that Councillor Morgan be nominated as a substitute on the Police and Crime Panel for the 2019/20 Council year;
5. that Councillors Radford, Tassell and Draycott be appointed to the Housing Management Advisory Board on the basis of political balance (2 Conservative and 1 Labour).

#### Reasons

1. To ensure that the composition of the Council's committees reflects the political balance of the Council.
2. To reflect the wishes of political groups and make allocations to non-grouped councillors in making appointments to applicable committees in accordance with the Local Government and Housing Act 1989 and the Local Government (Committees and Political Groups) Regulations 1990 and to confirm appointments to other committees.
3. To provide information regarding the composition of the Loughborough Area Committee and the Scrutiny Call-in Committee.
4. To ensure that the Borough Council is represented on the Panel.
5. To make appointments to the Board for 2019/20.

## 10. ANNOUNCEMENTS

### 10.1 MAYOR'S ANNOUNCEMENTS

The Mayor made the following announcement.

"I can announce that the charity appeal for my Mayoral year will contribute towards Admiral Nurses.

Admiral Nurses provide the specialist dementia support that families need when things get challenging or difficult. Admiral Nurses work alongside people with dementia, and their families: giving them one-to-one support, expert guidance and practical solutions. The unique dementia expertise and experience an Admiral Nurse brings is a lifeline – it helps families to live more positively with dementia in the present, and to face the challenges of tomorrow with more confidence and less fear."

### 10.2 CHIEF EXECUTIVE'S ANNOUNCEMENTS

The Chief Executive made no announcements.



Note:

These minutes are subject to confirmation as a correct record at the next meeting of the Council which is scheduled for Monday 24th June 2019

## COUNCIL – 24TH JUNE 2019

### Report of the Monitoring Officer

#### Part A

#### ITEM 6.1 APPOINTMENTS OF CO-OPTED PARISH MEMBERS OF THE MEMBER CONDUCT COMMITTEE

##### Purpose of Report

To enable the Council to make appointments of co-opted parish members of the Member Conduct Committee following the parish and town council elections in May 2019.

##### Recommendations

1. That Councillor Victoria (Vicky) Ball, a member of Anstey Parish Council, and Councillor Dennis Marchant, a member of Quorn Parish Council, be re-appointed as non-voting co-opted parish members of the Member Conduct Committee for a period of four years or until they cease to be a parish councillor, whichever is the sooner.
2. That the appointment of a further non-voting co-opted parish member of the Member Conduct Committee for a period of four years or until they cease to be a parish councillor, whichever is the sooner, be considered once interviews have taken place.

##### Reasons

1. To fill two of the three vacancies for co-opted parish members of the Committee, who provide the opportunity for parish and town councillors to contribute to the work of the Committee, which have arisen at the end of the term of office of Councillor Ball's and Councillor Marchant's previous appointments.
2. To fill the third of the three vacancies for co-opted parish members of the Committee, who provide the opportunity for parish and town councillors to contribute to the work of the Committee, which has arisen following the retirement of the previous appointee.

##### Policy Justification and Previous Decisions

The Localism Act 2011 introduced a new system for dealing with the conduct of elected and co-opted members of local authorities. As a result, the Council adopted its own new arrangements on 25th June 2012 which came into force on 1st July 2012. In order to address the concerns of parish and town councils about the loss of representation under the system set out in the Localism Act, the Council resolved to co-opt three non-voting parish members to the new Member Conduct Committee which was established (minute 17.3 refers). The

term of office of the previously appointed members ran until 28th June 2019, creating three vacancies.

#### Implementation Timetable including Future Decisions and Scrutiny

Previous appointments of parish members of the Member Conduct Committee have been made for a period until just after the next parish and town council elections. This follows the pattern established for the previous Standards Committee of four-year terms running in parallel with the election cycle for parish and town councils. It is recommended that the new appointments are made to come to an end shortly after the next parish and town council elections in May 2023.

#### Report Implications

##### *Financial Implications*

There is an allowance of £258 per annum payable to co-opted parish members. The cost will be met from the existing members' allowances budget.

##### *Risk Management*

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

Background Papers: None

Officer to Contact: Adrian Ward  
Head of Strategic Support and Monitoring Officer  
(01509) 634573  
[adrian.ward@charnwood.gov.uk](mailto:adrian.ward@charnwood.gov.uk)

## Part B

### Process for Making Recommendations for Appointment

1. Two of the previous three parish members of the Member Conduct Committee remain as parish councillors and both have expressed an interest in continuing to be parish members of the Member Conduct Committee. In consultation with the Chair and Vice-chair of the Committee, the Monitoring Officer has concluded that further interviews were not required and that both Councillor Ball and Councillor Marchant should be recommended for re-appointment.
2. In order to fill the third vacancy, information about the role of parish member of the Member Conduct Committee was circulated to all parish and town councils in the Borough. Three expressions of interest were received as a result of advertising the role in this way.
3. A panel comprising the Chair and Vice-chair of the Member Conduct Committee will undertake interviews on the afternoon of 14th June 2019 with the parish councillors who had expressed an interest in the role, and the recommended appointment will be set out in a supplementary report.

### Information about Parish/Town Councillors Recommended for Appointment

4. The following parish/town councillors are recommended for appointment as parish members of the Member Conduct Committee:

#### *Councillor Victoria (Vicky) Ball*

Councillor Ball is a current parish member of the Member Conduct Committee, having been appointed in February 2018. Vicky Ball was elected as a parish councillor for Anstey Parish Council in May 1999. In her time as a councillor she has served on many committees, and is currently a member of the Finance and Projects Committee and the Staffing and Events Committee.

She was previously the Chair of the Events Committee and focused on community engagement initiatives that would benefit the people of Anstey. This included organising yearly litter picking with the Scouts and other groups, the Christmas lights in the village, hanging baskets, a party for nonagenarians to celebrate the Queen's 90th birthday and family Picnics in the Park, as well as many other events.

She has always been involved in village life beginning with organising coffee mornings on behalf of the National Childbirth Trust for new mothers, the Scouts Committee, events secretary of the PTA at Woolden Hill School, secretary of Anstey Community Action and lately a member of the Anstey Christmas Gala Committee. She is also a trustee and Secretary of Anstey Town Charity, a local charity that supports Anstey groups by giving out grants.

She is a retired teacher, having worked for over 20 years at a large, inner city primary school, Catherine Junior School in Belgrave, Leicester, where she was responsible for Information Technology across the school. She was also a teacher-governor for 10 years.

*Councillor Dennis Marchant*

Councillor Marchant is a current parish member of the Member Conduct Committee having been appointed in November 2017. Councillor Marchant became a member of Quorn Parish Council in May 2016 and has undertaken a range of training since then. He was elected Chair of the Parish Council in May 2019. Through his work in the aircraft industry, and in particular ensuring the airworthiness of aircraft, Councillor Marchant had experience of the auditing and monitoring of aircraft, aircraft operators, maintenance and production organisations. In addition, while employed by the Civil Aviation Authority he carried out the training of new employees, including on the CAA Code of Conduct, and participated in maintenance related investigations of Mandatory Occurrence Reports and for the UK Confidential Reporting Programme for Aviation.

5. Details of the third recommendation for appointment will be set out in a supplementary report to be issued once interviews have taken place.

## **COUNCIL – 24TH JUNE 2019**

### **Report of the Chief Executive**

#### **ITEM 6.2     ELECTION FEES AND EXPENSES FOR 2019/20**

##### Purpose of Report

To approve scales of election fees payable to the Returning Officer for any Borough or Parish Council elections during 2019/20.

##### Recommendation

That the scales of election fees set out in the appendix to this report be adopted for 2019/20 in relation to any Borough or Parish Council by-elections which may be required.

##### Reason

To ensure an approved scale of fees can be applied in respect of any Borough or Parish Council elections which take place during 2019/20.

##### Policy Justification and Previous Decisions

A national scale of fees is established centrally for nationwide elections, such as General and European elections. For local elections, it is up to each relevant authority to establish its own scale of fees.

The Electoral Services Officer Group for Leicestershire regularly reviews the scales of fees for local elections (County, Borough/District, and Parishes).

It is good practice for the scales of fees to be approved by the Council to which they will apply. For Parish Council elections, the Borough Council adopts a relevant scale of fees which is then used to recharge Parish and Town Councils.

##### Implementation Timetable including Future Decisions and Scrutiny

The scales of fees are based on those used for national elections, and are adjusted each year if required to reflect annual pay awards for local government staff and other influencing factors.

The Electoral Services Officer Group have reviewed fees for Presiding Officers and Poll Clerks in light of changes to the national minimum wage, and increases have been applied as follows:

<b>Details</b>	<b>Revised</b>	<b>Previous</b>
Presiding Officer for single election	£210.00	£195.00
Presiding Officer for combined election (+20%)	£252.00	£234.00
Poll Clerk for single election	£130.00	£115.00
Poll Clerk for combined election (+20%)	£156.00	£138.00

No changes to any other fees are proposed.

The scales of fees are applied by the Returning Officer (the Chief Executive) to all Borough and Parish elections within Charnwood.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

The costs of Parish Council elections are recoverable from the relevant Town or Parish Council.

Charnwood Borough Council has to meet the costs of any Borough Council by-elections that may be required.

#### *Risk Management*

No specific risks have been identified in relation to this decision.

Background Papers:           None

Officers to Contact:           Geoff Parker  
Chief Executive  
(01509) 634600  
[geoff.parker@charnwood.gov.uk](mailto:geoff.parker@charnwood.gov.uk)

Adrian Ward  
Head of Strategic Support  
(01509) 634573  
[adrian.ward@charnwood.gov.uk](mailto:adrian.ward@charnwood.gov.uk)

### Appendix

Recommended Scale of Fees and Expenses Payable to Returning Officers at Local Elections

**LEICESTERSHIRE SCHEDULE – RECOMMENDED SCALE OF FEES AND EXPENSES PAYABLE TO RETURNING OFFICERS AT LOCAL ELECTIONS – 01.07.19 TO 31.03.20**

DESCRIPTION OF DUTIES	GROSS
<b><u>RO - DISTRICT/BOROUGH COUNCIL ELECTIONS</u></b>	
<p><b>Returning Officer fee</b> (Including all disbursements and expenses not otherwise provided for in this scale) in the case of a <b>contested election</b> for all duties preparatory to taking the Poll and Counting of the votes and making the return of the election <b>for each 500 local government electors or part thereof on the Register of Electors for each ward</b> separately returning a Councillor or Councillors</p>	£56.77
<p><b>Returning Officer fee</b> in the case of an <b>uncontested election – for each ward</b> separately returning a Councillor or Councillors</p>	£54.37
<p><b>Deputy Returning Officer fee with full powers</b> to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election</p>	Discretionary but recommended equivalent to 50% of the RO fee
<b><u>RO - PARISH COUNCIL ELECTIONS</u></b>	
<p><b>Returning Officer fee</b> (including all disbursements and expenses not otherwise provided for in this scale) in the case of a <b>contested election</b> for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election <b>where the election is for Parish Councillors only:</b></p>	
1) For one Parish	£132.98
2) For each additional Parish up to 10	£92.93
3) For each additional Parish over 10	£65.94
4) Additional payment where a Parish is divided into Wards, for each Ward	£22.09
<p><b>Returning Officer fee</b> (including all disbursements and expenses not otherwise provided for in this scale) in the case of a <b>contested election</b> for all duties preparatory to taking the Poll and the Counting of the votes and making the return of the election <b>where the elections are for District/Borough Councillors and Parish Councillors on the same day:</b></p>	
1) For one Parish	£105.99
2) For each additional Parish up to 10	£88.85
3) For each additional Parish over 10	£53.55
4) Additional payment where a Parish is divided into Wards, for each Ward	£13.16



<b>Returning Officer fee</b> (including all disbursements and expenses not otherwise provided for in this scale) in the case of an election which is <b>uncontested:</b>	£25.19
1) Each Parish or Ward of a Parish separately returning a Councillor or Councillors	£13.16
2) Additional payment where a Parish is divided into Wards, for each ward	
<b>Deputy Returning Officer fee with full powers</b> to be a matter of local determination. Authorities in calculating the amount that DRO's receive are advised to take into account the level of duties actually undertaken, current budgetary constraints and any other payment made to the DRO arising out of their duties in connection with the election	Discretionary but recommended equivalent to 50% of the RO fee
<b>OTHER COSTS – ALL ELECTIONS</b>	
<b>All equipment</b> to be purchased, hired, altered or repaired	Actual and necessary cost
<b>Hire and fitting up of Polling Stations</b> including heating, lighting, cleaning and damages and expenses paid in respect thereof	Actual and necessary cost
<b>Stationery at Polling Stations</b>	Actual and necessary cost
<b>Printing and providing nomination forms, notices, ballot papers and other forms and documents</b> required in and about the election or poll	Actual and necessary cost
Returning Officers' <b>travelling expenses</b> and those of Presiding Officer's and Poll Clerks	Casual Users' rate as laid down by the N.J.C. or local agreement
<b>Conveyance of Ballot Boxes</b>	Actual and necessary cost
Each <b>Presiding Officer</b> – Stand alone election	£210.00
Each <b>Presiding Officer</b> – Combined election (+20%)	£252.00
Each <b>Poll Clerk</b> – Stand alone election	£130.00
Each <b>Poll Clerk</b> – Combined election (+20%)	£156.00
<b>Remuneration of persons</b> employed at the <b>Counting of Votes</b> at the Election:	Local discretion
<b>For the production and printing of postal ballot packs</b>	Actual and necessary cost
<b>Remuneration of persons</b> employed for <b>work associated with despatch and receipt of postal ballot papers:</b>	Local discretion
1) Postal vote Supervisor fee – per hour – standard rate	£12.50
2) Postal Vote Assistant fee – per hour – standard rate	£10.00

<b>Clerical assistance</b>	Actual and necessary cost
For the attendance at <b>training</b> of persons employed at the election – per category of job, subject to local conditions and annual review	£30.00
<b>For printing and providing Official Poll Cards</b>	Actual and necessary cost
For general <b>stationery, postages and miscellaneous</b> expenses	Actual and necessary cost

## COUNCIL – 24TH JUNE 2019

### ITEM 9 MOTIONS ON NOTICE

#### 9.1 Climate Change

*The following Motion on Notice has been submitted by Councillor Vardy in accordance with Full Council Procedure Rule 9.11(a):*

That this Council notes:

- (i) The International Panel on Climate Change published a report in October 2018 which concluded that we have less than 12 years to act to avoid the worst impacts of climate change. The report describes the enormous harm that a 2°C rise in global temperatures is likely to cause compared to a 1.5°C rise. It told us that limiting global warming to 1.5°C may still be possible with ambitious action across all national governments that signed the Paris Agreement.
- (ii) On 12th June 2019, the UK government amended its target under the 2008 Climate Change Act, to reach net-zero greenhouse gases by 2050 – the first major nation to agree to this target, and which accords with the Paris Agreement’s aim to limit warming to 1.5°C.
- (iii) Charnwood Borough Council adopted its Climate Change Strategy in 2018, which sets out how the Council will address the issue. The Climate Change Strategy contributes to the Council’s Corporate Plan aim to ‘take action to protect the environment for future generations. A Carbon Management Plan was approved by the Cabinet in December 2015 to reduce the Council’s impact on climate change. The Council’s progress so far represents a 32% decrease in its own emissions since 2012/13.
- (iv) Charnwood Borough Council works through its existing Climate Change Strategy to enhance its existing Carbon Management Plan and green impact policies and support new ones, such as to get 100,000 trees planted over the next 4 years.

That this Council also notes that:

- (v) it can only operate within its own scope of control and influence;
- (vi) there is a need to balance the competing demands on its decreasing resources and finances;
- (vii) not all the technological solutions nor the required powers and resources are currently in place.
- (viii) that this Council will aim to achieve carbon neutrality from its own operations by 2030 and accordingly requests officers to undertake a detailed plan of action and report back to the Carbon Management Board;

- (ix) that this Council, as a key place leader, also commits to work with residents, businesses and other public bodies across the borough and region to deliver this ambitious goal through all relevant technologies, strategies and plans.

**COUNCIL – 24TH JUNE 2019**

**Report of the Chief Executive**

ITEM 12     URGENT EXECUTIVE DECISIONS EXEMPTED FROM CALL-IN

Purpose of Report

To note three decisions that were exempted from call-in in accordance with Scrutiny Committee Procedure 11.9.

Action Requested

In accordance with Full Council Procedure 9.11(d) questions may be asked of the Leader in relation to the urgent decisions that were taken. The Leader may ask the relevant Lead Member to respond.

Policy Justification and Previous Decisions

Normally 28 clear days' notice must be given before a key decision can be taken. A key decision can be taken without 28 clear days' notice if a general exception notice is published and given to the Chair of the Scrutiny Management Board. Under this procedure the key decision can then be taken five clear working days after the notice has been issued.

The call-in procedure provides for a period of five clear working days during which councillors can ask for decisions taken by the Cabinet and individual Cabinet members, and key decisions taken by officers to be reviewed. With the agreement of the Chair of the Scrutiny Management Board (or in his/her absence the Mayor or Deputy Mayor) a decision can be exempted from call-in if the decision to be taken is both urgent and reasonable and the delay caused by the call-in process would not be in the interests of the Council or the public. Scrutiny Committee Procedure 11.9 requires that decisions that are exempted from call-in are reported to Council.

*Acquisition of Properties for Rental*

On 19th October 2017 the Leader delegated authority to the Head of Strategic and Private Sector Housing to acquire additional Housing Revenue Account (HRA) properties for rental. It is likely that any properties acquired will exceed £100,000 in value, and therefore each purchase will be a key decision. It would not be practical for the usual call-in arrangements for key decisions to be applied as any delay caused could result in the purchase falling through, and therefore the then Mayor, in the absence of the Chair of the Scrutiny Management Board, gave her approval for decisions taken under this delegated authority to be exempted from call-in under Scrutiny Procedure Rule 11.9. The Chair of the Scrutiny Management Board subsequently confirmed that he was happy with these arrangements. These arrangements were reported to Council on 6th November 2017 (minute 57 2017/18 refers).

The purchase of three properties is being reported to this meeting of Council:

- 3 Keble Drive, Syston – 5 bedroom house
- 20 Lilac Close, Loughborough – 2 bedroom bungalow
- 9 Laurel Close, Mountsorrel – 3 bedroom house.

The decisions of the Head of Strategic and Private Sector Housing to exchange contracts on the purchases can be found in the Annex to this report.

#### Implementation Timetable including Future Decisions

As detailed within the Annex to this report.

Any future exemption from call-in will be reported to full Council in accordance with Scrutiny Committee Procedure 11.9.

#### Report Implications

As detailed within the Annex to this report.

Background Papers: [Council 6th November 2017, Item 14, Changes to Membership of the Cabinet and the Delegation of Executive Functions: Acquisition of Additional Housing Revenue Account Properties for Rental](#)

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

#### Annex

Reports of the decisions of the Head of Strategic and Private Sector Housing in respect of the acquisition of a property

**Acquisition of Properties****3 Keble Drive, Syston****Decision under Delegated Powers****Officer Requesting Decision**

Beverly Wagstaffe - Housing Strategy and Support Manager

**Officer Making the Decision**

Alison Simmons - Head of Strategic and Private Sector Housing

**Recommendation**

To approve the purchase of 3 Keble Drive, Syston and for the Council to formerly Exchange Contracts and Complete the purchase.

**Reason**

To utilise approved funding for the purchase of additional HRA rental properties.

**Authority for Decision**

Section 8.3, of the Constitution gives delegated authority to the Head of Strategic and Private Sector Housing to acquire additional properties for rent via the HRA where approved funding exists within the Capital Plan for the relevant financial year, and where any property acquired is subject to a Condition Survey, an Independent Valuation, Standard Legal checks, and meets identified housing needs (item 20 on page 8-20).

**Decision and Date**

Signed:



Date: 21st March 2019

Head of Strategic and Private Sector Housing

**Background**

On the 19<sup>th</sup> October 2017, the Leader gave delegated executive authority to the Head of Strategic and Private Sector Housing to acquire additional properties for rent via the HRA within available approved funding which has subsequently been formalised in an update of the Constitution approved by Council on the 25<sup>th</sup> June 2018

The following property has now been identified to purchase:

- 3 Keble Drive, Syston – 5 bed house

There is an identified need for this size of property. The Council currently does not own any 5 bed houses in the Syston area

The seller of the property has accepted an offer of £275,000

A Condition Survey, Valuation and Legal checks have all now been satisfactorily completed.

### **Comments from HR**

Not applicable

### **Financial Implications**

The cost of acquiring this property is £275,000 with associated fees estimated at £2,650 and stamp duty of £12,000 (total cost of £289,650).

In February 2018, Cabinet approved a budget of £1,953,000 for 2018-2019 and in August 2018 approved a budget of £2,797,000 for 2019-2020 to support delivery of the Housing Acquisition Policy in acquiring additional HRA properties for rent.

To date the Council has purchased 9 other properties for the sum £1,429,218 including associated fees with a further £649,260 committed with 3 other purchases including this property.

This means that the total spent to date and the funds committed equal £2,078,478. The 2018-2019 capital budget will overspend by £125,478 which will have a compensating budget reduction in 2019-2020 this is allowed for in the overall capital scheme budget

There is sufficient budget to cover the cost of acquiring 20 Lilac Close, Loughborough.

### **Risk Management**

No risks identified

Key Decision:

Yes, but exempted from call-in. See agenda item 14, Full Council meeting dated the 6<sup>th</sup> November 2017.

Background Papers:

Housing Acquisition Policy approved by Cabinet on the 10<sup>th</sup> May 2018.



**Acquisition of Properties**  
**20 Lilac Close, Loughborough**  
**Decision under Delegated Powers**

**Officer Requesting Decision**

Beverly Wagstaffe - Housing Strategy and Support Manager

**Officer Making the Decision**

Alison Simmons - Head of Strategic and Private Sector Housing

**Recommendation**

To approve the purchase of 20 Lilac Close, Loughborough and for the Council to formerly Exchange Contracts and Complete the purchase.

**Reason**

To utilise approved funding for the purchase of additional HRA rental properties.

**Authority for Decision**

Section 8.3, of the Constitution gives delegated authority to the Head of Strategic and Private Sector Housing to acquire additional properties for rent via the HRA where approved funding exists within the Capital Plan for the relevant financial year, and where any property acquired is subject to a Condition Survey, an Independent Valuation, Standard Legal checks, and meets identified housing needs (item 20 on page 8-20).

**Decision and Date**

Signed:



Date: 21st March 2019

Head of Strategic and Private Sector Housing

**Background**

On the 19<sup>th</sup> October 2017, the Leader gave delegated executive authority to the Head of Strategic and Private Sector Housing to acquire additional properties for rent via the HRA within available approved funding which has subsequently been formalised in an update of the Constitution approved by Council on the 25<sup>th</sup> June 2018

The following property has now been identified to purchase:

- 20 Lilac Close, Loughborough – 2 bedroom bungalow

The property has been identified as being suitable for significant disabled adaptations which would meet the needs of an identified applicant with disabilities.

The seller of the property has accepted an offer of £205,000

A Condition Survey, Valuation and Legal checks have all now been satisfactorily completed.

### **Comments from HR**

Not applicable

### **Financial Implications**

The cost of acquiring this property is £205,000 with associated fees estimated at £2,650 and stamp duty of £7,750 (total cost of £215,400).

In February 2018, Cabinet approved a budget of £1,953,000 for 2018-2019 and in August 2018 approved a budget of £2,797,000 for 2019-2020 to support delivery of the Housing Acquisition Policy in acquiring additional HRA properties for rent.

To date the Council has purchased 9 other properties for the sum £1,429,218 including associated fees with a further £649,260 committed with 3 other purchases including this property.

This means that the total spent to date and the funds committed equal £2,078,478. The 2018-2019 capital budget will overspend by £125,478 which will have a compensating budget reduction in 2019/20 this is allowed for in the overall capital scheme budget

There is sufficient budget to cover the cost of acquiring 20 Lilac Close, Loughborough.

### **Risk Management**

No risks identified

Key Decision:

Yes, but exempted from call-in. See agenda item 14, Full Council meeting dated the 6<sup>th</sup> November 2017.

Background Papers:

Housing Acquisition Policy approved by Cabinet on the 10<sup>th</sup> May 2018.

## Acquisition of Properties

9 Laurel Close, Mountsorrel

### Decision under Delegated Powers

#### Officer Requesting Decision

Beverly Wagstaffe - Housing Strategy and Support Manager

#### Officer Making the Decision

Alison Simmons - Head of Strategic and Private Sector Housing

#### Recommendation

To approve the purchase of 9 Laurel Close, Mountsorrel and for the Council to formerly Exchange Contracts and Complete the purchase.

#### Reason

To utilise approved funding for the purchase of additional HRA rental properties.

#### Authority for Decision

Section 8.3, of the Constitution gives delegated authority to the Head of Strategic and Private Sector Housing to acquire additional properties for rent via the HRA where approved funding exists within the Capital Plan for the relevant financial year, and where any property acquired is subject to a Condition Survey, an Independent Valuation, Standard Legal checks, and meets identified housing needs (item 20 on page 8-20).

#### Decision and Date

Signed:



Alison Simmons  
Head of Strategic and  
Private Sector Housing

Date: 16th April 2019

Head of Strategic and Private Sector Housing

#### Background

On the 19<sup>th</sup> October 2017, the Leader gave delegated executive authority to the Head of Strategic and Private Sector Housing to acquire additional properties for rent via the HRA within available approved funding which has subsequently been formalised in an update of the Constitution approved by Council on the 25<sup>th</sup> June 2018

The following property has now been identified to purchase:

- 9 Laurel Close, Mountsorrel – 3 bed house

There is an identified need for this size of property, in addition the Council owns the adjoining property and a number of others on the same road.

The seller of the property has accepted an offer of £140,000

A Condition Survey, Valuation and Legal checks have all now been satisfactorily completed.

### **Comments from HR**

Not applicable

### **Financial Implications**

The cost of acquiring this property is £140,000 with associated fees estimated at £2,170 and stamp duty of £4,500 (total cost of £146,670).

In February 2018, Cabinet approved a budget of £1,953,000 for 2018-2019 and this has been fully spent. In August 2018 a budget was approved of £2,797,000 (Z760) for 2019-2020 to support delivery of the Housing Acquisition Policy in acquiring additional HRA properties for rent.

The £146,670 costs will be funded from the 2019-20 Capita Budget Z760 Acquisition of Affordable Housing.

There is sufficient budget to cover the cost of acquiring 9 Laurel Close, Mountsorrel.

### **Risk Management**

No risks identified

Key Decision:

Yes, but exempted from call-in. See agenda item 14, Full Council meeting dated the 6<sup>th</sup> November 2017.

Background Papers:

Housing Acquisition Policy approved by Cabinet on the 10<sup>th</sup> May 2018.

**COUNCIL – 24TH JUNE 2019**

**Report of the Chief Executive**

**Part A**

ITEM 13     CHANGES TO CABINET RESPONSIBILITIES

Purpose of Report

To inform Council of changes to the responsibilities of members of the Cabinet.

Policy Justification and Previous Decisions

At the Council meeting on 20th May 2019, Council resolved that Councillor Jonathan Morgan be appointed Leader of the Council for the Council term from 2019/20 to 2022/23 (Council minute 8 2019/20 refers).

As required by the Constitution, the Chief Executive reports to Council whenever the Leader makes a change to the composition of the Cabinet, or to the allocation of Executive functions to the Cabinet, individual Cabinet members or officers.

On 28th May 2019, Councillor Morgan, as Leader of the Council, made a change to the responsibilities of Cabinet members as set out in Part B of this report.

Implementation Timetable including Future Decisions and Scrutiny

The Leader may amend the size and composition of the Cabinet and the scheme of delegation relating to Executive functions at any time during the year. The Chief Executive will present a report to the next ordinary meeting of the Council setting out the changes made by the Leader.

Report Implications

*Financial Implications*

The costs of the special responsibility allowances associated with Cabinet positions will be met from the existing members' allowances budget.

*Risk Management*

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

Background Papers: None

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



## Part B

### Background

1. On 20th May 2019, Council resolved that Councillor Morgan be appointed Leader of the Council for the Council term from 2019/20 to 2022/23. As Councillor Morgan was remaining as Leader he announced that the members of the Cabinet would also be remaining the same.
2. On 28th May 2019, Councillor Morgan, as Leader of the Council, made the following changes to the responsibilities of members of the Cabinet:
  - (i) Councillor Rollings was made a full Lead Member for Customer Services and Digital Transformation (he was previously a Deputy Lead Member);
  - (ii) Responsibility for ICS was transferred from Councillor Poland to Councillor Rollings;
  - (iii) Councillor Mercer and Councillor Smidowicz were given joint responsibility for Houses in Multiple Occupation (HMO) licensing;
  - (iv) Responsibility for housing repairs was transferred from Councillor Mercer to Councillor Harper-Davies.
3. As a result of the decisions taken by the Leader the full list of Cabinet responsibilities is as follows.

Name	Lead Member Responsibility
Councillor Morgan	<b>Leader of the Council</b> Responsibility for whole Council, Strategic Partnerships, and Communications
Councillor Barkley	<b>Deputy Leader of the Council</b> <b>Finance and Property</b> Responsibility for Finance and Property Services
Councillor Bokor	<b>Loughborough</b> Responsibility for the following in Loughborough: Parks, Heritage, Public Conveniences, Cemeteries, Town Hall, Museums, Town Centre, Markets and Fairs, Tourism and BID representative
Councillor Harper-Davies	<b>Performance of Major Contracts</b> Responsibility for all Major Contracts (Revenues & Benefits, Waste & Refuse, Open Spaces, Engineering, Leisure Centres, Decent Homes) and the associated strategies, and housing repairs.

Name	Lead Member Responsibility
Councillor Mercer	<p><b>Housing</b>  Responsibility for Tenancy Management, Supported Housing, Rents &amp; Income Management, Leaseholders, Lifeline and Refugee Settlement, Housing Needs, Strategic Housing, Housing Options, Allocations &amp; Lettings and Private Sector Housing. In addition joint lead with Cllr Smidowicz on Houses in Multiple Occupation (HMO) Licensing.</p>
Councillor Poland	<p><b>Equalities, Member and Strategic Services</b>  Responsibility for Equalities, Democratic Services, IOD, HR, Audit &amp; Risk, Legal Services, Emergency Planning and Electoral Services &amp; Land Charges.</p>
Councillor Rollings	<p><b>Customer Services and Digital Transformation</b>  Responsibility for Customer Services and ICS.</p>
Councillor Smidowicz	<p><b>Regulatory Services, Enforcement &amp; Licensing</b>  Responsibility for Licensing, Parking, Environmental Health, Street Management and all Enforcement Activities including Housing Enforcement Policy. In addition joint lead with Cllr Mercer on Houses in Multiple Occupation (HMO) Licensing.</p>
Councillor Taylor	<p><b>Communities, Safety and Wellbeing</b>  Responsibility for Community Safety and Neighbourhood Management, Community Grants, Sports and Recreation, Children and Young People, Safeguarding, CCTV, non-Landlord Services ASB and Community Safety Partnership Chair</p>
Councillor Vardy	<p><b>Planning, Inward Investment &amp; Tourism Strategy</b>  Responsibility for Planning Policy, Development Management, Building Control, Conservation &amp; Landscape, Economic Development, Sustainability, Regeneration, Section 106, Environment and Tourism Strategy.</p>