



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 Committee Room 2 - Council Offices on Monday, 1st July 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

21st June 2019

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 4 - 8
To approve the minutes of the meeting held on 3rd June 2019.
3. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS
No declarations were made.

4. DECLARATIONS OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES
11.16

To deal with the following question on notice, submitted under Scrutiny Committee procedure 11.16:

4.1 Councillor allocation of funding during 2018/19.

6. 5 YEAR HOUSING LAND SUPPLY SCRUTINY PANEL
RECOMMENDATION UPDATE

9 - 13

A report of the Head of Strategic Support detailing the implementation of the Five Year Housing Land Supply Scrutiny Panel recommendations approved by Cabinet in November 2018.

7. 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.

8. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the Cabinet agenda for 4th July 2019:

(a) **Charnwood Dog Control Public Spaces Protection Order 2019** 14 - 35

A report of the Head of Regulatory Services 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 will be considered for pre-decision scrutiny in order to make recommendations as appropriate to the Cabinet.

(b) **Bulky Waste Collections** 36 - 50

A report of the Head of Cleansing and Open Spaces to consider the introduction of charges for all bulky waste collections will be considered for pre-decision scrutiny in order to make recommendations as appropriate to the Cabinet.

9. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET
RESPONSE 51 - 52

A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.

10. PROGRESS WITH PANEL WORK

At present there are no panels in operation.

11. SCRUTINY WORK PROGRAMME

53 - 57

A report of the Head of Strategic Support providing the Commission with a progress update on their Scrutiny Panel suggestions made at the last meeting.

Any actions agreed will be added to the Scrutiny Work Programme.

12. SCRUTINY COMMISSION WORK PROGRAMME

58 - 69

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.

13. 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.

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

An exempt report of the Strategic Director for Corporate Services to consider the disposal of the Council's option in land at Charnwood Campus and an adjoining piece of land will be considered for pre- decision scrutiny in order to make recommendations as appropriate to the Cabinet.

SCRUTINY COMMISSION 3RD JUNE 2019

PRESENT: The Chair (Councillor Hunt)
The Vice Chair (Councillor Draycott)
Councillors Baines, Bolton, Parsons and Rattray

Councillor Barkley (Lead Member for Finance and
Property Services)

Strategic Director of Corporate Services
Chief Executive
Democratic Services Officer (NA)

APOLOGIES: Councillor Bailey

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. She also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

1. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

2. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

3. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

4. AGENDA VARIANCE

At the agreement of the Chair the following agenda item was moved forward:
Revenues and Benefits – Future Service Delivery.

5. EXEMPT INFORMATION

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

At this point in the meeting the sound recording was switched off.

6. REVENUES AND BENEFITS - FUTURE SERVICE DELIVERY

An exempt report of the Head of Customer Experience was considered regarding the future of the Revenues and Benefits Service delivery from February 2020 (item 12 on the agenda filed with these minutes).

The Lead Member for Finance and Property Services and the Strategic Director for Corporate Services attended the meeting to assist with consideration of the item.

A summary of the Group's discussion on this matter is provided in the exempt minute (Scrutiny Commission 1E 2019/20).

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Customer Experience.

Reason

The Commission, having carefully considered and asked questions on the report felt Cabinet should approve the recommendations set out in the report.

7. PUBLIC RE-ADMITTED

RESOLVED that members of the public be re-admitted to the meeting as the rest of the items were not exempt.

At this point the sound recording resumed.

8. NEW SCRUTINY COMMITTEE STRUCTURE - TERMS OF REFERENCE

A report of the Head of Strategic Support was considered regarding the remit and terms of reference for the new Committee (item 5 on the agenda filed with these minutes).

The Democratic Services Manager attended the meeting to assist with consideration of the item and gave the following responses to issues raised:

- (i) The scrutiny of the Council's budget would be undertaken by the Corporate Services Scrutiny Committee. It was agreed that the committee would decide on how to delegate the work of the budget scrutiny process, whether a panel would be appointed or the work would be completed by the committee members.
- (ii) The Commission agreed that the focus of the Committee's work should be to look at improvements and to improve outcomes.

RESOLVED that the report be noted by the committee.

Reason

To acknowledge the committee's consideration of the subject.

9. TOPICS FOR SCRUTINY IN THE 2019/20 COUNCIL YEAR

There was a verbal discussion by the committee on the topics they felt should be the focus in 2019/20.

The following topics were submitted for consideration:

- Crime and Anti-social behaviour in the borough– focusing on car crime and theft, burglaries, drug crime, youth crime and anti-social behaviour problems and working with youth services
- Waste services and waste management – looking at how to improve recycling in the Charnwood area with the help of partner organisations
- Activities associated with generating commercial income
- Parking enforcement enhancement
- Childhood obesity and how the Council can work with leisure and sports services to tackle the issue
- Mental Health issues
- Digitalisation and transformation of the Council's services
- Supporting the enterprise zones and science park
- A regular contract review to check progress with the Council's housing capital programme contract
- A review of the Children's centres and their implications

RESOLVED

1. that following the meeting the Democratic Services Officer provide further information to the Commission on the topics discussed. This will be in relation to any training sessions or upcoming reports that may assist the Commission in selecting their topics.

3. that a selection of topics be agreed by the Commission before the next meeting and those topics be brought to the next Scrutiny Commission meeting to be discussed further

Reason

1. To assist the Commission with prioritising their selection of topics.
2. To enable the Commission to develop their topic ideas into Panel suggestions.

10. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support was considered to agree the Scrutiny Work Programme for the committees including any amendments to the current work programme.

The committee also considered a scrutiny panel request to establish a panel to scrutinise the delivery of affordable housing, proposed by a former Councillor. It was decided not to take the panel forward.

RESOLVED that the Scrutiny Work Programme be updated with the decisions taken at this meeting.

Reason

To ensure that the information contained in the Work Programme is up to date.

11. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Strategic Support was considered, to enable the Commission to consider its work programme and forthcoming Key Decisions and decisions to be taken in private by the Cabinet in order to schedule items for pre-decision scrutiny (item 8 on the agenda filed with these minutes).

RESOLVED that the Group's current work programme be noted and updated following this meeting, in accordance with the decisions taken during consideration of this item and at this meeting and any items of pre-decision scrutiny that require changing due to their reprogramming by the Cabinet.

Reason

To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public service providers and partners were operating effectively for the benefit of the Borough.

12. PRE-DECISION SCRUTINY OF ANY SPECIFIC FINANCIAL MATTERS TO BE CONSIDERED BY CABINET

There were no items of this nature on the Cabinet agenda for the Commission to consider.

13. PRE-DECISION SCRUTINY - CABINET RESPONSE

As this was the first meeting of the Scrutiny Commission it had not yet undertaken any pre-decision scrutiny and there were no responses from the Cabinet to report.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 24th June unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Commission.

SCRUTINY COMMISSION – 1ST JULY 2019

Report of the Head of Strategic Support

ITEM FIVE YEAR HOUSING LAND SUPPLY SCRUTINY PANEL – 6 MONTH UPDATE

Purpose of Report

To enable the Commission to consider the implementation of the decisions taken by the Cabinet following its consideration of the report of the Five Year Housing Land Supply Scrutiny Panel and what, if any, further action may be required.

Recommendation

That the Commission consider the information provided in respect of the implementation of the decisions taken by the Cabinet following its consideration of the report of the Five Year Housing Land Supply Scrutiny Panel and for each decision determine whether:

- the implementation is complete or sufficiently complete and no further monitoring is required;
- the implementation is not complete and a further update for the Board is required;
- the implementation is not complete or other issues with the implementation are identified and a recommendation or advice to the Cabinet is required.

Reason

To enable the Commission to be satisfied that decisions taken following scrutiny recommendations are being implemented satisfactorily, take or recommend any further action that is necessary and ensure the effectiveness of the scrutiny function.

Policy Justification and Previous Decisions

As part of the process for ensuring the effectiveness of the scrutiny function the Commission receives a report setting out the Cabinet's responses to scrutiny recommendations and a later report on the implementation of the decisions taken by the Cabinet. These later reports are usually considered by the Commission 6 months after the Cabinet decisions are made.

On 15th November 2018, the Cabinet considered the findings and recommendations of the Five Year Housing Land Supply Scrutiny Panel. The decisions taken by the Cabinet are set out in the Appendix to this report, and also include the current status of the actions undertaken following those decisions, set out in the form of a table.

Implementation Timetable including Future Decisions and Scrutiny

The Commission will normally only receive one report on the implementation of decisions taken following scrutiny recommendations. There would, therefore, not

normally be a further report following this one. The Commission may however decide that further updates are necessary or may choose to make further recommendations to the Cabinet.

Report Implications

Implications are as set out in the appended table where relevant.

Background Papers

1. Cabinet, 15th November 2018 – Item 6 and Minute 53.
2. Scrutiny Management Board, 24th October 2018 - Item 7 and Minute 25.
3. Five Year Housing Land Supply Scrutiny Panel agendas and notes of meetings held on:

Meeting 1 – 20th March 2018

Meeting 2 – 18th April 2018

Meeting 3 – 6th June 2018

Meeting 4 – 5th September 2018

Meeting 5 – 30th October 2018

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

Summary of actions taken following Cabinet consideration of Scrutiny Panel reports

Cabinet decision – 15th November 2018	5 YEAR HOUSING LAND SUPPLY SCRUTINY PANEL	STATUS
Minute 53.1	that, in respect of Panel Recommendation 1, the Council’s Business Plan be amended to include the five year housing supply figure as one of the Council’s Key Performance Indicators (KPIs), with effect from the 2019/20 Business Plan, and that quarterly direction of travel indicators be made available to councillors as required;	Recommendation completed and monitoring continued through the Key Performance Indicators.
Minute 53.2	that, in respect of Panel Recommendation 2, the Council’s Business Plan be amended to include the various deadlines by which planning applications of different types should be determined as KPIs, with effect from the 2019/20 Business Plan;	Complete, no further monitoring.
Minute 53.3	that Panel Recommendation 3 be noted and that, once the Council had had the opportunity to consider the draft report by Sir Oliver Letwin setting out his review of land supply and housing delivery, the Cabinet Lead Member for Planning, Inward Investment and Tourism Strategy, in consultation with the Chair of the Five Year Housing Supply Scrutiny Panel, writes to the Government with any further recommendations of this Council to that report;	Complete, no further monitoring.
Minute 53.4	that, in respect of Panel Recommendation 4, the Cabinet Lead Member for Planning, Inward Investment and Tourism Strategy, in conjunction with relevant officers, continuously reviews the processes for dealing with section 106 agreements, reserved matters applications and pre-commencement conditions, to identify any areas for improvement and to bring any issues to the attention of the Cabinet as appropriate;	In progress.

Cabinet decision – 15th November 2018	5 YEAR HOUSING LAND SUPPLY SCRUTINY PANEL	STATUS
Minute 53.5	that, in respect of Panel Recommendation 5, the current review of the Core Strategy be completed in accordance with the timetable set out in the Local Development Scheme agreed by the Cabinet most recently on 15th March 2018.	Underway.

CABINET – 4TH JULY 2019

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

Part A

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

Purpose of Report

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

Recommendations

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

Reasons

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

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

Policy Justification and Previous Decisions

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

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

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

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

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

Implementation Timetable including Future Decisions and Scrutiny

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

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

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

Report Implications

The following implications have been identified for this report.

Financial Implications

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

Risk Management

No specific risks identified.

Equality and Diversity

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

Crime and Disorder

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

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

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

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

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

Part B

Background

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

Development of PSPOs

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

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

Consultation

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

Enforcement, Education and Campaigns

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

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

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

Timetable and future stages

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

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

Appendices

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

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

DATED

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

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

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

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

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

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

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

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

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

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

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

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

SCHEDULE

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

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

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

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

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

Leicestershire
LE11 2TR

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

APPENDIX B – Proposed Public Spaces Protection Order

The Anti-Social Behaviour, Crime and Policing Act 2014

DATED

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

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

1. Fouling

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

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

2. Leads by Order

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

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

3. Leads

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

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

4. Exclusion

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

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

5. Exemptions

Nothing in this Order shall apply to a person who –

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

For the purpose of this Order –

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

6. Penalty

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

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

Schedule One

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

Dogs on Lead by Direction

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

Schedule Two - The Keeping of Dogs on Leads

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

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

Schedule Three - Dogs Exclusion

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

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

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

Charnwood Borough Council

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

■ **Background**

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

■ **Legislation- Equality Duty**

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

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

For the following protected characteristics:

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

What is prohibited?

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

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

Equality Impact Assessment – Public Spaces Protection Orders

Step 1 – Introductory information

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

Step 2 – Overview of policy/function being assessed

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

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

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

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

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

Step 5 – Assessing the impact

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

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

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

Please note:

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

No

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

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

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

Step 6- Monitoring, evaluation and review

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

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

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

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

Step 7- Action Plan

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

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

Reference Number	Action	Responsible Officer	Target Date

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

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

Step 9- Conclusion

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

CABINET - 4TH JULY 2019

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

Part A

ITEM CHANGES TO BULKY WASTE COLLECTIONS

Purpose of Report

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

Recommendations

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

Reasons

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

Policy Justification and Previous Decisions

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

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

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

Implementation Timetable including Future Decisions and Scrutiny

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

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

Report Implications

The following implications have been identified for this report.

Financial Implications

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

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

Risk Management

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

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

Equality and Diversity

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

Sustainability

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

Key Decision: Yes

Background Papers: None

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

Part B

Background

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

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

Proposals

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

Benchmarking

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

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

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

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

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

Appendices

Equality Impact Assessment

Charnwood Borough Council

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

■ Background

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

■ Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

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

■ **Step 1 – Introductory information**

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

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

Outline: What is the purpose of this policy? (Specify aims and objectives)				
<p>The aim of this decision is to introduce charges for the household bulky waste collections as detailed below:</p> <p>For every 1-3 items: £20.00</p> <p>The main driver for this change is the need to offset part of the overall costs for the provision of the Environmental Services contract which includes refuse and recycling collections as well as street cleaning.</p> <p>The Controlled Waste Regulations 2012 allow authorities to charge for items that do not fit in the receptacle provided for collecting Household Waste.</p> <p>The provision of bulky waste collections is discretionary for local authorities. Many councils provide a service for large waste items, and most choose to charge a fee to recover some/all of the associated costs. Nationally there are only 15 councils that do not charge for the provision of this service. In Leicestershire, only Charnwood and Leicester City Council currently operate free bulky waste collections.</p> <p>Alternative ways of disposing the household bulky waste include national and local reuse and recycling schemes. This information is provided to customer on the Council's website prior to the booking forms.</p> <p>Nationally there are only 15 councils not charging for this service. The average charge in the East Midlands is £9.20 per item. The proposed charge equates to £6.66 per item (assuming residents use all 3 items available for collection).</p> <p>Furthermore, electrical retailers offer to remove white goods being replaced for a fee. A limited desktop exercise found this fee to be around £15-20 per item.</p> <p>Charnwood Borough Council is currently the only district in Leicestershire that does not charge for the collection of bulky waste from households.</p> <p>A summary of existing charges is provided below:</p> <table border="1"> <thead> <tr> <th>Authority</th> <th>Charge</th> </tr> </thead> <tbody> <tr> <td>Charnwood (CBC)</td> <td>Each household is entitled to three free collections a year or nine items, whichever comes first. After this, collections will be priced at £15 per collection of every three items.</td> </tr> </tbody> </table>	Authority	Charge	Charnwood (CBC)	Each household is entitled to three free collections a year or nine items, whichever comes first. After this, collections will be priced at £15 per collection of every three items.
Authority	Charge			
Charnwood (CBC)	Each household is entitled to three free collections a year or nine items, whichever comes first. After this, collections will be priced at £15 per collection of every three items.			

Melton	<u>Standard Rate</u> 1 Item £18.70 2-5 Items £31.00 + £9.00 for each additional item. Fridges: £25.60 <u>Low Income Concession</u> Discount applies on multiple items for residents on pension credit/income-based benefits
Blaby	1 to 2 large items - £21.00 (minimum charge) 3 to 4 large items - £29.00 5 to 6 large items - £40.00 £2 administration charge for bookings over the phone
Hinckley and Bosworth	1 to 3 items £15.00 4 to 5 items £25.00 £6.00 for each additional item. 50% reduction for low income groups.
North West Leicestershire	1-3 items = £24 4 items = £29 5 items = £34 6 items = £39 100% concession to those on income support, housing or council tax benefit (2 free collections per year)
Harborough	3 large household items or 12 sacks of waste for a charge of £34.17
Oadby and Wigston	Non-electrical items £22.00 for the first item, followed by an additional £4.10 per item. Electrical items £22.00 for the first item, followed by an additional £4.10 per item.
Leicester City*	1 free collection of up to five items of bulky waste in any two-month period; 1 free collection of up to 15 items of garden waste in any two month period.

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

Alternatives to increasing the charges are as follows:

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

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

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

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

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

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

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

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

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

Data/information such as:

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

- Charnwood Borough Council Equality Strategy 2016-2020

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

- Charnwood Demographic Information 2013

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

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

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

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

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

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

No

■ **Step 5 – Assessing the impact**

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

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

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

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

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

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

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

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

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

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

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

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
1	Monitor request/booking rates to assess whether the implementation has had an adverse impact on usage	Head of Cleansing and Open Spaces	March 2021 for full year data
2	Monitor number fly-tipping incidents for this type of waste to assess if there is any correlation with the introduction of charges	Head of Cleansing and Open Spaces	March 2021 for full year data

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

SCRUTINY COMMISSION – 1ST JULY 2019

Report of the Cabinet

ITEM SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

Purpose of Report

To set out the Cabinet's responses to the recommendations of the Commission on pre-decision scrutiny items.

Action Requested

To note the Cabinet's responses to the recommendations submitted by the Commission on items considered for pre-decision scrutiny.

Policy Context

One of the principles of effective scrutiny, identified by the Centre for Public Scrutiny, is "provide a constructive critical friend challenge to the Executive".

Pre-decision Scrutiny

Since the June meeting of the Commission, the Cabinet has considered the following items on which the Commission undertook pre-decision scrutiny:

A. REVENUE AND BENEFITS FUTURE SERVICE DELIVERY

Details of the Commission's consideration of the items as reported to the Cabinet on the 6th June 2019 can be found in the exempt minute from the Commission's meeting on 3rd June 2019.

The Chair of the Commission, Councillor Hunt, attended the Cabinet's meeting on the 14th June 2019 to present the Commission's reports to the Cabinet.

Cabinet Response

The Cabinet considered the Commission's report and acknowledged the work undertaken and the views of the Commission. In particular, the Cabinet responded as follows to the report:

Revenue and Benefits Future Service Delivery

The Cabinet adopted the officer recommendations as set out in the exempt report, which the Commission had supported.

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

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

SCRUTINY COMMISSION – 1ST JULY 2019

Report of the Head of Strategic Support

Part A

ITEM SCRUTINY PANEL TOPIC SELECTION UPDATE

Purpose of Report

To update the Commission on progress made since its previous meeting on topics for inclusion in the Scrutiny Work Programme or to be considered by Scrutiny Panels.

Action Requested

1. That the Scrutiny Commission consider and agree the actions for the members of the Commission as well as members of the other Scrutiny Committees.
2. That the Scrutiny Commission add the agreed topics to the Scrutiny Work Programme.

Reasons

1. To ensure that the suggestions made are progressed.
2. To ensure the Scrutiny Work Programme holds the most up to date information.

Policy Justification and Previous Decisions

The Commission's remit includes the making of suggestions for Scrutiny Panels and any other associated areas of activity.

Implementation Timetable including Future Decisions and Scrutiny

Every suggestion has a proposed timescale for action which will be monitored by the Scrutiny Commission. Any suggestions that are approved and allocated to the other Scrutiny Committee's will be monitored by them and brought back to the Scrutiny Commission for review.

Officer to contact:

Karen Widdowson
Democratic Services Manager
01509 634785
Karen.widdowson@charnwood.gov.uk

Part B

Background

The Chair and Vice-chair of the Scrutiny Commission met with the Lead Officer after the last meeting took place to discuss the scrutiny panel topic suggestions made. Each suggestion was assessed using the scrutiny topic selection flowchart to see if it met the criteria as a suitable topic for scrutiny. The Lead Officer also provided information on any current activity relating to the topics.

Each topic suggestion has therefore been considered and an action proposed.

Appendices

1. Topic selection action table

Topic	Method	Timeline
Corporate Services		
Generating commercial income	Members of the Corporate Services Scrutiny Committee undertake informal factfinding research to find out what income generating activities are already in place at the Council and compare with information gathered from other similar types of Councils nationally.	From Sep 2019 onwards
Digitalisation and transformation of services	Members of the Corporate Services Scrutiny Committee undertake informal factfinding research to establish what practices are already in place at the Council and compare with information gathered from other Councils nationally.	From Sep 2019 onwards
Housing, Planning and Regeneration and Regulatory Services		
Waste services and waste management	Members of the Housing, Planning and Regeneration, Regulatory Services Scrutiny Committee undertake informal factfinding research to establish what practices are already in place. Part of this research will include attending the Member Development Training session on 4 September 2019.	From Sep 2019 onwards
Parking enforcement enhancement	Further information and clarity be sought at the next Scrutiny Commission meeting from the Member that raised this potential topic.	TBC
Supporting the enterprise zone and science park	Members of the Housing, Planning and Regeneration, Regulatory Services Scrutiny Committee undertake informal factfinding research to establish what the three current owners on the site are doing to promote the site to businesses.	Jan 2020

Charnwood Standard contract review	A Scrutiny Panel forming members of the Housing, Planning and Regeneration, Regulatory Services Scrutiny Committee be set up and contractors be invited to attend to answer questions about the how performance is being addressed and monitored.	From Sep 2019 onwards
Neighbourhoods and Community Wellbeing		
Crime and ASB and Youth Crime	<p>A Scrutiny Panel of the Neighbourhoods and Community Wellbeing Scrutiny Committee be set up to consider crime and ASB incorporating youth crime.</p> <p>The Community Safety Partnership (CSP) crime statistics will be presented at the Committee's 10th November meeting. Following this meeting the scoping for a Panel can commence with the intention to present to the next CSP meeting in March 2020.</p>	March 2020
Young People of the Borough	<p>A Scrutiny Panel of the Neighbourhoods and Community Wellbeing Scrutiny Committee be set up to consider the original topic ideas of:</p> <ul style="list-style-type: none"> • Childhood obesity • Mental Health funding and support (0-19 years) • Review of Children's Centres <p>The County Council put in place a new Children and Young People's Strategy which ends in 2022. The Panel to be set up to consider the effectiveness of that Strategy and to input into the new draft strategy. Suggestion that the CCG and the chair of the Health and Wellbeing Board attend the Panel</p>	Autumn 2021

	meeting to explain the effectiveness of the strategy and explore areas for improvement in future plans.	
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Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	5 th August 2019 (standing item)	Work Programme	To agree and schedule items to be considered at future meetings.	To allow the Commission to identify items, including the scrutiny of forthcoming Key Decisions, pre-decision scrutiny and the scrutiny of external public service providers and partners.	N. Ansari (report) Lead Officer (meeting)	
Scrutiny Commission	5 th August 2019 (standing item)	Scrutiny Work Programme	Includes issues arising from Scrutiny Committees and panels since last meeting, latest Key Decision Notice, annual Procurement Plan and Quarterly Updates (Cabinet reports) and current work programme.	To enable the Commission to determine the Scrutiny Work Programme. To report back on any recommendations submitted to the Cabinet, if applicable.	N. Ansari (report) Lead Officer (meeting)	
Scrutiny Commission	5 th August 2019 (standing item)	Scrutiny Commission Pre-decision scrutiny – Cabinet Response	A report of Cabinet, setting out the response of Cabinet to recommendations by the Commission on pre-decision scrutiny items.		N. Ansari (report) Lead Officer (meeting)	
Scrutiny Commission	5 th August 2019 (standing item)	Cabinet items for pre-decision scrutiny			To be confirmed	Items may be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda.

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	5 th August 2019 (if applicable, standing item)	Pre-decision scrutiny of any specific financial matters to be considered by Cabinet.		Pre-decision scrutiny of any out-turn reports, virements and in-year service pressures, particularly when they are related to additional costs arising from decisions by other agencies to reduce services.	To be confirmed	Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019).
Scrutiny Commission	5 th August 2019 (standing item)	Progress with Panel Work	To consider updates on the work of scrutiny panels.	To ensure that any scrutiny panels set up are monitored effectively.	N. Ansari (agenda) Lead Officer (meeting)	
Scrutiny Commission	16 th September 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	10 th February 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>
Scrutiny Commission	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	

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	<ol style="list-style-type: none"> 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	Originally agreed at SMB 23 May 2012 to programme this item at its July 2012 meeting. Scheduling was then deferred to be considered following the Empowering Communities Panel report. 14 August 2013 SMB agreed to defer consideration again – revisit January 2014.



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

**Published
5th June 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 £150,000 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?
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
Communal Area Cleaning Scheme for Council Accommodation	To consider the implementation of a communal areas cleaning scheme for general needs Council accommodation and that the cost of the scheme is recovered through a service charge to tenants and leaseholders receiving the service.	Cabinet	19th September 2019	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@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

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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 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
Building Control Alternative Service Delivery Project	To request approval of the preferred delivery model for the provision of future building control services.	Cabinet	17th October 2019	Report	No	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@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
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

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 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
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

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?
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
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?
Building Control Alternative Service Delivery Project	To request approval of the preferred delivery model for the provision of future building control services.	Cabinet	17th October 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)	Customer Services and Digital Transformation
Councillor Smidowicz (Conservative)	Regulatory Services, Enforcement and Licensing
Councillor Taylor (Conservative)	Communities, Safety and Wellbeing
Councillor Vardy (Conservative)	Planning, Inward Investment and Tourism Strategy