



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, 5th August 2019 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

26th July 2019

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 3 - 8
To approve the minutes of the meeting of the Commission held on 1st July 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

No questions were submitted.
6. 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.
7. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The August Cabinet meeting has been cancelled so there are no items available for scrutiny.
8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET 9 - 10
RESPONSE

A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.
9. PROGRESS WITH PANEL WORK 11 - 18

To consider updates on the work of scrutiny panels.

At this meeting the Scrutiny Commission will discuss ideas for future Scrutiny Panels and agree on topics for scrutiny.
10. SCRUTINY WORK PROGRAMME 19 - 35

A report of the Head of Strategic Support enabling the Commission to review and agree the scrutiny work programme for all of the Scrutiny Committees.

The Commission will also be provided with an update on the Scrutiny Panel topic suggestions following the last meeting.
11. SCRUTINY COMMISSION WORK PROGRAMME 36 - 48

A report of the Head of Strategic Support setting out the list of forthcoming Executive Key Decisions and the Group's Work Programme for consideration, in order to identify items for future scrutiny.

SCRUTINY COMMISSION 1ST JULY 2019

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

Councillors Harper-Davies (Cabinet Lead Member
for Performance of Major Contracts) and
Smidowicz (Cabinet Lead Member for Regulatory
Services, Enforcement and Licensing)

Head of Cleansing and Open Spaces
Strategic Director of Corporate Services
Chief Executive
Enviro-Crime and Dog Control Manager
Democratic Services Officer (NA)

APOLOGIES: Councillor Baines

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.

14. MINUTES OF THE PREVIOUS MEETING

The Commission noted that their changes to the Scrutiny Work Programme at the last meeting had not been fully recorded. Items that had been included in the previous Scrutiny Work Programme that had been outlined from the new work programme had not been recorded in the minutes.

The minutes of the meeting of the Commission held on 3rd June 2019 were approved.

15. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

Councillor Hunt declared an interest in item 8a as she worked for the right honourable Nicky Morgan MP and was due to attend a conference relating to Dog Control.

Councillor Snartt declared an interest in item 6 as the instigator of the Five-Year Housing Land Supply Scrutiny Panel and as a subsequent member.

16. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

17. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

The Commission considered the question asked by the member of public and the response received from the Lead Member for Communities, Safety and Wellbeing and the Head of Neighbourhood Services.

The Commission was satisfied with the information provided by the Lead Member and felt no further scrutiny was needed.

The Commission recorded its thanks to the member of the public for their question and asked that the response be provided to them.

18. 5 YEAR HOUSING LAND SUPPLY SCRUTINY PANEL RECOMMENDATION UPDATE

The Commission received the six-month implementation update on the recommendations agreed by Cabinet in November last year regarding the Five-Year Housing Land Supply Scrutiny Panel.

The Chief Executive assisted with consideration of the item and advised the Commission how the recommendations had been implemented.

The Commission raised a query regarding a specific section 106 agreement which the Chief Executive advised would be answered outside the meeting.

RESOLVED that the report be noted.

Reason

To acknowledge the Commission's consideration of the matter and that they had no areas of concern.

19. 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.

20. CHARNWOOD DOG CONTROL PUBLIC SPACES PROTECTION ORDER 2019

A report of the Head of Regulatory Services to approve the formal Notice of Intention to renew the Borough wide Dog Control Public Spaces Protection Order 2019 was considered by the Commission (item 08a on the agenda filed with these minutes).

The Lead Member for Regulatory Services, Enforcement and Licensing and the Enviro-Crime and Dog Control Manager attended the meeting to assist with consideration of the item and gave the following responses:

- (i) Residents had been consulted through a variety of ways and the total response had been 322 which was deemed to be positive.

- (ii) The list of dog exclusion zones in Loughborough had been drawn up with the Environmental Services Team and the list was up to date but the locations with a dog exclusion zone had to be enclosed with a boundary on all 4 sides which may exclude some of the children's play areas. Members were advised they could request for areas to be added if they felt they met the criteria.
- (iii) It was felt that the current mechanisms in place for controls dogs were working. The difference between dogs on lead and dogs on lead by direction was explained to the committee and they were advised that there had been a decrease in incidents since the last Public Spaces Protection Order was implemented in 2017.
- (iv) It was hoped that renewing the order would increase awareness of dog control in general, produce a decrease in dog fouling and to offer clarity of expectations for dog owners.

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

Reason

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

21. BULKY WASTE COLLECTIONS

A report of the Head of Cleansing and Open Spaces to consider the introduction of charges for all bulky waste collections was submitted to the Commission for scrutiny (item 08b on the agenda filed with these minutes).

The Lead Member for Performance of Major Contracts and the Head of Cleansing and Open Spaces attended the meeting to assist with consideration of the item and gave the following responses:

- (i) The last two years of fly tipping data had been collated which showed an increase in the number of cases which followed the national trend but also showed that even under the current free system fly tipping still occurred.
- (ii) There was some discussion about the £20 charge proposed for collections. There was concern that residents on lower incomes would find it difficult to pay for collections and this might result in further fly tipping occurring.
- (iii) The Commission felt that more could be done to promote recycling and reuse of items in the Borough and suggested that a promotional campaign be undertaken alongside the new collection scheme to raise awareness of local charities and places where residents could take items for recycling.
- (iv) The option of a means tested charging scheme was discussed but it was felt that it would be too labour intensive to administer, and a single charge would be easier.

RESOLVED

1. That the review period for the implementation of the charge be undertaken in 6 months instead of 12 months' time.
2. That the first collection for all residents be free of charge.
3. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Cleansing and Open Spaces subject to the above amendments.

Reasons

1. To shorten the review period in case any changes need to be made to the scheme.
2. To help alleviate concerns over the cost implications for residents.
3. The Commission, having carefully considered and asked questions on the report felt the Cabinet should approve the recommendations set out.

22. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Commission on pre-decision scrutiny items (item 7 on the agenda filed with these minutes).

RESOLVED that the Cabinet's responses to the Commission's recommendations be noted.

Reason

The Commission was satisfied that it added value where appropriate and welcomed the Cabinet's consideration of the Commission's views and recommendations as part of its decision-making process.

23. PROGRESS WITH PANEL WORK

There were no active Scrutiny Panels for the Commission to review at this time.

24. SCRUTINY WORK PROGRAMME

The Commission received a report detailing the progress made since the last meeting to their suggestions for Scrutiny Panels.

The Chair explained that following the last meeting they had met with the Vice-Chair, Lead Officer and the Democratic Services Manager to discuss all the topics suggested and agree on relevant actions.

The Commission discussed all the topics and how best to progress the suggestions.

RESOLVED

1. That the Chair and Vice-chair of the Scrutiny Commission would meet in good time before the next meeting to set out the scope for each topic suggestion, the type of Scrutiny Panel to take place and the timeframe for each potential Scrutiny Panel to begin.
2. That following its completion the topic selection table be sent to the Scrutiny Commission members to consider and comment on the actions suggested, before the next meeting.
3. That the revised topic selection table be presented at the Scrutiny Commission's next meeting for approval.

Reasons

1. To provide the Chair and Vice-Chair delegated authority to develop the scoping information for the Scrutiny Panel suggestions.
2. To give the Scrutiny Commission members time to input into the Scrutiny Panel topic selections.
3. To enable the Scrutiny Commission to agree on their priorities for Scrutiny Panels which can then be disseminated to the three service based Scrutiny Committees.

25. 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 12 on the agenda filed with these minutes).

RESOLVED

1. that forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted, and that further items be scheduled for scrutiny at the point the Democratic Services Officer sends out the list of Cabinet reports for selection by the Scrutiny Commission.
2. 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.

Reasons

1. To ensure timely and effective scrutiny.
2. 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

26. 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.

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

An exempt report of the Strategic Director of Corporate Services was considered regarding the disposal of the Council's option in land at Charnwood Campus and an adjoining piece of land (item 14 on the agenda filed with these minutes).

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 27E 2019/20).

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Strategic Director for Corporate Services, but some members of the committee were of the opinion that there were other potential commercial uses possible for the land and that these should be fully considered as alternatives to the proposed sale.

Reason

The Commission, having carefully considered and asked questions on the report felt Cabinet should approve the recommendations set out in the report subject to the alternatives identified by some members.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 2nd September 2019 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 – 5TH AUGUST 2019

Report of the Cabinet

ITEM SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET
RESPONSE AND ACTIONS

Purpose of Report

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

Action Requested

To note the Cabinet's responses and subsequent actions to the recommendations submitted by the Scrutiny 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

The table attached at Appendix 1 lists all the Cabinet decisions and actions taken after the reports were scrutinised by the Commission. The table is continually updated to ensure that all recommendations are listed.

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

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Date	Cabinet report	Scrutiny Commission recommendation (s)	Cabinet decision
June	Revenues and Benefits – future service delivery	That Cabinet approve all recommendations.	All recommendations approved.
July	Dog Control Public Spaces Protection Order	That Cabinet approve all recommendations.	All recommendations approved.
	Bulky Waste Collections	<p>RESOLVED that the following changes made to the Recommendations:</p> <ol style="list-style-type: none"> 1. That the review period for the implementation of the charge be undertaken in 6 months instead of 12 months' time. 2. That the first collection for all residents be free of charge. 3. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Cleansing and Open Spaces subject to the above amendments. 	<p>Cabinet decided that:</p> <ol style="list-style-type: none"> 1. Recommendation be approved. 2. Not approved but it was agreed that a scheme be introduced for waiving the charge in cases of extreme hardship. 3. Recommendation approved.
	Disposal of Charnwood Campus Option Land	That Cabinet approve all recommendations although some members were not in agreement.	All recommendations approved.

SCRUTINY COMMISSION – 5TH AUGUST 2019

ITEM

PROGRESS WITH PANEL WORK – NEW PANEL SUGGESTIONS

The CfPS 4 Principles:

- Provides a ‘critical friend’ challenge to the executive – policy development, policy review and performance management.
- ‘Enables’ the voice and concerns of the public and its community to be heard.
- Independent and Member Driven.
- “Drives improvement” for the Local Authority.

We welcome proposals for scrutiny from Members, whether on the appropriate committee or not; outside bodies; and the Charnwood residents.

This will be a living document, so as new ideas and proposals arise, they may take priority over proposals that have been on the list for a longer period.

Only 4 panels (express or full panel) can be held at any one time, so timings will need to take account of this. Informal meetings will be conducted without Democratic Service officer time and can therefore be run concurrently.

Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing	Status
CS	Informal	Generating commercial income/ surplus	To identify areas where our income could be maximised, or further improved.	Peer councils	Autumn 2019	Proposal

CS	Full Panel	Digitalisation and transformation of services	<p>This is a panel to determine how we go about inserting a personalised front end to our website, so that individual residents can log in, book; order; complain; compliment; and pay for services and can immediately see what their status is for all the services and payments they have with the council. This is to promote the 80:20 rule, that 80% of residents will be able to carry out all their transactions with the council through this route, while the remaining 20% who cannot will have better access to people and facilities who are freed up from dealing with residents who would be better served helping themselves.</p> <p>To identify options and costs. To identify economies of scale and potential savings.</p>	<p>Outside bodies who already have this facility.</p> <p>Councils who have this facility.</p> <p>IT and CRM (Customer Relationship Management) companies.</p> <p>Individuals with skills in this area.</p> <p>Our current key partners such as Capita and Serco to understand how they will integrate their services.</p>	Winter 2019	Proposal
CS	Full Panel	Budget Scrutiny	To closely review all aspects of the proposed budget for the following year and to monitor the	Interview Lead Members and CMT for each department.	2 months Dec/ Jan each year	In place

			performance of the budget from the previous year. Identify areas where improvements could be made, including reviewing capital projects which have been proposed many years ago but have not yet been taken up.			
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Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing	Status
HPRRS	Full Panel	Charnwood standard contract review	Performance monitoring of key contracts: are targets being met? What improvements could be made? Contracts are not up and running 100% from day one. What planning could be put in place to manage expectations.	Interview key contract providers such as Fortem and Serco.	Summer 2020	Proposal
HPRRS	Express Panel	Parking enforcement enhancement	[Further detail needed from the Member who raised this topic.]		Winter 2019	Proposal
HPRRS	Full Panel	Supporting the Enterprise Zone and Science Park.	What specific actions could CBC take to support the three sites; promote their occupation by other commercial businesses; and lobby/ direct to put in place appropriate infrastructure to attract new business from both the UK and worldwide. The sooner these sites are occupied by businesses, the sooner our residents can find work there and the	Look at other science parks around the country, for example: Alderley Science Park, or Cambridge Science Park. Interview staff employed to promote these sites to see what they would like us to do. Interview key inward investors, such as UK Government and investors companies to identify key enablers.	Spring 2020	Proposal

			<p>sooner we will receive business rates. Employment of this type enhances the area and promotes spending in our shops and entertainment facilities.</p>			
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Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing	Status
NCW	Informal	Waste services and waste management	<p>To understand the current position of national policy on waste management and what issues/ opportunities this presents for the council in future years.</p> <p>Establish what practices are in place in other councils that have a higher recycling rate than CBC.</p> <p>Reference: Letsrecycle.com puts CBC 135th in the league table for overall performance 2017/18 with 45.5%. Rushcliffe are 80th at 50.2%.</p> <p>Are there any specific actions CBC could take to improve the recycling rate? [I think the national target is 50%.]</p>	<p>Peer councils, such as Rushcliffe.</p> <p>Key partners such as Serco and Leicestershire County Council.</p>	Autumn 2019	Proposal
NCW	Express Panel	Crime, ASB and Youth Crime	<p>Identify specific actions that CBC can undertake to support our key partners in preventing and tackling crime.</p>	<p>Interview outside bodies such as the police, probation service, youth groups, and charities to understand their work and what prevents/ hinders them from</p>	Spring 2020	Proposal

				dealing with crime, ASB and youth crime promptly in our Borough.		
NCW	Informal	Children's Centres	Carry out a review of Children Centre services. What impact has there been on CBC residents following the reorganisation of services and the closure of some physical buildings? What specific actions could CBC take to support their residents with children 0 to 5? What are the costs involved and statutory responsibilities of county and borough?	Interview the Lead Member for Children Services at LCC a year after the new service was put in place. Interview key partners such as Social Services; and Health Visitors.	Spring 2020	Proposal
NCW	Informal	Child mental health and obesity.	What steps can be taken by CBC to assist in supporting our children with mental health difficulties and in tackling obesity in the young.	Interview key stakeholders and charities. Meet with Public Health representatives and County Council lead.	Autumn 2020	Proposal
NCW	Informal	Combat loneliness	Undertake desk based and interviewing research to understand what the level of loneliness is in the Borough currently and in what age groups. Identify activities already undertaken by the council to combat	Seek residents' individual views through social media and press. Interview local charities and support groups. Interview Leicestershire County Council Adult Social Care	Autumn 2020	Proposal

			<p>loneliness. What can be done to promote these facilities with hard to reach groups?</p> <p>Identify specific actions that could be undertaken by CBC to combat loneliness that are not currently being undertaken. What actions/ discussions could we have with our partners to support this project?</p>	<p>representatives and CAMHs.</p>		
NCW	Full Panel	Promoting tourism in Charnwood	<p>Identify our key attractions to the area, both physical buildings and special events. What is CBC doing to promote and support these venues/ events? What else could be done? Do we have a unique selling point that we are not exploiting? How do people travel to the area? Where do they stay? What specific actions could CBC take to encourage more people to visit the area; spend more money on local businesses; and to stay for a longer period?</p>	<p>Approach and/ or interview peer councils to see what they do. Look at specific events around the country to see if they could be adapted for CBC, eg: Congleton Makers Market, or Stockton on Tees Comedy Festival.</p>	Autumn 2020	Proposal

SCRUTINY COMMISSION – 5TH AUGUST 2019

Report of the Head of Strategic Support

ITEM SCRUTINY WORK PROGRAMME AND UPDATES FROM SCRUTINY COMMITTEE'S

Purpose of the Report

To enable the Commission to review and agree the Scrutiny Work Programme. This includes reviewing the changes made by the other three Scrutiny Committee's and adding items to their individual work programmes.

Action Requested

- 1.To review the Scrutiny Committees Work Programme and make any amendments the Commission feel necessary.
- 2.To agree that the Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during the course of this meeting (see Appendix 1).

Reasons

- 1.To ensure timely and effective scrutiny of the matter/subject.
- 2.To ensure that the information contained within the Work Programme is up to date.

Policy Context

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

Updates on the individual Scrutiny Committee work programmes

Corporate Services Scrutiny Committee

At its meeting on 25th June the Committee considered the proposed Scrutiny Work Programme. The following minute extract from the minutes of the meeting refers to their comments and resolution:

“10. WORK PROGRAMME

The Chair referred to the current programme having been carried over from the previous scrutiny structure. He hoped that the Committee would take a new, more efficient, effective and prioritised approach to its scrutiny work, including the involvement of the public at a future stage. To that end, he suggested that he and the Vice-chair review the work programme following this meeting and with input from all members of the Committee, with a view to a revised work programme being submitted to the next meeting for consideration. That revised work programme would include amendment to take account of the Committee’s earlier decision to transfer budget scrutiny to a scrutiny panel. The Committee supported the suggestion. Reference was also made to the Committee’s remit including several areas that were not finance related.

RESOLVED *that the Chair and Vice-chair of the Committee review the Committee’s work programme following this meeting, with input from all members of the Committee during that process, and the resulting proposed work programme be considered at the next meeting of the Committee.*

Reason

To work towards an efficient, effective and prioritised approach to the scrutiny undertaken by this Committee.”

Housing, Planning, Regeneration and Regulatory Services Scrutiny Committee

At its meeting on 2nd July the Committee considered the proposed Scrutiny Work Programme. The following minute extract from the minutes of the meeting refers to their comments and resolution:

“6. Work Programme

A report of the Head of Strategic Support was submitted to enable the Committee to review and agree its work programme (item 7 on the agenda filed with these minutes). The Democratic Services Manager assisted the Panel with the consideration of this item.

RESOLVED

- 1. that scrutiny of the Local Plan be scheduled to the Committee’s meeting to be held on 10th December 2019;*
- 2. that the current position with the Committee’s Work Programme be noted.*

Reasons

- 1. The Committee wished to scrutinise the development of the Local Plan after the second consultation has taken place in October 2019.*

2. *To make the Committee aware of the current position with its Work Programme.*”

Neighbourhoods and Community Wellbeing Scrutiny Committee

At its meeting on 9th July the Committee considered the proposed Scrutiny Work Programme. The following minute extract from the minutes of the meeting refers to their comments and resolution:

“6. WORK PROGRAMME

A report of the Head of Strategic Support was submitted to enable the Committee to review and agree its work programme (item 7 on the agenda filed with these minutes).

The Democratic Services Manager assisted the Panel with the consideration of this item.

The Chair referred to the current programme having been carried over from the previous scrutiny structure. He hoped that the Committee would take a new, more efficient, effective and prioritised approach to its scrutiny work, including the involvement of the public at a future stage. To that end, the Committee:

1. *that a briefing report about leisure provision including leisure centres and Loughborough Town Hall be scheduled to the Committee’s meeting to be held on 26th November 2019;*
2. *that a briefing report about community grants providing an explanation of how they operate and the work with strategic partners be scheduled to the Committee’s meeting to be held on 10th September 2019;*
3. *that a briefing report setting out options to improve the recycling rate and to reduce the level of waste contamination be scheduled to the Committee’s meeting to be held on 26th November 2019;*
4. *That a Scrutiny Review Panel concerning Anti- Social Behaviour and crime prevention be considered further at the 10th September meeting when the Police will be in attendance.*
5. *That the current position with the Committee’s Work Programme be noted.*

Reasons

1, 2 & 3. The Committee wished to scrutinise the development of leisure provision, community grants and recycling rates after more information was made available.

4. To enable a Panel to be set up should information from the Police suggest that it would be beneficial.

5. To make the Committee aware of the current position with its Work Programme.

Scrutiny Work Programme

The current Scrutiny Work Programme, as it stood at the time of the publication of this agenda, is attached as Appendix 1 to enable the Commission to decide which scrutiny body should consider new items and currently unscheduled items, and when those should be considered.

Any decisions taken by the Commission during the meeting will be reflected in an updated Work Programme.

Appendices: Appendix 1 – Scrutiny Work Programme

Background Papers: None

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Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	05 August 2019 (standing item)	Scrutiny Work Programme and Requests from Scrutiny Committees		<p>To review the Commission's Work Programme.</p> <p>To consider the Scrutiny Work Programme in its entirety to ensure the Commission's role in managing that programme is undertaken.</p> <p>To consider any requests from scrutiny committees that items be added to the work programme which are not within their own remit or that scrutiny panels be established.</p>	N. Ansari (report) Lead Officer (meeting)	
Scrutiny Commission	05 August 2019 (standing item)	Cabinet items for pre-decision scrutiny		To allow identification of items from the latest Key Decisions Notice for pre-decision scrutiny by the Commission.	N. Ansari (report) Lead Officer (meeting)	<p>Items may also be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager.</p> <p>Further items may also be added following publication of the Cabinet agenda.</p>
Scrutiny Commission	05 August 2019 (if applicable, standing item)	Pre-decision scrutiny of any specific financial matters to be considered by Cabinet		To ensure pre-decision scrutiny of any <u>out-turn reports, virements and in-year service pressures</u> , particularly when they are related to additional costs arising from decisions by other agencies to reduce services.	N. Ansari (report) Lead Officer (meeting)	<p>Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019).</p> <p>To be identified from the Key Decisions Notice or from the Cabinet agenda.</p>

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	05 August 2019 (standing item)	Pre-decision scrutiny – Cabinet Response		To consider the response of Cabinet to recommendations by the Commission on pre-decision scrutiny items.	N. Ansari (report) Lead Officer (meeting)	<i>*Not applicable to first meeting of the Commission.</i>
Scrutiny Commission	16th 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	10th 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	09 March 2020 (annual item)	Draft Annual Scrutiny Report 2019-20	To report on the activities of Scrutiny and look forward to the forthcoming year.	To agree on the content of a report to Council on the workings of scrutiny over the past year.	Dem. Services Manager	
Scrutiny Commission	As required	Scrutiny Commission or Scrutiny Committee Recommendations – Cabinet Response and Monitoring Implementation		To consider the response of Cabinet to recommendations made to it by the Commission or by scrutiny committees and to decide how implementation of agreed recommendations will be monitored by the Commission.	N. Ansari (report) Lead Officer (meeting)	

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	As required	Scrutiny Panel Reports		To consider recommendations set out in Scrutiny Panel reports before they are referred by the Commission to Cabinet, Council or a committee.	Panel's Democratic Services Officer (report) Panel Chair (meeting)	
Scrutiny Commission	As required	Scrutiny Panels – Cabinet Response and Monitoring Implementation		To consider the response of Cabinet to Scrutiny Panel recommendations and to decide how implementation of agreed recommendations will be monitored by the Commission.	Panel's Democratic Services Officer (report) Lead Officer and Relevant Officers (meeting)	
Scrutiny Commission	To be scheduled	Partnership Arrangements	To review the current effectiveness of partnership working and how this impacts on the delivery of the Corporate Plan and Sustainable Community Strategy	1. To discover from partners (e.g. parish councils and the LSP) their satisfaction with the Council and partnership working arrangements. 2. To ensure that the infrastructure to support partnership working is in place.	TBC	See SMB 23 May 2012 and 14 August 2013. <i>New Scrutiny Commission to decide whether to retain or delete this item.</i>

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	17 September 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings.	To allow the Committee to identify items for which scrutiny is required.	L. Strong/ Lead Officer	
CS	17 September 2019 (annual item)	Capital Monitoring including Outturn	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Annual report.
CS	17 September 2019 (annual item)	Revenue Monitoring (General Fund and HRA) Outturn	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Annual report.
CS	17 September 2019 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 4 Report considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	17 Sept 2019 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 1 Report considered at the same time annually.
CS	17 Sept 2019 (Period 4 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
CS	25 Sept 2019 (annual item)	Budget Scrutiny #2	1. Scrutiny of the Medium Term Financial Strategy (MTFS). This would comprise a review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.	This MTFS scrutiny would be consistent with the approach adopted in previous years. Information to be provided by Leader/Cabinet Lead Member who will be invited to this meeting that will assist the Panel in scrutinising the policy background to and the rationale behind the MTFS being proposed.	Leader/ Lead Member / S. Jackson/ L. Tansey	Process for scrutiny of 2020/21 budget agreed by SMB in March 2019.
CS	03 Dec 2019 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 2 Report considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	03 Dec 2019 (Period 7 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
CS	04 Dec 2019 (annual item)	Budget Scrutiny #3	1. Scrutiny of the draft General Fund and HRA budgets, and Capital Plan, for feedback to Cabinet as part of the final budget setting process.	This approach would be consistent with that adopted for the 2019/20 budget scrutiny. Agreed dates for CSSP and Cabinet mean that review of the draft budget could be carried out at the December meeting of the CSSP.	S. Jackson/ L. Tansey Relevant Heads of Service and Lead Members	Process for scrutiny of 2020/21 budget agreed by SMB in March 2019. Note: Capital Plan part of process for budget scrutiny in 2020/21 (every two years).
CS	08 January 2020 (annual item)	Budget Scrutiny #4	Consideration of draft report and agreeing recommendations.	As adopted for scrutiny of the 2019/20 budget. It would be necessary to convene this additional meeting to allow feedback on the budget to be presented to the February Cabinet meeting.	Lead Member/ S. Jackson	Process for scrutiny of 2020/21 budget agreed by SMB in March 2019. Note: Capital Plan part of process for budget scrutiny in 2020/21 (every two years).
CS	25 Feb 2020 (Period 9 - annual item)	Revenue Monitoring Report	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	25 Feb 2020 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 3 Report considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
HPRRS	03 Sept 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Committee to identify items for which scrutiny is required.	N. Conway/ Lead Officer	
HPRRS	03 Sept 2019 (annual item)	Full Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti-social or housing repairs complaints.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 1 Report considered at the same time annually.
HPRRS	03 Sept 2019 (annual item)	Climate Local Action Plan	Monitoring of the Climate Change Strategy Action Plan	Monitoring of progress on Action Plan.	Lead Member/ M. French / C. Clarke	Amended by SC at its meeting on 3 rd June 2019: report to be reviewed by the Committee and possibly deleted after its meeting if no longer relevant.
HPRRS	10 Dec 2019	Progress against actions in the Housing Strategy	To scrutinise progress against the actions in the Housing Strategy.		Lead Member/ A. Simmons	Added by SMB 25 October 2017, see min 26.1.
HPPRS	10 Dec 2019 (annual item)	Full Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti-social or housing repairs complaints.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 2 Report considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
HPRRS	10 Dec 2019	Local Plan	<p>To enable scrutiny of the development of the Local Plan.</p> <p>The Local Plan is being developed to the timetable set out in the Local Development Scheme. Informal public consultation took place in April 2018 and further consultation is due to take place in the second half of 2019.</p>	To ensure appropriate scrutiny of the development of the Local Plan.	Lead Member/ R. Bennett /D. Pendle/ C. Clarke	<p>Last considered by PSG on 10 July 2018 at which the results of the first phase of consultation were considered (min 6).</p> <p>Scheduled by HPRR 02 Jul 2019.</p>
HPRRS	03 March 2020 (annual item)	Full Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti-social or housing repairs complaints.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 3 Report considered at the same time annually.
HPRRS	July 2020 (annual item)	Full Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives. To also include reports on any anti-social or housing repairs complaints.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Item amended by SC at its meeting on 3 rd June 2019. Quarter 4 Report considered at the same time annually.
HPRRS	To be scheduled as required (ongoing item)	Five Year Housing Land Supply	If the Council's housing land supply falls below 5.5 years, a quarterly report to be provided and the Lead Member to attend to explain what actions are in place to return the five-year housing supply to a satisfactory level.	To ensure that, when necessary, the figures are scrutinised on a regular basis and any actions can be identified if required	Lead Member / R. Bennett	Agreed by SMB on 24 October 2018 (min 25.3) in response to a recommendation by the Five-Year Housing Land Supply Scrutiny Panel.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 September 2019 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Committee to identify items for which scrutiny is required.	M. Hopkins/ Lead Officer	
NCW	10 Sept 2019	Anti-Social Behaviour	To look at setting up a scrutiny panel concerning anti-social behaviour and crime.	To assess whether there was further opportunity for scrutiny.	J. Robinson/ external officers	Added to the committee's work programme at it's meeting on 9 th July 2019.
NCW	10 September 2019	Charnwood Lottery	To review the performance of the Charnwood Lottery six clear months after commencement of the scheme and also to evaluate the promotion activities of the scheme with a view to improving them.	To scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes.	Lead Member/J. Robinson	Scope updated by SC at its meeting on 3 rd June 2019.
NCW	10 September 2019 (annual item)	Performance Information (Quarter 4 Report – Year End)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 4 Report considered at the same time annually.
NCW	10 Sept 2019 (annual item)	Performance Information (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 1 Report considered at the same time annually.

Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 Sept 2019 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership.	CSP Chair / J. Robinson / T. McCabe	
NCW	10 Sept 2019	Community Grants	A briefing report be provided to the committee on how the scheme operates and how it works with strategic partners.	To provide more information to the Committee on this matter and to see if there is an opportunity for further scrutiny.	J. Robinson/ V.Graham	Added to the committee's work programme at it's meeting on 9 th July 2019.
NCW	26 Nov 2019	Leisure Provision	A briefing report be provided to the committee about leisure provision including leisure centres and Loughborough Town Hall.	To provide more information to the Committee on this matter and to see if there is an opportunity for further scrutiny.	J. Robinson	Added to the committee's work programme at it's meeting on 9 th July 2019.
NCW	26 Nov 2019	Improving recycling and waste	A briefing report be provided to the committee setting out options to improve the recycling rate and to reduce the level of waste contamination.	To provide more information to the Committee on this matter and to see if there is an opportunity for further scrutiny.	M. Bradford	Added to the committee's work programme at it's meeting on 9 th July 2019.
NCW	26 Nov 2019 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / A. Ward & H. Gretton	Quarter 2 Report considered at the same time annually.

Scrutiny Work Programme

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

Scrutiny Work Programme

Scrutiny Panels

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

Name of Panel	Meeting Number and Date	Evidence and information considered / to be considered	Attendees / Officers	Progress / Notes / Action Requested
Budget Scrutiny Panel	Meeting #1 September 2019	Introductory session for the Panel on the process for setting the budget.	S. Jackson/ L.Tansey	Established by CS 25 June 2019
Budget Scrutiny Panel	Meeting #2 25 Sept 2019	1. Scrutiny of the Medium Term Financial Strategy (MTFS). This would comprise a review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.	S. Jackson/ L. Tansey	
Budget Scrutiny Panel	Meeting #3 4 Dec 2019	1. Scrutiny of the draft General Fund and HRA budgets, and Capital Plan, for feedback to Cabinet as part of the final budget setting process.	S. Jackson/ L. Tansey	
Budget Scrutiny Panel	Meeting #4 8 Jan 2020	Consideration of draft report and agreeing recommendations.	S. Jackson/ L. Tansey	

SCRUTINY COMMISSION – 5TH AUGUST 2019

Report of the Head of Strategic Support

ITEM SCRUTINY COMMISSION WORK PROGRAMME

Purpose of Report

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

Work Programme

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

Key Decisions

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

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

Background Papers: None

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

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	16 th September 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	16 th September 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	16 th September 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	16 th September 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	16 th September 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	16 th September 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
10th July 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
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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

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
Business Rate Write-Off	To consider the write-off of business rates for selected accounts.	Cabinet	19th September 2019	Report	Yes	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk
Draft Charnwood Local Plan 2036	To consider approval of the draft Charnwood Local Plan for public consultation as identified in the Local Development Scheme 2019.	Cabinet	19th September 2019	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@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

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 enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2019/20.	Cabinet	12th December 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Draft General Fund and HRA 2020-21 Budgets	To seek approval to the Draft Revenue Budget for 2020-21 as a basis for consultation.	Cabinet	12th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	12th December 2019 20th January 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	12th December 2019	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants – Strategic Partners (2020/21 – 2021/22)	To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	16th January 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
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

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?
2020-21 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2020-21 and to propose the Council Tax for approval by Council.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
New Capital Plan 2020-21 to 2022-23	To approve the Capital Plan.	Cabinet Council	13th February 2020 24th February 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round four (additional) of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20.	Cabinet	12th March 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the current Capital Plan.	Cabinet Council	12th March 2020 27th April 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Annual Procurement Plan 2020/21	To seek approval to the Annual Procurement Plan for 2020/21.	Cabinet	12th March 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
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

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?
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
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20.	Cabinet	6th June 2019	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Outturn 2019/20	To report the Council's capital expenditure results for 2019/20 subject to audit.	Cabinet	2nd July 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2019/20) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2019/20 subject to audit.	Cabinet	2nd July 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	2nd July 2020 7th September 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?
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	2nd July 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@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