



SCRUTINY COMMISSION

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To: Councillors Bailey, Baines, Bolton, Draycott (Vice-Chair), Hunt (Chair), Parsons and Rattray (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Scrutiny Commission to be held in The Preston Room - Woodgate Chambers on Monday, 3rd June 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

23rd May 2019

AGENDA

1. APOLOGIES
2. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS
3. DECLARATIONS OF THE PARTY WHIP
4. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES
11.16

No questions were submitted.

5. NEW SCRUTINY COMMITTEE STRUCTURE - TERMS OF REFERENCE 4 - 11
- A report of the Head of Strategic Support outlining the Commission's terms of reference.
6. TOPICS FOR SCRUTINY IN THE 2019/20 COUNCIL YEAR
- A verbal discussion session on ideas for scrutiny for the future year.
7. SCRUTINY WORK PROGRAMME 12 - 28
- A report of the Head of Strategic Support enabling the Commission to review and agree the scrutiny work programme.
8. SCRUTINY COMMISSION WORK PROGRAMME 29 - 41
- A report of the Head of Strategic Support setting out the list of forthcoming Executive Key Decisions and the Commission's work programme for consideration, in order to identify items for future scrutiny.
9. PRE-DECISION SCRUTINY OF ANY SPECIFIC FINANCIAL MATTERS TO BE CONSIDERED BY CABINET
- There are no items of this nature on the Cabinet agenda for the Commission to consider.
10. PRE-DECISION SCRUTINY - CABINET RESPONSE
- As this is the Commission's first meeting it has not yet undertaken any pre-decision scrutiny.
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 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.
12. CABINET ITEMS FOR PRE-DECISION SCRUTINY
- The following item has been identified for pre-decision scrutiny from the Cabinet agenda for 6th June 2019:

REVENUE AND BENEFITS FUTURE SERVICE DELIVERY

An exempt report of the Head of Customer Experience to decide the future delivery option for the Revenues and Benefits Service from February 2020 will be considered in order to make recommendations to the Cabinet as appropriate.

SCRUTINY COMMISSION – 3RD JUNE 2019

Report of the Head of Strategic Support

Part A

ITEM 5 NEW SCRUTINY COMMITTEE STRUCTURE – TERMS OF REFERENCE

Purpose of Report

To provide the Commission with information regarding its remit and terms of reference.

Recommendation

That the information regarding the remit and terms and reference of the Commission set out in Part B of, and the appendix to, this report be noted.

Reason

To assist the effective working of the Commission as part of the Council's new scrutiny committee structure.

Policy Justification and Previous Decisions

The Council commissioned the Centre for Public Scrutiny to undertake a review of its scrutiny arrangements that was completed in 2018. One of the recommendations of that review was that the scrutiny committee structure should be changed to one that was more outcome focussed, for example by following the Council's directorate structure. Following consideration by the then Scrutiny Management Board, a new scrutiny committee structure was agreed by full Council on 25th February 2019 for implementation from the start of the 2019/20 Council year.

Implementation Timetable including Future Decisions and Scrutiny

The new scrutiny committee structure will operate from the start of the 2019/20 Council year and scrutiny committees will operate within that structure and the remit and terms of reference set out in the Council's Constitution. A summary of those arrangements is set out in Part B of this report to assist the effective working of the Commission.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications.

Risk Management

There are no specific risks associated with this decision.

Background Papers: [Centre for Public Scrutiny Report, February 2018](#)
[Council 25th September 2019, item 6.5 and minute 77.5](#)

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Part B

Scrutiny Principles

1. Scrutiny is an integral part of local authority governance. Rather than making decisions, the role of scrutiny is to improve decision-making by others through reviewing decisions and actions that have been taken and suggesting improvements that could be made. It ensures that the Cabinet can be held to account and that a broad range of councillors can be involved in policy development. Scrutiny can also provide an opportunity for the views of the public, businesses, community groups and others to be considered when reviewing the Council's activities.
2. One of the key jobs that scrutiny does is to hold decision-makers (especially the Council's Cabinet) to account for their decisions. Scrutiny bodies have the power to require Cabinet members to attend their meetings and explain the decisions they have taken, and progress with delivering the Council's policies and performance targets. Having heard from decision-makers and gathered other evidence, for example from good practice elsewhere, scrutiny bodies are able to make recommendations on how things could be improved.
3. A useful guide to undertaking scrutiny can be to consider the four principles of good scrutiny identified by the Centre for Public Scrutiny. These are that scrutiny:
 - (i) provides a 'critical friend' challenge to the Cabinet
 - (ii) enables the voice and concerns of the public to be heard
 - (iii) is independent and owned by scrutiny councillors
 - (iv) drives improvement in local services.
4. The Council's Constitution sets out the rules governing how scrutiny committees operate, including the powers that are available to them and their roles and responsibilities. These are set out below and in the attached appendix.

General Functions

5. The general principles regarding how scrutiny should operate have been incorporated into the rules set out in the Council's Constitution. These set out that the key functions of the Council's scrutiny committees are to:
 - hold the executive to account by reviewing decisions of the Cabinet and the Council's progress in achieving its policy aims and performance targets.
 - develop and review policy by studying policy issues in detail, carrying out its own research and consultation on policy and involving the public in developing policy.
 - hold other public service providers to account where appropriate.
6. The Constitution also sets out the methods available to scrutiny committee in performing those functions. These are based on the understanding that scrutiny works best when it makes recommendations (principle (i) and

principle (iv)) that are based on robust and wide-ranging evidence (principle (ii) and principle (iii)). Those methods are to:

- require Cabinet members and senior officers to attend their meetings and answer questions
- invite other people to their meetings and gather evidence from them
- send reports and recommendations to the Cabinet or full Council on matters that have been scrutinised
- Hold longer inquiries into more complex matters.

Functions Specific to Each Committee

7. The Constitution also sets out the specific functions of each committee based on these principles and methods. These are set out in full in the appendix to this report. In the case of the three directorate-based committees the same ten core functions are identified for each committee.
8. The Neighbourhoods and Community Wellbeing has an additional function of acting as the Council's crime and disorder committee by scrutinising the discharge of crime and disorder functions by the Council and other agencies through the Community Safety Partnership. This is a statutory function and has been allocated to the Neighbourhoods and Community Wellbeing Scrutiny Committee as the majority of the Council's functions in relation to community safety sit within the Neighbourhoods and Community Wellbeing directorate.
9. The Scrutiny Commission has different functions to reflect its role in co-ordinating the work of scrutiny and undertaking pre-decision scrutiny. Its functions relating to setting the overall scrutiny work programme are discussed in paragraphs 10 and 11 below. The other functions of the Scrutiny Commission are:
 - Pre-decision scrutiny – this provides the opportunity for reports to be scrutinised before they are submitted to the Cabinet. The Commission can use this process to examine the reasoning behind the recommendations that are being made to the Cabinet and suggest possible alternative recommendations.
 - Monitoring the effectiveness of scrutiny through reviewing the implementation of recommendations – in order to ensure that scrutiny is making a difference the Commission will receive information on the number of recommendations being made by scrutiny committees and panels, the actions agreed by the Cabinet (or other body) in response to those recommendations and the implementation of those actions.
 - Responding to Councillor Calls for Action – Councillor Calls for Action provide a means for councillors to raise issues that affect their ward when other attempts to resolve that issues have been unsuccessful. The role of the Commission is to decide whether the issue should be added to the scrutiny work programme.
 - Considering petitions holding officers to account in accordance with the Council's Petition Scheme – if a petition on an issue has at least 2,000 signatures the relevant officer will give evidence about the issue to a meeting of the Commission.

Work Programming

10. The Scrutiny Commission has overall responsibility for the scrutiny work programme. As a result it can amend the work programmes of the other scrutiny committees and establish standing and ad hoc panels to undertake more detailed scrutiny inquiries. This enables the Commission to keep an overview of the whole of the work of the scrutiny function to ensure that the resources of councillors and officers are used effectively by avoiding duplication and enabling cross-directorate corporate issues to be scrutinised.
11. Each of the directorate-based scrutiny committees can identify and schedule items for its own work programme as long as they fall within its area of responsibility without needing the approval of the Commission. If a directorate-based committee identifies a topic for scrutiny that is outside its remit it can make a recommendation to the Scrutiny Commission that it is added to the work programme of the committee whose remit it falls within.

Appendix

Functions of Scrutiny Committees – Extract from the Council's Constitution

Functions of Scrutiny Committees

Body	Areas of work
Scrutiny Commission	<ul style="list-style-type: none"> (i) Setting, managing and controlling the scrutiny work programme and coordinating scrutiny generally (ii) Establishing scrutiny panels and determining their scope, terms of reference and timing (iii) Considering recommendations from scrutiny panels before they are referred by the Commission to Cabinet, Council or a committee (iv) Reviewing proposed decisions on the Forward Plan and the agenda for forthcoming Cabinet meetings and making recommendations to Cabinet in respect of those proposed decisions (v) Responding to Councillor Calls for Action (vi) Monitoring the effectiveness of scrutiny through reviewing the implementation of recommendations (vii) Considering petitions holding officers to account in accordance with the Council's Petition Scheme
Corporate Services Scrutiny Committee	<p>For the services falling within the Corporate Services Directorate:</p> <ul style="list-style-type: none"> (i) Scrutiny of external public service providers and partners (ii) Scrutiny of outside bodies, especially those which the Council gives grants to and/or has service level agreements with (iii) Scrutiny of services which are shared with other local authorities including joint scrutiny of those services (iv) Receiving regular performance and financial monitoring reports (v) Identifying areas of underperformance or where performance could be improved which requires further scrutiny (vi) Investigating how improvements in performance can be made through examining best practice and performance at other councils (vii) Engaging at the earliest possible stage when the Council reviews existing policies or identifies the need for new policies to

Body	Areas of work
	<p>provide scrutiny input into the process for developing those policies</p> <p>(viii) Identifying where new or existing services may need a policy document to describe how they will be delivered</p> <p>(ix) Reviewing the processes used to develop policy, including how consultation and stakeholder engagement are undertaken, the format of policy documents and how the successful implementation of policies is measured</p> <p>(x) Looking at other ways in which scrutiny can assist in policy formulation</p>
<p>Housing, Planning, Regeneration & Regulatory Services Scrutiny Committee</p>	<p>For the services falling within the Housing, Planning, Regeneration & Regulatory Services Directorate:</p> <p>(i) Scrutiny of external public service providers and partners</p> <p>(ii) Scrutiny of outside bodies, especially those which the Council gives grants to and/or has service level agreements with</p> <p>(iii) Scrutiny of services which are shared with other local authorities including joint scrutiny of those services</p> <p>(iv) Receiving regular performance and financial monitoring reports</p> <p>(v) Identifying areas of underperformance or where performance could be improved which requires further scrutiny</p> <p>(vi) Investigating how improvements in performance can be made through examining best practice and performance at other councils</p> <p>(vii) Engaging at the earliest possible stage when the Council reviews existing policies or identifies the need for new policies to provide scrutiny input into the process for developing those policies</p> <p>(viii) Identifying where new or existing services may need a policy document to describe how they will be delivered</p> <p>(ix) Reviewing the processes used to develop policy, including how consultation and stakeholder engagement are undertaken, the format of policy documents and how the successful implementation of policies is measured</p> <p>(x) Looking at other ways in which scrutiny can assist in policy formulation</p>

Body	Areas of work
Neighbourhoods & Community Wellbeing Scrutiny Committee	<p>For the services falling within the Neighbourhoods & Community Wellbeing Directorate:</p> <ul style="list-style-type: none"> (i) Acting as the Council’s crime and disorder committee by scrutinising the discharge of crime and disorder functions by the Council and other agencies through the Community Safety Partnership (ii) Scrutiny of external public service providers and partners (iii) Scrutiny of outside bodies, especially those which the Council gives grants to and/or has service level agreements with (iv) Scrutiny of services which are shared with other local authorities including joint scrutiny of those services (v) Receiving regular performance and financial monitoring reports (vi) Identifying areas of underperformance or where performance could be improved which requires further scrutiny (vii) Investigating how improvements in performance can be made through examining best practice and performance at other councils (viii) Engaging at the earliest possible stage when the Council reviews existing policies or identifies the need for new policies to provide scrutiny input into the process for developing those policies (ix) Identifying where new or existing services may need a policy document to describe how they will be delivered (x) Reviewing the processes used to develop policy, including how consultation and stakeholder engagement are undertaken, the format of policy documents and how the successful implementation of policies is measured (xi) Looking at other ways in which scrutiny can assist in policy formulation

SCRUTINY COMMISSION – 3RD JUNE 2019

Report of the Head of Strategic Support

ITEM 7 SCRUTINY WORK PROGRAMME

Purpose of the Report

To enable the Commission to review and agree the scrutiny work programme.

Action Requested

1. To review and amend the scrutiny work programme to ensure that it is fit for purpose and that any items which no longer warrant scrutiny are removed and any items requiring scrutiny are added (see Appendix 1).
2. To consider establishing a scrutiny panel to consider “*Meeting Affordable Housing Needs in the Borough*”, on the basis of the proposed scrutiny scope document drafted by former Councillor Bebbington with assistance from the Democratic Services Manager and other relevant officers (see Appendix 2).

Reasons

1. To enable the Council’s new scrutiny arrangements to operate efficiently and effectively.
2. Reasons for scrutiny are set out in the proposed scrutiny scope document attached at Appendix 2.

Policy Justification and Previous Decisions

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

A new scrutiny committee structure was agreed by full Council on 25th February 2019 for implementation from the start of the 2019/20 Council year. As part of that process the former Scrutiny Management Board reviewed the existing scrutiny work programme and resolved:

“that the Head of Strategic Support be asked to ensure that committees under the new scrutiny committee structure are asked to review their work programmes at their first meetings, and are provided with appropriate guidance to assist that, so that any items which no longer warrant scrutiny are removed and any items requiring scrutiny are added” (minute 43.2 2018/19 refers).

As set out in item 5 on the agenda for this meeting the terms of reference of the Scrutiny Commission include having overall responsibility for the scrutiny work programme.

The Commission is therefore asked to undertake this review exercise for the whole of the scrutiny work programme.

The current scrutiny work programme, as it stood at the time of the publication of this agenda, is attached as Appendix 1. To assist the Commission, items which relate solely to administrative tasks are shaded in grey and items for scrutiny are left unshaded. The Commission is asked to focus on the unshaded items.

The next item on the agenda deal with the Commission's own work programme.

Implementation Timetable including Future Decisions and Scrutiny

Any decisions taken by the Board during the meeting will be reflected in an updated work programme for each of the three directorate-based committees that will be submitted to the first meeting of each of those committees.

The Commission will continue to oversee the whole scrutiny work programme which contains the work of the three directorate-based committees and any scrutiny panels that the Commission has established. The Commission may add or remove items from the work programme in performing this role. As part of that process it may also receive proposals from the other three scrutiny committees regarding items for the scrutiny work programme, for example suggestions for new task and finish scrutiny panels and suggestions from one committee for an item to be included in the work programme for another.

The Commission is also asked to consider whether to establish a new scrutiny panel to consider the issue of meeting the affordable housing need in the Borough. A proposed scope document for that panel has been prepared and is attached at Appendix 2.

Appendices

Appendix 1 – Scrutiny Work Programme

Appendix 2 – Proposed Scrutiny Scope Document – Meeting the Affordable Housing Need in the Borough

Background Papers: None

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Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	25 June 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings.	To allow the Committee to identify items for which scrutiny is required.	L. Strong/ Lead Officer	
CS	25 June 2019 (annual item)	Capital Monitoring including Outturn	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Annual report.
CS	25 June 2019 (annual item)	Revenue Monitoring (General Fund and HRA) Outturn	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Annual report.
CS	25 June 2019 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 4 Report considered at the same time annually.

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	25 June 2019 (six-monthly item)	Online Customer Service	Progress update regarding performance data relating to online customer service functions, including tracking the increase in use of online services and the number of failed online interactions.	To monitor progress regarding online customer service functions interfacing with Council customers work and development.	Lead Member/ S. Jackson	Agreed previously by PSP that a six-monthly update be received.
PCS	25 June 2019 (annual item)	Budget Scrutiny #1	<p>1. Quarter 4 / final outturn in respect of the previous financial year*:</p> <ul style="list-style-type: none"> • Revenue • Capital • Housing Revenue Account <p>2. Process – development of the Medium Term Financial Strategy (MTFS) and 2020/21 budget</p>	<p>The detail of prior year budget outturns can be considered as context for the development of the MTFS and following year's budget. (Outturn reports due for Cabinet meeting of 4 July should be published and available for scrutiny.)</p> <p>The planned methods for the development of the MTFS and budget could be discussed to assist future scrutiny activity.</p>	Lead Member/ S. Jackson / L. Tansey	<p>Process for scrutiny of 2020/21 budget agreed by SMB in March 2019.</p> <p><i>*Consideration of outturn positions for budget scrutiny purposes duplicates separate items programmed for consideration at this meeting.</i></p>
CS	17 Sept 2019 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 1 Report considered at the same time annually.

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Scrutiny Work Programme

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CS	17 Sept 2019 (annual item)	Budget Scrutiny #2	1. Scrutiny of the Medium Term Financial Strategy (MTFS). This would comprise a review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.	This MTFS scrutiny would be consistent with the approach adopted in previous years. Information to be provided by Leader/Cabinet Lead Member who will be invited to this meeting that will assist the Panel in scrutinising the policy background to and the rationale behind the MTFS being proposed.	Leader/ Lead Member / S. Jackson/ L. Tansey	Process for scrutiny of 2020/21 budget agreed by SMB in March 2019.
CS	17 Sept 2019 (Period 4 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
CS	03 Dec 2019 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 2 Report considered at the same time annually.
CS	03 Dec 2019 (annual item)	Budget Scrutiny #3	1. Scrutiny of the draft General Fund and HRA budgets, and Capital Plan, for feedback to Cabinet as part of the final budget setting process.	This approach would be consistent with that adopted for the 2019/20 budget scrutiny. Agreed dates for CSSP and Cabinet mean that review of the draft budget could be carried out at the December meeting of the CSSP.	S. Jackson/ L. Tansey Relevant Heads of Service and Lead Members	Process for scrutiny of 2020/21 budget agreed by SMB in March 2019. Note: Capital Plan part of process for budget scrutiny in 2020/21 (every two years).

Scrutiny Work Programme

Appendix 1

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CS	03 Dec 2019 (Period 7 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
CS	Additional meeting in January 2020 (annual item)	Budget Scrutiny #4	Consideration of draft report and agreeing recommendations.	As adopted for scrutiny of the 2019/20 budget. It would be necessary to convene this additional meeting to allow feedback on the budget to be presented to the February Cabinet meeting.	Lead Member/ S. Jackson	Process for scrutiny of 2020/21 budget agreed by SMB in March 2019. Note: Capital Plan part of process for budget scrutiny in 2020/21 (every two years).
CS	25 Feb 2020* (annual item)	Business Plan 2020/21		Consideration of draft plan to ensure scrutiny input. Plan due to be considered by and agreed by Cabinet in March 2020.	Leader/ G. Parker/S. Kinder	<i>*Short timescale between committee and Cabinet consideration.</i>
CS	25 Feb 2020 (Period 9 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.

Scrutiny Work Programme

Appendix 1

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CS	25 Feb 2020 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 3 Report considered at the same time annually.

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
HPRRS	02 July 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Committee to identify items for which scrutiny is required.	N. Conway/ Lead Officer	
HPRRS	02 July 2019 (annual item)	Housing Rent Arrears – Internal Mechanisms	To detail the Council's internal mechanisms for reporting and taking action in relation to housing rent arrears. To include information on the impact of Universal Credit.	SMB felt that members should receive clarity on a number of issues. Subsequently decided that regular updates would add value.	Lead Member / P. Oliver	See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016. Agreed to review housing rent arrears on an annual basis PSP 16 April 2018 (min 55.4).
HPRRS	02 July 2019 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 4 Report considered at the same time annually.
HPRRS	03 Sept 2019 (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaint's procedure.		Lead Member/ P. Oliver	Agreed by SMB 18 June 2014 following recommendation of PSG. Agreed at 12 December 2017 that a six-monthly update be received.

Scrutiny Work Programme

Appendix 1

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HPRRS	03 Sept 2019 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 1 Report considered at the same time annually.
HPRRS	03 Sept 2019 (annual item)	Climate Local Action Plan	Monitoring of the Climate Change Strategy Action Plan	Monitoring of progress on Action Plan.	Lead Member/ M. French / D. Pendle	Yearly update on Plan.
HPRRS	10 Dec 2019	Empty Homes Strategy - Monitoring of Action Plan	Monitoring the action plan associated with the Empty Homes Strategy.	To enable monitoring of the action plan to take place.	Lead Member / A. Simmons	Added by SMB 14th June 2017.
HPRRS	10 Dec 2019	Progress against actions in the Housing Strategy	To scrutinise progress against the actions in the Housing Strategy.		Lead Member/ A. Simmons	Added by SMB 25 October 2017, see min 26.1.
HPPRS	10 Dec 2019 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 2 Report considered at the same time annually.
HPRRS	03 March 2020 (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaint's procedure.		Lead Member / P. Oliver	Agreed by SMB 18 June 2014 following recommendation of PSG. Agreed at 12 December 2017 that a six-monthly update be received.

Scrutiny Work Programme

Appendix 1

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HPRRS	03 March 2020 (annual)	Tenancy Support	Performance information in relation to tenancy support, including statistics around tenancy sustainment and the number of unsuccessful tenancies and their causes, to be reported as key performance figures.	It is important to ensure the situation with unsuccessful tenancies is monitored.	Lead Member / P. Oliver	Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015.
HPRRS	03 March 2020 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 3 Report considered at the same time annually.
HPRRS	To be scheduled as required (ongoing item)	Five Year Housing Land Supply	If the Council's housing land supply falls below 5.5 years, a quarterly report to be provided and the Lead Member to attend to explain what actions are in place to return the five-year housing supply to a satisfactory level.	To ensure that, when necessary, the figures are scrutinised on a regular basis and any actions can be identified if required	Lead Member / R. Bennett	Agreed by SMB on 24 October 2018 (min 25.3) in response to a recommendation by the Five-Year Housing Land Supply Scrutiny Panel.
HPRRS	To be scheduled	Local Plan	To enable scrutiny of the development of the Local Plan. The Local Plan is being developed to the timetable set out in the Local Development Scheme. Informal public consultation took place in April 2018 and further consultation is due to take place in the second half of 2019.	To ensure appropriate scrutiny of the development of the Local Plan.	Lead Member/ R. Bennett /D. Pendle/ C. Clarke	Last considered by PSG on 10 July 2018 at which the results of the first phase of consultation were considered (min 6).

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	09 July 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Committee to identify items for which scrutiny is required.	M. Hopkins/ Lead Officer	
NCW	09 July 2019	Charnwood Lottery	To monitor the performance of the Charnwood Lottery six clear months after commencement of the scheme	To scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes.	Lead Member/J. Robinson	
NCW	09 July 2019 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 4 Report considered at the same time annually.
NCW	10 Sept 2019 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 1 Report considered at the same time annually.

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 Sept 2019 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership.	CSP Chair / J. Robinson / T. McCabe	
NCW	26 Nov 2019 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 2 Report considered at the same time annually.
NCW	10 March 2020	Children and Families Wellbeing Service	To scrutinise the new service model being provided by Leicestershire County Council.		External Partner	SMB 06 March 2019, Minute 39.1 refers.
NCW	10 March 2020 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 3 Report considered at the same time annually.

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 March 2020 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership.	CSP Chair/ J. Robinson / T. McCabe	

Scrutiny Panels

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



REVIEW TITLE: <i>Meeting affordable housing needs in the Borough</i>
SCOPE OF ITEM / TERMS OF REFERENCE
<p>There is a need to explore and find out the following:</p> <ul style="list-style-type: none"> ➤ Validity of forecast shortage ➤ Why it is happening ➤ Where in the processes are the projects changing? ➤ What examples of good practice exist elsewhere ➤ What improvements can be achieved by changing ways of working or processes
REASON FOR SCRUTINY
<ul style="list-style-type: none"> ➤ <i>The issue of meeting affordable housing needs should be kept at the forefront of scrutiny's work and a scrutiny panel would be the most appropriate means of doing so</i> ➤ <i>The forecast estimate that the authority will be short by over 400 homes relative to the housing needs over a 19-year period (2018-2036). The gap in provision indicates that the situation departs from approved policy and the principle of providing affordable homes in the borough</i> ➤ To understand obstacles/barriers to delivering affordable housing ➤ Explore the ways the Council can increase the supply
MEMBERSHIP OF THE GROUP
<p>Councillor (Chair) TBC Councillors</p>
WHAT WILL BE INCLUDED
<ul style="list-style-type: none"> ➤ Seeking evidence from the District Valuer about how they draw conclusions from additional information supplied by the house builders

- Seeking examples of good practice from other Local Authorities – desk research and visits
- Clarify with officers and the Lead Member about what funding streams are available and actively pursued

WHAT WILL BE EXCLUDED

- Looking at the Five Year Housing Land Supply as this was the subject of a previous Panel.

KEY TASKS * * including consideration of efficiency savings

STAKEHOLDERS, OUTSIDE AGENCIES, OTHER ORGANISATIONS *

- District valuer
- Officers -planning ang and housing
- Neighbouring local authorities
- Developers
- Homes for England

EQUALITY IMPLICATIONS

Is an impact needs assessment required? – to be considered at the Panel’s penultimate meeting

LINKS/OVERLAPS TO OTHER REVIEWS

RESOURCE REQUIREMENTS

REPORT REQUIREMENTS (Officer information)

REVIEW COMMENCEMENT DATE

COMPLETION DATE FOR DRAFT REPORT

* Key tasks and stakeholders may be subject to change as the review progresses.

PROGRESS OF PANEL WORK

MEETING DATE	PROGRESS TO DATE

REPORT SUBMITTED TO SCRUTINY MANAGEMENT BOARD

SCRUTINY COMMISSION – 3RD JUNE 2019

Report of the Head of Strategic Support

ITEM 8 SCRUTINY COMMISSION WORK PROGRAMME

Purpose of Report

To enable the Commission to review its own work programme, including considering the list of forthcoming Executive Key Decisions in order to schedule items for pre-decision scrutiny.

Work Programme

The Commission's current work programme is attached at Appendix 1. Currently the work programme consists of items concerned with the Commission's roles in overseeing the scrutiny function and undertaking pre-decision scrutiny, and two items to be scrutinised. The first is to scrutinise the Corporate Plan Annual Report in order to review how effectively the Council, both corporately and through individual services was delivering the themes set out in the Plan. The second item relates to partnership arrangements. However this item has remained on the work programme for a number of years without being undertaken and the Commission is asked whether it wishes to schedule or remove this item.

Key Decisions

To enable the Commission to be aware of the Key Decisions to be taken by the Cabinet over the coming months and to determine which, if any, of these items should be programmed for pre-decision scrutiny, details of forthcoming Exempt and Key Decisions to be taken by the Cabinet are attached as Appendix 2.

Items dated prior to this meeting have been removed from Appendix 2 to avoid confusion.

Background Papers: None

Officer to contact: Nadia Ansari
Democratic Services Officer
(01509) 634502
nadia.ansari@charnwood.gov.uk

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	03 June 2019 (standing item)	Scrutiny Work Programme and Requests from Scrutiny Committees		<p>To review the Commission's Work Programme.</p> <p>To consider the Scrutiny Work Programme in its entirety to ensure the Commission's role in managing that programme is undertaken.</p> <p>To consider any requests from scrutiny committees that items be added to the work programme which are not within their own remit or that scrutiny panels be established.</p>	N. Ansari (report) Lead Officer (meeting)	
Scrutiny Commission	03 June 2019 (standing item)	Cabinet items for pre-decision scrutiny		To allow identification of items from the latest Key Decisions Notice for pre-decision scrutiny by the Commission.	N. Ansari (report) Lead Officer (meeting)	<p>Items may also be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager.</p> <p>Further items may also be added following publication of the Cabinet agenda.</p>
Scrutiny Commission	03 June 2019 (if applicable, standing item)	Pre-decision scrutiny of any specific financial matters to be considered by Cabinet		To ensure pre-decision scrutiny of any <u>out-turn reports, virements and in-year service pressures</u> , particularly when they are related to additional costs arising from decisions by other agencies to reduce services.	N. Ansari (report) Lead Officer (meeting)	<p>Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019).</p> <p>To be identified from the Key Decisions Notice or from the Cabinet agenda.</p>
Scrutiny Commission	01 July 2019* (standing item)	Pre-decision scrutiny – Cabinet Response		To consider the response of Cabinet to recommendations by the Commission on pre-decision scrutiny items.	N. Ansari (report) Lead Officer (meeting)	<i>*Not applicable to first meeting of the Commission.</i>

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	03 June 2019	Scrutiny Scope Document – Meeting Affordable Housing Needs in the Borough	To consider a scrutiny scope document for a proposed “Meeting Affordable Housing Needs in the Borough” Scrutiny Panel, with a view to deciding whether that scrutiny will add value and, therefore, whether a scrutiny panel to consider the matter should be established.		Democratic Services Manager/N. Ansari	SMB 06 March 2019, Minute 40 refers.
Scrutiny Commission	01 July 2019	Five Year Housing Supply Scrutiny Panel - Update	Update on implementation of Cabinet decisions resulting from recommendations of Five-Year Housing Supply Scrutiny Panel	To ensure that implementation is monitored.	Panel’s Democratic Services Officer (report) Lead Officer and Relevant Officers (meeting)	Decisions taken by Cabinet 15 November 2018 were reported to SMB 23 January 2019. Update on implementation is usually considered six months after Cabinet decisions. <i>Update programmed for new Scrutiny Commission on that basis.</i>
Scrutiny Commission	05 Aug 2019 (annual item)	The Corporate Plan – Annual Report	To review delivery of the Corporate Plan.	To review how effectively the Council, both corporately and through individual services was delivering the themes set out in the Plan.	Relevant Cabinet Lead Members & Heads of Service A. Ward & H. Gretton	
Scrutiny Commission	09 March 2020 (annual item)	Draft Annual Scrutiny Report 2019-20	To report on the activities of Scrutiny and look forward to the forthcoming year.	To agree on the content of a report to Council on the workings of scrutiny over the past year.	Dem. Services Manager	

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	As required	Scrutiny Commission or Scrutiny Committee Recommendations – Cabinet Response and Monitoring Implementation		To consider the response of Cabinet to recommendations made to it by the Commission or by scrutiny committees and to decide how implementation of agreed recommendations will be monitored by the Commission.	N. Ansari (report) Lead Officer (meeting)	
Scrutiny Commission	As required	Scrutiny Panel Reports		To consider recommendations set out in Scrutiny Panel reports before they are referred by the Commission to Cabinet, Council or a committee.	Panel's Democratic Services Officer (report) Panel Chair (meeting)	
Scrutiny Commission	As required	Scrutiny Panels – Cabinet Response and Monitoring Implementation		To consider the response of Cabinet to Scrutiny Panel recommendations and to decide how implementation of agreed recommendations will be monitored by the Commission.	Panel's Democratic Services Officer (report) Lead Officer and Relevant Officers (meeting)	

Scrutiny Work Programme

Appendix 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	To be scheduled	Partnership Arrangements	To review the current effectiveness of partnership working and how this impacts on the delivery of the Corporate Plan and Sustainable Community Strategy	1. To discover from partners (e.g. parish councils and the LSP) their satisfaction with the Council and partnership working arrangements. 2. To ensure that the infrastructure to support partnership working is in place.	TBC	See SMB 23 May 2012 and 14 August 2013. <i>New Scrutiny Commission to decide whether to retain or delete this item.</i>



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

**Published
8th May 2019**

What is a Key Decision?

A key decision is one which:

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

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

What is a Private Meeting?

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

Representations

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

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

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

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Revenues and Benefits – Future Service Delivery Options	To review the future service delivery options for the Revenues and Benefits Service and approve a final option to be implemented.	Cabinet	6th June 2019	Report	No	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20.	Cabinet	6th June 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Building Control Alternative Service Delivery Project	To request approval of the preferred delivery model for the provision of future building control services.	Cabinet	4th July 2019	Report	No	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Capital Plan Outturn 2018/19	To report the Council's capital expenditure results for 2018/19 subject to audit.	Cabinet	4th July 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2018/19) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2018/19 subject to audit.	Cabinet	4th July 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	4th July 2019 2nd September 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	4th July 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Dog Control Public Spaces Protection Order 2019	To approve the formal Notice of Intention to renew the Borough-wide Public Spaces Protection Order for Dog Control (dog fouling, dogs on leads and dogs under control) under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014.	Cabinet	4th July 2019	Report	Yes	Alan Twells Head of Regulatory Services Tel: 01509 634650 alan.twells@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20.	Cabinet	19th September 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	19th September 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	19th September 2019 4th November 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Medium Term Financial Strategy 2020-2023	To present a revised MTFs to Cabinet and Council for approval.	Cabinet Council	14th November 2019 20th January 2020	Report Report	Yes Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Draft Capital Plan 2020/21 – 2022/23	To consider the draft Capital Plan for consultation.	Cabinet	12th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20.	Cabinet	12th December 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Draft General Fund and HRA 2020-21 Budgets	To seek approval to the Draft Revenue Budget for 2020-21 as a basis for consultation.	Cabinet	12th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	12th December 2019 20th January 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	12th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants – Strategic Partners (2020/21 – 2021/22)	To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	16th January 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2020-21	To seek approval to a Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2020-21 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2020-21 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2020-21 and to propose the Council Tax for approval by Council.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
New Capital Plan 2020-21 to 2022-23	To approve the Capital Plan.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round four (additional) of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20.	Cabinet	12th March 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the current Capital Plan.	Cabinet Council	12th March 2020 27th April 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Annual Procurement Plan 2020/21	To seek approval to the Annual Procurement Plan for 2020/21.	Cabinet	12th March 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	12th March 2020	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	12th March 2020	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Business Plan 2020/21	To set out the Council's principal activities in delivering the Corporate Plan for the Council Year 2019/20.	Cabinet	12th March 2020	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Revenues and Benefits – Future Service Delivery Options	To review the future service delivery options for the Revenues and Benefits Service and approve a final option to be implemented.	Cabinet	6th June 2019	Report	No	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk
Building Control Alternative Service Delivery Project	To request approval of the preferred delivery model for the provision of future building control services.	Cabinet	4th July 2019	Report	No	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk

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

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

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