



SCRUTINY COMMISSION

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To: Councillors Bailey, Baines, Bolton, Draycott (Vice-Chair), Hadji-Nikolaou, Parsons and Rattray (Chair) (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, 10th February 2020 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

31st January 2020

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 13

To approve the minutes of the meeting of the Commission held on 13th January 2020.

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. DRAFT LOCAL PLAN CONSULTATION

14 - 25

A report of the Head of Planning and Regeneration to provide an overview of the recent consultation on the Draft Charnwood Local Plan, outlining the process of consultation, a summary of the consultation responses and an explanation of how the responses received would be used to prepare the Local Plan for Submission on the Secretary of State for Examination.

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 selected from the Cabinet agenda for 13th February 2020:

(a) Insurance Arrangements

A report of the Head of Strategic Support to consider joining the Local Government Mutual as an alternative to traditional insurance will be considered for pre-decision scrutiny in order to make recommendations as appropriate to the Cabinet. **To follow.**

This report contains an exempt appendix, circulated to members. If it is necessary for reference to be made to information contained within the appendix, members of the public will be excluded for that part of the meeting 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.

9. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

26 - 27

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

10. PROGRESS WITH PANEL WORK

28 - 36

A report of the Head of Strategic Support to review progress with Scrutiny Panels

and update on the detail of the Scoping Document for the 'Parking Enforcement and Enhancement' Panel, following amendments recommended at the last meeting of the Commission on 13th January 2020.

11. SCRUTINY WORK PROGRAMME 37 - 45
- A report of the Head of Strategic Support enabling the Commission to review and agree the scrutiny work programme.
12. SCRUTINY COMMISSION WORK PROGRAMME 46 - 61
- 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.

For information, further meetings of the Group are scheduled as follows:

9th March 2020
6th April 2020
5th May 2020

SCRUTINY QUESTIONS

What topics to choose?

- What difference will scrutiny make?
- Is this an area of concern – public/performance/risk register?
- Is this a corporate priority?
- Could scrutiny lead to improvements?
- What are the alternatives to pre-decision scrutiny?

Pre-decision scrutiny

- What is Cabinet being asked to agree?
- Why?
- How does this relate to the overall objective? Which is ...?
- What risks have been identified and how are they being addressed?
- What are the financial implications?

- What other options have been considered?
- Who has been consulted and what were the results?
- Will the decision Cabinet is being asked to take affect other policies, practices etc.?

Basic Questions

- Why are you/we doing this?
- Why are you/we doing it in this way?
- How do you/we know you are making a difference?
- How are priorities and targets set?
- How do you/we compare?
- What examples of good practice exist elsewhere?

SCRUTINY COMMISSION 13TH JANUARY 2020

PRESENT: The Chair (Councillor Rattray)
The Vice Chair (Councillor Draycott)
Councillors Bailey, Baines, Bolton, Hadji-Nikolaou
and Parsons

Chief Executive
Strategic Director of Housing, Planning,
Regeneration and Regulatory Services
Head of Neighbourhood Services
Head of Planning and Regeneration
Neighbourhoods and Partnerships Manager
Team Leader Natural & Built Environment
Improvement and Organisational Development
Manager
Head of Strategic Support
Democratic Services Officer (SW)

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.

85. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 9th December 2019 were approved.

86. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

87. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

88. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

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

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

90. AGENDA VARIANCE

RESOLVED that item 7d be considered in place of 7a and that 7a be considered in place of 7d.

Reason

To allow Officers and the Lead Cabinet Member for Communities, Safety and Wellbeing to leave the meeting following the consideration of the Charnwood Grants Strategic Partners 2020/21 – 2021/22 item in order to continue other business.

91. CABINET ITEMS FOR PRE-DECISION SCRUTINY

a) CORPORATE PLAN 2020-2024

A Cabinet report of the Chief Executive to present the final version of the Corporate Plan for 2020 – 2024, was considered for pre-decision scrutiny (item 7a on the agenda filed with these minutes).

The Chief Executive and the Improvement and Organisational Development Manager attended the meeting to assist with the consideration of this item and gave the following responses to questions raised:

- i. The Corporate Plan was an overarching document that referred to the whole Council and Borough. There was a desire that all residents resonated with the Corporate Plan and to enable this there was an acknowledgement that some areas within the Borough may require a higher concentration of resources than other areas.
- ii. The Business Plan 2020/21, which would be reviewed by Cabinet at its meeting on 12th March 2020, contained more detailed information on strategic priorities. The current set of draft documents were a suite which collectively contained detail on the organisation and its objectives.
- iii. Once approved, the Corporate Plan 2020-2024 would be communicated to the public through social media channels, Charnwood News and the Council's website. Councillors that were active on social media could also be encouraged to support the promotion of the Corporate Plan.
- iv. There was recognition that towns and villages within the Borough should be involved in the work of the Corporate Plan. The potential for a Towns Deal could provide funding for the development of Loughborough, although other areas within the Borough would also need investment.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations set out in the report of the Chief Executive.

Reason

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

b) PRIVATE SECTOR LICENSING SCHEME

A Cabinet report of the Head of Strategic and Private Sector Housing to consider proposals for Private Sector Licensing and the resources required to complete a public consultation exercise was considered for pre-decision scrutiny (item 7b on the agenda filed with these minutes).

The Lead Member for Housing, the Lead Member for Regulatory Services, Enforcement and Licensing and the Strategic Director for Housing, Planning and Regeneration and Regulatory Services attended the meeting to assist with the consideration of this item and gave the following responses to questions raised:

- i. The significance of the areas covered for selective licensing was based upon specific areas of need, as opposed to ward boundaries.
- ii. There were two high risks identified associated with the scheme. These referred to the likelihood of Landlords legally challenging the decision making process to implement the scheme, and the concern over the Council resourcing the scheme. The vast majority of issues experienced by other local authorities employing a similar scheme had been in relation to the consultation processes used. The Council had placed significant emphasis on ensuring the scheme and process were suitable and could identify best practice from reviewing the work of the other local authorities engaged in a similar scheme.
- iii. The licencing fee was derived from the estimated cost of the initial inspection and administration required. The process was considered to be sufficient at the current stage and further work would be undertaken to develop the next stages. There would be scope to evolve the scheme if evidence suggested this was appropriate.
- iv. The consultation process was expected to highlight aspects that may have been overlooked, general opinions and any discontent.
- v. Any issues related to resourcing implications would need to be addressed as the scheme was required to be financially viable, commercially sensible and effective. More detailed information on this would be available in the next report which would be reviewed by Cabinet at its meeting on 2nd July 2020.
- vi. Information on the escalation process for non-compliance was not available at the meeting. The Council worked positively to gain compliance when this was required and there was also a corporate enforcement policy in place. Compliance enforcement was crucial in ensuring the scheme worked effectively.
- vii. The requirements of the legislation meant that significant detail had been included within the scheme, detailing a range of potential issues. The information available to the Council was evidence to support the implementation of the scheme.

- viii. Any Landlords that chose to exit the scheme would be subject to the usual enforcement actions that might apply at any time. Intelligence information would be gathered from a range of sources to support enforcement actions.

RESOLVED

1. That the Cabinet be informed that the Commission welcomes and supports the recommendations set out in the report of the Head of Strategic and Private Sector Housing. The Commission also stated that they recognised the substantial work that had enabled the scheme to be progressed to the current stage.
2. The Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee should review the Private Sector Licencing Scheme Update report, due to go to Cabinet at its meeting on 2nd July 2020. If timings do not permit due to the schedule of meetings then the Scrutiny Commission will instead review the report.

Reason

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To ensure the suitable time and attention is given to the development of the scheme and to ensure effective scrutiny.

c) DESIGN SUPPLEMENTARY PLANNING DOCUMENT

A Cabinet report of the Head of Planning and Regeneration to seek approval for the adoption of the Design Supplementary Planning Document (SPD) was considered for pre-decision scrutiny (item 7c on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Team Leader for the Natural and Built Environment attended the meeting to assist with the consideration of this item and gave the following responses to questions raised:

- i. The SPD provided guidance to support applicants to prepare suitable planning applications. The Council encouraged innovative design and the SPD was not intended to be prescriptive on what development looked like. It was important that schemes reflected the character of the location.
- ii. The SPD was aimed at smaller developers and householders. The Council worked closely with larger developers to establish the design and layout of larger schemes, often before the scheme was submitted as a planning application. In the event of a difference in opinion, an independent design review was employed.
- iii. The SPD could not include a standard for tree planting as this would be beyond remit. It did include advice on tree planting and the benefits of trees in

development schemes. The new Local Plan would consider how the Council's ambitions to address climate change related to tree planting.

- iv. Neighbourhood Plans often referenced design in their own policies. There was a need to ensure that these policies were consistently reflected in other documents, including the Design SPD.

RESOLVED that the Cabinet be informed that the Commission supports the recommendation as set out in the report of the Head of Planning and Regeneration.

Reason

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

d) **CHARNWOOD GRANTS STRATEGIC PARTNERS 2020/21 - 2021/22**

A Cabinet report of the Head of Neighbourhood Services to put forward proposals for the Strategic Partner Grant Scheme funding for 2020/21 and 2021/22 was considered for pre-decision scrutiny (item 7d on the agenda filed with these minutes).

The Lead Member for Communities, Safety and Wellbeing, the Head of Neighbourhood Services and the Neighbourhoods and Partnerships Manager attended the meeting to assist with the consideration of this item and gave the following responses:

- i. There would be no reductions in funding from Strategic Partners that had resubmitted a bid for the year 2020/21 – 2021/22.
- ii. The Council actively investigated new potential partners on a regular basis. Organisations that were not eligible to apply for the Charnwood Grants Strategic Partners scheme would be signposted towards other available funding and grants that would be more appropriate.
- iii. Strategic Partners were encouraged to work towards financial self-sufficiency and the Council provided support to facilitate this.

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

Reason

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

92. **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 8 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.

93. PROGRESS WITH PANEL WORK

A report of the Head of Strategic Support was received to review progress with scrutiny panels and to approve the content of the scoping document for the 'Parking Enforcement and Enhancement' panel (item 9 on the agenda filed with these minutes).

The Head of Strategic Support assisted with the consideration of this item. The following summarises the discussion:

The feasibility of the 'Parking Enforcement and Enhancement' Scrutiny Panel was reconsidered as there was potential for delegated authority from the Police and Leicestershire County Council to be approved in the coming months as national legislation was due to be reviewed. The Commission was unsure of the progress of this legislation.

RESOLVED

1. That the Commission requests amendments to the content of the scoping document for the 'Parking Enforcement and Enhancement' panel as set out in appendix 2 as follows, and for the scoping document to return to the Scrutiny Commission at its meeting on 10th February 2020;
 - In the section titled 'what will be included?' to include 'legality, finance and resourcing implications, and the process of transferring of powers'.
2. That the following changes be made to the scrutiny panels:
 - Waste Services and Waste Management (informal), which was due to end in Winter 2019, to be extended for completion in Spring 2020.

Reasons

- 1 & 2. To ensure timely and effective scrutiny.

94. BUDGET SCRUTINY PANEL

A report of the Budget Scrutiny Panel to consider recommendations and observations of the panel was submitted (item 10 on the agenda filed with these minutes).

The Chair of the Budget Scrutiny Panel was in attendance and assisted with the consideration of the item. The following summarises the discussion:

The Budget Scrutiny panel had reviewed the recommendations of the previous year's panel and maintained the process of budgeting underspend and finding savings where available. There was less scope for underspend anticipated in future budgets, but conscious savings were potentially achievable.

RESOLVED

1. That the Budget Scrutiny Panel report be submitted to Cabinet at its meeting on 13th February 2020.
2. The Corporate Services Scrutiny Committee review the Budget Scrutiny Panel report, submitted to the Scrutiny Commission for its meeting on 13th January 2020 on a quarterly basis, to commence at its September 2020 meeting.

Reasons

1. The Commission, having carefully considered the report felt the Cabinet should receive the report of the Budget Scrutiny Panel.
2. To ensure the recommendations within the report are being delivered against the required targets.

95. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support was considered enabling the Commission to review and agree the scrutiny work programme (item 11 on the agenda filed with these minutes).

The Head of Strategic Support assisted with the consideration of this item.

RESOLVED

1. That following the review of the Scrutiny Work Programme set out in the appendix to the report, the scheduled scrutiny of those matters, be noted.
2. That the Commission agreed the Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item as follows:
 - The Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee should review the Private Sector Licencing Scheme Update report, due to go to Cabinet at its meeting on 2nd July 2020. If timings do not permit due to the schedule of meetings then the Scrutiny Commission will instead review the report.
 - The Corporate Services Scrutiny Committee should review the Budget Scrutiny Panel report, submitted to the Scrutiny Commission for its

meeting on 13th January 2020 on a quarterly basis, to commence at its September 2020 meeting.

Reasons

1&2 To ensure timely and effective scrutiny.

2. To ensure the information contained within the Scrutiny Work Programme is up to date and

96. 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).

The Head of Strategic Support assisted with the consideration of this item.

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.
2. That the Commission'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. The Commission made the following changes to its Work Programme:
 - The Scrutiny Tracker will be reviewed by the Commission on a quarterly basis, commencing at its meeting on 6th April 2020.

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.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 20th January 2020 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 – 10TH FEBRUARY 2020

Report of the Head of Planning and Regeneration Lead Member: Councillor Morgan

Part A

ITEM 6 Draft Local Plan Consultation

Purpose of Report

To provide an overview of the recent consultation on the Draft Charnwood Local Plan, outlining the process of consultation, a summary of the consultation responses and an explanation of how the responses received will be used to prepare the Local Plan for Submission to the Secretary of State for Examination.

Action Requested

To consider the approach to consultation on the Draft Charnwood Local Plan and receive a summary of representation made.

Reason

To scrutinise the effectiveness of the consultation on the Draft Charnwood Local Plan.

Policy Justification and Previous Decisions

The Government's requirements for plan preparation are contained in the National Planning Policy Framework (NPPF). The NPPF states that plan should be based on relevant, up-to-date evidence and supported throughout their preparation by a sustainability appraisal. Plans should provide a positive vision and address housing, economic, social and environmental needs. They should achieve sustainable development; be prepared positively in an aspirational but deliverable way; be shaped by early, proportionate and effective engagement; be clearly written and unambiguous; accessible; and avoid unnecessary duplication.

On the 14th March 2019 Cabinet approved the Local Development Scheme 2019-22 (minute 100 18/19 refers). This sets out the programme for the preparation of the Charnwood Local Plan.

The development of the Draft Local Plan was scrutinised by the Policy Scrutiny Group on a number of occasions as set out below:

- 27th June 2016 – scrutiny of the scope of the Local Plan and its relationship with the Leicester and Leicestershire Strategic Growth Plan;
- 26th September 2017 – scrutiny of the forthcoming 'Towards a Local Plan' consultation and relationship between the Local Plan and Neighbourhood Plans;
- 24th April 2018 – scrutiny of the timetabling changes; and
- 10th July 2018 – scrutiny of 'Towards a Local Plan' consultation and its effectiveness; also considered changes to methods of calculating housing needs.

Implementation Timetable including Future Decisions and Scrutiny

The responses received to the consultation on the Draft Local Plan will be assessed and used to inform the preparation of a Pre-Submission Charnwood Local Plan. Approval will then be sought from Cabinet for the publication of the pre-submission local plan.

The local plan will subsequently undergo a further round of statutory consultation, in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The local plan and the responses to that consultation will be submitted to the Secretary of State for an examination in public. If the Planning Inspector finds the Plan is sound it will then need to be formally adopted by Council.

Report Implications

The following implications have been identified for this report.

Financial Implications

The Local Plan preparation is taken into account in the Council's medium term financial plan.

Risk Management

The risks associated with the preparation of the Local Plan and actions to mitigate those risks are reported to the Local Plan Project Board. A summary is set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Loss of resources impacts ability to meet programme	Very Likely (4)	Significant (2)	Moderate (8)	Ensure sufficient staff resources with the necessary expertise and experience are available
Change in national policy affects direction of local plan and causes consequential delay or aborted work	Likely (3)	Significant (2)	Moderate (6)	Maintain watching brief for announcements, make representations to Government and keep programme under review.
Progress/direction of Housing Market Area partnership affects the local plan and causes consequential delay to programme or aborted work	Likely (3)	Significant (2)	Moderate (6)	Maintain partnership approach to growth and proactively engage under the Duty to Cooperate on cross boundary issues and understand implications for CBC policy set
Delay to evidence availability prejudices ability to	Likely (3)	Significant (2)	Moderate (6)	Proactive project and risk assessment processes

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
satisfy 'justified' test of soundness				
Lobbying creates a negative environment for engagement with delays/reputational damage	Likely (3)	Significant (2)	Moderate (6)	Proactive communication of growth, options and reasoned
Procedural or other legal challenge	Likely (3)	Significant (3)	Moderate (9)	Maintain legal advice and identify resources as a priority for appropriate defence of council against challenges

Equality and Diversity

The Local Plan is supported by an Equalities Impact Assessment.

Sustainability

The Local Plan is informed by a Sustainability Appraisal process which seeks to inform the identification of the most appropriate strategy for delivering the homes and jobs needed for the area.

Key Decision: No

Background Papers: Draft Charnwood Local Plan

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Part B

Background

1. On the 17th October 2019 Cabinet approved the Draft Charnwood Local Plan for consultation as the Cabinet's preferred planning strategy for Charnwood 2019-2036. Cabinet also approved the consultation plan set out as an appendix to the report (minute 38 19/20 refers). The Draft Charnwood Local Plan 2019-36 and an accompanying Interim Sustainability Appraisal were published for consultation on 4th November and the consultation ended on 16th December 2019.
2. The Council undertook two earlier consultations to help it prepare the draft plan, the first on the scope of the local plan in July 2016 and the second on the key issues and options in April 2018, when the Council published a discussion paper titled 'Towards a Local Plan for Charnwood'.
3. The Draft Charnwood Local Plan sets out the Council's preferred options for a development strategy and planning policies which have been developed taking into account the following:
 - the Government's requirements as set out in the National Planning Policy Framework (NPPF)
 - the Council's local priorities set out in its Corporate Plan and the local plan vision
 - the evidence that has been prepared to understand the roles of different settlements, what land is available for development, constraints to development and the options for delivering homes and jobs
 - the results of the earlier consultations and an options appraisal process.

Consultation Process

4. The consultation lasted for six weeks. A letter/emails was sent to the approximately 1330 organisations and individuals that are on the local plan consultation database to inform them of the consultation and invite their participation. The database includes statutory consultees, parish and town councils, developers and planning agents, members of the public and local groups. A list of the organisations that were consulted in this way is set out in Appendix A. An email alert was also sent to approximately 350 people who have registered to receive updates on the development of the local plan.
5. In order to seek as broad a range of responses to the consultation as possible, the Council also sought to publicise it in the following ways:
 - the Council's communications team publicised the consultation, and information about how to respond to it, through the Council's website, Twitter, Facebook (including paid for advertising), press releases which lead to several articles in local newspapers and publications, the Charnwood Now email alert, articles in the staff magazine, and to members of the Virtual Citizens' Panel
 - posters were sent to libraries, parish/town councils and community centres for them to display on their noticeboards
 - copies of the draft plan were made available at libraries, the Borough Council's offices and the County Council's offices
 - emails and copies of press releases sent to all members

- information about the local plan and the consultation was included in the Charnwood News magazine which is distributed to every household in the Borough
 - information boards were displayed at three venues: the Borough Council offices in Loughborough, the Glenmore Centre in Shepshed and Syston Community Centre
 - three consultation roadshow events were held, in Loughborough, Shepshed and Syston, at which officers were present to answer questions regarding the proposals in the draft plan and provide help with how to respond to the consultation
 - officers attended a number of additional events at the request of parish councils to provide information about the draft plan and answer questions.
6. The Council is committed to involving a wide range of individuals and organisations in its planning consultations, including hard to reach groups, and to using a wide range of consultation techniques in seeking to engage with people who may not otherwise respond to planning consultations. The Council sought to overcome some of the barriers to people participating in the consultation by:
- expanding the consultation database to include a wider range of voluntary sector organisations
 - contacting organisations representing hard-to-reach groups and offering assistance in enabling them and the people they represent to respond to the consultation
 - producing a summary version of the draft local plan which was 12 pages long rather than the 132 pages of the complete draft plan
 - enabling people to respond to the consultation in a number of different ways, including a flier with four key questions to answer which was sent to schools and voluntary sector organisations.

Number of Responses

7. Around 100 people attended the three roadshow events. A record was kept of the comments that were made at each of the events and a summary of the key issues from each event was prepared.
8. In total 424 people and organisations responded formally to the consultation making approximately 3,500 separate comments. The table below shows that there was a range of respondents including planning agents and developers, members of the public and various organisations and bodies including infrastructure providers, community action groups and schools.

Towards a Local Plan Consultation Response Summary	
Respondents	Number of Responses
Members of the Public	275
Planning Agents and Developers	69
Organisations	35
Residents Groups	5
Parish/ Town Councils and Loughborough Area Committee	17
Adjacent Local Authorities	11

unmet need. It is suggested that the scale of housing planned is insufficient and that a larger buffer is needed. It is highlighted that the Strategic Growth Plan is non-statutory and cannot be relied upon. It is argued that there is insufficient flexibility to secure the required a five year supply of deliverable sites in the context of slow delivery of the SUEs and implementation rates. Respondents also suggest that the proposed scale of development will fail to meet affordable housing needs and not support economic growth.

14. The low growth scenario is supported by other respondents. It is suggested by respondents that the additional homes proposed in the draft local plan for flexibility are not justified, will have unacceptable impacts on the environment and cannot be supported by infrastructure.

Development Strategy

15. The position of some settlements in the settlement hierarchy is questioned by some respondents. In terms of the distribution of development there are suggestions of unfairness and that the scale of development in some areas is out of proportion with the size of the settlement or the infrastructure available to support development. A new settlement is suggested as an alternative.
16. It is suggested by some respondents that more development should be directed towards Loughborough (including suggestions for development at Cotes) and Shepshed. Others suggest more development should be directed to small villages and hamlets, Other Settlements and Service Centres. It is highlighted that very little development is proposed in the northeast of the borough. Others suggest there is too much development concentrated in parts of Loughborough, Shepshed, Syston, Service Centres and the Other Settlements.
17. Respondents highlight a lack of clarity for Neighbourhood Plans and call for existing plans to be taken into account. There is a wish from some for the task of identifying sites to be undertaken by neighbourhood plan groups.

Housing Sites

18. The Draft Local Plan proposed 70 new sites for housing development alongside the existing Sustainable Urban Extensions. The inclusion of the majority of proposed sites have been supported by the landowner, promoter or developer and a significant amount of supporting evidence has been submitted. Additional evidence has also been submitted for a large number of alternative sites assessed as part of the process but not proposed for allocation, to show how issues with sites could be overcome. Some respondents challenge the site selection process and the transparency of the assessment.
19. The promoters of all the larger proposed housing allocations have submitted large amounts of supporting evidence for their sites which together with the evidence for smaller sites will need to be considered in detail and discussed with specialists within the Council as well as infrastructure providers, Leicestershire County Council and neighbouring authorities. The promoters of the land south west of Loughborough have proposed a significantly different allocation boundary and the promoters of the site south of Loughborough are promoting significantly more homes than identified in the draft local plan.

20. In total six landowners have indicated that they are not willing to develop their site. These sites combined were proposed to provide land for 189 homes. All except one are urban sites. No contact has been received from twelve sites, which provide land for a total of 427 homes. Further work will be required to confirm there is a willing landowner for these sites. The majority of these sites are also within the urban area.
21. In total 25 new sites have been proposed for consideration. These sites are supported by a range of evidence from promoters. A site has also been proposed by Leicester City Council for burial space to meet the needs arising from within the City.
22. The Environment Agency have highlighted concerns with two sites which will need to be investigated further HS38 (Fairway Rd) and HS18 (Beacon Road).
23. Concerns are raised in relation to individual proposed sites and also the concentration of sites in certain areas. This includes a range of concerns about whether there will be sufficient infrastructure to support development, whether flood risk will be increased, how traffic will be managed and concerns about the landscape and biodiversity impacts. There is a lack of confidence that certain aspects of the planning system will work including confidence regarding flooding evidence and delivery of infrastructure.

Infrastructure

24. Respondents highlight the pressure proposed development will put on local infrastructure especially schools and health services. It is argued that many doctors' surgeries and schools are already oversubscribed and social services are under pressure. Concerns are also highlighted about the focus on bus access when the Council exerts no control over this service.
25. The West Leicestershire Clinical Commissioning Group highlight concerns about the scale of development in Shepshed which they suggest will pose a significant risk for Health Care provision in the area, stating that the two current surgeries will require significant investment.
26. Leicestershire County Council Education highlight significant challenges to meeting primary education needs in Barrow Upon Soar, Cossington and Hathern. They highlight the need for new schools to support the development proposed at Loughborough, Shepshed and Syston. It is also highlighted that additional land will be required to expand schools in Queniborough, Quorn, Rearsby, Rothley and Sileby.
27. Leicester City Council highlight that the preferred spatial development strategy for both the City and Charnwood directs growth to the north/north-west of the urban area of Leicester and therefore it will be important to ensure close working on cross boundary infrastructure matters. This issue is also raised by North West Leicestershire in relation to the International Gateway and by Leicestershire County Council Transport in relation to both areas.

28. Highways England also highlight the likely impact on the operation of the M1, specifically between M1 J21A and J24, and on the A46 of the development on the edge of Leicester, Loughborough and Shepshed.

Other Policy Areas

29. There are a range of policy refinements proposed including from several specialist organisations. Some respondents also raise concerns about whether there is sufficient evidence to support the policies, whether policies are ambitious enough and also whether they are practical and viable.

Customer Satisfaction

30. In order to measure the effectiveness of the consultation the following methods were used:

- the consultation questions included one asking how people became aware of the consultation
- a customer satisfaction questionnaire was given to people attending the consultation roadshow events
- all responses to the consultation were acknowledged and as part of the acknowledgement respondents were asked for their views on the consultation and how easy it was to find the information they needed.

31. The results of these surveys are summarised below. Responses to question regarding how people became aware of the consultation (46 received)

Source of Information about Local Plan Consultation	
Source	Number of Responses
Charnwood Borough Council <ul style="list-style-type: none"> • Website (7) • Local Plans email (4) • Facebook page (4) • Charnwood News Residents' Magazine (3) • Charnwood Now email alert (3) • Planning News Alert (1) • Twitter (1) • CBC itself (1) 	24
Local newspaper	7
Parish Council <ul style="list-style-type: none"> • Letter (1) • Meeting (1) • Facebook Group (1) • Parish Council (2) 	5
Within own organisation	4
Facebook group	1
Local Councillor	1
Local radio	1
Email	1
Local group on social media	1
Other (Keep East Goscote Green)	1
TOTAL	46

32. Results of customer satisfaction questionnaires from people attending the consultation roadshow events (11 received but not all questions answered on all forms)

Statement	Response				
	Strongly disagree	Tend to disagree	Neither agree nor disagree	Tend to agree	Strongly agree
Staff were helpful and polite				2	8
You were treated fairly and with respect				1	9
Advice given was accurate and professional				4	6
We communicated clearly with you				2	8
The exhibition met my expectations	2	3	2		3
TOTAL	2	3	2	9	34

33. While it is encouraging that the way in which the events were conducted was well received, the responses suggest that more could be done to ensure that future exhibitions meet people's expectations. From comments made at and after the exhibitions this could include improving the visual material that is available at the events.

Next Steps

34. The process of consultation is a critical element of plan making. The responses will now be used to inform the final evidence gathering, site assessments and policy refinement. This will include further engagement with infrastructure providers and key stakeholders.
35. The responses received to the consultation and further evidence that the Council will prepare will be used to inform the preparation of a Pre-Submission Charnwood Local Plan. This version of the local plan will undergo a further round of statutory consultation, in accordance with Regulation 19 of the Town and Country Planning (Local Planning) (England) Regulations 2012. The local plan and the responses to that consultation will then be submitted to the Secretary of State for an examination in public. If the appointed Planning Inspector finds the plan is sound it will then need to be formally adopted by the Council before it becomes part of the development plan.

Appendices

Appendix A: List of Respondents

Appendix A: List of Respondents

Draft Charnwood Local Plan Respondents (excluding members of the public)	
Anonymous (received via Rothley PC)	LRM Planning on behalf of Williams Davis Limited
Andrew Granger & Co Ltd obo landowner clients	Marrons obo Clarendon Land & Development Ltd
Anglian Water Services Limited	Marrons obo Hallam Land Management Ltd
Anstey Parish Council	Marrons obo Hawker Business Park Limited
Arriva Midlands	Marrons obo Nottingham Community Housing Association (NCHA)
Astill Planning Consultants obo Mr Fothergill	Marrons obo UCR Construction and Development Ltd
Avison Young obo Loughborough University	Marrons obo William Davis
Avison Young obo Jelson	Mountsorrel Parish Council
BABTAG	National Forest
Barkby & Barkby Thorpe Parish Council	National Grid obo Wood
Barton Willmore obo Michelmersh Brick Holdings Plc	Natural England
Berrys	Nineteen47 obo Helen Jean Cope Charity & Bowbridge Homes
Biffa	Nineteen47 obo Davidsons & Redrow
Blaby District Council	North West Leicestershire District Council
Boothwood School	Nottinghamshire County Council (Policy)
Boyer Planning obo Knightwood Trust Farms	Nottinghamshire County Council (Transport)
Boyer Planning obo Stagfield Group	Oadby & Wigston Borough Council
Boyer Planning on behalf of Rotherhill Developments Ltd	Cllr Richard Shepherd obo member of the public who does not wish to be identified.
Bristol Water	Pegasus obo David Wilson Homes
Burges Salmon LLP on behalf of Mr Proctors	Pegasus obo Davidsons Development Ltd (Anstey)
Burton on the Wolds, Cotes & Prestwold Parish Council	Pegasus obo Davidsons Development Ltd (Rothley)
Canal & River Trust	Pegasus obo Davidsons Development Ltd (Sileby)
Carter Jonas obo Taylor Wimpey Homes	Pegasus obo Davidsons Development Ltd (Wymeswold)
Chair Queniborough Neighbourhood Plan Steering Group	Pegasus obo Jelsons
Cllr Mary Draycott	Pegasus on behalf of David Wilson Homes
Neighbourhoods & Community Wellbeing Team	Pegasus on behalf of Hallam Land Management
Cossington CE Primary School	Pegasus on behalf of Palmer-Tomkinson Trust, Cooper Family, Barwood Homes and Davidsons Homes
Cossington Parish Council Clerk	Pegasus on behalf of Singh Family
Cllr Colin Hamilton	Pegasus on behalf of Taylor Wimpey Strategic Land
Cllr Jewel Miah	Pegasus Planning Group obo Carbide Properties Ltd
Cllr Max Hunt	Persimmon Homes & Charles Church
Cllrs Gill Bolton & Alice Brennan	Planit-X Town and Country Planning Services Ltd obo Barrow upon Soar Parish Council
Cllr David Snartt	Planning & Design Group obo GC No. 37 Limited (Godwin Developments)
Cllr Emma Ward	Queniborough Parish Council
CPRE Leicestershire Trustee	Quorn Parish Council
David Jarvis Associates on behalf of Tarmac Trading Ltd	Ratcliffe on the Wreake Parish Council

Draft Charnwood Local Plan Respondents (excluding members of the public)	
Davidsons Developments Ltd	RCA Regeneration Ltd obo Mr and Mrs Gamble
Define obo Bloor Homes	Rearsby Parish Council
DLP Planning Ltd on behalf of Gloeбал Ltd	Robert Bakewell Primary School
East Goscote Parish Council	Rosconn Strategic Land
East Leicestershire & Rutland Clinical Commissioning Group	Rosebery Medical Centre
East Midlands Airport,	Rothley Parish Council
Emery Planning on behalf of Hollins Strategic Land	Rothley Church of England Academy
Fisher German LLP on behalf of Mr & Mrs Taylor	Savills obo Trustees
Fisher German LLP on behalf of Rearsby Trust	SELAG -South and East Leicestershire action Group
For and on behalf of Charnwood Constituency Labour Party	Severn Trent Water
Forest House Surgery	Severn Trent Water
Foxley Tagg Planning Ltd on behalf of NaCSBA	Shearsby Parish Councillors
Geoffrey Prince Associates Ltd on behalf of Cawrey Ltd	Shepshed Town Council
Gladmans	Sileby Parish Council
Haddon Way Residents Association	Sport England
Harborough District Council	Storer & Ashby Area Residents Group (SARG)
Hathern Parish Council	The Country Practice
Heaton Planning on behalf of Swithland Homes Ltd	The Environment Agency
Highways England	The Environment Agency
Hinckley and Bosworth Borough Council	The Nanpantan Ward Residents' Group
Historic England	The Woodland Trust
Hoton Parish Council	Theatres Trust
House Builders Federation	Thomas Taylor Planning Ltd obo Mr S Scottorn
Infraland	Thomas Taylor Planning Ltd obo Mr W Murdoch
John Storer House	Thomas Taylor Planning Ltd obo Mr W Sbitany
Julian Sutton on behalf of The Brush Group	Thomas Taylor Planning on behalf of Various Clients
Leicester City Council	Trustee and Secretary of the Rectory Wildlife Garden
Leicester City Council	Turley obo ALDI Stores Ltd
Leicestershire & Rutland Bridleways Association	Turley on behalf of Rainier Developments Ltd
Leicestershire & Rutland Wildlife Trust	Turley on behalf of Rainier Developments Ltd (Wymeswold)
Leicestershire County Council Education	Vale Planning Consultants
Leicestershire County Council	WDA Planning
Leicestershire local access forum	West Leicestershire CCG
Lichfields on behalf of CEG	William Davis Ltd
Lichfields on behalf of St Philips	Woodbrook Vale School
Lone Star Land Ltd obo Sturdee Poultry Farms Ltd	
Loughborough Air Quality Protection Group	
CLLrs Kat Goddard & Julie Bradshaw	

SCRUTINY COMMISSION – 10TH FEBRUARY 2020

Report of the Cabinet

ITEM 10 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 January meeting of the Commission, the Cabinet has considered the following items on which the Commission undertook pre-decision scrutiny:

- A. CORPORATE PLAN 2020-2024
- B. PRIVATE SECTOR LICENSING SCHEME
- C. DESIGN SUPPLEMENTARY PLANNING DOCUMENTS
- D. CHARNWOOD GRANTS STRATEGIC PARTNERS 2020/21-2021/2022

Details of the Commission's consideration of the items as reported to the Cabinet on the 16th January 2020 can be found in the minutes from the Commission's meeting on 13th January 2020.

The Chair of the Commission, Councillor Rattray, attended the Cabinet's meeting on the 16th January 2020 to present the Commission's report 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:

Corporate Plan 2020-2024

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

Private Sector Licensing Scheme

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

Design Supplementary Planning Documents

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

Charnwood Grants Strategic Partners 2020/21 – 2021/22

The Cabinet adopted the officer recommendations as set out in the 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

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SCRUTINY COMMISSION – 10TH FEBRUARY 2020

Report of the Head of Strategic Support

ITEM 11 SCRUTINY PANELS

Purpose of the Report

To review progress with Scrutiny Panels and update on the detail of the Scoping Document for the 'Parking Enforcement and Enhancement' Panel, following amendments recommended at the last meeting of the Commission on 13th January 2020.

Actions Requested

To review the progress with Scrutiny Panels and make any amendments the Commission feel necessary.

To note the update of the 'Parking Enforcement and Enhancement' Panel.

Reasons

To ensure timely and effective scrutiny of the matter/subject.

Scrutiny Panels

At its meeting on 13th January 2020, the Commission made the following changes to scrutiny panels;

1. The Commission requested amendments to the content of the scoping document for the 'Parking Enforcement and Enhancement' panel as follows:
 - In the section titled 'what will be included?' to include 'legality, finance and resourcing implications, and the process of transferring of powers'.

Following the Scrutiny Commission meeting, it was evident that as Chair, Councillor Howe would be required to meet with the Head of Regulatory Services to discuss the scoping document and the complexity of the issue. At the date of publication of the agenda this meeting had not taken place.

2. The 'Waste Services and Waste Management' (informal), which was due to end in Winter 2019, was to be extended for completion in Spring 2020.

Budget Scrutiny Panel

At its meeting on 13th January 2020, the Scrutiny Commission agreed that the Budget Scrutiny Panel report be submitted to Cabinet at its meeting on 12th February 2020. It was also agreed by the Scrutiny Commission that the Corporate Services Scrutiny Committee reviewed the Budget Scrutiny Panel report, submitted to the Scrutiny Commission for its meeting on 13th January 2020 on a quarterly basis, to commence at its September 2020 meeting.

Appendices: Appendix 1 – Scrutiny Panels

Background Papers: None

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SCRUTINY COMMISSION – 10TH FEBRUARY 2020

APPENDIX 1

PROGRESS WITH PANEL WORK

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.

Proposals for scrutiny from Members are welcome, 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
CS	Formal	Generating commercial income/surplus	To identify areas where our income could be maximised, or further improved.	Peer councils	5 Nov (informal) 28 Nov 23 Jan 5 March
CS	Formal	Digitalisation and transformation of services	This is a panel to determine how we go about inserting a personalised front end to our website, so that	Outside bodies who already have this facility.	Pending the receipt of additional

			<p>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. To identify options and costs. To identify economies of scale and potential savings.</p>	<p>Councils who have this facility. IT and CRM (Customer Relationship Management) companies. Individuals with skills in this area. Our current key partners such as Capita and Serco to understand how they will integrate their services.</p>	<p>information. Potential start date Feb 2020.</p>
CS	Formal	Future of Local Government in Leicestershire	<p>There is a need to undertake fact-finding research into the impact of unitary government proposals on residents, businesses, the voluntary sector, employees and Parish/Town Councils.</p>		<p>Postponed until a later date. Options report from the County Council anticipated</p>

					end February 2020. Matter to be then referred to the Cabinet.
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Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing
HPRRS	Informal	Parking enforcement enhancement	Scoping document under review with Panel Chair and Head of Regulatory Services		Jan to April 2020
HPRRS	Informal	Funding for small businesses	[Further detail needed from the Member who raised this topic.]		Feb to April 2020

Directorate	Scrutiny Type	Topic	Scope	Terms of Reference	Timing
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?</p> <p>Trial on waste management being undertaken at North West Leicestershire District Council to be investigated.</p>	Peer councils, such as Rushcliffe. Key partners such as Serco and Leicestershire County Council.	Autumn 2019 – Spring 2020
NCW	Express	Child mental health and obesity.	What steps can be taken by CBC to assist in supporting our children with mental health difficulties and in	Interview key stakeholders and charities. Meet with Public Health	Autumn 2020

			tackling obesity in the young.	representatives and County Council lead.	
NCW	Informal	Combatting Loneliness	<p>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 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>Seek residents' individual views through social media and press. Interview local charities and support groups. Interview Leicestershire County Council Adult Social Care representatives and CAMHs.</p>	Autumn 2020
NCW	Formal 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</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, e.g.: Congleton Makers</p>	Autumn 2020

			<p>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>Market, or Stockton on Tees Comedy Festival.</p>	
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SCRUTINY COMMISSION – 10TH FEBRUARY 2020

Report of the Head of Strategic Support

ITEM 12 SCRUTINY WORK PROGRAMME

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.

Actions 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 the meeting of the Commission on 13th January 2020, it was agreed that the Corporate Services Scrutiny Committee should review the Budget Scrutiny Panel report on a quarterly basis, to commence at its September 2020 meeting.

Housing, Planning, Regeneration and Regulatory Services Scrutiny Committee:

- At the meeting of the Commission on 13th January 2020, it was agreed that the Housing, Planning, Regeneration and Regulatory Services Scrutiny Committee should review the Private Sector Licencing Scheme Update report, due to go to Cabinet at its meeting on 2nd July 2020. If timings do not permit due to the

schedule of meetings then the Scrutiny Commission will instead review the report.

The Neighbourhoods and Community Wellbeing Scrutiny Committee had not met since the last Scrutiny Commission meeting and were not allocated any work.

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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Corporate Services Scrutiny Committee Work Programme

APPENDIX 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
CS	25 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.
CS	25 Feb 2020 (standing item at every meeting)	Work Programme	To consider items for future meetings.	To allow the Committee to identify items for which scrutiny is required.	L. Strong/ Lead Officer	
CS	25 Feb 2020 (Period 9 - 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	07 July 2020 (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.

Corporate Services Scrutiny Committee Work Programme

CS	07 July 2020 (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	07 July 2020 (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.
CS	08 Sept 2020 (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	08 Sept 2020 (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	08 Sept 2020 (Standing item)	Budget Scrutiny Panel Report Recommendations Monitoring	Monitoring of Budget Scrutiny Panel Report recommendations	To ensure the recommendations of the report were being implemented effectively	Relevant Lead Members/Head of Service	To be considered at each meeting commencing in September 2020

Housing, Planning and Regeneration, and Regulatory Services Scrutiny Committee Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
HPRRS	03 March 2020 (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 March 2020 (standing item at every meeting)	Five Year Housing Land Supply - update	To provide an update to the Committee on the status of the five year Housing Land Supply irrespective of whether it drops below 5.5 years	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. Agreed by HPRR on 03 September 2019 to receive regular updates.
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	03 March 2020	Private Sector Licencing Update Report	To provide an update on the developments of the Private Sector Licencing Scheme due to go to Cabinet at its meeting on 2nd July 2020.	To ensure the suitable time and attention is given to the development of the scheme and to ensure effective scrutiny.	Alison Simmons/Lead Members	If timings do not permit due to the schedule of meetings then the Scrutiny Commission will instead review the report.

Housing, Planning and Regeneration, and Regulatory Services Scrutiny Committee Work Programme

HPRRS	23 June 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	15 Sep 2020 (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	15 Sep 2020 (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	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.

Neighbourhoods and Community Wellbeing Scrutiny Committee Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 March 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.	Democratic Services / Lead Officer	
NCW	10 March 2020	Children and Families Wellbeing Service	To scrutinise how the service model provided by Leicestershire County Council impacts Charnwood Borough Council and how officers work with the service.	To allow the Committee to understand the terms of the relationship and whether further scrutiny is required.	External Partner	SMB 06 March 2019, Minute 39.1 refers. Terms of scrutiny amended at its meeting 26 Nov 2019
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.

Neighbourhoods and Community Wellbeing Scrutiny Committee Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
NCW	10 March 2020 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership.	CSP Chair/ J. Robinson / T. McCabe	
NCW	July 2020	Charnwood Lottery	To review the performance of the Charnwood Lottery after initial six month review in July 2019. To include information distinguishing between number of players and number of tickets sold	To scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes.	Relevant Lead Member / Head of Neighbourhood Services	Requested by NCW at its meeting 26 Nov 2019 to be added to Work programme (minute 24.3 refers)
NCW	July 2020 (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	July 2020	Bulky Waste Collection Charges	To review the introduction (in October 2019) of charges for all bulky waste collections.	6 monthly review was requested by Cabinet at its meeting in July 2019 to enable how the charge is operating in practice to be assessed.	Relevant Lead Member & Head of Cleansing and Open Spaces	Added to the Work Programme at its meeting on 26 Nov 2019.

Neighbourhoods and Community Wellbeing Scrutiny Committee Work Programme

NCW	Sept 2020 (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.
NCW	Nov 2020 (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 COMMISSION – 10TH FEBRUARY 2020

Report of the Head of Strategic Support

ITEM 13

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.

At its meeting on 13th January 2020 the Commission added the following items to its work programme:

- *Scrutiny Tracker – 6th April 2020 – Quarterly - This item was added so that the Commission can review the Scrutiny Tracker maintained by the Democratic Services team.*
- *The Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee should review the Private Sector Licencing Scheme Update report, due to go to Cabinet at its meeting on 2nd July 2020. If timings do not permit due to the schedule of meetings then the Scrutiny Commission will instead review the report. This item has been added to the Work Programme provisionally.*

The following items had been added to the Work Programme, but has now been deferred to a later date:

- *Business Plan 2020/21 – from 10th February 2020 to 9th March 2020.*

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 the Appendix to avoid confusion.

Appendices: Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers: None

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

Scrutiny Commission Work Programme

APPENDIX 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	To be programmed	EXEMPT ITEM – Building Control Alternative Service Delivery Project		Pre-decision scrutiny item.	Richard Bennett	Item deferred from January meeting of the Commission.
Scrutiny Commission	9 March 2020 (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>	<p>K.Widdowson (report)</p> <p>Lead Officer (meeting)</p>	
Scrutiny Commission	9 March 2020 (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.	<p>K.Widdowson (report)</p> <p>Lead Officer (meeting)</p>	<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 Work Programme

Scrutiny Commission	9 March 2020 (if applicable, standing item)	Pre-decision scrutiny of any specific financial matters to be considered by Cabinet		To ensure 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	K.Widdowson (report) Lead Officer (meeting)	Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019). To be identified from the Key Decisions Notice or from the Cabinet agenda.
Scrutiny Commission	9 March 2020 (standing item)	Pre-decision scrutiny – Cabinet Response		To consider the response of Cabinet to recommendations by the Commission on pre-decision scrutiny items.	K.Widdowson (report) Lead Officer (meeting)	
Scrutiny Commission	9 March 2020 (standing item)	Progress with Panel Work		To review progress with Scrutiny Panels.	K Widdowson	
Scrutiny Commission	09 March 2020	Air Quality Review and Assessment Report 2019		Update on Council's air Quality Plan for 2019	Alan Twells (report) and Lead Officer (meeting)	Agreed by the Commission at its meeting on 11 th November 2019.
Scrutiny Commission	09 March 2020	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/ R.Mitchell/S. Kinder	
Scrutiny Commission	09 March 2020	PROVISIONAL Private Sector Licensing Scheme Update		In the event that HPRRS Scrutiny Committee does not review the report due to timing issues	Alison Simmons	Agreed by the Commission at its meeting on 13th January 2020

Scrutiny Commission Work Programme

Scrutiny Commission	06 April 2020 (annual item)	Draft Annual Scrutiny Report 2019-20			Dem Services Manager	
Scrutiny Commission	06 April 2020 (Quarterly)	Scrutiny Tracker		Allow the Commission to review the Scrutiny Tracker	Democratic Services Manager	Agreed by the Commission at its meeting on 13th January 2020.
Scrutiny Commission	06 April 2020	Children and Families Wellbeing Service Scrutiny Report		A report of the Neighbourhoods and Community Wellbeing Scrutiny Committee scrutinizing how the service model provided by Leicestershire County Council impacts Charnwood Borough Council and how Officers work with the service.	Chair of Neighbourhoods and Community Wellbeing Scrutiny Committee	Following request at the Scrutiny Commission meeting on 9 December 2019 to potentially replace the Children Centres Scrutiny Panel.
Scrutiny Commission	29 June 2020	PROVISIONAL Private Sector Licensing Scheme Update		In the event that HPRRS Scrutiny Committee does not review the report due to timing issues, and had not already reviewed the report in March 2020.	Alison Simmons	Agreed by the Commission at its meeting on 13th January 2020

Scrutiny Commission Work Programme

Scrutiny Commission	February 2021 (annual item)	Business Plan 2020/21		<p>Consideration of draft plan to ensure scrutiny input.</p> <p>Plan due to be considered by and agreed by Cabinet in March 2021.</p>	Leader/ R.Mitchell/S. Kinder	*Short timescale between committee and Cabinet consideration.
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Formal Scrutiny Panels

Due to officer capacity there is an agreement that no more than 4 scrutiny panels (Formal and Express) should be convened during any given period.

Currently, there is one established scrutiny panel underway:

Generating commercial income/surplus (Formal) – Chair Cllr Baines

Meetings scheduled for 5 Nov (informal), 28 Nov, 23 Jan and 5 March



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

**Published
15th January 2020**

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?
Purchase of Additional Rental Property	To complete the purchase of a property in Barrow upon Soar for use as an additional HRA rental property.	Officer Delegated Decision	15th January 2020	Delegated Decision Document	No. Delegated Decision Document will be publicly available.	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
Modern Slavery Statement 2019-20	To consider approval of a Modern Slavery Statement for publication to internal and external stakeholders.	Cabinet	16th January 2020	Report	Yes	Simon Jackson Strategic Director of Corporate Services Tel: 01509 634699 simon.jackson@charnwood.gov.uk
Private Sector Licensing Scheme	To consider options to decide on the introduction of a Private Sector Licensing Scheme.	Cabinet	16th January 2020	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@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
Corporate Plan 2020-2024	To consider approval of the 2020-2024 Corporate Plan.	Cabinet Council	16th January 2020 24th February 2020	Report	Yes	Rob Mitchell Chief Executive Tel: 01509 634600 chief.executive@charnwood.gov.uk
Design Supplementary Planning Document	To consider approving the adoption of the Design Supplementary Planning Document.	Cabinet	16th January 2020	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@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?
Sileby Neighbourhood Plan	To consider making the Sileby Neighbourhood Plan part of the statutory development plan for Charnwood, in accordance with the provisions of Section 38 (A) (4) of the Planning and Compulsory Purchase Act 2004.	Cabinet	16th January 2020	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Insurance Arrangements	To approve the most cost-effective future option for the provision of the Council's insurance cover.	Cabinet	13th February 2020	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@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
Enterprise Zone Update	To endorse the draft Legal Agreement between the Council and the Local Enterprise Partnership. To give delegated authority to the Leader and Chief Executive to amend and finalise the Legal Agreement subject to further negotiation with the LEP.	Cabinet	13th February 2020	Report	No	Rob Mitchell Chief Executive Tel: 01509 634600 chief.executive@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

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?
Sheltered Housing and Support Review	To outline on a scheme by scheme basis the recommended proposals of the Project Board and detail the next steps for implementation.	Cabinet	7th May 2020	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@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 2020/21.	Cabinet	4th June 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Private Sector Housing Licensing Scheme Update	To approve proposals for a Private Sector Licensing Scheme following the consultation exercise. To approve the Communication Strategy for the promotion and implementation of the Private Sector Licensing Scheme. To authorise the resources required to recruit Housing Standards Officers to enforce the Private Sector Licensing Scheme.	Cabinet	2nd July 2020	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@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
Charnwood Grants	To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2020/21.	Cabinet	17th September 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	17th September 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	17th September 2020 9th November 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Medium Term Financial Strategy 2021-2024	To present a revised MTFs to Cabinet and Council for approval.	Cabinet Council	19th November 2020 January 2021	Report Report	Yes 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 2020/21.	Cabinet	10th December 2020	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Draft General Fund and HRA 2021-22 Budgets	To seek approval to the Draft Revenue Budget for 2021-22 as a basis for consultation.	Cabinet	10th December 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	10th December 2020 January 2021	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	10th December 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?
Enterprise Zone Update	To endorse the draft Legal Agreement between the Council and the Local Enterprise Partnership. To give delegated authority to the Leader and Chief Executive to amend and finalise the Legal Agreement subject to further negotiation with the LEP.	Cabinet	13th February 2020	Report	No	Rob Mitchell Chief Executive Tel: 01509 634600 chief.executive@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 Planning, Inward Investment and Tourism Strategy
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)	Transformation
Councillor Smidowicz (Conservative)	Regulatory Services, Enforcement and Licensing
Councillor Taylor (Conservative)	Communities, Safety and Wellbeing