



SCRUTINY COMMISSION

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To: Councillors Bolton, Hadji-Nikolaou, Brookes, Grimley, Hamilton (Vice-Chair), Ranson, Seaton (Chair) and Parton (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 Virtual Meeting - Zoom on Monday, 14th September 2020 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

4th September 2020

AGENDA

1. APOLOGIES

2. MINUTES OF THE PREVIOUS MEETING

5 - 11

To approve the minutes of the meeting of the Commission held on 10th August 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. RECOVERY CELL UPDATE 12 - 53

A report of the Strategic Director of Corporate Services, Governance and Procurement to provide the Commission with more detail on the approach to organisational recovery post Covid-19.

7. AUDIT COMMITTEE UPDATE 54 - 55

To update the Commission on developments in the relationship between the Scrutiny Commission and the Audit Committee following advice from the Centre for Public Scrutiny during the Covid-19 pandemic.

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

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

9. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the Cabinet agenda for 17th September 2020 in order to make recommendations as appropriate to Cabinet:

(a) Annual Health and Safety Report 2019-20 56 - 65

A report of the Head of Strategic Support to inform Cabinet and provide a public record of the Council's health and safety performance.

(b) Charnwood Community Lottery Review 66 - 74

A report of the Head of Neighbourhood Services to review the Charnwood Community Lottery scheme 18 months after the first lottery draw in line with the original Cabinet report recommendations (18 Jan 2018 Min 80).

(c) Public Space Protection Order (PSPO) Loughborough Town Centre 75 - 95

A report of the Head of Neighbourhood Services which seeks approval to extend the current Public Spaces Protection Order (PSPO) for Loughborough Town Centre for a further three year period.

10. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE 96 - 97

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

11. SCRUTINY COMMISSION WORK PROGRAMME 98 - 114

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:

12 October 2020
16 November 2020
7 December 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 10TH AUGUST 2020

PRESENT: The Chair (Councillor Seaton)
Councillors Hamilton (Vice Chair), Bolton, Grimley,
Hadji-Nikolaou and Ranson

Councillors Morgan (Leader of the Council), Bokor
(Cabinet Lead Member for Loughborough),
Harper-Davies (Cabinet Lead Member for
Community Support and Equalities) and Rattray
(Cabinet Lead Member for Business Support)

Chief Executive
Strategic Director of Housing, Planning,
Regeneration and Regulatory Services
Head of Cleansing and Open Spaces
Head of Landlord Services
Head of Neighbourhood Services
Head of Strategic and Private Sector Housing
Head of Leisure and Culture
Leisure Centre and Contract Business Manager
Community and Covenant Development Officer
Communications Manager
Communications Officer
Information Development Manager
Democratic Services Manager
Democratic Services Officer (SW)

APOLOGIES: Councillor Brookes

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.

30. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 6th July 2020 were approved.

31. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

32. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

33. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

34. RECOVERY CELL UPDATE

A report of the Strategic Director of Housing, Planning and Regeneration and Regulatory Services To provide the Commission with more detail on the approach to community recovery was considered (item 6 on the agenda filed with these minutes).

The Strategic Director of Housing, Planning and Regeneration and Regulatory Services attended the meeting, provided a presentation and assisted with the consideration of this item. The Leader of the Council and the following Officers also attended the meeting to assist with the consideration of this item; the Head of Neighbourhoods and Communities, the Head of Leisure and Culture, the Head of Strategic and Private Sector Housing, the Head of Cleansing and Open Spaces, the Head of Landlord Services, the Community Covenant Development Officer, the Communications Manager and the Comminutions Officer. The following summarises the discussion:

- i. Councillors acknowledged the extensive, comprehensive and significant work undertaken by Officers in relation to community recovery and thanked them for their efforts. It was recognised that the response and recovery efforts employed had ensured all members of the community had been considered and assisted where required. In addition to this, the Chief Executive put on record his thanks to Officers at all levels and stated that he was proud of the response and the recovery of the Council. He noted the pace, scale and complexity of the issues responded to and assured Members that the Council was able to manage the situation efficiently in a calm and authoritative manner.
- ii. The community hub developed to support residents during the pandemic was currently subject to a transitional plan. This would ensure work reflected the needs of the community throughout the stages of recovery. It was acknowledged that some members of the community had become accustomed to the increased support offered and it was highlighted that the response efforts of the Council would not be abruptly removed. The Council had recognised an opportunity to improve best practice as a result of the response to the pandemic and build a lasting legacy. In addition to this, the Council had developed contingency plans to ensure the community response efforts were in a suitable position to restart quickly in the event of a further outbreak.
- iii. The Government Next Steps Accommodation Programme provided funding to Councils to assist with the move on of those placed through the Every One in requirement to accommodate rough sleepers and those at imminent risk of rough sleeping. The funding was not allocated and there was a bidding process for two primary sources of funding. Meetings had taken place with Ministry of Housing, Communities and Local Government Advisors and Districts and Boroughs across the County to support joint bids. The funding was for short-term accommodation, immediate support and longer term move on accommodation. Bids were to be submitted by 20th August 2020 and funding would be spent by the end of March 2020.

- iv. The Council had considered the importance of ensuring much of the good work undertaken during the pandemic would continue as part of a lasting legacy. The Community hub had been fundamental in terms of signposting and assessing individual needs. Partner organisations had discussed plans moving forward and the Council would assist where possible and continue to work closely with partners to ensure the positive work undertaken continued. In addition to this, the Council had reshaped grants to offer more accessible funds to community organisations.
- v. The Council had supported community organisations offering befriending schemes to isolated and vulnerable residents in the Borough. It was anticipated that this would encourage the positive work undertaken during the pandemic in preventing loneliness and promoting community engagement.

RESOLVED that the Commission noted the report.

Reason

To ensure the Commission was kept informed of the Council's recovery efforts.

The following Officers left the meeting at approximately 6:45pm; Eileen Mallon, Julie Robinson, Matt Bradford, Peter Oliver, Alison Simmons, Victoria Coomber, Mike Roberts and Stacey Simpson.

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

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

36. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items were identified for pre-decision scrutiny from the Cabinet agenda for 13th August 2020.

37. LEISURE CENTRE CONTRACT RECOVERY

An exempt Cabinet report of the Head of Leisure and Culture was circulated to Members and was considered under item 12 of the agenda.

38. OPTIONS FOR THE 2020 LOUGHBOROUGH REMEMBRANCE PARADE, LOUGHBOROUGH FAIR, LOUGHBOROUGH CHRISTMAS LIGHTS SWITCH ON AND TOWN HALL PANTOMIME

A Cabinet report of the Head of Leisure and Culture to discuss major Loughborough events during the remainder of 2020 and to seek support for proposals for alternative delivery or cancellation of these events was considered for pre-decision scrutiny (item 8b on the agenda filed with these minutes).

The Lead Member for Loughborough, the Lead Member for Business Support and the Head of Leisure and Culture attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. It was acknowledged that the decisions recommended in the report to the Cabinet had been difficult but inevitable in order to comply with Covid-19 guidance.
- ii. There had been a publication notice of the potential decisions taken regarding Loughborough events prior to consideration of the Cabinet. This was due to the Council receiving numerous enquiries from the media and members of the public, which had meant there was significant pressure to respond. Since publication of the potential decisions, the Council had received support and generally positive feedback.
- iii. The Council had explored alternative arrangements in order to minimise disruption and financial implications for the several cancelled events. This would include employing the Town Hall Auditorium for other social activities, such as dining and socially distanced entertainment in the coming months, which could be pre-booked in advance. The cost efficiency of this was currently being calculated and the Council would only pursue these plans following confirmation that there would be no additional cost to the Council or partners than the usual events that would take place. If agreed, the Council would publicise events at the earliest opportunity to the widest audience possible.
- iv. For shows in the Artistic Programme that had already been postponed, the vast majority of customers had chosen to retain their tickets for the new dates. This was considered to be a testimony to the high standards of performance at the Town Hall and demonstrated considerable public support.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Leisure and Culture.

Reason

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

39. **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 9 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.

40. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Strategic Support was considered 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 (item 10 on the agenda filed with these minutes).

The Democratic Services Manager assisted with the consideration of this item. The following summarises the discussion:

- i. The Commission was due to receive an update on organisational recovery from Covid-19 at its next meeting on 14th September 2020. It was requested that this update included the implications of the pandemic on the Council's IT service and any contingency plans for the future.
- ii. A meeting was scheduled for the Chair and Vice Chair of the Scrutiny Commission and the Chair of the Audit Committee to discuss the strengthening of the relation between the two committees as discussed at the Scrutiny Commission meeting on 1st June 2020 (minute reference 5 2020/21). The Commission would receive an update on the outcomes of this meeting when available.
- iii. The Questions Under Scrutiny Committee Procedure 11.16 function would be promoted through the Communications Team to encourage participation from members of the public. Questions should focus on the Council's response to recovery from Covid-19.
- iv. At its meeting on 4th March 2020, the Corporate Services Scrutiny Committee resolved the following;

That it be recommended to the Scrutiny Commission that scrutiny of the Council's draft budget 2021/22 be undertaken on the same basis as for the 2020/21 budget, that being via a Budget Scrutiny Panel, and that that Panel also monitor the outcomes of this year's Panel report.

Following that meeting, all scrutiny committees and panels were suspended until review in September or October 2020 (Scrutiny Commission, 1st June 2020, minute reference 5 2020/21). However, in order to fulfil the requirements of the Budget Scrutiny Panel as stated, the Commission was required to agree the establishment of the panel, giving authority to programme dates and to identify a Chair and member interest in participating on the panel.

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.
3. that the organisational recovery update submitted to the Scrutiny Commission at its next meeting on 14th September 2020 include implications of the pandemic on the Council's IT service.
4. that the Questions Under Scrutiny Committee Procedure 11.16 be promoted through the Communications Team.
5. that the Budget Scrutiny Panel be established, and that Councillor Hadji-Nikolaou be appointed Chair of the Panel.

Reasons

1. 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.
2. To ensure effective and timely scrutiny.
3. To ensure Members were informed on the implications of the Covid-19 pandemic on the Council's IT service.
4. To encourage public participation in the Council's response to recovery from Covid-19.
5. To ensure the most effective approach to scrutiny of the Council's budget.

41. EXEMPT INFORMATION

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

At this point in the meeting the live streaming was switched off.

42. LEISURE CENTRE CONTRACT RECOVERY

An exempt Cabinet report of the Head of Leisure and Culture was considered for pre-decision scrutiny (exempt item 12 on the agenda filed with these minutes).

The Leader of the Council, the Lead Member for Community Support and Equalities, the Chief Executive, the Head of Leisure and Culture and the Leisure Centre and Business Manager attended the meeting to assist with the consideration of this item.

A summary of the Commission's discussion on this matter is provided in the exempt minute (Scrutiny Commission Minute 42E. 2020/21).

RESOLVED that recommendations be made as detailed in the exempt minute (Scrutiny Commission Minute 42E 2020/21).

Reason

As set out in the exempt minute (Scrutiny Commission Minute 42E 2020/21).

NOTES:

1. No reference may be made to these minutes at the Council meeting on 7th September 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.

<i>REPORT TO:</i>	Scrutiny Commission
<i>SUBJECT:</i>	Organisational Recovery post COVID-19
<i>LEAD OFFICER:</i>	Simon Jackson
<i>CABINET LEAD MEMBER:</i>	Cllr J. Morgan
<i>ORIGIN OF ITEM:</i>	The Scrutiny Commission of 1 June 2020 resolved that a single substantive agenda item for each meeting concentrates on one of the recovery cells as listed in the report of the Chief Executive 'COVID-19: Council approach to community, economic and organisational recovery'.
<i>BRIEF FOR THE COMMITTEE</i>	To provide the Commission with more detail on the approach to organisational recovery.

1. Executive Summary

1.1 At its meeting on 1 June 2020 the scrutiny commission received a report from the Chief Executive outlining the impact of the COVID – 19 outbreak on the financial and operational position of the Council. In addition, Scrutiny Commission was advised of the actions taken to respond to the emergency and begin the recovery for the Community, Economy and Organisation.

1.2 The Organisational Recovery Cell is internally focussed and was established with the following scope:

- A focus on the 'switching back on' of all services in a controlled managed way taking full account of the current and changing government guidance and advice from Public Health England
- Establishing processes to prepare the organisation for the recovery phase including people, processes, technology and infrastructure

1.3 The work programme of the Organisational Recovery Cell (ORC) has naturally divided into two elements:

- Response – switching services back on
 - Service recovery and development - enabling the sustainable delivery of services in the medium and longer term; a key aspect of this work is to ensure opportunities arising from outbreak of COVID-19, such as the experience of widespread and successful homeworking, are not lost.
- 1.4 The initial response of the Council to the COVID-19 outbreak, whilst not completely seamless, can be regarded as very successful. Obviously, the response and contribution of all staff is the principle contributor to that outcome. However, the response was greatly facilitated by the Council's ICT infrastructure, and the way that the ICS team was able to swiftly enhance this to enable widespread home working in short order. Similarly, the contribution of the property and health & safety professionals was very significant in allowing staff to get back to work both within the various office environments and out visiting customers.
- 1.5 Work continues to allow staff to deliver services in a safe way, informed by emerging government guidance, but increasingly, the work of the ORC is focussed on medium and longer term ways of working, under key themes which include:
- Agile working
 - Digital transformation
 - Accommodation
- 1.6 This agenda is now starting to pick up actions that were planned within the Corporate Strategy and Business Plan, and moving forward it is envisaged that ORC activities may become embedded within 'business as usual', with potentially a return towards the structures existing pre-COVID-19.

2. Response phase

- 2.1 As noted in previous reports at the start of the pandemic, the Council's focus was on 'response' which was informed by the Local Resilience Forum through the activation of emergency plan processes. Internally, the critical activities dealt with the organisational impact of the closure of the Council buildings, moving most employees to remote working. In addition, arrangements had to be made to protect those staff who were still operating in residents' homes, most specifically the housing repairs team, which has continued to respond to emergency repair requests throughout, but also other staff who often work outside of Southfields, such as the various enforcement teams.

- 2.2 A sense of the work required in this immediate recovery phase can be gathered from the work programmes for the ORC and the Health & Safety working groups attached at Appendices A and B respectively.
- 2.3 The detail of the work is set within the work programmes but as flavour, the overarching ORC group has co-ordinated general activities including:
- Identification of capacity of safe working limits for Southfields and other council buildings
 - Mapping out the buildings ensuring safe social distancing can be achieved
 - Applying physical markings to the buildings showing desk availability and people flows
 - Establishing a protocol for the use of kitchens and toilets
 - Enhanced cleaning regimes
 - Providing PPE
- 2.4 Other matters addressed included:
- Detailed visiting protocols (housing repairs service, enforcement officers, etc)
 - Consideration of what is 'urgent'
 - Communication with customers
 - Opening of the customer service area
 - Liaison with partners
 - Specifying and ordering additional safety screens
 - Access controls
- 2.5 The Health & Safety Working Group's: contribution was critical in enabling safe working. Key contributions included:
- Identifying vulnerable staff
 - Performing an array of risk assessments (an activity that remains very much 'live')
 - Consideration and actions to protect staff well being
 - Making sure that staff had the correct equipment at home to undertake their work, including chairs, screens and IT equipment

- Continual review of the Government COVID-19 guidelines, which changed on a daily basis, to ensure all Risk Assessments and staff advice was up to date
 - Liaising with the Learning & Development Team to create an on-line induction course for staff returning to offices
 - Protocols enabling use of meeting rooms
 - Making physical Council work places safe (including mobile locations)
 - Ensuring provision of fire wardens and first aiders remains adequate
 - Recording COVID-19 Secure sign-off for each of the buildings following an inspection by the H&S officer providing assurance to public or staff visiting the buildings
 - Consulting with Trade Unions
- 2.6 Although the initial crisis has passed much work remains for the Health & Safety Working Group, as more Council buildings are brought back into use (most recently the museum), and further requirements are identified around assessment of Display Screen Equipment for staff to ensure staff health is maintained as homeworking is extended.
- 2.7 One positive arising from the COVID-19 outbreak has been the ability of the Council's ICT infrastructure to adapt and support homeworking on an extensive basis, with the vast majority of Council staff enabled for homeworking within days of the lockdown occurring. It goes without saying that the contribution of the ICS staff was critical in making this happen.
- 2.8 At the heart of this success was the advanced status of the MSOffice 365 roll-out containing the MSTeams application that enables remote collaboration and sharing, combined with the video calling functionality for multiple users. It is perhaps sobering to reflect that even two or three years ago, the ability to support homeworking was much less sophisticated than is now the case.
- 2.9 Another area of success has been the Council's ability to implement virtual meetings, both internal and public using MSTeams and Zoom applications. Individuals will have experienced glitches from time to time but that has to be considered in the context of such meetings being impractical or even impossible just a few months ago. Alongside the ICS team, Democratic Services staff are also due credit for making this happen.
- 2.10 Finally in this section it is necessary to remark on the work of the communications team – effective communications, both internal and external has been a very significant part of the Council's success in responding to the COVID-19 outbreak, and no doubt this will continue

to be the case as the Council moves through recovery and into the 'new normal'.

3. Service recovery and development

- 3.1 The latter sections of the ORC Work Programme is being updated on an ongoing basis and outlines planned activities under the themes of Ways of Working, Council Accommodation and Developing a sustainable Council.
- 3.2 The **Ways of Working** theme picks up work around the nascent People Strategy, including the complex subject of Agile Working, and the development of the skills that Council staff will need going forward.
- 3.3 Agile working refers to the ability to work flexibly both in terms of time and location (always subject to business need). Agile working will allow – through increased home or remote working – the reduction of the Council's office space but implementation requires detailed consideration of matters such as ICT provision and HR policy.
- 3.4 Ways of Working also covers the digital agenda and aims to pick up strands within the Online Customer Experience project; in this area the objectives are to both enhance customer experience and create operational efficiencies through new technology.
- 3.5 Closely related to the digital strand are the plans to develop the Council's ICT capability. Key initiatives here include: Group's contribution was critical in enabling safe working. Key contributions included:
 - Introduction of major back office systems that will enable the complete roll-out of MSOffice365 across the whole organisation
 - Development of a 'hybrid' meeting capability – enabling meetings where there is a mix of virtual and 'in-person' attendees
- 3.6 The **Council Accommodation theme** will ultimately consider the best use of all Council properties including Southfields, Limehurst Depot and the business units at the Oak and Ark.
- 3.7 This review of assets will not necessarily result in changes to their existing use or operations. However, in the case of Southfields it has already been established that the existing offices are not really fit for purpose (a view existing pre-COVID-19) and that a smaller, modern, more energy efficient office, designed to match new ways of working is required. Beyond this, little has been established with reference to Southfields - so some sort of refurbishment of the existing offices, a new office on the Southfields site, or an alternative office elsewhere in Loughborough all remain live possibilities.

3.8 ***Developing a Sustainable Council*** is closely aligned to the budget strategy which aims to reduce the Council's net costs. This theme links to the previous ones – by seeking to identify areas for service reviews - and to the Council's approach to addressing the financial challenges set out in the Medium Term Financial Strategy (an update of which is due to be presented to Cabinet in October and then Council in November 2020).

Appendices

<i>Appendix A</i>	<i>ORC work programme</i>
<i>Appendix B</i>	<i>Health & Safety Working Group action plan</i>
<i>Appendix C</i>	<i>Scrutiny Commission presentation</i>

Background Papers: None

Officer(s) to contact: Simon Jackson
Strategic Director of Corporate Services
Tel: 01509 634699
email: simon.jackson@charnwood.gov.uk

Title:	Organisational Recovery Cell	Date:	May 2020
Scope:	This cell will; <ul style="list-style-type: none"> • Focus on the ‘switching back on’ of all services in a controlled managed way taking full account of the current and changing government guidance and advice from Public Health England. • Establish processes to prepare the organisation for the recovery phase including people, processes, technology and infrastructure 		

OBJECTIVE	TASK	LEAD OFFICER	COMP. DATE	UPDATE	
1. ENSURE CHARNWOOD BOROUGH COUNCIL IS A SAFE PLACE TO WORK AND VISIT					
1.1	Consider the return of staff to the offices / workplace <i>(initial phase – 10th June)</i>	Develop ‘Visit protocols’	H&S Cell		Completed
		Repeat message to staff regarding WFH	MR	12/05/20	Completed Messages repeated 8 th / 11 th May
		Identify from HoS staffing numbers likely to return from 1 st June – maximum 25% capacity	HG / LS / HoS	15/05/20	Completed Exercise undertaken with HoS – has identified approx. 50 staff to return to Southfields in some capacity
		Undertake exercise to identify staff in the Clinically Extremely Vulnerable and Clinically Vulnerable categories	AC	05/06/20	Completed Details obtained
		Source appropriate PPE	H&S Cell		Completed T. O’ Brien sits on the County wide PPE Cell; and Inventory of PPE developed and maintained

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OBJECTIVE	TASK	LEAD OFFICER	COMP. DATE	UPDATE
	Development of extranet site to provide staff with key information, when working off site.	H&S Cell		Completed
	Staff wellbeing- information captured and shared by Learning & Development Team.	KvB		Completed
	Map out building plans and exits	H&S Cell	18/05/20	Completed
	Map out possible desk allocations and social distancing	H&S Cell	18/05/20	Completed Red amber and green identified
	Map out flow around the building	H&S Cell	18/05/20	Completed
	Develop standardised signage	H&S Cell		Completed
	Identify entry / exit and consider use of PAC	H&S Cell		Completed
	Develop process for use of kitchen areas - consider max numbers / hand sanitiser / guidance	H&S Cell		Completed Included in the induction
	Develop process for use of toilet areas - consider max numbers / hand sanitiser / guidance	H&S Cell		Completed Included in the induction
	Review evacuation policy	H&S Cell		Completed Included in the induction
	Review / Asses / Install hand sanitiser points	H&S Cell		Completed Installed

OBJECTIVE		TASK	LEAD OFFICER	COMP. DATE	UPDATE
		Explore option of hold open door system	H&S Cell		Completed Considered and discounted
		Develop induction programme for staff / partners / contractors – to include use of kitchens / toilets / meeting rooms / corridors	H&S Cell	05/06/20	Completed MyLearning induction went live on 5 th June and further promoted on 8 th June
		Ensure desk areas have sanitiser wipes / sprays	H&S Cell		Completed Sanitiser stations supplied
		Prior to opening undertake compliance checks and tests	H&S Cell		Completed
		Review and update cleaning regime	DW		Completed
		Undertake comms – internally	DF		Completed
		Consider First Aiders / Fire Wardens	H&S Cell		Completed Fire Wardens reviewed and sufficient numbers identified Additional First Aiders identified
1.2	Consider the return of staff and customers to the Customer Service Centre (CSC)	Agreement required regarding opening date	SLT		Completed Due to screen availability, opening date agreed as 6 th July
		Identify needs of CSC from services	KB / ALC		Completed Needs identified
		Consider opening times for CSC	KB / ALC		Completed Opening based on appointment only
		Review staffing requirements	KB / ALC		Completed Based on demand

OBJECTIVE	TASK	LEAD OFFICER	COMP. DATE	UPDATE
	Review partner requirements	KB / DW		Completed All Partners (LCC, DWP, Capita) have been contacted and requirements determined
	Review and update risk assessment	H&S Cell		Completed
	Identify / order / install protective screens	H&S Cell		Completed Screens installed
	Consider use of two-way comms units	H&S Cell		Completed Determined not required
	Provide sanitiser wipes / sprays	H&S Cell		Completed Sanitising stations installed across the buildings
	Install social distancing markings / signage – for inside and outside the building	H&S Cell		Completed All completed as part of the COVID-19 Secure building Risk Assessment.
	Determine how many customers can occupy the CSC Remove seating	H&S Cell		Completed Reception seating has been removed as part of the COVID-19 Secure Building for Southfields. Reception management to advise and determine customer numbers
	Consider and agree use of interview rooms	KB / ALC / DW		Completed 4 Interview rooms have been identified for use when reception is opened. Risk assessments completed
	Review need for any PPE	H&S Cell		Completed Undertaken as part of the risk assessments and staff induction
	Ensure staff have undertaken induction	KB / ALC		Completed Induction developed on MyLearning and communications sent to staff to complete. Checks undertaken by managers

OBJECTIVE	TASK	LEAD OFFICER	COMP. DATE	UPDATE
		DW		Completed Confirmed all Security Officers are informed of our operational requirements.
		DF		Completed Comms undertaken
		H&S Cell		Completed Proforma developed
1.3	Ensure mobile workers are protected	H&S Cell		Completed Risk assessments completed
		HG / CLT		Completed Spreadsheet completed by CLT. PPE requirements identified

OBJECTIVE		TASK	LEAD OFFICER	COMP. DATE	UPDATE
1.4	Review how we protect staff, partners and our customers – specifically considering protective equipment	Covered in 1.1, 1.2 and 1.6			Completed
1.5	Evaluate what needs to be undertaken to ensure social distancing is adhered to; for customers, staff, partners	Covered in 1.1, 1.2 and 1.6			Completed
1.6	Ensure that messages to staff and customers are clear and timely	Internal messages regarding return to office environment	DF		Completed Messages circulated through CLT, One Charnwood and All Staff emails regarding return to office environment
		Internal messages regarding re-opening of the Customer Service Centre	DF / KvB		Completed Re-opened 3 rd July to ensure staff and customer safety Internal training undertaken w/c 29 th June
		External messages	DF / KvB		Completed Press release and social media undertaken
1.7	Escalation of services (beyond 1 st June)	Undertake exercise to identify services to be re-instated / escalated	HG / CLT		Completed Proforma circulated to HoS on 5 th June and shared with ORC and SLT

OBJECTIVE	TASK	LEAD OFFICER	COMP. DATE	UPDATE	
2. WAYS OF WORKING - REVIEWING THE WAY THE COUNCIL DOES BUSINESS GOING FORWARD					
2.1	Develop new operating models - maximising the opportunity of agile working	Formalise agile / homeworking HR policies	AC		Sub-group of AC / HG / SD / KB established Draft agile working policy developed. Agile working vision developed
		Review Flexi and TOIL schemes	AC / KvB		Agile working vision developed and shared with SLT / Staff forum / CLT – principles around TOIL and Flexi included Final SLT decision required
		Develop database / typologies of worker types – building on ICS data	KvB / AK	25/09/20	Worker types developed – assessment to be undertaken
		Consider if staff payment to be provided	AC / KvB	26/08/20	Completed Agreed no payment
		Consider pro rata car parking if staff working agile	AC / KvB	26/08/20	Completed Staff car parking to remain free until December
		Review DSE assessment for longer term agile working	H&S Group		
		Finalise Agile Working Policy	KvB / SD		
		Present policy to SLT	KvB	30/09/20	
		Present Policy to JMTUM	KvB	29/10/20	
		Present Policy to JNCC	KvB	18/11/20	
Present Policy to Personnel Committee	KvB	12/01/21			

OBJECTIVE	TASK	LEAD OFFICER	COMP. DATE	UPDATE
2.2	Consider how we perform council business - in person or virtually; with customers, colleagues, partners and Members.	Ensure the IT equipment facilitates agile working	KB	<p>IT representative included in the development of agile policy to ensure It requirements can be considered, planned and included in ICT Strategy development</p> <p>Guidance on use of applications has been developed and is available on the intranet/staff area of corporate website. Will continually be updated and reviewed as new technology becomes available</p>
		Specify ICT and other requirements with a view to reducing workstation requirements at Southfields by [40%] (phase 2)	KB	<p>Home working set up for all employees where roles allows for this (approx. 80+% of workforce) completed.</p> <p>Further work underway to look at current infrastructure (including telephony) to ensure the most effective and efficient use of resources to meet the changing future requirements</p>
		Develop concept of Hybrid meetings	KB	Information regarding Hybrid meetings have been gathered and options and costing provided initially to Member Services for consideration and further discussion on specific requirements.
		Ensure back office software is available and fit for purpose (alongside hardware).		<p>Work has been progressing for a number of months as part of the Office 365 rollout which is now nearing completion. This includes consideration for how back of system will work in an agile environment.</p> <p>In addition, regular meetings are held between IT and each service areas to understand their requirements and plans so these can be</p>

OBJECTIVE		TASK	LEAD OFFICER	COMP. DATE	UPDATE
					included in any future planning
2.3	Review alternative methods of service delivery and how customers contact us				Based on previous Online Customer Experience workplan and align to service review programme
	Investigate technical solutions to investigate service delivery in non-Loughborough locations.				
2.4	Make best use of skills / unemployment / apprentices / training in Charnwood	Develop a new People Strategy for 2020-2024	KvB	30/09/20	To be presented to SLT on this date
		Develop strands of the People Strategy	KvB	30/09/20	Initial areas for consideration developed
		Present Strategy to JMTUM	KvB	29/10/20	
		Present Strategy to JNCC	KvB	18/11/20	
		Present Strategy to Personnel Committee	KvB	12/01/21	
		Link to the LLEP Economic Skills group	RM		
3. REVIEW THE USE OF COUNCIL BUILDINGS					
3.1	Limehurst Depot Disposal	Cabinet paper/decision to being the disposal process	JH	Oct Cabinet	Paper being written. Interest has been expressed.
3.2	Review use of Southfields campus	Undertake financial modelling to determine savings potential / income generation	JH	30/09/20	In progress

OBJECTIVE		TASK	LEAD OFFICER	COMP. DATE	UPDATE
		Specify size and function of council buildings	JH	31/11/20	Customer facing – Town Centre location Hot Desk / Touch-down space Meeting facilities
		Investigate alternative locations and models for Council service delivery	JH	Ongoing	Examining opps with private sector partners
3.3	Review remaining assets – Woodgate Chambers Town Hall Oak Business Centre Ark Business Centre	Undertake financial modelling to determine savings potential / income generation	JH	28/02/21	To Start

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4. FUTURE OPERATING MODELS – DEVELOPING A SUSTAINABLE COUNCIL

4.1	Undertake transformational reviews	Consideration of governance arrangements			
		Assess areas for review in light of budgetary challenges	SJ	26/08/20	List of initial service reviews to be agreed by SLT then communicated to CLT 26 August
		Link review programme to the MTFS	SJ	30/9/20	Revised MTFS due for Cabinet October
		Develop review programme	SJ		Initial reviews identified (list 1) and allocated to CLT to complete options for change documents – to be returned 24/09 and 21/01/21
		Identify resources	SJ		
		Develop scoping documents	SJ		
		Undertake reviews	SJ		

Title:	Health & Safety Working Group	Date:	02/09/2020
Scope:	<p>The Group will:</p> <ul style="list-style-type: none"> ▪ Provide H&S support for CBC SLT and Business Recovery Cells ▪ Facilitate and support CBC operational delivery, providing H&S advice and assistance as appropriate ▪ Communicate and share examples of best practice across Service divisions, encouraging and augmenting the most effective utilisation of available H&S resource ▪ Monitor and assess impacts of changes to H&S legislation and HM Government Covid-19 guidance as it relates to CBC activities and assets ▪ Establish enhanced H&S auditing and reporting systems for CBC assets and activities 		

Matters Arising Table

ACTION & UPDATE	OBJECTIVE	OWNER	DATE RAISED	EFFECTIVENESS REVIEW	DATE CLOSED
Standing items: <ul style="list-style-type: none"> • Changes of guidance: 02/09/2020 <ul style="list-style-type: none"> ➤ I) Minor changes to Covid guidance on face coverings (21/08 & 27/08). ➤ • Notification of local outbreaks/cluster: 02/09/2020 – NTR • Notification of local (area / premises) lockdowns: 02/09/2020 – NTR 	---	TOB	02/09/2020	Extant RAs reviewed against guidance RA controls revised and updated for clinically vulnerable persons	02/09/2020
Provide explanatory narrative around checks and suitability of PPE and equipment supplies received from ESPO “quarantined” stock before sign-off for issue. Liaise with Insurers before initial issue.	2.2 & 3.1	TOB	13/07/2020	CBC statement drafted, awaiting supporting statement from LCC & LRF	
Amend and update DSE Home-working My Learning report amended and updated to capture Service area. Service specific reports compiled 28/07/2020 for officer completions and issued to HoS	3.1 3.1	KB TOB	13/07/2020 13/07/2020	Status report provided to CLT. Current status report run at least monthly.	
Reviewed information on Collection/Delivery reports held by Security (on behalf of Premises Management team)					

Revised Homeworking RA compiled. Meeting scheduled with My Learning team 04/09/2020 to arrange hosting and develop revised reporting process		TOB / PP	17/08/2020	Ongoing. Meeting scheduled with IOD My Learning team 04/09/2020	
Home-working PAT arrangements in coming 6 months Consider risks of bringing in equipment <i>en masse</i> to the office due to Covid	3.1	TOB	20/07/2020	Visual inspection max 4yr interval	
Assurance required from Fusion re leisure centres. Liaise with KS for current documentation	1.5	TOB	20/07/2020	KS emailed questions to Fusion. Site visit conducted. Documentation to be supplied.	
Covid Outbreak Control - CBC (as district) attended meeting 04/08/2020 with LCC PHE & Trading standards heads for discussion on sub-delegation to district EHOs. Regular weekly meetings scheduled for coming months. Separate meetings scheduled involving LU CBC fully engaged with LRF and other Partners in future planning and preparation. In the event of local lockdown being declared CBC will take lead from PHE / HSE and instruct CBC staff accordingly in order to ensure safety during any necessary visit	1.4	AT	20/07/2020	EHO/TS meetings/communication continues. Delegation of enforcement powers to District to be finalised (not CBC control) LU liaison with multiple partners continues. Local testing facility / capacity is established. Complete & continue to monitor	02/09/2020
Officer Wellbeing Guidance issued to managers for conducting contact checks Staff wellbeing survey conducted. Wellbeing programme supported and regular information provided in One Charnwood Ongoing wellbeing surveys and manager wellbeing awareness training being researched. Managers' Charter under development. Discussed and agreed at staff forum and progressing through Agile Working Group. Anticipate ready for CLT within month	4.1	KB	20/07/2020	Follow-up Wellbeing survey to be scheduled Manager's Charter to be ratified	
Meeting Room Usage	4.2	DW	23/07/2020	Feasibility study completed. Protocol	

<p>Feasibility study and briefing presented to SLT:</p> <ul style="list-style-type: none"> • MR options, • procedure for use, • Occupancy levels • Southfields Covid RA revision • Remote access to remain an option. Large screen availability for remote attendees • Booking process • Max no slots per day per room • Cleaning • SSWs • Control over booking – HoS or a delegated Manager? <p>Protocol for booking and usage drafted. Submitted to SLT w/c 10/08/2020. Decision to be made.</p>				<p>drafted and submitted to SLT for approval.</p>	
<p>CBC Covid Visit RAs – Prepare revision with regard to vulnerable persons and submit briefing note for SLT consideration</p>	1.4	TOB / PP	17/08/2020	Complete. RAs updated and submitted for upload to extranet with comms.	02/09/2020

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Work Plan

OBJECTIVE	TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
<p>1. Recovery & Reopening / Reoccupation of CBC Premises – HEALTHY & SAFE BUILDINGS AND BUILDING ENVIRONMENTS</p>				
1.1	<p>Work with CBC Premises Managers to ensure CBC buildings have a suitable and sufficient premises-specific risk assessment of Covid-19</p>	<p>Undertake Covid-19 risk assessment of: Southfields Building</p>		<p>COMPLETE: Submitted to SLT & KIT and provided to unions.</p>
		<p>Southfields Reception Areas</p>		<p>COMPLETE: Submitted to SLT & KIT and provided to unions.</p>

OBJECTIVE		TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
	infection transmission and control	ICS Building			COMPLETE: Submitted to SLT & KIT and provided to unions.
		Oak Business Centre			COMPLETE: Assessment complete and controls agreed. Assessment communicated to Property tenants
		Ark Business Centre			COMPLETE: Assessment complete and controls agreed. Assessment communicated to Property tenants
		Woodgate Chambers	DW / TOB	31/08/2020	IN PROGRESS: Draft completed and controls agreed. Meeting held with Glebe House 10/08/2020. Second inspection visit conducted 13/08/2020.
		Town Hall	Sylvia Wright (SW) TOB	30/09/2020	IN PROGRESS: Draft to be completed and controls agreed
		Charnwood Museum & Carillon Tower			COMPLETE: Assessment complete and controls agreed
		Beehive Car Park			COMPLETE: Assessment complete and controls agreed
		Market & Offices	Nita Jarram (NJ) TOB	12/06/2020	IN PROGRESS: External activities incorporated within External Works RA Market Yard Toilets assessment completed 12/06/2020 Market Place and Office assessment to be completed
1.2	MONITORING VISITS Successful implementation of the operational and behavioural controls as identified within RA – Review	Undertake review of controls of Covid-19 risk assessments	DW / TOB	31/08/2020	IN PROGRESS: Visual inspections undertaken – 25/06, 06/07, 13/07, 16/07, 22/07, 13/08/2020
		Southfields Building	Dave Wall		IN PROGRESS: Visual inspections undertaken – 13/07, 16/07, 22/07, 29/07
		Southfields Reception Areas	Adrian Le-Cras	30/09/2020	Reception area review conducted 29/07/2020

OBJECTIVE	TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
in conjunction with Premises Manager		Tony O'Brien		
	ICS Building	DW / TOB	30/09/2020	IN PROGRESS: Visual inspections undertaken – 13/07
	Oak Business Centre	DW / TOB	30/09/2020	TO START:
	Ark Business Centre	DW / TOB	30/09/2020	TO START:
	Woodgate Chambers	DW / TOB	30/09/2020	TO START:
	Town Hall	SW / TOB	Opening date tbc	TO START:
	Charnwood Museum & Carillon Tower	CC / TOB	30/09/2020	TO START:
	Beehive Car Park	KH / TOB	30/09/2020	TO START:
	Market & Offices	NJ / TOB	30/09/2020	TO START:
1.3 Work with Premises Managers to undertake Covid-Secure workplace inspection and sign-off of each CBC Premises prior to reoccupation	Undertake Covid-Secure Workplace Inspection and Sign-off of: Southfields Building			COMPLETE: Initial inspection conducted 18/05/2020. Report sent to Premises Manager. Second inspection conducted 08/06/2020. Report issued and Covid-Secure confirmed
	Southfields Reception Areas			COMPLETE: Risk assessment completed as above. Formal inspection record included within

OBJECTIVE	TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
Provides assurance of compliance with Covid Regulations				Southfields Covid-inspection report. Covid-Secure confirmed and statement provided.
	ICS Building			COMPLETE: Initial inspection conducted 02/07/2020. Report issued 17/07/2020.
	Oak Business Centre			COMPLETE: Initial inspection conducted 02/06/2020. Report issued 15/06/2020.
	Ark Business Centre	TOB	09/09/2020	IN PROGRESS: Initial inspection conducted 02/06/2020. Covid-secure confirmed. Report being completed.
	Woodgate Chambers	TOB	31/08/2020	IN PROGRESS: Initial inspection conducted 16/07/2020. Significant adaptations required. Second inspection conducted 13/08/2020. Premises remain in minimal use
	Town Hall	TOB	30/09/2020	TO START:
	Charnwood Museum & Carillon Tower			COMPLETE: Initial inspection conducted 13/08/2020. Report issued 20/08/2020.
	Beehive Car Park	TOB	09/09/2020	IN PROGRESS: Initial inspection conducted 02/06/2020. Report completed. Follow up inspection conducted 31/07/2020. Report in preparation. Premises declared Covid-secure.
	Market	TOB	31/08/2020	IN PROGRESS: Market Yard toilets inspection completed 17/06/2020 Market Place and Office inspection – preliminary visit conducted 06/07/2020. Formal inspection conducted – 31/07/2020. Use as Food Plaza requires additional visit – to be scheduled
1.4 Undertake Covid-19 risk assessments of additional CBC work locations (Self-isolating domestic premises - Emergency Visits			COMPLETE: Assessment completed and communicated
	Shielded households – domestic premises – Emergency Visits			COMPLETE: Assessment completed and communicated

	OBJECTIVE	TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
		Occupied domestic premises (single dwellings and HMOs) CBC housing stock and private landlord/managing agent			COMPLETE: Assessment completed and communicated
		Unoccupied domestic premises (single dwellings and HMOs) CBC housing stock and private landlord/managing agent			COMPLETE: Assessment completed and communicated
		Commercial / Retail / Industrial premises			COMPLETE: Assessment completed and communicated
		External Work sites			COMPLETE: Assessment completed and communicated
		CDM / Domestic construction sites			COMPLETE: Covered in review of External Works RA
		Non-CBC owned/leased premises occupied in part by CBC officers / visited by CBC officers			COMPLETE: John Storer House Risk Assessment completed 30/03/2020 in conjunction with JSH & CBC Partner Premises RA completed and communicated
		Community Hubs			COMPLETE: Assessment completed and communicated
		CBC Events			COMPLETE: Assessment completed and communicated
1.5	CBC Leased premises – Assurance checks and monitoring	Leisure Centres	KS / TOB	31/08/2020	IN PROGRESS: Covid H&S questions compiled and submitted to FUSION (as operator) for response. Visit conducted by Contract Manager. Documentation to be submitted.

OBJECTIVE	TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE	
2. Information, Instruction, Training and Supervision (IT IS) and Resources/Equipment – HEALTHY & SAFE SYSTEMS OF WORKING					
2.1	Create refresher induction module/instruction which is building specific and provides clear guidance on new safe systems of occupying and working in premises	Southfields Building			COMPLETE: Induction module compiled and hosted on My Learning
		ICS Building			COMPLETE: Information compiled and distributed to authorised occupants. Continuous occupation during lockdown ensures occupants are familiar with current operating arrangements mitigating need for formal induction.
		Town Hall	SW	30/09/2020	TO START:
		Charnwood Museum & Carillon Tower			COMPLETE: Information compiled and distributed to authorised occupants.
		Market Offices	NJ	15/09/2020	IN PROGRESS: Operating procedures updated. Further update required for use as Food Plaza
2.2	PPE Instruction and information	Compile briefing on donning / doffing PPE for officers conducting visits			COMPLETE: Informational presentation compiled and hosted on MS Teams and also CBC extranet
2.3	Visit and Inspection protocols	Social distancing information, pre-visit comms, dynamic management – information and training requirements.			COMPLETE: RAs completed and hosted on CBC extranet and MS Teams
2.4	H&S Competencies	Adequate first aid provision			COMPLETE: FA Needs assessment updated. Monthly roster established and displayed throughout building.
		Fire warden			COMPLETE: Fire warden provision has been reviewed. Adequate numbers of wardens within returnees and additional wardens continue to be appointed.

OBJECTIVE		TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
2.5	Welfare provision	Breakout access			COMPLETE: Use of breakout & breakout access established at ORC 02/06/2020. Breakout won't be serving food for the foreseeable future.
2.6	Southfields' building security & access	Building access			COMPLETE: Determination required on de/activation of proximity cards. KB escalated to SLT. Decision made w/e 05/06/2020. Decision not to deactivate as fluid attendance is anticipated. Monitor through completion of inductions and usage of building.
2.7	Emergency drills and protocols	Southfields Fire drill test			COMPLETE: Fire drill conducted 11/08/2020

3. Health & Safety Management System Elements – AN EFFECTIVE AND MATURING MANAGEMENT SYSTEM

3.1	Monitor and Operational Reporting	Monitor and report on home-working arrangements including DSE completion rates and provision of equipment	KB / TOB	31/07/2020	IN PROGRESS: Reports currently provided via My Learning. Service logs created for use. My Learning report run 29/06/2020 & 28/07/2020. Findings sent to HoS for cascade to managers (see Matters Arising above)
		Monitor and report on PPE stock levels, consumption rates and replenishment			COMPLETE: Weekly reports submitted to KIT. Actual and anticipated usage data collected and used for revised stock predictions. Continue to monitor and report
		Compile quarterly H&S Management report for presentation to CLT RMG	TOB	30/09/2020	IN PROGRESS: Report in preparation

OBJECTIVE		TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
3.2	Audit & Review of Effectiveness	Post-lockdown audit programme to be finalised and implemented	TOB	30/09/2020	IN PROGRESS: Programme drafted. Meeting scheduled 15/09/2020
3.3	Objectives and Plans	Prepare annual and strategic H&S Plan and annual objectives for consideration by CEx	TOB	30/09/2020	IN PROGRESS: 1/3/5 Yr Plan prepared for submission to CEx
3.4	Strategic Reporting	Compile annual H&S Management Report for Cabinet			COMPLETE: Report submitted for September 2020 Cabinet
3.5	Consultation and Communication	Continued engagement and consultation with TU and other employee representatives			COMPLETE: TUs in attendance 10/08/2020. Calendar invites sent for coming months.
<p>4. The Council's ongoing resilience – A HEALTHY AND SAFE FUTURE: Assess ways in which we are using our current buildings/assets and explore opportunities for alternative utilisation. Identify opportunities for enhancing safe systems of work Collaborate and share examples of best practice within the organisation</p>					
4.1	Lessons Learned Analysis	Completion of HSWG Lessons Learnt Proforma	AT / TOB	30/09/2020	Operational document - maintained as a separate appendix Coordinated through Recovery Group. HSWG provide input.
4.2	Meeting Room usage (Southfields and other CBC premises inc. Town Hall, ICS, OBC & ABC)	Provision of reconfigured Meeting Rooms and communication of Protocol	DW	30/09/2020	Operational document - maintained as a separate appendix

OBJECTIVE		TASK	LEAD OFFICER(S)	COMPLETION DATE	UPDATE
4.3	Southfields building configuration – floor plans and zoning	NTR, wait for requests from ORC & SLT	DW	31/12/2020	Await request
4.4	Protocol around use of face coverings – anticipation of changes and impact on demand from CBC stock	Monito HM Gov guidance and update CBC RAs			COMPLETE: Stocks increased and subject to ongoing monitoring. Orders continue to be placed. RAs updated
4.5	CBC HSMS	Create new Sharepoint site and host corporate HSMS with structure for each Service to populate	TOB / PP	31/12/2020	ICS engaged & structure established. Intranet site created. Population in progress. Beta testing to be conducted Sept & Oct 2020. LS being used as early adopter.

APPENDIX C

ORGANISATIONAL RECOVERY CELL

Scrutiny Commission

14 September 2020

Organisational Recovery Cell



Response

- Continuation of service delivery
- Health & Safety working group
- ICT

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Service Recovery and Development

- Ways of working
- Accommodation
- Developing a sustainable Council



Continuation of service delivery



Southfields – example tasks

- Applying physical markings to the building
- Enhanced cleaning regimes

Mobile working – example tasks

- Risk assessments
- Customer communication protocol

Re-opening the customer service centre – example tasks

- Enhanced protection for staff (screens)
- Access control



Health & Safety working group



Key group in enable continuation of service

Example tasks

- Risk assessments
- Identifying vulnerable staff
- Coordinating PPE stocks for staff and Partners
- Protocols enabling use of meeting rooms
- Ensuring provision of fire wardens and first aiders remains adequate
- Consulting with Trade Unions
- Ongoing tasks – eg DSE assessment

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Southfields around reception



Job Vacancies

Welcome to Charnwood



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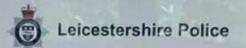
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First aid

80

ZERO Tolerance Workplace

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Initial response - success

- Building block – MSOffice 365
- Meetings – ‘Teams’ & ‘Zoom’

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Next steps

- Upgrade back-office; allow compatibility - MSOffice 365
- Development of hybrid meetings





Ways of working



Agile working

- Business need will always be core constraint
- Flexible times; flexible locations
- Some services can be more flexible than others

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Digital agenda

- Customer experience
- Back-office efficiencies



Council accommodation



Will considers all assets

- Southfields
- Limehurst Depot
- eg. Oak, Ark (note – *will* consider but may not change use)

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Southfields

- New office required – smaller, based in Loughborough
- No other detail available as yet



Developing a sustainable Council



Service Reviews

Links to previous themes

Aimed to address financial challenges (MTFS)

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CABINET – 17TH SEPTEMBER 2020

Report of the Head of Strategic Support Lead Member: Councillor Margaret Smidowicz

Part A

ITEM ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2019-20

Purpose of Report

To inform Cabinet and provide a public record of the Council's health and safety performance.

Recommendation

That the Cabinet note the Council's health and safety performance over the preceding year as set out in the Appendix to this report.

Reason

It is considered good practice by the Health and Safety Executive, the Institute of Directors and the Royal Society for the Prevention of Accidents for public bodies to publish an annual report on health and safety performance. The Management of Health and Safety at Work regulations 1999 require all employers to review their health and safety management system. Since 2015 the Council has employed BS OHSAS 18001: "Occupational Health & Safety Management Systems" as its base system for managing health and safety.

Policy Justification and Previous Decisions

The Council's Corporate Health and Safety Policy states: "Members of the Cabinet and other elected members shall ensure that suitable resources are made available and take necessary strategic direction to discharge the Council's health and safety responsibilities and monitor, via reports, the overall performance of the Council's health and safety management systems."

Implementation Timetable including Future Decisions and Scrutiny

The publication of this report on the Council's website provides a public record.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications directly related to this report.

Risk Management

There are no specific risks associated with this decision.

Key Decision: No

Background Papers: None

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Part B

BACKGROUND

1. Cabinet receive this annual health and safety report safety to inform them of health and safety performance during the reporting period; this report covers the period April 2019 – March 2020.
2. The Council manages a wide portfolio of services for a Borough of more than 160,000 people. Some of these services may involve a potential significant risk of harm to our staff, our partners or the public. To prevent injury and ill health, the Council's objective is a positive health and safety culture and we are committed to the principles of sensible risk management and compliance with our legal obligations.
3. To achieve this the Council have implemented a safety management system that involves all staff, partners and service users as well. The Council retain specialist advisors and train managers and staff to understand and control the risks that arise from our service to the community.
4. The Council's corporate health and safety service is provided by Leicestershire County Council's Health, Safety and Wellbeing service. The agreement provides for a dedicated Health & Safety Officer to be on site for 4 working days per week with access to a Duty Officer on the non-working day, and provides the Council with increased resilience and access to an extensive knowledge base.
5. Since the onset of the pandemic, the Corporate Health & Safety Officer has been working closely with the Health & Safety Group to ensure that the Council's approach is in accordance with current government guidance and best practice, to minimise the risks of infection for our staff and customers.

Appendices:

Annual Health & Safety Report 2019-20



Annual Health and Safety Report

2019 - 2020

Contents	Page
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Introduction

1. The health, safety and wellbeing of all members, officers, service users and other customers within Charnwood Borough Council (CBC) is of paramount importance. The Health and Safety function within the Council endeavours to continually monitor performance within the authority in order that improvements can be made to ensure legal compliance, optimal utilisation of H&S resources and the continued safety of Council Members, officers, clients, service users, volunteers and our contractors.
2. The report highlights to Cabinet the work that has been undertaken within Health and Safety during the 2019/20 financial year.
3. Ensuring that health and safety is factored into the working practices of the Council is the responsibility of all members of staff within the authority. Heads of Service, Service Managers and Team Leaders support the Chief Executive and Strategic Directors to meet statutory requirements and implement effective health and safety management. The Chief Executive and Strategic Directors hold accountability for allocating sufficient resources to enable Managers to meet the requirements, and periodically review health and safety performance.
4. The report is written in summary format to give an overview of the issues impacting upon the authority. The following aspects are covered in the report:
 - Covid-19 Health & Safety Arrangements
 - Accident Data
 - Corporate H&S Policy, System and Objectives
 - Audit Programme
 - Health and Safety Training Update
 - Legislative changes
 - Safety Initiatives

Covid-19 H&S Arrangements

5. The H&S function has remained actively engaged throughout all elements of CBC's Covid incident management and business recovery, serving as an integral element of the Business Continuity Group structure
6. CBC has continually monitored and assessed the ongoing local and national situation in order to ensure that it has effective and robust controls in place to minimise the likelihood and consequences of infection exposure and transmission within its premises and activities. A suite of risk assessments has been compiled which cover CBC occupied General Fund premises and the additional locations or workplaces where officers conduct CBC activities. These assessments have assisted in the planned recovery of services. Assessment findings and controls are communicated to officers.

7. A programme of inspections is in place which ensures that CBC occupied premises are inspected and declared Covid-secure, in compliance with current HM Government guidance, prior to reoccupation. Premises inspected to date:
- Southfields building
 - ICS BUILDING
 - Oak Business centre
 - Ark Business Centre
 - Woodgate Chambers (in progress)
 - Museum
 - Town Hall
 - Public toilets
 - Market Place
 - John Storer House (not CBC responsibility but occupied by a number of CBC staff providing essential community support)
8. Assistance and assurance continue to be provided to all Services as they recover service delivery.
9. Homeworking remains the *modus operandi*, wherever practicable, and officers have completed temporary homeworking assessments as an interim measure. As the situation continues, a revised assessment process is in preparation, ready for roll out. This is designed to address the longer-term homeworking hazards and associated controls, in order that CBC continues to remain fully compliant with all H&S statutory requirements and best protect its officers and its continued capability to deliver services in a safe and efficient manner.
10. PPE Stocks, consumption rates and future resilience are routinely monitored. Reports are provided on a weekly basis.

Accident Data Analysis

11. All accident/incident statistics, health and safety activities, insurance claims and strategic risks are presented to the Corporate Management Team (CMT) within the Risk Management Group (RMG) on a quarterly basis. The ongoing Covid situation has resulted in the deferral of the Q4 2019 meeting.

Table 1 - Corporate Accidents by Causes 2019-20

Accident/Incident Causes	2019/20	2018/19	2017/18
Slips, Trips or Falls	18	12	15
Contact with fixed object	2	3	4
Other	0	8	10
Struck by Object	1	0	4
Violence	0	4	2
Animal	2	0	1

Falls from height	0	1	1
Contact with moving object	0	1	4
Electricity	0	1	1
Struck by vehicle	1	0	1
Contact with harmful substances	1	1	9
Manual handling	2	1	2
Cut on sharp object	6	2	0
Fatality	0	1	0
Struck fixed object	1	1	0
Unsafe condition	0	2	0
No injury	0	1	0
Illness	0	1	0

12. There has been a total of 34 accidents/incidents within the Council during the 2019-20 financial year, compared to 40 in the previous year. The reduction needs to be considered in conjunction with the revised methods of working required as part of the ongoing Covid situation.

13. 18 Accidents involved officers, 13 involved members of the public and the remaining 3 involved contractors.

14. One accident was required to be reported under RIDDOR during 2019-20. This was an incident involving a child running into a clothesline, resulting in facial injuries. Four RIDDORs were reported in 2018-19 and two in 2017-18.

Table 2 - Number of Accidents/Incidents reported by each Service Area over the last 3 years

Service Area	2019-20	2018-19	2017-18
Leisure & Culture	12	15	13
Landlord Services	6	13	21
Finance & Property	2	1	6
Regulatory Services	8	3	6
Customer Experience	2	3	3
Cleansing & Open Spaces	1	0	1

Planning & Regeneration	3	2	2
Strategic Housing	0	0	0
Strategic Support	0	1	1
Neighbourhood Services	0	2	1
Total	34	40	54

15. Fire Drills exercises have been completed as scheduled prior to the Covid situation and subsequent drills are conducted as premises are brought back into operation.

Corporate Health and Safety Policy, Management System and Committee Objectives

16. The CBC H&S Policy was revised and updated in December 2019 and has been signed by the Chief Executive.

17. All health and safety procedural and guidance documents can be found on the Council's health and safety intranet site. The structure of the management system has been enhanced and is currently undergoing testing in a new site. The system has an enhanced search function, enabling the sharing of training presentations, risk assessments and report templates between services

18. In January 2017 the Corporate Health and Safety Committee adopted a set of objectives as part of its "core management system" for health and safety.

Number	Objectives	Completed
1	Policy signed and in date	Signed in December 2019.
2	Annual safety report delivered to Cabinet.	Completed.
3	Committee meetings occur on time (six-monthly).	Last meeting October 2019. April 2020 meeting deferred owing to Covid situation.
4	Accident, incident and insurance reports all delivered on time to Risk Management Group (quarterly).	Completed.
5	No enforcement action.	Completed - None.
6	Target of no more than 3 RIDDOR reportable injuries to staff per annum.	1 RIDDOR reported in this year.
7	All RIDDOR-reportable incidents fully investigated and reported to HSE within statutory time scales.	Completed.
8	OHSAS 18001 review of each service area completed at least every 2 years.	Objective requires review

9	No action rated "Major" or above from any review outstanding for 2 successive H&S Committee meetings.	Complete.
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Audit Programme

19. Risk profiling by Service and by occupational hazard was reviewed and completed in Q3 2019/20 and reported to CLT. The risk profiles require further revision to reflect the Covid situation. The ongoing situation has required H&S audit resource to be utilised for business recovery. A revised H&S audit programme is to be agreed and implemented. H&S elements continue to be included within the extant internal audit programme.

Corporate Health and Safety Training Update

20. A programme of H&S Management and Risk Assessment training for managers and supervisors has been delivered during the year.

21. Wellbeing training and additional resources have been refreshed and are hosted on the My Learning platform and staff intranet.

22. Landlord Services- Toolbox talks take place by the Health, Safety & Environment Manager on the last Thursday of every month lasting up to one hour. Information is disseminated to operatives and other landlord services employees.

Legislative Changes

23. The Coronavirus Act 2020 and associated Health Protection Regulations have been introduced during the year. CBC has reviewed these statutory instruments and implemented them wherever applicable. Significant ongoing impact on CBC services.

24. Cabinet are advised that there are no proposed legislative changes. Cabinet will be aware that the UK leaving the EU may bring about changes to UK law. However, these are unlikely to affect health and safety regulation in the short term.

25. The HSE conducted a consultation on the revision of workplace exposure limits for carcinogens and mutagens during Q2 2019. The findings of the consultation have zero impact on CBC activities.

Health and Safety Initiatives

26. Lone Working Procedure

- Alertcom devices have now been rolled out to 250 employees.

CABINET – 17TH SEPTEMBER 2020

**Report of the Head of Neighbourhood Services
Lead Member: Councillor Harper-Davies**

Part A

ITEM CHARNWOOD COMMUNITY LOTTERY REVIEW

Purpose of Report

To review the Charnwood Community Lottery scheme 18 months after the first lottery draw in line with the original Cabinet report recommendations (18 Jan 2018 Min 80).

Recommendations

That Cabinet notes the content of the report and support is given to the continuation of the Charnwood Lottery.

Reason

To keep Cabinet informed on the progress of the Charnwood Community Lottery since it was introduced.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020 – 2024 makes a commitment to support our communities by delivering a range of services which not only help residents, but also empower them to make a positive difference in their local areas.

On the 18th January 2018 a report went to Cabinet to seek agreement to the establishment of a local authority lottery for Charnwood to support the local voluntary and community sector. Cabinet approved the recommendation and Charnwood Community Lottery was launched in August 2018 with first lottery draw taking place on the 29th September 2018.

Neighbourhoods & Community Wellbeing Scrutiny received an update report on the 9th July 2019 as a 6 month review of progress. Recommendations were made on how to increase awareness and build up tickets sales.

Implementation Timetable including Future Decisions and Scrutiny

No further reviews are scheduled unless advised otherwise.

Report Implications

The following implications have been identified for this report:

Financial Implications

There are annual costs of £692 for the lottery license and £350 for Lottery Council Membership. These are include as part of the budget. The income to the Charnwood Community Fund, which is the general good cause fund which is administered by the Borough Council and is spent on support to the local voluntary and community sector is not in line with the original projections, but is dealt with as part of the budget process.

Risk Management

There is no risks directly associated with this report. The risks associated to the development and operating of the the Lottery were covered in the Cabinet report in January 2018.

Key Decision: No

Background Papers: Charnwood Community Lottery Cabinet Report 18th
January 2018 Min 80.

Charnwood Community Lottery Progress Report –
Neighbourhoods and Community Wellbeing Scrutiny 9th
July 2019

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Part B

Charnwood Community Lottery

1. The establishment of Charnwood Community Lottery was approved at Cabinet on the 18th January 2018 and an Established Lottery Management company (ELM) called Gatherwell was recruited to provide the running and administration of the Lottery.
2. Following the application process, the licence approval was given by the Gambling Commission on the 16th July 2018 for Charnwood Community Lottery.
3. The Lottery was officially launched on the 4th September and the first draw took place on the 29th September and included additional prizes to help celebrate the launch. A total of 571 tickets were sold.
4. For every £1 ticket sold 60p goes to benefit local good causes of which 10p goes into the General Good Cause Fund which includes revenue from the Charnwood Community Fund. The remaining money goes towards prizes and the administration and running of the lottery.
5. The average number of weekly ticket sales for 2018/19 was 837, 2019/20 was 738, 2020/21 is 782. The business plan has a target to reach 1000 ticket sales a week.
6. The total revenue raised in 2018/19 (Sept to March) was £9624, 2019/20 it was £19,172 and 2020/21 (April to July) it is £6473 to support Charnwood's Voluntary and Community Sector. This income is based on 50p per ticket.
7. In 2018/19, £1975 was raised for the Charnwood Community Fund (as part of the revenue above), in 2019/20 it was £3741 and in 2020/21 to date it is £1251. This income is based on 50p per ticket.
8. In 2018/19 the General Fund (Charnwood Community Fund + 10p per ticket sales) was £3899, in 2019/20 it was £7579 and in 2020/21 (todate) it is £3,545 (based on Gatherwell financial reporting system).
9. In 2018/19 the Charnwood Community Fund had an average of 87 regular supporters buying approximately 152 tickets per week and this has increased over the 2 years since its launch to 98 regular supporters averaging 154 tickets per week.
10. The revenue generated by the Charnwood Community Fund goes into a General Fund alongside the 10p per ticket sales revenue. This is administered by Charnwood Borough Council, contributing to the Council's increased financial support to the voluntary and community sector.
11. The Charnwood Community Lottery continues to buck the predicted trend seen with other Council Lottery schemes where the General Fund (Charnwood Community Fund ticket sales plus 10p per ticket sales) takes up to 60% of the ticket sales. In Charnwood the split averages at 20% General Fund and 80%

registered good causes. Whilst this has resulted in less income coming into the General Fund, it is a positive result for the 'Good Causes' who have secured regular commitment from their supporters. Further work needs to be done to increase ticket sales in general, but also generate support for the general good causes fund to help achieve income targets.

12. The Good Causes registered are very diverse in their size, areas of work and support and this is reflected in their number of supporters and ticket sales. In many cases the organisations are pleased to have any additional income that may contribute to running costs and others are heavily promoting the lottery to gain new supporters and fund specific projects.
13. The Good Causes cover a wide range of areas including homelessness, libraries, community venues, self help groups and advice services. Some signed up to help raise funds for specific projects whilst others are happy to generate enough income to cover insurance costs and other bills.
14. Bradgate Park Trust have been very successful in their own promotional activity and have benefitted from a large supporter group. Many of their supporters have won prizes over the last 2 years, with one of winning the first £2000 prize. In year 2 they have successfully increased their fundraising by 65% on the year before.
15. Most groups have seen consistent weekly ticket sales including the Loughborough Leggo Group who support young people with special needs have maintained consistent ticket sales to help with running costs including accommodation and equipment for activities.
16. It has been identified that additional support is needed to some of the groups who have limited capacity to promote the lottery and have seen low numbers of supporters and ticket sales. In some instances they have welcomed support such as how to use social media more productively and make greater use of the marketing tools provided through the lottery site
17. The grants panel, who oversee the Charnwood Community Grants fund have continued to promote the Lottery to all applicants to Charnwood Grants and have seen income streams in the organisations accounts when applying for grant funding.
18. In the last 8 months only 2 new organisations registered. Several applications have been rejected for not meeting the criteria and others have failed to complete the final registration stages despite support and encouragement from Officers. In most cases there has been a change in their decision to continue the process, sports clubs in particular are often signed up to alternative Lotteries eg FCA Football Lottery.
19. In addition, since March 2020 many VCS organisations have not been operating and have essentially been closed as a result of the COVID pandemic.
20. Since its launch in September 2018 to the date as at 3rd August 2020

- there are 53 Good Causes registered (including the Charnwood Community fund)
 - there are currently 2 new causes waiting for approval
 - there have been 97 weekly draws
 - 72,084 tickets sold, with a weekly average of 700 (the highest weekly ticket sales to date was 811)
 - The total number of registered active players is 782 with an average number of 440 people playing per week.
 - A total of £10,825 prize money has been won by 174 players
 - i. 1 winner of £2000
 - ii. 20 winners of £250
 - iii. 153 winners of £25.00
 - iv. 1415 people won 3 free tickets.
 - A total of £42,325 has been raised to date for both registered good causes and the Charnwood Community Fund
 - Of which £14,023 has been raised for the CBC General Fund (Charnwood Community Fund plus 10p per ticket sales)
21. A target of 1000 weekly ticket sales was set for 2019/20 Business plan and this was rolled over to the 2020/21 Business Plan. The base at that time was 680 - 700 ticket sales per week. There has been steady growth and weekly ticket sales of on average of 760 per week are being achieved. During the beginning of the COVID Pandemic, there was an increase which helped to support the groups that had to temporarily close their doors. The weekly sales peaked at 800 but have since dropped back to 760 a week on average.
22. The plan now that VCS organisations are beginning their recovery process is to ensure that the Charnwood Community Lottery is promoted to them as a way for them to generate support and generating additional revenue.
23. During this unprecedented time, it is hard to predict how ticket sales will continue but to date they remain over 760 per week.
24. Gatherwell the Lottery Management Company have provided several national promotional campaigns to help support their lotteries and incentivise ticket sales through prizes. There is a campaign running currently.
25. Appendix A shows the groups that are currently registered for the lottery.

Charnwood Lottery Marketing Strategy

26. The marketing strategy from the outset has, on the whole, focussed upon utilising low cost channels for promotion.
27. Marketing activity has been significantly curtailed since the start of the pandemic.

Marketing and promotion to date

28. Since the launch of the Lottery the following has been undertaken :

Media

Eight press releases have been released since the lottery launched in 2018 generating 13 articles in the local press such as the Loughborough Echo, Leicester Mercury and other titles.

Social media

The communications team has conducted a social media campaign across both Twitter and Facebook since the lottery launched utilising the Council's corporate accounts as well as encouraging the Council's other teams such as Loughborough Town Hall and the Markets to share content about the lottery. Messaging has focussed on being a great way to support good causes and being in with a chance of winning £25,000.

In summary:

- A further 2 posts have been boosted at a cost of £20 to promote national bolt-on campaigns.
- A total of nine videos have been filmed and produced in the past two years to showcase groups signed up, lead member and to celebrate the first anniversary. Videos received over 4,000 views combined on Facebook.
- There was a significant amount of social media activity around the launch in September 2018 including live tweeting from the launch event including images and video – the Twitter posts reached around 7,000 accounts.
- The first five Facebook posts about the lottery reached 14,000 people and received 220 link clicks
- Three Facebook posts were boosted at a cost of £170. They reached 22,000 people with 322 link clicks and 70 shares

Marketing materials

- Free quarter page ad in the Loughborough Town Hall panto brochure
- A small spend of £100 on five adverts in Pink Pages between March and July 2020
- The Council obtained two pull-up banners, two lottery boards, t-shirts, posters and leaflets with a total cost of £503.
- An additional prize costing £320 was used to encourage ticket sales.
- The lottery logo was used on bin stickers at Christmas in 2018 and 2019 which contained Christmas refuse and recycling dates

Other promotional activity

- Articles in Council residents' magazine winter 2018, spring, summer and winter 2019 editions.
- Numerous articles in the Council's email alert Charnwood Now which has a current subscriber level of around 6,500
- A promotional event for the lottery's first birthday at Fearon Hall.
- Numerous features in the Council staff magazine One Charnwood
- Lottery has featured on the Council's new email updates
- Leaflets and banners present at events such as Sports Awards/Community Heroes Day
- Banner on Charnwood Borough Council website

29. The lottery currently has 1,040 people registered to play. The following is a summary of how people heard about the lottery:

- 30% Facebook
- 20% friend
- 13% email
- 6% Local press including Loughborough Echo, Leicester Mercury and local parish titles
- 4% Twitter
- 27% Other – including places of work, the Council's website and the bin stickers, posters and search engines

Future Marketing and Promotions

30. In terms of future promotion, the proposal is to continue proactively promoting the Lottery and look at alternative ways of doing this, alongside increasing spend on promotional activities. Proposals include:

- Continuation of the above activities
- Feature more case studies on social media
- Banners on one side of three of the new refuse and recycling vehicles (garden, refuse and recycling) in September 2020 – these have just gone live
- Increase the number of causes signed up would also boost ticket sales
- To boost ticket sales, we are looking to increasing resources around marketing and staffing, from within the team, to support the lottery
- Increased staff resources would lead to increase in activity on social media advertising and the ability to attend local events to promote the lottery

31. Over the next 12 months the plan is to:

- 2nd birthday press and social media

- Continue to encourage causes to register
- Work with signed up organisations on their own promotional activity to their supporters
- Increase levels of promotional activity
 - Social media
 - Advertising at council run venues
 - Invitation to apply to all grants applicants
 - Work with Members to encourage their local groups to join
 - Case studies
- Cost up potential activities including leaflet drops etc
- Have a stall on market days and other local events
- More printed promotional activity, flyers, posters, banners etc

Conclusion

32. The Lottery continues to be a positive way to support the local VCS organisations to generate income. The process to register is simple and the ongoing marketing support from Gatherwell helps the organisations with promotional materials. It has provided a way in which supporters can make weekly contributions to their preferred charities and requires minimum resources from the organisations that often rely heavily on volunteers.
33. The weekly ticket sales have remained consistent with the majority of organisations maintaining a regular level of funding. In many cases the organisations have left the sales to tick over and others have promoted when they can. The recent changes due to the Pandemic have left many of these organisations having to temporarily close their doors and reduce the services they can offer incurring a loss of income. This has also led to a reduction in other opportunities to generate income including fundraising activities. As they look to focus on recovery the Lottery scheme is an ideal way for them to continue to raise funds and increased support will be given to help them to make the most of their Lottery status.
34. Feedback has been very positive from the organisations and they have welcomed the additional income stream which often helps take the pressure of finding funds for things such as insurance or unexpected costs. The steady growth has meant that they have had a reliable income and their lottery management reports help to provide up to date information for budgeting.
35. There continues to be an opportunity to encourage more organisations to join the lottery and with more support than ever being needed it is hopefully a positive way to support the organisations through recovery and beyond.
36. The Lottery promotion on the new fleet will help to have a much visible presence and reminder and will be supported through a comms campaign.

APPENDIX A

Cause name
Charnwood Community Fund
Quorn Local History Group
Anstey Community Library
Coping with Cancer in Leicestershire and Rutland
The Marios Tinenti Centre
Shepshed Toy Library
The Loughborough Leggo Youth Group
Peter Le Marchant Trust
Gorse Covert Community Association Limited
Citizens Advice Charnwood
Shepshed Dolphins Swimming Group
Go-Getta CIC
Living Without Abuse
Loughborough Wellbeing Centre CIC Ltd
Above & Beyond - Developing Potential
Grange Park Centre & The Arc Community Hub
Falcon Support Services
Glebe House (Charnwood) Ltd
The Bridge (East Midlands)
Ashby Road Estate Community Association (ARECA)
Fearon Community Association
The Baldwin Trust
Thurmaston Community Library
Charnwood Stroke Club
Rawlins under 5 Playgroup
Equality Action
Hathern Community Library
Bradgate Park Trust
Cancer Self-Help Group Loughborough
Men & Women in Sheds Loughborough
Shepshed Volunteer Centre
Shepshed Women's Community Choir
Thorpe Acre Scout Group
Enrych East Midlands
Warwick Way Action Group (WAGS)
Loughborough Sea Cadets
Friends of Burton School
East Goscote Village Hall
EAST GOSCOTE COMMUNITY LIBRARY
Steps Conductive Education Centre
Barrow Community Library
Passion Youth Project
Shepshed Special Community Bus
Sidings Park Area Residents' Association
Fibromyalgia Friends Together
Fosse Company of Archers
Rothley Community Library
Friends of Queens Park Loughborough
Loughborough Foxes Women's and Girls FC
Friends of Hallam Fields
Little Bird SOS
Birstall Business Co-operative
1st Nanpantan Scout Group

CABINET – 17TH SEPTEMBER 2020

Report of the Head of Neighbourhood Services Lead Member: Councillor Leigh Harper-Davies

Part A

ITEM PUBLIC SPACE PROTECTION ORDER - LOUGHBOROUGH TOWN CENTRE

Purpose of Report

This report seeks approval to extend the current Public Spaces Protection Order (PSPO) for Loughborough Town Centre for a further three year period.

Recommendation

1. That approval is given to the extension of the current PSPO for Loughborough Town Centre for a further 3 years from October 20th 2020 as drafted in Appendices 1 and 2.
2. That the Head of Neighbourhood Services, in consultation with the Lead Member, be given delegated authority to extend the Order if there are no major changes required to the Order at the renewal time (October 2023), following the required consultation.

Reason

1. To enable the current PSPO for Loughborough Town Centre to be extended.
2. To enable renewal of the PSPO if there are no major changes required.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020-2024 makes a commitment to work with partners to make our towns and villages safer places to live, work and visit. This action meets with the Council's value for working together: 'We work together as one council and in partnership with openness and integrity'. It also meets with the Council's value 'Pride in Charnwood': 'We take pride in our work and Borough always striving for improvement'.

The Charnwood Community Safety Partnership Plan 2020 – 2023 has as one of its themes 'Making Communities Safer' and one of the priorities under this theme is 'Proactively tackle all ASB with a focus on reducing alcohol / substance misuse related incidents and street related ASB', which the extension of the PSPO contributes to.

The original Loughborough Town Centre Designated Public Places Order (DPPO) was first established in 2003 and has been regularly reviewed since that time. The Anti-Social Behaviour Crime and Policing Act 2014 introduced Public Spaces Protection

Orders to last for up to 3 years. The existing Loughborough Town Centre DPPO automatically transitioned to a PSPO in October 2017 for a 3 year period, ending 19th October 2020.

Implementation Timetable including Future Decisions and Scrutiny

If Cabinet approval is granted and following the call-in period, the PSPO Loughborough Town Centre will be signed and the Order made and come into effect from October 20th 2020 for a further three years and be published on the Council’s website.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications for the report. The cost of any additional signage will be covered from existing budgets.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
That approval is not given to extend the PSPO and therefore it would cease on October 20 th 2020	Very Unlikely (1)	Serious (3)	Low (3)	Report outlines clear case for proposed extension
Failure to go through due process and consultation could lead to legal challenge on the validity of the PSPO	Unlikely (2)	Serious (3)	Moderate (6)	All required consultation has been undertaken and there is support for the PSPO to be extended

Equality and Diversity

A copy of the associated Equality Impact Assessment is attached at Appendix 4.

Crime and Disorder

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

The PSPO will add clarity to people living and visiting Loughborough Town Centre about expectations in relation to alcohol related anti-social behaviour in public places.

Key Decision: No

Background Papers: None

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Part B

Background

1. The Anti-Social Behaviour, Crime and Policing Act 2014 ('the Act') contains the provision for Public Spaces Protection Orders provision. Public Space Protection Orders are intended to deal with a particular nuisance or problem in a particular area, that is detrimental to the local community's quality of life, by imposing conditions on the use of that area which apply to everyone. They are designed to ensure the law-abiding majority can use and enjoy public spaces, safe from antisocial behaviour. PSPOs may be used to replace or update existing public space restrictions such as alcohol Designated Public Place Orders and Dog Control Orders.
2. Charnwood Borough Council has the authority to draft and implement a PSPO in accordance with *sections 59 to 65 of the 'Anti-Social Behaviour Crime and Policing Act 2014'*. In line with *section 72 of the Act*, before introducing or extending a PSPO the Council must first carry out consultation with the Chief Officer of Police, the Police and Crime Commissioner, the owners and occupiers of any land included in the PSPO, which is not in Council ownership and wider consultation with representatives from the local community. It must also publish the draft PSPO in accordance with Statutory Regulations.
3. In line with *Section 60, Anti-Social Behaviour, Crime and Policing Act 2014*, a PSPO may not have effect for a period of more than 3 years unless extended. The existing PSPO within Loughborough Town Centre, expires on 19th October 2020, unless extended.
4. Under *section 59* of the Act, a PSPO can be made by the Council if they are satisfied on reasonable grounds, that the activities carried out, or are likely to be carried out, in a public space: -
 - have had, or will have, a detrimental effect on the quality of life of those in the locality;
 - is, or is likely to be, persistent or continuing in nature;
 - is, or is likely to be, unreasonable; and
 - justifies the restrictions
5. When assessing what is 'unreasonable' activity, the Council needs to balance the rights of the community to enjoy public spaces without ASB, with the civil liberties of individuals and groups who may be affected by any restrictions imposed.
6. Charnwood Borough Council can make a PSPO in respect of any public space within its administrative boundary. The definition of public space is wide and includes, any place to which the public or any section of the public has access, on payment or otherwise, as of right or by virtue of express or implied permission.
7. Appeals against a PSPO can be made in the High Court within six weeks of issue by anyone who lives in, or regularly works in or visits the area. Further appeals can be made if a PSPO is varied by a local authority.

8. The restrictions and requirements included in a PSPO may be wide ranging or targeted on specific behaviours by groups and/or at specified times. It must be based on the evidence of that behaviour.
9. Orders can be enforced by Police Officers, PCSOs or designated Council Officers.
10. It is an offence under *section 67 of the Act*, to breach an Order without reasonable excuse, and where Orders prohibit alcohol consumption, it is an offence under *section 63* to fail to comply with a request not to consume or not to surrender alcohol (or what is reasonably believed to be alcohol / a container for alcohol).
11. A breach of the PSPO under *section 67 of the Act*, can be dealt with through a Fixed Penalty Notice issued by authorised officers. For the breach of an alcohol prohibition (*section 63*), a level 2 fine (up to £100) can be imposed. Upon summary conviction, if the offender has refused to pay the fine, the sanction can be raised to a level 3 fine at Magistrates Court.
12. In establishing a PSPO, appropriate signage must be displayed in accordance with the requirements of the Act. Signage already exists in Loughborough Town Centre, but will be reviewed as part of this process and be funded from existing budgets.

Current Loughborough Town Centre PSPO

13. The current Loughborough Town Centre Public Space Protection Order (PSPO) came into effect on the 20th October 2017, when the existing Alcohol Designated Public Place Order (DPPO) automatically transferred into a PSPO, following the introduction of the *ASB, Crime and Policing Act 2014*. The current PSPO is valid for a period of 3 years, from the date of implementation, hence it will expire on 19th October 2020, unless extended.
14. The current PSPO helps deal with the specific problem of alcohol related anti-social behaviour in a designated public place, defined by the wording of the Order and the attached map at *Appendix 1 and 2*.
15. This Order does not place a total ban on the consumption of alcohol within the designated public place. The offence is only committed when, under *section 63 of the Act*, a person who is consuming alcohol and engaging in behaviour that is causing, or likely to cause nuisance and annoyance, fails to comply with a request to cease drinking or to surrender the alcohol. The request to desist in the behaviour and subsequent request to cease drinking / surrender alcohol can only be made by a Police Officer, PCSO or designated Council Officer.
16. A breach of the PSPO *under section 67 of the Act* is a criminal offence and merits a level 2 fine when issued with a Fixed Penalty Notice (FPN). A level 3 fine can be issued upon summary conviction at the Magistrates Court for failure to pay the FPN.
17. In practice, if the person who is consuming alcohol and is engaging in anti-social behaviour, follows the instruction of the designated officer, then no further action

would be required. Words of advice would be administered by the designated officer, in respect of the person's behaviour and the alcohol confiscated.

18. Loughborough Town Centre currently has a PSPO in place as well as two Town Centre Injunction Orders. The Town Centre Injunction contributes to tackling the prolific and persistent perpetrators of street related Anti-Social Behaviour (ASB) in Loughborough Town Centre.
19. There is a need to keep both the PSPO in force as well as the Town Centre Injunctions as they are focused enforcement tools for two very different types of ASB and perpetrator.
20. The PSPO is a proportionate and effective enforcement tool and places a restriction upon all members of the public who enter the designated zone. Hence the Loughborough Town Centre PSPO tackles alcohol fuelled anti-social behaviour, such as transient noise issues and other rowdy, lower level ASB. The restrictions apply to all members of the public who are within the designated zone.
21. The Town Centre Injunction Order, in contrast to the PSPO, also applies to a designated zone, but only applies to targeted individuals who have been served with the notice restricting their street related anti-social behaviour within the designated locality.
22. The Civil Injunction was granted after the Council applied to the County Court evidencing a concerning rise in begging, open drug taking as well as several other types of street related ASB. The Civil Injunction is targeted to known offenders and specifically applies to their behaviour. This Order gives powers to the Council and Police to take robust enforcement action against persistent and prolific offenders and has a power of arrest attached. In the past two years 5 persistent perpetrators of ASB have received a prison sentence as a result of breaching the Town Centre Civil Injunction. This Civil Injunction targets the area where this type of ASB is causing a nuisance and alarm to members of the public and businesses alike. The exclusion zone in respect to this Injunction covers a much smaller area of Loughborough, mainly the Town Centre, Queens Park, Southfields Park, the Leisure Centre and Steeple Row.
23. After discussion with partners and following the required consultation, there are no proposals to vary the terms of the existing PSPO or alter the current designated area.

Community Consultation Feedback on extending the Public Space Protection Order in Loughborough Town Centre

24. Following the approval of Cabinet on the 4th June 2020, a community consultation process has now been completed in respect of the Public Space Protection Order (PSPO) located within Loughborough Town Centre in accordance with statutory guidelines and detailed in Section 72, of the Anti-Social Behaviour, Crime and Policing Act 2014 and as set out in the Cabinet report.
25. The consultation commenced on 24th July 2020 and ended on the 7th August 2020. The analysis of completed surveys illustrates the following:

- 129 members of the public completed the survey
 - 85% were residents within Charnwood
 - 3% were individuals who worked in Loughborough
 - 3% were local businesses
 - 2% were representatives of local community groups
 - 2% were visitors to the town centre
 - 69% felt 'safe' or 'very safe' in Loughborough during the day
 - 22% felt 'safe' or 'very safe' in Loughborough during the night
 - 33% felt that drinking on the street was a problem
 - 96% stated they supported the continued use of the PSPO
 - 69% were happy with the current boundaries of the designated zone
 - 56% of respondents were female/ 44% male
 - 65% of respondents were aged between 45 – 65+ years
26. The consultation demonstrates that there is significant public support in respect of the utilisation of the current PSPO aimed at tackling alcohol related anti-social behaviour in Loughborough town centre.
27. The data set provided by the consultation process highlights that members of the public continue to feel safe during the day within Loughborough Town Centre with 69% affirming that statement. This represents a +2% increase in confidence ratings since the exercise was completed in 2018, when the response rate at that time was 67%.
28. There has been a reduction of -4% in the confidence ratings of members of the public feeling safe at night in Loughborough, with the current consultation process returning a response of 22% compared to 26% in 2018. Further analysis of this question shows that many respondents are concerned in terms of street related anti-social behaviour, namely in the guise of persistent begging, alcohol fuelled disorder and youth related incidents. The feedback received in this reduced confidence rating would further corroborate the need for the Council to extend the PSPO to 20th October 2023.
29. The survey shows that 69% of the respondents are happy with the current boundaries of the designated PSPO Zone as highlighted in *Appendix 2 and 3* of this report. Some responses have made reference to extending the boundary, however, it must be noted that alongside the PSPO, sits the designated zone of the Civil Injunction which Charnwood Borough Council has in situ, to prevent street related ASB within the town centre. The Civil Injunction includes the localities such as Steeple Row, Southfields Park and the centre of Loughborough Town, which some respondents thought the PSPO should be extended to include. It is therefore recommended that the boundaries of the PSPO designated zone remain unchanged.

Loughborough Community Campus Liaison Group (LCCLG)

30. The Council and partners regularly meet with Loughborough University, Loughborough College, Loughborough local ward councillors, Residents' groups and other key stakeholders to discuss local issues which impact upon the community. One of the regular topics of discussion, within this multi-agency setting, is the continuing issue of alcohol related anti-social behaviour, both house and street related. Whilst there is recognition that this is being tackled proactively, it is still an issue that significantly impacts on residents who live within the designated area of the PSPO. The residents believe there is a continuing need for the PSPO and have stated that measures taken under this proactive tool offers them both reassurance and confidence that their voice is heard. The Council and partners will continue to use this forum as a mechanism to discuss any issues identified.

Evidence

31. Loughborough is a vibrant university town with a significant night-time economy. The Council is committed to making the Town Centre a safe place to live, visit and work. Moreover, there is a statutory duty placed upon the Council to reduce crime and disorder. The PSPO within Loughborough Town Centre is deemed to be both a proportionate and necessary response to tackle alcohol fuelled anti-social behaviour.

32. In line with *Section 59, Anti-Social Behaviour, Crime and Policing Act 2014*, there must be evidence to support the need for a PSPO, hence the following evidence is presented in support of the extension of the current PSPO:

- Whilst there has been an overall decrease in ASB complaints, throughout the current PSPO, of those complaints there has been a +28% increase in the number of ASB complaints, which have alcohol recorded as an aggravation factor
- There have been 1,118 alcohol seizures, within the designated zone, during the current life span of the PSPO
- There has been a reduction of -25% Street Noise Complaints reported within the PSPO Zone over the last three years.
- There have been 100 Pastoral interventions taken by agencies (Student Street Support Scheme / Street Pastors) to support vulnerable individuals who were drunk and incapable within the designated zone
- 693 individuals were advised re their behaviour within the PSPO location

33. The above data supports the requirement to have an effective PSPO within the designated zone. The increase in recorded alcohol fuelled ASB (+28%) is as a result of a more robust recording process being implemented in 2019, to ensure a valid measure of the true nature of the problem profile. Having captured that data, the Partnership has been able to target its approach within the PSPO zone, thereby resulting in a -25% reduction in recorded street noise complaints. Moreover, as is evidenced, there have been significant alcohol seizures and pastoral support provided to vulnerable individuals within the designated zone, all of which has

prevented further complaints and significantly increased the community's confidence in the Council's approach.

34. In fact, a reoccurring theme expressed by the residents within the zone, is their continuing support for the approach of the Council and the positive action taken under the PSPO. They have been very vocal at the LLCLG of how the PSPO has made a positive impact upon the quality of their lives. Hence, without an extension, the PSPO would be duly closed and the Council left open to reputational risk in terms of its failure to demonstrate positive action to tackle identified community concerns in terms of alcohol fuelled ASB.

Education and Campaigns

35. Any enforcement of legislation should be balanced with the need to educate people about the potential sanctions they may encounter if they do not comply with the law. The following campaigns and work is undertaken throughout the year to make people aware of the various legislation and promote how to stay safe.

- The continued support for the Street Pastor Scheme who support users of the Night-time Economy in the current PSPO area
- The continued support for the Student Street Support Scheme to help reduce the number of street noise complaints and provide support and guidance to the users of the Night-time Economy.
- The Alcohol Awareness Campaigns using Social Media to educate and support residents, with the support of Loughborough University and Leicestershire Police.
- The Multi Agency multi-phased plan under Op Lexical with includes Student Hall inputs, Freshers Fayres and multiagency door knocks, to provide information on personal safety and information about the PSPO Zone. This is being revised this year to take Covid-19 into consideration. The majority of events / campaigns will take place virtually or through the use of social media.

Timetable and future stages

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

Event	Date	Stage
Cabinet Meeting	4 June 2020	Requesting approval to go out to consultation and Draft PSPO presented to Cabinet.
Consultation Period	6 weeks during June and July 2020	Consultation on the draft PSPO to allow for objections and comments on the PSPO. Published on Charnwood Borough Council website page and in paper format at appropriate places.
End of Consultation Period	August 2020	Review of comments

Cabinet Meeting	17 September 2020	Present findings of consultation and decision made on PSPO. If approved, followed by signing of PSPO and publishing on Council's website
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Appendices

- Appendix 1 Draft Public Spaces Protection Order – Charnwood Borough Council Loughborough Town Centre 2020
- Appendix 2 Map of the Designated PSPO Area
- Appendix 3 Summary of Consultation Responses
- Appendix 4 Equality Impact Assessment

The Anti-Social Behaviour, Crime and Policing Act 2014

20th OCTOBER 2020 – 19TH OCTOBER 2023

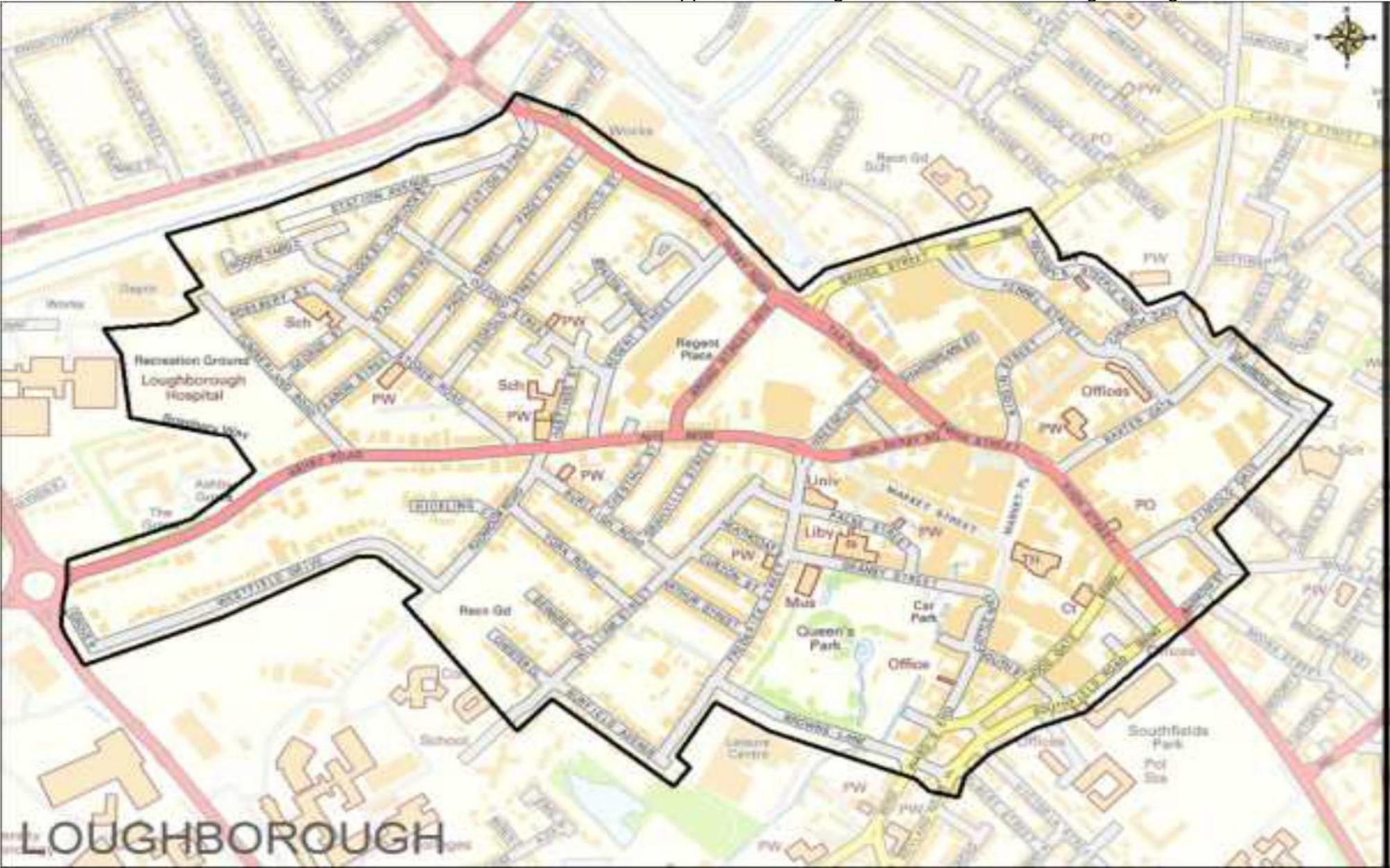
The Public Spaces Protection Order – Loughborough Town Centre Charnwood Borough Council 2020

Charnwood Borough Council, Anti-Social Behaviour, Crime and Policing Act 2014 Section 59 Public Spaces Protection Order

1. This Order is made by Charnwood Borough Council (“the Council”) under the Anti-Social Behaviour, Crime and Policing Act 2014, Section 59 (“the Act”).
2. This Order relates to the public spaces edged black on the attached plan in Loughborough Town Centre and Ashby Road Area.
3. The Order may be cited as Loughborough Town Centre Public Space Protection Order (PSPO) and shall come into force for a period of 36 months from the date of this Order, unless extended by further orders under the Council’s statutory powers.
4. The effect of this Order is to prohibit the consumption of alcohol (licensed premises excluded) in a manner which causes, or is likely to cause, a nuisance or annoyance to other persons in the designated locality.
5. The Council is satisfied that the conditions set out in section 59 of the Act have been met, being that:
 - a. activities carried out in the Restricted Areas have had a detrimental effect on the quality of life of those in the locality, or it is likely that these activities will be carried on in the public places and they will have such an effect;
 - b. and the effect, or likely effect, of the activities is, or is likely to be, of a persistent or continuing nature, and is, or is likely to be, such as to make the activities unreasonable;
 - c. and justifies the restrictions imposed by the Order.
6. Under section 63 of the Act, it will be an offence for a person who, without reasonable excuse, fails to comply with a requirement imposed on him or her under section 63(2) of the Act, namely:
 - a. Consuming alcohol in breach of the Order: or
 - b. Failing to surrender alcohol or container for alcohol within the designated area
7. A person committing an offence under section 63 of the Act, who without reasonable excuse, fails to comply with a requirement imposed by a constable

or authorised person of the Act, is liable to be issued with a fine (FPN) not exceeding level 2 (£100) on the standard scale. A level 3 fine can be issued upon summary conviction at the Magistrates Court for failure to pay the FPN.

8. If any interested person desires to question the validity of this Order on the grounds that the Council had no power to make it or that any requirement of the Act has not been complied with in relation to this Order, he or she may apply to the High Court within six weeks from the date of this Order.



Question	Response				
Which of the following best describes you?	A person who works in Loughborough - 3%	Representative of a local community group - 3%	Visitor to Loughborough (e.g. a shopper, on business, tourist) - 2 %	A local resident who lives in Charnwood – 85%	Other – 5%
How safe do you feel in the day visiting Loughborough town centre?	Very Safe – 22%	Safe – 47%	Neither Safe or Unsafe – 12%	Unsafe – 16%	Very Unsafe – 3%
<p>Overview of Comments</p> <ul style="list-style-type: none"> • A number of individuals stated they had never had any problems during the day • A number of individuals stated that they thought there were people who were drunk and under the influence of drugs everywhere. Constantly being asked for money. • Some respondents stated that they never had any problems 					
How safe do you feel at night visiting Loughborough town centre?	Very Safe – 0%	Safe – 22%	Neither Safe or Unsafe - 26%	Unsafe – 37%	Very Unsafe – 14%
<p>Overview of Comments</p> <ul style="list-style-type: none"> • Drinking and playing music late at night was an issue • Street lighting is poor • Aware of some serious crimes being reported • Some respondents had exposure to anti-social behaviour 					
To what extent do you agree or disagree with the proposal to extend the existing PSPO controls in relation to alcohol related anti-social behaviour in the	Strongly Agree – 85%	Agree – 11%	Neither Agree or Disagree- 2%	Disagree – 1%	Strongly Disagree – 1%

locality for a further three years?						
<p>Overview of Comments</p> <ul style="list-style-type: none"> • There was a need to encourage Loughborough to be a safe place to be. • The Borough Council should continue to control the use/misuse of alcohol anti-social behaviour 						
Do you agree with the current boundaries for the PSPO?	Yes - 69%	No – 31%				
<p>Overview of Comments</p> <ul style="list-style-type: none"> • A number of respondents said that the current PSPO should be extended into Steeple Row, the Parish Green and the area around the Old Rectory Museum. • A number of respondents stated that the area seemed sensible in scope • A couple of individuals stated that the boundary should be extended to the south west to include Forest Road and the Kingfisher Estate. • A number of respondents said that the current PSPO should be extended to include the Southfields Park area 						
Which of the following best describes how you think of yourself?	Female – 56%	Male – 44%				
What is your age?	18 to 24 – 4%	25 to 34 – 9%	35 to 44 – 22%	45 to 54 – 28%	55 to 64 – 20%	65+ - 17%
What is your ethnic group?	White – 95%	Mixed or multiple ethnic groups – 2%	Asian or Asian British 2%	Other ethnic group – 2%		

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

■ **Background**

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

■ **Legislation- Equality Duty**

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

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

For the following protected characteristics:

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

What is prohibited?

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

■ **Step 1 – Introductory information**

Title of the policy	Public Space Protection Order (PSPO) Loughborough Town Centre
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	May 2020
Date EIA completed	May 2020

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>This report seeks approval to go out to consultation on a proposal to extend the current Public Spaces Protection Order (PSPO) for Loughborough Town Centre.</p> <p>Public Spaces Protection Orders allow local authorities to introduce measures to defined areas to combat anti-social behaviour, as per the Anti-social, Crime and Policing Act 2014.</p> <p>The current PSPO came into force on the 20th October 2020 for a period of 3 years. Therefore, it will expire at the end of 20th October 2020 and it is a requirement on the Council to review the Order and determine whether it should be extended.</p> <p>The main aim of the current PSPO is to reduce anti-social street drinking which local communities have raised as having a detrimental effect in their communities. The current PSPO does not constitute a ban on drinking alcohol in public, but does allow a level of control where consuming alcohol is problematic. Authorised officers can request people to stop drinking and/or to hand over containers containing alcohol and to tackle persistent and widespread anti-social behaviour.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It should be noted that restrictions applied by a PSPO are applicable to everyone within the designated area.</p> <p>The overall aim of the PSPO is to reduce anti-social behaviour and crime in the Borough.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>The Partnership has previously completed a community consultation process in respect of both the Civil Injunction and Public Space Protection Order (PSPO) that are in place to tackle ASB within the designated zone. The headlines from that consultation process which involved both face to face surveys as well as the opportunity to complete online via the Borough Council’s website:</p> <ul style="list-style-type: none"> • 88 members of the public completed the survey • 70% were residents within Charnwood • 7% were individuals who worked in Loughborough • 5% were local businesses • 61% felt ‘safe’ or ‘very safe’ in Loughborough during the day • 26% felt ‘safe’ or ‘very safe’ in Loughborough during the night • 33% felt that drinking on the street was a problem

- 97% stated they supported the continued use of the Civil Injunction/PSPO

Further consultation is planned before the PSPO is extended

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

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

Data/information such as:

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

In accordance with statutory guidelines and detailed in Section 72, Anti-Social Behaviour, Crime and Policing Act 2014 the Council must undertake public consultation. It is therefore intended that :

- Formal Public Notices will be placed in local papers
- Letters will be sent to Partners / statutory consultees
- Letters to be sent to interested parties identified i.e. residents' groups
- Consultation survey will be undertaken through the Council's internet site and undertaken in Loughborough Town Centre
- Awareness raised through the Council's social media
- Copies of the Orders will be made available in reception

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

The overall aim of the PSPO is to reduce anti-social behaviour and crime in the Borough. The consultation process previously undertaken tells us that there is significant support for the PSPO to be in place.

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

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

Legislation requires the Council to consult on the proposed restrictions and outline the behaviours that the PSPO aims to tackle. Consultation must be reasonable and should involve local people and organisations that may be affected. Consultation must be open and transparent and include all parties that the Council thinks are appropriate. Responses and feedback from the consultation will be fully considered when formulating the final proposals and report for Cabinet.

Step 5 – Assessing the impact

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

	Comments
Age	Neutral - The process of applying a PSPO is solely focused on the restricted activity and will be the same for all regardless of age.
Disability (Physical, visual, hearing, learning disabilities, mental health)	Neutral - The process of applying a PSPO is solely focused on the restricted activity and will be the same for all regardless of disability
Gender Reassignment (Transgender)	Neutral - The process of applying a PSPO is solely focused on the restricted activity and will be the same for all
Race	Neutral - The PSPO conditions will apply to anyone regardless of background if they are found to be in breach of the conditions within the area defined
Religion or Belief (Includes no belief)	Neutral - None of the conditions within the PSPO should have an effect on a person's ability to worship/follow religious beliefs
Sex (Gender)	Positive - The conditions of the PSPO apply equally to both men and women
Sexual Orientation	Neutral - None of the conditions within the PSPO should have an effect on a person's sexual preferences
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	Neutral - None of the conditions within the PSPO should have an effect on a person's marriage or civil partnership
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Neutral - Committing offences prohibited by the PSPO could result in a fine which some individuals may struggle to pay. However, the primary purpose of the proposed PSPO is to act as a suitable deterrent to such behaviours and therefore avert the need for such fines

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

Please note:

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

No

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

Holding the consultation on whether to extend the current PSPO, will enable residents to express their views and ensure the Councils responsibilities in relation to equality and diversity are met.

Step 6- Monitoring, evaluation and review

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

In line with *Section 60, Anti-Social Behaviour, Crime and Policing Act 2014*, a PSPO may not have effect for a period of more than 3 years, therefore a review of the PSPO and EIA will be conducted at the end of the proposed extension.

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

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

Step 7- Action Plan

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

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

Reference Number	Action	Responsible Officer	Target Date
001			

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

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	✓	This EIA will be published on the Council's website.
Service users	✓	
Partners and stakeholders	✓	
Others	✓	
To ensure ease of access, what other communication needs/concerns are there?	✓	

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (Service Head): Julie Robinson
Date: 23 April 2020

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)

SCRUTINY COMMISSION – 14TH SEPTEMBER 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 meeting of the Commission on 6th July 2020, the Cabinet has considered the following items on which the Commission undertook pre-decision scrutiny:

- A. EXEMPT - LEISURE CENTRE CONTRACT RECOVERY
- B. OPTIONS FOR THE 2020 LOUGHBOROUGH REMEMBRANCE PARADE, LOUGHBOROUGH FAIR, LOUGHBOROUGH CHRISTMAS LIGHTS SWITCH ON AND TOWN HALL PANTOMIME

Details of the Commission’s consideration of the items as reported to the Cabinet on the 9th August 2020 can be found in the minutes from the Commission’s meeting on 6th July 2020.

The Chair of the Commission, Councillor Seaton, attended the Cabinet’s meeting on the 9th July 2020 to present the Commission’s reports to the Cabinet.

Cabinet Response

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

EXEMPT – Leisure Centre Contract Recovery

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

Options for the 2020 Loughborough Remembrance Parade, Loughborough Fair, Loughborough Christmas Lights Switch On and Town Hall Pantomime

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

Officer to contact: Sally Watson
Democratic Services Officer
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sally.watson@charnwood.gov.uk

SCRUTINY COMMISSION – 14TH SEPTEMBER 2020

Report of the Head of Strategic Support

ITEM 11

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.

At its meeting on 1st June 2020 the Commission resolved to temporarily revise the agenda for six months, until 30th November 2020, in response to the CfPS guidance on scrutiny during the Covid-19 pandemic.

As a result of these resolutions, the Commission's Work Programme would focus on the following until the ordinary agenda resumes;

- A single substantive agenda item for each meeting to concentrate on one of the Council's recovery cells; organisational recovery, economic recovery and community recovery,
- A strengthened relationship between the Scrutiny Commission and the Audit Committee (a meeting took place between the Chair of the Scrutiny Commission and the Chair of the Audit Committee on 25th August 2020),
- The ordinary pre-decision scrutiny of scheduled Cabinet items.

At its meeting on 10th August 2020, the Commission did not add any items to its work programme.

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:

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

**SCRUTINY COMMISSION WORK PROGRAMME TEMPORARILY REVISED UNTIL 30 NOVEMBER 2020
(Agreed Scrutiny Commission 1 June 2020, minute reference 6 2020/21)**

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	14 September 2020 (standard item)	Questions under Scrutiny Committee Procedure 11.16	In response to the CfPS guidance to scrutiny during the Covid-19 pandemic, this existing function will be promoted to encourage public participation.			Agreed Scrutiny Commission 1 June 2020, min ref 5 2020/21
Scrutiny Commission	14 September 2020 (standard item)	Recovery Cell Update	In response to CfPS guidance to scrutiny during the Covid-19 pandemic, one recovery cell will update at each meeting of the Scrutiny Commission (Community/Economic/Organisational)		Eileen Mallon/Simon Jackson/Helen Gretton	Agreed Scrutiny Commission 1 June 2020, min ref 5 2020/21
Scrutiny Commission	14 September 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 services.	K.Widdowson (report) Lead Officer (meeting)	Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019).

Scrutiny Commission Work Programme

Scrutiny Commission	14 September 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.	K.Widdowson (report) Lead Officer (meeting)	Items may also be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda.
Scrutiny Commission	14 September 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
Scrutiny Commission	14 September 2020	Pre-decision Scrutiny - Public Space Protection Order (PSPO) Loughborough Town Centre'	To consider approval to extend the Public Space Protection Order for Loughborough Town Centre, following consultation.		Julie Robinson	Agreed Scrutiny Commission 6 July 2020 min ref 27 2020/21
Scrutiny Commission	14 September 2020	Pre-decision Scrutiny – Charnwood Community Lottery Review	To review the Charnwood Community Lottery scheme 18 months after the first lottery draw in line with the original Cabinet report recommendations (18 Jan 2018 Min 80).		Julie Robinson	

Scrutiny Commission Work Programme

Scrutiny Commission	14 September 2020	Re-decision Scrutiny – Annual Health and Safety Report 2019/20	To inform Cabinet and provide a public record of the Council's health and safety performance.		Alan Twells	
Scrutiny Commission	14 September 2020	Audit Committee Update	CfPS guidance to scrutiny during the Covid-19 pandemic recommends that the relationship between scrutiny and audit be strengthened. Following the Annual Council appointments this matter will be reviewed and a report setting out the approach will be produced.			Agreed Scrutiny Commission 1 June 2020, min ref 5 2020/21
Scrutiny Commission	October 2020	Review of Scrutiny Function Suspensions	To review the impact of the pandemic on scrutiny and to decide whether the suspension of panel work and directorate based committees should remain.			Agreed Scrutiny Commission 1 June 2020, min ref 5 2020/21
Scrutiny Commission	To be programmed	Pre-decision scrutiny – Commercial Enterprise Strategy			Justin Henry	Deferred from Cabinet agenda from 17 August 2020.

Scrutiny Commission Work Programme

Scrutiny Commission	To be programmed	EXEMPT ITEM – Pre-decision scrutiny- Building Control Alternative Service Delivery Project		Pre-decision scrutiny item.	Richard Bennett	Item deferred from January meeting of the Commission.
Scrutiny Commission	To be programmed	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	November 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 Work Programme

Scrutiny Commission	November 2020 (standing item)	Progress with Panel Work		To review progress with Scrutiny Panels.	K Widdowson	
Scrutiny Commission	November 2020	Draft Annual Scrutiny Report 2019-20 (annual item – April)			Dem Services Manager	Agreed Scrutiny Commission 1 June 2020, min ref 12 2020/21
Scrutiny Commission	To be programmed	Children and Families Wellbeing Service Update	To provide an update of the service at Leicestershire County Council which was reviewed by the Neighbourhoods and Community Wellbeing Scrutiny Committee on 10 March 2020.			Agreed Scrutiny Commission 1 June 2020, min ref 10
Scrutiny Commission	To be programmed	Air Quality Review and Assessment Report 2019		Update on the Council's Air Quality Plan for 2019.	Alan Twells and Lead Officer	Item deferred from 9 March 2020 at the Scrutiny Commission meeting on 10 February 2020. Deferred from 1 June 2020 following consultation with Chair and Vice Chair. Chair and Vice Chair agreed further deferment.
Scrutiny Commission	January 2021 (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 Work Programme

Scrutiny Commission	February 2021 (annual item)	Corporate Delivery Plan 2021/22		<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	<p><i>*Short timescale between committee and Cabinet consideration.</i></p>
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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.

Scrutiny panels currently suspended until 30 November 2020 (agreed Scrutiny Commission 1 June 2020, minute reference 5 2020/21).



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

**Published
19th August 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?
Section 106 Monies to Rothley Parish Council	To approve the payment of Section 106 monies received as a contribution towards the provision of community facilities in Rothley to Rothley Parish Council to provide funding towards the upgrade of the Rothley Centre.	Officer Delegated Decision	19th August 2020	Delegated Decision Document	No. Delegated Decision Document will be publicly available.	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Public Space Protection Order (PSPO) Loughborough Town Centre	To consider approval to extend the Public Space Protection Order for Loughborough Town Centre, following consultation.	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
Interim General Fund Budget	To recommend to Council a revised (in-year) General Fund budget covering the 2020/21 financial year.	Cabinet Council	15th October 2020 9th November 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Revised Capital Plan 2020-2023	To recommend to Council a revised Capital Plan covering the period (financial years) 2020/21 - 2022/23.	Cabinet Council	15th October 2020 9th November 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?
Updated Capital Strategy 2020/21	To recommend to Council an updated Capital Strategy covering the financial year 2020/21.	Cabinet Council	15th October 2020 9th November 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Procurement Service – Changes To	To consider entering into a public to public SLA to deliver the Procurement Service on behalf of the Council.	Cabinet	15th October 2020	Report	Yes	Justin Henry Strategic Director – Commercial Development Tel: justin.henry@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 18th January 2021	Report Report	Yes Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Equality, Diversity and Inclusion Strategy 2020-2024	To approve/adopt a revised Equality, Diversity and Inclusion Strategy 2020-24.	Cabinet	10th December 2020	Report	Yes	Simon Jackson Strategic Director of Corporate Services Tel: 01509 634699 simon.jackson@charnwood.gov.uk
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 18th January 2021	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	10th December 2020	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2021-22	To seek approval to a Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2021-22 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	11th February 2021 22nd February 2021	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2021-22 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2021-22 and to propose the Council Tax for approval by Council.	Cabinet Council	11th February 2021 22nd February 2021	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	11th March 2021 26th April 2021	Report	Yes	Lesley Tansey Head of Finance and Property Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Annual Procurement Plan 2021/22	To seek approval to the Annual Procurement Plan for 2021/22.	Cabinet	11th March 2021	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	11th March 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	11th March 2021	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Corporate Delivery Plan 2021/22	To set out the Council's principal activities in delivering the Corporate Strategy for the Council Year 2021/22.	Cabinet	11th March 2021	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2021/22.	Cabinet	3rd June 2021	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Outturn 2020/21	To report the Council's capital expenditure results for 2020/21 subject to audit.	Cabinet	1st July 2021	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 (2020/21) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2020/21 subject to audit.	Cabinet	1st July 2021	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	1st July 2021 6th September 2021	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	1st July 2021	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?

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 Strategic Relationships, Investments and Development, Regeneration, Communications and Inward Investment
Councillor Barkley (Conservative)	Deputy Leader of the Council Finance and Property Services
Councillor Bailey (Conservative)	Planning
Councillor Bokor (Conservative)	Loughborough
Councillor Harper-Davies (Conservative)	Community Support and Equalities
Councillor Mercer (Conservative)	Private Housing
Councillor Poland (Conservative)	Public Housing
Councillor Rattray (Conservative)	Business Support
Councillor Rollings (Conservative)	Transformation
Councillor Smidowicz (Conservative)	Strategic Support