



CABINET

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To: Councillors Bailey, Barkley (Deputy Leader), Bokor, Harper-Davies, Mercer, Morgan (Leader), Poland, Rattray, Rollings and Smidowicz (for attention)

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in the Preston Room, Woodgate Chambers, Woodgate, Loughborough on Thursday, 14th October 2021 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

1st October 2021

AGENDA

1. APOLOGIES
2. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS
3. LEADER'S ANNOUNCEMENTS
4. MINUTES OF PREVIOUS MEETING

4 - 22

To approve the minutes of the meeting on 1st July 2021.

To note the minutes of the informal meeting on 16th September 2021.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7

The deadline for questions is noon on Wednesday, 6th October 2021.

6. MOTION ON NOTICE - GLYPHOSATE BASED HERBICIDES IN OPEN SPACES, PLAYGROUNDS AND PARKS 23 - 27

Motion referred by Council to Cabinet on 26th April 2021.

A report of the Head of Cleansing and Open Spaces.

7. STRATEGIC HR CONTRACT 28 - 33

A report of the Strategic Director; Environmental and Corporate Services.

Key Decision

8. POLICY ON PETS IN COUNCIL ACCOMMODATION 34 - 50

A report of the Head of Landlord Services.

Key Decision

9. PROCUREMENT OF CONTRACTOR FOR ELECTRICAL REPAIRS, INSTALLATIONS, UPGRADES, REWIRES AND PERIODIC TESTING 51 - 53

A report of the Head of Landlord Services.

Key Decision

10. PROCUREMENT OF CONTRACTOR FOR REMOVAL OF ASBESTOS, REMEDIATION WORK AND DISPOSAL OF ASBESTOS CONTAINING MATERIALS 54 - 56

A report of the Head of Landlord Services.

Key Decision

11. AWARD OF TOWN HALL PANTOMIME CONTRACT 57 - 62

A report of the Head of Leisure and Culture.

Key Decision

12. LOUGHBOROUGH BID BALLOT VOTE 63 - 81

A report of the Head of Leisure and Culture.

Key Decision

WHERE TO FIND WOODGATE CHAMBERS

Woodgate Chambers
70 Woodgate
Loughborough
Leics
LE11 2TZ

CABINET 1ST JULY 2021

PRESENT: The Leader (Councillor Morgan)
The Deputy Leader (Councillor Barkley)
Councillors Bokor, Harper-Davies, Mercer,
Poland, Rattray, Rollings and Smidowicz

Councillor Ranson

Chief Executive
Strategic Director; Environmental and Corporate
Services
Head of Strategic Support
Strategic Director; Commercial Development,
Assets and Leisure
Head of Neighbourhood Services
Head of Strategic and Private Sector Housing
Head of Financial Services
Head of Cleansing and Open Spaces
Neighbourhoods and Partnerships Manager
Corporate Health and Safety Officer
Democratic Services Manager
Democratic Services Officer (LS)

APOLOGIES: Councillor Bailey

The Leader stated that this meeting would be recorded and the sound recording subsequently made available via the Council's website. He also advised that, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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.

8. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

The following disclosures were made:

- (i) by Councillor Barkley – an interest in item 6 on the agenda (Charnwood Grants) in respect of Leicestershire Youth Sailing Association, it had a Syston base and he had supported the application.
- (ii) by Councillor Bokor – an interest in item 6 on the agenda (Charnwood Grants) in respect Rectory Wildlife Gardeners.
- (iii) by Councillor Poland – an interest in item 6 on the agenda (Charnwood Grants) in respect of FC Seagrave, he had supported the application.
- (iv) by Councillors Barkley, Morgan and Poland – interests in item 10 on the agenda (Contain Funding) as members of Leicestershire County Council.

9. LEADER'S ANNOUNCEMENTS

No announcements were made.

10. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 10th June 2021 were confirmed as a correct record and signed.

11. QUESTIONS UNDER CABINET PROCEDURE 10.7

No questions had been submitted.

12. CHARNWOOD GRANTS

Considered, a report of the Head of Neighbourhood Services setting out applications received for funding in round one of the Community Facilities and Community Grants Schemes for 2021/22 (item 6 on the agenda filed with these minutes).

The Head of Neighbourhood Services and the Neighbourhoods and Partnerships Manager assisted with consideration of the report. In response to a request, it was stated that the outcomes of the work undertaken by officers to support groups that had had applications declined could be included in the next Charnwood Grants report to Cabinet.

Officers were thanked for their work in respect of the matter.

RESOLVED

1. that the following Community Grants be awarded:

- £500 to Sileby District Guiding towards play/sports equipment;
- £750 to the Baldwin Trust towards recruitment and training of volunteers;
- £1,400 to Rectory Wildlife Gardeners towards accessible seating;
- £3,900 to New Life Community Church towards a family worker to support families who access the Loughborough Foodbank and CAP Debt Centre;
- £1,200 to Peter Le Marchant Trust towards additional boat running and servicing costs associated with additional trips to support people with their mental health and well-being;
- £1,200 to Albert Street Artists towards general running costs;
- £2,500 to Leicestershire Youth Sailing Association towards volunteer training courses/qualifications;
- £2,000 to PACE towards the provision of a summer holiday activity camp for children and young people;
- £4,000 to PCM Loughborough (Polish Community Centre) towards a Healthy Body, Healthy Mind project;
- £1,750 to Quetzal towards volunteer development and support for survivors of childhood sexual abuse;
- £2,700 to FC Seagrave towards coaching qualifications and a set of football goals;

- £5,000 to Go-Getta CIC towards the Loughborough Youth Motivators project;
 - £2,500 to Barkby United Cricket Club towards new furniture to enable wider community use of the clubhouse;
2. that the following Community Grant applications be declined:
- Steps Conductive Education Centre - £1,500 requested – applied for funding towards the installation of a new heating system;
 - Outwoods Edge Primary School PTA - £3,250 requested – applied for funding towards a bike shelter and outdoor play equipment;
 - Above and Beyond - £5,000 requested – applied for funding towards the Phoenix Youth Group;
 - Thurmaston DPC FC - £4,550 requested – applied for funding towards the start-up costs of a Ladies' Football Team and team kit for the wider club;
3. that the following Community Facilities Grants be awarded:
- £10,000 to Soar Valley Bowls Club towards heating, lighting and refurbishment of toilets;
 - £10,000 to Leicestershire and Rutland Youth Sailing Association towards upgrade/refurbishment costs of building to facilitate disabled access and increase community use;
4. that the following Community Facilities Grant application be declined:
- Yogi Divine Society UK - £20,000 requested – applied for funding towards the refurbishment of Thurmaston Old School Community Centre;
5. that the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Grants.

Reasons

1. To provide financial support to organisations which meet the criteria of the Community Grants scheme.
 2. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Grant scheme.
 3. To provide financial support to organisations which meet the criteria of the Community Facilities Grants scheme.
 4. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Facilities Grant scheme.
 5. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.
13. ADDITIONAL AND SELECTIVE LICENSING SCHEME CONDITIONS

Considered, a report of the Head of Strategic and Private Sector Housing setting out the licence conditions for the introduction of an Additional Licensing Scheme across the Borough and Selective Licensing Scheme in Hastings and Lemyngton wards (item 7 on the agenda filed with these minutes).

Councillor Ranson, Vice-chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and its recommendation (copy filed with these minutes).

The Head of Strategic and Private Sector Housing assisted with consideration of the report.

Officers were thanked for their work in respect of the matter.

RESOLVED

1. that the outcome of the Additional and Selective Licensing Scheme Licence Conditions consultation exercise (Appendix 1 and 2 to the report) be noted;
2. that the Licence Conditions for the new Additional and Selective Licensing Schemes (Appendix 3 to the report - Houses in Multiple Occupation Licensing Scheme Licence Conditions and Appendix 4 to the report - Selective Licensing Scheme Licence Conditions) be approved;
3. that the use of the Houses in Multiple Occupation Licensing Scheme Licence Conditions for all Mandatory Houses in Multiple Occupation licence applications and renewals be approved;
4. that the report of the Scrutiny Commission be noted.

Reasons

1. To enable the Cabinet to consider the information and evidence gathered.
2. The licence conditions will be introduced and implemented when the Additional and Selective Licensing Schemes are introduced in January 2022.
3. To align the existing Mandatory Licence Conditions for Houses in Multiple Occupation with the new Additional Licensing Scheme for Houses in Multiple Occupation from January 2022.
4. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

14. CAPITAL PLAN OUTTURN REPORT (2020/21)

Considered, a report of the Head of Financial Services setting out total expenditure on the Capital Plan for the year 2020/21 compared with the current budget and detailing

those schemes that required carry forward of budget to 2021/22 and the financing of the Capital Plan (item 8 on the agenda filed with these minutes).

The Head of Financial Services assisted with consideration of the report.

RESOLVED

1. that the outturn position for 2020/21 be noted and that slippage of capital budgets totalling £27,675,300 be carried forward into 2021/22 (General Fund £25,436,900 and HRA £2,238,400) and the slippage will be added to the 3 Year Capital Plan;
2. that a virement of £350k from Loughborough University Science and Enterprise Park to increase the Town Deal/Regeneration Budget to £5,145,000 to increase to provision for Town Deal/Regeneration Schemes in the Capital Plan be approved;
3. that the Outwoods Country Park – Visitor Centre and Café scheme be reduced by £50k, the reason being external grant funding expected will not now be received towards this scheme;
4. that the financing of the Plan set out in Table 2 in the report be noted.

Reasons

1. To enable projects to be completed.
 2. To enable the new Capital scheme budget to be available in 2021/22.
 3. To confirm that the Outwoods Country Park – Visitor Centre and Café scheme be decreased by the external funded amount.
 4. To indicate how the Plan is to be financed.
15. GENERAL FUND AND HRA REVENUE OUTTURN REPORT (2020/21) AND CARRY FORWARD OF BUDGETS

Considered, a report of the Head of Financial Services setting out the revenue outturn position of the General Fund and Housing Revenue Account (HRA) for 2020/21 compared with the revised budgets and requesting budget carry forwards of £171k for the General Fund and £16k HRA (item 9 on the agenda filed with these minutes).

The Head of Financial Services assisted with consideration of the report.

RESOLVED

1. that the Revenue Outturn positions of the General Fund and Housing Revenue Account for 2020/21 be noted;

2. that five General Fund carry forwards budgets amounting to £171k as per paragraph 38 of the report and HRA £16k as per paragraph 37 of the report funded from specific underspent budgets in 2020/21 be approved.

Reasons

1. To enable the information to be used when considering future budgets and the Medium Term Financial Strategy.
2. To enable the budgets to be carried forward to cover costs of committed services in 2021/22.

16. CONTAIN FUNDING

Considered, a report of the Strategic Director; Community, Planning and Housing setting out the grant received by the Council through the Contain Outbreak Management Funding allocation and seeking endorsement of the spending so far and future commitments for the funding (item 10 on the agenda filed with these minutes).

The Chief Executive assisted with consideration of the report.

RESOLVED

1. that the allocation of Contain funding from Government via Leicestershire County Council be noted;
2. that the spending proposals and commitments for funding be endorsed and supported.

Reasons

1. To ensure that Cabinet is aware of the details of the funding.
2. To ensure Cabinet support the projects and proposed spend.

17. AMENDMENTS TO ANNUAL PROCUREMENT PLAN

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out updates to the Annual Procurement Plan 2021-22 (item 11 on the agenda supplement filed with these minutes).

The Strategic Director; Commercial Development, Assets and Leisure assisted with consideration of the report.

RESOLVED

1. that the contracts, over £25,000 and up to £75,000, listed in Appendix A to the report be let in accordance with Contract Procedure Rules;

- that the contracts, over £75,001 and up to £500,000, listed in Appendix B to the report be let in accordance with Contract Procedure Rules.

Reason

- 1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

18. NANPANTAN CEMETERY

Considered, a report of the Head of Cleansing and Open Spaces setting out virements within the existing Capital Programme 2020-23 to support the construction of the new cemetery adjacent to Nanpantan Road Sports Ground, Loughborough (item 12 on the agenda supplement filed with these minutes).

Councillor Ranson, Vice-chair of the Scrutiny Commission, presented a report setting out the Commission’s pre-decision scrutiny of the matter and its recommendation (copy filed with these minutes).

The Scrutiny Commission was thanked for its pre-decision scrutiny of both this item and item 7 considered earlier in the meeting.

The Head of Cleansing and Open Spaces assisted with consideration of the report.

RESOLVED

- that the Capital virements total £281k in the table below are made to increase the amount of available budget for the Cemetery construction;

<i>Amount</i>	<i>Existing Allocation</i>	<i>Revised Allocation</i>
£78k	Green Spaces Programme	Loughborough Cemetery
£60k	Open Spaces Strategy	Loughborough Cemetery
£23k	Park Rd Car Park Resurfacing	Loughborough Cemetery
£80k	Lodge Farm MUGA	Loughborough Cemetery
£40k	Community Tree Planting	Loughborough Cemetery

- that an additional £25k virement is made available from service revenue budget underspends (One off Garden Waste Bin Additional Income to Consultant Fees), these funds will be used for project contingencies;
- that the report of the Scrutiny Commission be noted.

Reasons

- To allow the construction of the new cemetery at Nanpantan to progress.

2. To provide some project contingency funds.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

19. HEALTH AND SAFETY ANNUAL REPORT

Considered, a report of the Head of Strategic Support setting out a public record of the Council's health and safety performance (item 13 on the agenda filed with these minutes).

The Corporate Health and Safety Officer assisted with consideration of the report. In particular, he was thanked by both the Cabinet and the Chief Executive for the considerable work he had undertaken to ensure the Council and its services were Covid compliant during the pandemic.

RESOLVED that the Council's health and safety performance over the preceding year as set out in the Appendix to the report be noted.

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.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on 9th July 2021 unless called in under Scrutiny Committee Procedure Rule 11.7. Decisions in the form of recommendations to Council are not subject to call in. The decision set out in Minute 18 Nanpantan Cemetery has been exempted from call in.
2. No reference may be made to these minutes at the next available Ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on 9th July 2021.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

**INFORMAL CABINET
16TH SEPTEMBER 2021**

PRESENT: The Leader (Councillor Morgan)
The Deputy Leader (Councillor Barkley)
Councillors Bailey, Bokor, Harper-Davies, Mercer,
Poland, Rattray and Smidowicz

Councillor Seaton

Chief Executive
Strategic Director; Environmental and Corporate
Services
Head of Strategic Support
Strategic Director; Commercial Development,
Assets and Leisure
Head of Landlord Services
Head of Regulatory Services
Head of Planning and Regeneration
Head of Leisure and Culture
Head of Financial Services
Head of Customer Experience
Group Leader Plans, Policies and Place Making
Democratic Services Officer (EB)
Democratic Services Officer (LS)

APOLOGIES: Councillor Rollings

The Leader stated that this **informal** meeting would be livestreamed and recorded, and the recording subsequently made available via the Council's website. He also advised that, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, 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.

20. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillors Bokor, Morgan and Rattray declared interests in respect of item 10 on the agenda (Loughborough BID Ballot) as Directors of Loughborough BID. They would leave the meeting during consideration of the item.

21. LEADER'S ANNOUNCEMENTS

No announcements were made.

22. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 1st July 2021 would be submitted to the next formal meeting of the Cabinet for confirmation as a correct record.

23. QUESTIONS UNDER CABINET PROCEDURE 10.7

Mr M. Hunt – Study of Houses in Multiple Occupation

- “1. In December the Council published A study of Housing in Multiple Occupation (HMO) in Charnwood by Professor Darren Smith and Dr Andreas Culora of Loughborough University costing over £20,000 over three years, so why was this charged to the Loughborough Special Expenses when it clearly relates to the Borough as a whole and contributes to the Evidence Base of the Draft Borough Local Plan and the Borough Housing Needs Assessment?
2. Given that the first aim of the Study was “the creation of a comprehensive database identifying HMO in the Borough which can be updated as new information becomes available”, which are the contributing data sources to that database?
3. As the Study states “the database (HiMOG) provides an opportunity and baseline to annually update of the identification of HMOs and to identify the total number of bed spaces within each dwelling (i.e. total occupancy counts for each dwelling)”, is it in active use and if so why has the database never been updated?
4. Would the Council include this contract in a forthcoming internal audit?”

The following response had been published prior to the meeting:

1. *The study was commissioned in response to a recommendation from the Council’s Budget Scrutiny Panel following calls from Loughborough ward councillors to have a better understanding of HMO saturation in Loughborough in light of emerging research from Loughborough University into HMO geographies. As part of the budget setting process for the 2015/16 financial year, funding for the costs of the study was agreed by the Cabinet and Council (minute references Cabinet 84.4 2014/15 and Council 78.1.15 2014/15) in the form of a contribution towards the cost of a PhD thesis.*

While the study considered the impacts of HMOs across the whole Borough, the HiMOG database is only used in relation to planning decisions in Loughborough where an Article 4 Direction is in place. Similarly, Policy H7 in the Pre-submission Draft Local Plan only applies the threshold approach that makes use of the database to Loughborough.

The budget reports, including the allocation of this expenditure to the Loughborough Special Expenses, were prepared by the Council’s Head of Finance and Property Services and agreed by the Council’s Section 151 Officer who is responsible for the proper financial management of the Council.

2. *The HiMOG database was created in 2018 from the following datasets:*
 - *HMO Licences*

- *Planning Register*
- *Student registration data*
- *Electoral Register*
- *Council Tax exemptions*
- *Information provided by local residents.*

3. *The HIMOG database is in active use and is updated.*

4. *Following the end of the project, and the handing over of the HIMOG database to the Council in 2018, there has been no contractual arrangement between the Council and Professor Smith.*

24. TENANCY POLICY 2021-2025

Considered, a report of the Head of Landlord Services setting out an updated Tenancy Policy for the period 2021-2025 (item 6 on the agenda filed with these minutes).

At the request of T. Edwardes, Chair of the Housing Management Advisory Board, the Head of Landlord Services presented verbally the views of the Board, as follows:

“The Housing Management Advisory Board considered the Tenancy Policy at its meeting on 12th May 2021. The Board heard that the policy promoted the targeted use of fixed-term tenancies to prevent anti-social behaviour, whereby prospective tenants with a history of serious ASB would be offered a fixed-term tenancy of 2 years commencing after the 12-month introductory tenancy period. If there was serious ASB then the Council could decide not to issue a new tenancy at the end of the 2-year fixed term.

The Board also heard that fixed term tenancies would be used to support the best use of housing stock, with high demand four bedroom and above and wheelchair accessible properties being offered on a 10-year fixed term tenancy in addition to the introductory tenancy period.

The Board was provided with assurances that throughout the period of fixed term tenancy, advice and support would be offered to tenants on the conduct of the tenancy and re-housing options as appropriate, that household vulnerability would be considered when making a decision not to renew a tenancy at the same address, and that each case would be considered on its own merits.

The Board was generally supportive of the policy, which was noted”.

The Head of Landlord Services assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the Tenancy Policy 2021-2025, attached at Appendix 1 to the report of the Head of Landlord Services, be approved;
2. that delegated authority be given to the Head of Landlord Services, in consultation with the Cabinet Lead Member for Public Housing and the Head of

Strategic and Private Sector Housing, to make minor amendments to the Tenancy Policy 2021-2025;

3. that the views of the Housing Management Advisory Board be noted.

Reasons

1. To update the Council's policy on its approach to (amongst other things) the type of tenancies it will grant, where tenancies are granted for a fixed term, the length of those terms, and the circumstances in which it will grant tenancies of a particular type.
2. To enable minor changes to the policy to be made to support the effective management of tenancies in a way that is consistent with the Council's Scheme of Delegation.
3. To acknowledge the work undertaken by and the views of the Housing Management Advisory Board.

25. DRAFT NEW TENANCY AGREEMENT FOR COUNCIL HOMES

Considered, a report of the Head of Landlord Services setting out a draft updated Tenancy Agreement for introductory and secure tenants prior to notification of variation to the existing tenancy agreement being issued to the Council's tenants as part of a legally required consultation process (item 7 on the agenda filed with these minutes).

At the request of T. Edwardes, Chair of the Housing Management Advisory Board, the Head of Landlord Services presented verbally the views of the Board, as follows:

"The Board heard that it was good practice for landlords to update their tenancy agreement on a periodic basis to reflect current legislation, and to support a robust approach to tenancy management. This was a key document that defined the relationship between the Council and its tenants, and after full consideration the Board recommended a number of amendments, which the Chair of the Board was pleased to say had been incorporated into the final draft.

The Board was supportive of the draft new tenancy agreement, both noting and commending it to Cabinet."

The Board was thanked for its work in considering this and the previous item.

The Head of Landlord Services assisted with consideration of the report. In response to a question, he confirmed a typo on agenda page 44, first sentence of paragraph entitled *Crime and Disorder* should read "The draft new Tenancy Agreement contains terms which will enhance the Council's ability to take enforcement action to tackle anti-social behaviour (ASB), hate incidents, and domestic abuse".

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the draft Tenancy Agreement, attached at Appendix 1 to the report of the Head of Landlord Services, be approved for consultation in accordance with Section 103 of the Housing Act 1985;
2. that following consultation, the draft Tenancy Agreement be updated with regard to the tenant response;
3. that subject to there being no significant amendments to the draft Tenancy Agreement, the Head of Landlord Services be given delegated authority, in consultation with the Cabinet Lead Member for Public Housing, to implement the updated Tenancy Agreement;
4. that the views of the Housing Management Advisory Board be noted.

Reasons

1. To obtain Cabinet approval of the content of the draft Tenancy Agreement before a legally required consultation process commences.
2. To have regard to feedback received from tenants.
3. To implement, efficiently, an updated Tenancy Agreement which clearly sets out the rights and responsibilities of the Council as a landlord, and those of its tenants.
4. To acknowledge the work undertaken by and the views of the Housing Management Advisory Board.

26. CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT POLICY 2021-2025

Considered, a report of the Head of Landlord Services, the Head of Neighbourhood Services and the Head of Regulatory Services setting out a new Corporate Anti-Social Behaviour and Hate Incident Policy for the period 2021-2025 (item 8 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Head of Landlord Services and the Head of Regulatory Services assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025, attached at Appendix 1 to the report of the Head of Landlord Services, the Head of Neighbourhood Services and the Head of Regulatory Services, be approved;

2. that delegated authority be given to the Head of Landlord Services, in consultation with the Head of Neighbourhood Services, the Head of Regulatory Services and the relevant Cabinet Lead Members, to make minor amendments to the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025;
3. that the report of the Scrutiny Commission be noted.

Reasons

1. To set out a corporate policy on the Council's approach to managing anti-social behaviour (ASB) and hate incidents.
2. To enable minor changes to be made to support the effective management of ASB.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

27. CARBON NEUTRAL PLAN

Considered, a report of the Head of Planning and Regeneration setting out the Charnwood 2030 Carbon Neutral Plan and a short-term action plan (item 9 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Head of Planning and Regeneration and the Group Leader Plans Policies and Place Making assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the Charnwood Carbon Neutral Plan, contained in Appendix A to the report of the Head of Planning and Regeneration, be approved;
2. that the short-term action plan for the next three years, set out in Part B of the report of the Head of Planning and Regeneration, be approved;
3. that the Head of Planning and Regeneration, in consultation with the Cabinet Lead Member for Transformation, be given delegated authority to review and update the Carbon Neutral Plan through the Carbon Neutral Project Board.
4. that the report of the Scrutiny Commission be noted.

Reasons

1. To set out the overall direction and plan of the Council in relation to its climate change commitment to be carbon neutral by 2030.

2. To enable projects for reducing the Council's carbon footprint to be progressed.
3. To enable the plan to be kept up to date and amendments to be made as necessary to reflect changing circumstances, opportunities, and Council priorities.
4. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

Having declared interests, Councillors Bokor, Morgan and Rattray left the meeting prior to the consideration of the following item.

28. LOUGHBOROUGH BID BALLOT

This item was chaired by Councillor Barkley.

Considered, a report of the Head of Leisure and Culture setting out the Loughborough Business Improvement District (BID) Renewal Proposal (item 10 on the agenda filed with these minutes).

The Head of Leisure and Culture assisted with consideration of the report.

RESOLVED that the following **be recommended to the Deputy Leader** for his decision:

1. that the BID Renewal Proposal be endorsed;
2. that the supporting information to support the BID Renewal Proposal including the BID Business plan be noted.

Reasons

1. To ensure the Cabinet is aware of the proposal and has no objection to it.
2. To enable the ballot to proceed within legal requirements.

Councillors Bokor, Morgan and Rattray returned to the meeting.

29. CAPITAL PLAN AMENDMENT REPORT

Considered, a report of the Head of Financial Services setting out proposed changes to the 2021-2023 Capital Plan and its financing (item 11 on the agenda filed with these minutes).

The Head of Financial Services assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the current Capital Plan for 2021/22 - 2022/23, as amended by the changes shown in Appendix 1 to the report of the Head of Financial Services, in the budgeted sum of £59,343,800 be approved;
2. that the Disabled Facilities Grants (DFG) scheme be increased by £68.6k, in line with the Disabled Facilities Grants received from the Ministry of Housing, Communities and Local Government, the total DGF Capital budget being £2,116,900 in 2021/22;
3. that the Outwoods Country Park – Visitor Centre and Cafe scheme be reduced by £50k, the reason being the external funding will not be received towards this scheme;
4. that a virement be made of £3k from the Replacement Hardware Programme Capital Budget to Planned Buildings Improvements for the purchase of docking stations;
5. that additional decisions, taken by Officers, in relation to new S106 schemes added to the Capital Programme also included in Appendix 1 to the report be noted;
6. that amendments to the Capital Programme since 10th December 2020 Minute 64 be noted.

Reasons

1. To enable the current Capital Plan to be the basis for capital spending by the Council and so that schemes may proceed.
2. To confirm that the Disabled Facilities Grants scheme be increased which is funded by an external grant.
3. To confirm that the Outwoods Country Park – Visitor Centre and Café scheme be decreased by the external funded amount.
4. To enable the capital scheme budget to be available in 2021/22.
5. To note the new Capital Schemes as part of S106 Agreements implemented by Officers for Third Parties.
6. To note amendments to the Capital Programme since Cabinet 10th December 2020 minute 64.

30. ROTHLEY CENTRE S106 REFURBISHMENT

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out a project to deliver refurbishment of Rothley Centre, a community asset within Rothley Parish, using a Section 106 contribution received from a developer and specifically allocated to this area (item 12 on the agenda filed with these minutes).

The Strategic Director; Commercial Development, Assets and Leisure assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the spend of the S106 fund included in the 2021-22 Capital Plan to the Rothley Centre Project amounting to £367,600.00 be approved;
2. that the inclusion of the Rothley Centre Project into the Charnwood Borough Council Annual Procurement Plan 2021-22 be approved;
3. that authority is delegated to the Strategic Asset Manager, in consultation with the Strategic Director; Commercial Development, Assets and Leisure and the Section 151 Officer, to carry out the procurement and management of works.

Reasons

1. To ensure the timely spend of a S106 contribution intended to benefit the residents and users of the facility.
2. To ensure the scope of works procured meets the requirements of tenant (Rothley Parish Council) and delivers a sustainable community asset for the long-term benefit of the residents and visitors to the area.
3. To ensure the project is delivered in a timely and efficient manner.

31. FEASIBILITY WORK FOR NEW COUNCIL OFFICES

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out a proposal to begin the exploratory works required to construct a new Council office (item 13 on the agenda filed with these minutes).

Councillor Seaton, Chair of the Scrutiny Commission, presented a report setting out the Commission's pre-decision scrutiny of the matter and recommendation (copy filed with these minutes).

The Scrutiny Commission was thanked for its pre-decision scrutiny of this matter and items earlier in the meeting.

The Strategic Director; Commercial Development, Assets and Leisure assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the recommendation of Southfield Extension Car Park as a potential site for new Council offices be accepted and that approval be granted to undertake exploratory works to determine construction feasibility with a budget of up to £150,000 funded from Capital Plan Reserve;

2. that authority for the same be delegated to the Strategic Director; Commercial Development, Assets and Leisure, in consultation with the Statutory Officers, the Leader and the Deputy Leader, to undertake the works.
3. that the report of the Scrutiny Commission be noted.

Reasons

1. To understand the site's suitability for building and to determine if there are any specific conditions that should either be factored into design or scope of works.
2. To allow for the timely completion of the works such that the next phases of the project can be planned and submitted for scrutiny and approval.
3. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

32. AMENDMENTS TO ANNUAL PROCUREMENT PLAN

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out proposed amendments to the Annual Procurement Plan 2021/22 (item 14 on the agenda filed with these minutes).

The Strategic Director; Commercial Development, Assets and Leisure assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

1. that the contracts, over £25,000 and up to £75,000 as listed in Appendix A to the report, be let in accordance with Contract Procedure Rules;
2. that the contracts, over £75,001 and up to £500,000 as listed in Appendix B to the report, be let in accordance with Contract Procedure Rules.

Reason

- 1.& 2. To allow contracts of the Council to be let in accordance with Contract Procedure Rules.

33. CUSTOMER SERVICES STRATEGY 2022-25

Considered, a report of the Head of Customer Experience setting out an updated Customer Service Strategy for the period 2022-2025, for recommendation to Council (item 15 on the agenda filed with these minutes).

The Head of Customer Experience assisted with consideration of the report.

RESOLVED that the following **be recommended to the Leader** for his decision:

that it **be recommended to Council** that the Customer Services Strategy 2022-2025, as set out in the Appendix to the report of the Head of Customer Experience, be approved.

Reason

To identify the priorities against which the Council will seek to maintain and enhance its Customer Service capabilities over the period 2022-2025.

NOTE:

This meeting was informal for the purpose of recommending decisions to the Leader or Deputy Leader.

A Leader's Decision dated 30th July 2021 delegated all Executive functions and decision making to the Leader for a period of three months in accordance with Section 9E of the Local Government Act 2000.

A Leader's Decision dated 16th September 2021 delegated all Executive functions and decision making to the Deputy Leader until 30th September 2021 in accordance with Section 9E of the Local Government Act 2000 in circumstances where the Leader in considering a matter may under the provisions of the Code of Conduct have a 'personal interest which might lead to bias', in the Leader's absence or other situations where the Leader is unable to make a decision.

CABINET – 14TH OCTOBER 2021

Report of the Head of Cleansing and Open Spaces

Lead Member: Councillor Bokor

Part A

ITEM 6 MOTION ON NOTICE - GLYPHOSATE-BASED HERBICIDES IN OPEN SPACES, PLAYGROUNDS AND PARKS

Purpose of Report

To consider a motion concerning Glyphosate-based herbicides in open spaces, playgrounds and parks, which was referred by Council to Cabinet on 26th April 2021.

Recommendations

1. That the continued use of Glyphosate is approved.
2. That the use of Glyphosate is monitored on an ongoing basis.
3. That a further review of the use of Glyphosate is conducted prior to the extension or renewal of the Management of Open Spaces Contract. The initial term of the current contract expires in March 2024.

Reasons

1. To ensure that the Council's open spaces are properly maintained at an affordable cost to residents.
2. To ensure that use of glyphosate by the Council is monitored and that the information on year by year usage is available to councillors.
3. To investigate the use of alternatives to glyphosate in the future and establish whether any of the alternatives are more viable.

Policy Justification and Previous Decisions

Full Council Procedure 9.12 in the Council's Constitution sets out the arrangements for dealing with motions on notice.

The Council's Corporate Delivery Strategy states that "Our parks and open spaces are award-winning and treasured by our communities and we will continue to care for them so they can be enjoyed by everyone. We will also continue to develop and improve our open spaces, supported by our pledge to ensure 100,000 trees are planted."

Implementation Timetable including Future Decisions and Scrutiny

This decision will have no impact on existing operations and will therefore be effective immediately, although it is subject to call-in.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no budget implications arising from this report.

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
Excessive use of glyphosate	Unlikely (2)	Significant (2)	Low (4)	Glyphosate usage monitored Operatives carry the appropriate licences
The use of glyphosate is prohibited in the future	Unlikely (2)	Significant (2)	Low (4)	A review of the use of glyphosate is carried out prior to the renewal or extension of the existing contract.
Litigation by a park user or grounds maintenance operative	Remote (1)	Minor (1)	Very Low (1)	No cases have been brought in the UK. Litigation in the USA has been against the manufacturer.

Sustainability

The Council is investigating ways to increase the biodiversity of its open spaces by looking at alternative grass cutting regimes. A report on this matter will be presented to Cabinet in the near future.

Key Decision: No

Background Papers: None

Officers to contact: Matt Bradford
Head of Cleansing and Open Spaces
01509 634695

Part B

Background

1. A motion on notice was submitted by Cllr Ward to the Council meeting on 26th April 2021, as follows:

“This Council notes that:

- *The use of glyphosate in public and open spaces is banned in a number of European countries, including France and Italy. EU member states relicensed glyphosate in 2017, with the additional condition that member states ‘minimise use in public spaces such as parks, public playgrounds and gardens’. Currently there is no legislation to reflect this in the UK. However, a number of local authorities in the UK have taken voluntary action to stop their own use of glyphosates, the nearest example being Erewash.*
- *Glyphosate is shown to have a detrimental impact on soil and plant health, beneficial insects (such as bees) and earthworms, aquatic micro-organisms and amphibia, as well as on pets who ingest grass that has been sprayed with the substance, such as dogs, cats or horses. In 2015, the International Agency for Research on Cancer declared glyphosate to be genotoxic (causes DNA damage), carcinogenic to animals and a ‘probable’ carcinogenic in humans.*
- *There are numerous design, mechanical and cultivational practices as well as non-chemical herbicides that can be used as an alternative to glyphosate herbicides.*

This Council believes that:

- *The use of chemical herbicides such as glyphosate is neither advisable, appropriate or necessary in our public spaces.*

This Council resolves to:

- *Stop the use of glyphosate-based herbicides in public parks and gardens, playgrounds and open spaces managed directly by Charnwood Borough Council, or by third parties on the Council’s behalf.*
 - *To adopt the use of the aforementioned non-chemical practices that can be used as an alternative to glyphosate herbicides as soon as possible.”*
2. In accordance with Full Council Procedure 9.12 (f) in the Council's Constitution, the motion is now submitted to the Cabinet for consideration accompanied by a written report from the appropriate officers setting out key legal, financial, service and corporate implications.
 3. Glyphosate is the most frequently used herbicide worldwide and within the EU and UK. It is currently licensed for use in the UK until 15 December 2022 under

EU legislation, which is likely to be extended to 2025 to allow the development of the new UK active substance renewal programme.

4. There has been much debate in recent years regarding its safety to humans and the environment. Opponents such as the Pesticide Action Network UK claim that long term exposure to pesticides is linked to the development of many serious illnesses and diseases such as: cancer including leukaemia and non-Hodgkin's lymphoma; Parkinson's; asthma; depression and anxiety; and attention deficit and hyperactivity disorder (ADHD). The International Agency for Cancer Research (IARC), a division of the World Health Organisation, classified glyphosate as a carcinogenic substance in Group 2A as "probably carcinogenic to humans" based on studies published in the Lancet Oncology journal in March 2015. However, a subsequent peer-review of the IARC assessment in September 2016 concluded that glyphosate is "unlikely to pose a carcinogenic risk to humans."
5. Glyphosate has been thoroughly assessed over many years by organisations such as the European Chemicals Agency (ECHA), European Food Safety Authority (EFSA), Food and Agricultural Organisation of the United Nations and US Environmental Protection Agency (EPA) and there is an extensive body of research including more than 800 scientific studies confirming that glyphosate and glyphosate-based formulated products can be used safely and do not cause cancer when used as directed. Glyphosate has been considered to be very safe toxicologically and environmentally, because it does not leach through soil and has low mammalian toxicity.
6. Despite the reassurance of safety from these competent institutions, some local authorities in the UK are coming under pressure from members of the public to reduce the use of glyphosate and are therefore choosing to trial alternative methods of weed control for their parks, open spaces, streets and housing areas. There are few alternatives to glyphosate and even those which are considered to be alternatives are often still in a pilot phase and are much more expensive to use. Considering the budget constraints we are working under, this does not make them a very attractive proposition.
7. The Council's contractor, idVerde, uses glyphosate to manage weeds within its contractual areas including on hard surfaces, in hedge bases and shrub beds, along wall and fence lines and around obstacles in grass areas and tree bases. Operatives using glyphosate are required to obtain the appropriate licences.
8. Officers have investigated the use of a variety of alternative chemical treatments, including acetic acid. The alternative chemical treatments are considered to be much less effective than glyphosate and much more expensive. Glyphosate application is considered to cost in the region of £35 per hectare, and the alternatives all ranged between £165 and £562 per hectare. Some of the alternative treatments were considered to be more harmful to the environment than glyphosate.
9. Several thermal methods of weed treatment have been investigated including hot water foam, electric shock treatment and flame weeding. These methods all had significant compromises in effectiveness, safety and for the environment. For example, hot water/foam treatment required a vehicle mounted petrol/diesel

powered water heater. This provided poor access to harder to reach areas and has a negative impact on our carbon management.

10. Officers have investigated the use of non-chemical treatments (manual removal). These methods combined would cost an additional £250k per annum and residents would be required to have an additional tolerance for weeds as they would not be as effective as the methods currently deployed. The additional costs cannot be absorbed into the Council’s existing or future budgets. A summary of the additional resources required for manual removal is provided below.

Application	Resources
Grass perimeter areas	Additional seasonal strimmer operatives with each of the grass cutting teams (three mowing teams, two open spaces teams and two cemeteries teams: seven in total) from April to September, to maintain growth around obstacles, fence lines
Shrub beds	For the shrub beds and other planted areas, deployment of two teams of two seasonal operatives from March to October, each team using a 3.5t single-cab tipper vehicle and hand tools.
Hard Surfaces	Increased sweeping regime of two teams working from March to October, with each team consisting of two operatives, one 3.5t tipper vehicle and Powered

11. Officers are working on methods to increase the biodiversity value of council owned green spaces and will present a report on this in the near future.

CABINET – 14TH OCTOBER 2021

Report of the Strategic Director; Environmental and Corporate Services

Lead Member: Cllr Margaret Smidowicz

Part A

ITEM 7 HUMAN RESOURCES AND CORPORATE HEALTH & SAFETY SERVICE 2021-2023

Purpose of Report

The report sets out options for the provision of the Council's Human Resources (HR) service, which also includes Corporate Health & Safety support, and asks Cabinet to approve implementation of the recommended option.

Recommendations

1. That Cabinet approves a 2 year contract with Leicestershire County Council for the continued provision of the HR Service and Health and Safety Service based on the current terms and conditions.
2. That Cabinet delegates authority to the Strategic Director of Environment and Corporate Services to take actions necessary to enable an agreement with Leicestershire County Council for the continuation of the HR and Health and Safety Service to be signed.

Reasons

1. To ensure that there is continuity of HR and Health and Safety provision to the authority and to ensure that Charnwood Borough Council receives the best service possible.
2. To ensure that the contract can be signed in a timely manner to ensure continuity of service

Policy Justification and Previous Decisions

Cabinet agreed at their meeting on the 13th May 2010 (minute 14 refers) to enter into an inter authority joint working arrangement with Leicestershire County Council (LCC) for the provision of a HR Service. On the 24th September 2015 (minute 6 refers), Cabinet agreed to extend this arrangement for a further 5 years to November 2020. Due to the Coronavirus pandemic and the diversion of resources a waiver was agreed to extend the existing arrangement for a further 12 months, to the 31st October 2021.

Corporate Health & Safety support has been provided by Leicestershire County Council's Health, Safety and Wellbeing service since February 2018. This support has

been provided as an addition to the HR Service contract, and it is proposed that this arrangement should continue.

Implementation Timetable including Future Decisions and Scrutiny

The current agreement with LCC expires on the 31st October 2021. The recommendations will enable the service to continue with no break in service continuity.

The new contract will run for 2 years with the option to terminate on either side with no penalties with six months notice.

Report Implications

The following implications have been identified for this report.

Financial Implications

The current cost of the HR contract with LCC is £201,600 and is subject to an annual uplift equivalent to the percentage pay rise received by LCC employees at grade 13 and below.

The current cost of the Corporate Health & Safety support provided by LCC is £43,800 and is subject to the same annual uplift provisions as the main HR contract.

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 the service developed does not meet the needs of the organisation	Unlikely (2)	Serious (3)	Moderate (6)	Consultation has already been undertaken to identify any changes the Council want to make to the service and these will be included in the Improvement Plan
That the proposal is not compliant with procurement legislation as the original contract was entered into as part of an inter-authority joint working arrangement	Unlikely (2)	Serious (3)	Moderate (6)	Since the original contract was entered into the Council has an arrangement with LCC for the sharing of accommodation at Southfields for the Coroners and Registration Services, and a 'Touchdown' area for Adult Social Care staff.

Equality and Diversity

Maintaining a continuous HR service is important in meeting our Equality and Diversity requirements to employees.

Key Decision: Yes

Background Papers: Cabinet Report, 13th May 2010, Item 14 (exempt)
Cabinet Report, 24th September 2015, Item 6

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Helen Gretton
Organisational Development Manager
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Adrian Ward
Head of Strategic Support
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Part B

1. Background

- 1.1 Following a review of the future provision of the Human Resources Service, Cabinet agreed at their meeting on the 10th May 2010 (Item 14 Refers) to approve a contract for Leicestershire County Council (LCC) to provide the Council's Human Resources Service. This was to ensure that a cost effective, high quality and resilient service would be provided. The service went live on 1st November 2010.
- 1.2 At their meeting on the 24th September 2015 Cabinet agreed to a 5-year extension to the arrangement to October 2020. Due to the Coronavirus pandemic and the diversion of resources a waiver was agreed to extend the existing arrangement for a further 12 months, to the 31st October 2021.
- 1.3 The LCC model is based around line managers within Charnwood Borough Council (CBC) taking greater responsibility for people management decisions. There are four significant elements to the model;
- HR Administration including HR Helpline
 - HR Advice Service
 - HR Business Partner approach
 - Role of Line Manager
- 1.4 Whilst initially transactional HR Services were included in the contract, from January 2014 it was agreed that this element of the service would be provided by CBC. This resulted in the creation of 2 part time HR Administration posts, employed by Charnwood. Both posts were 21 hours therefore providing resilience for holidays and sickness. The post holders commenced employment in February 2014.
- 1.5 The HR Advice Service and delivery of policy continues to be delivered by the Strategic HR function within LCC, who provide dedicated support for 37 hours a week and focus on providing advice and guidance to managers on all employment related matters.

2. Current Structure

- 2.1 Details of the current structure provided by LCC are outlined below;
- LCC - Charnwood HR Manager, full time
 - LCC – Senior HR Advisor, 30 hours
 - LCC – HR Advisor, full time
 - LCC – Assistant HR Advisor, 30 hours
- 2.2 The cost for the current contract with LCC is £201,600.
- 2.3 In undertaking this review the Senior Leadership Team have been consulted with. This session took place on the 30th June 2021.

3. Going Forward

- 3.1 As the waiver, established in November 2020 is due to expire on the 31st October 2021 it is relevant to consider and agree the best way forward.
- 3.2 Longer term service delivery is being considered and the Council has been actively building relationships with neighbouring authorities. However, currently each authority is at a different stage with their HR service.
- 3.3 One possible option is to bring the service back in house which would ensure that the service would be completely within the remit of the Council to direct and manage. Under TUPE regulations it is possible that the same staff would transfer over to the CBC model. However, compared to the current arrangement the Council would lose the level of resilience the LCC contract provides and therefore access to more specialised and senior HR staff.
- 3.4 A further option would be to outsource the service. Outsourcing has been explored previously and the model put forward by interested organisations is a more remote and less personalised service in order to be competitive in price. There is also the risk that the contract could be poorly drawn up therefore exposing the organisation to cost creep and poor service delivery. In addition procurement costs would be incurred.
- 3.5 The current arrangement with LCC is a model which is working within the organisation. The Council has on site a dedicated team of staff who are available 37 hours a week offering a range of skills. In addition, the Council has access to a wider pool of LCC staff therefore providing additional skills and resilience.

4. Corporate Health and Safety Service

- 4.1 Corporate Health and Safety support has been provided by Leicestershire County Council's Health, Safety and Wellbeing service since February 2018 as an amendment to the HR contract.
- 4.2 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.
- 4.3 The flexibility and resilience of the arrangement has been demonstrated during the pandemic, where the Council has been able to obtain an additional day a week of specialist health and safety support which has been extremely useful in responding to the ongoing impacts of Covid.

5. Conclusion

- 5.1 At this stage it is recommended that Cabinet approve a 2 year extension to the existing HR and Health and Safety arrangements with LCC to allow for the continuation of service provision.

5.2 In the interim period, further exploration is undertaken with neighbouring authorities to determine if there is scope for a more joined up services.

CABINET - 14TH OCTOBER 2021

Report of the Head of Landlord Services Lead Member: Councillor James Poland

Part A

ITEM 8 PETS POLICY 2021-2025

Purpose of Report

To seek Cabinet approval for a new Pets Policy to cover the period 2021-2025.

Recommendations

1. That the Pets Policy 2021-2025 attached at Appendix 1 be approved.
2. That delegated authority be given to the Head of Landlord Services in consultation with the Lead Member for Public Housing, to make minor amendments to the Pets Policy 2021-2025.

Reasons

1. To set out a policy on the keeping of pets in properties falling within the housing revenue account.
2. To enable minor changes to be made to support the effective management of tenancies and estates in a way that is consistent with the Council's Scheme of Delegation.

Policy Justification and Previous Decisions

There is no current pets policy. Information in the existing Conditions of Tenancy relating to pet ownership is limited. The draft new Conditions of Tenancy, should it be implemented as planned, will direct tenants to the Pets Policy 2021-2025, which is the subject of this report.

Should it be approved by Cabinet, the policy will support compliance with the statutory requirements of local authority landlords under the *Neighbourhood and Community Standard* (Regulator of Social Housing 2015) which sets out that local authority landlords shall:

- *...keep the neighbourhood and communal areas associated with the homes that they own clean and safe. They shall work in partnership with their tenants and other providers and public bodies where it is effective to do so.*
- *...work in partnership with other agencies to prevent and tackle anti-social behaviour in the neighbourhoods where they own homes.*

Implementation Timetable including Future Decisions and Scrutiny

Subject to call in and Cabinet approval, it is expected the policy will be implemented by March 2022.

Report Implications

The following implications have been identified for this report.

Financial Implications

None identified.

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
The policy is not adequately communicated leading to incorrect application of the policy, financial loss, and reputational damage on individual cases.	2 (unlikely)	1 (minor)	2 (very low)	Training will be provided to officers. The policy will be published on the Council's website. A clear and unambiguous communication will be issued to existing tenants setting out that if they do not already have permission for pets they can ask for it now, and permission will not be unreasonably refused.

Crime and Disorder

The Policy will support enforcement where pets are causing a nuisance to others. The policy sets out that dogs and other creatures banned under legislation may not be kept in Council accommodation (unless there is a license held in respect of the

former). The policy will therefore positively contribute toward the effective management of ASB and consequently compliance with the Council’s responsibilities under Section 17 of the Crime and Disorder Act (1998) to undertake reasonable action to improve community safety in the Borough.

Equality and Diversity

Through the policy (if approved), the Council will meet its responsibilities in relation to equality and diversity. An Equality Impact Assessment has been completed and can be found at Appendix 2.

Key Decision:	Yes
Background Papers:	None
Officers to contact:	Peter Oliver Head of Landlord Services 01509 634 666 Peter.oliver@charnwood.gov.uk

Part B

1. Key Policy Areas

- 1.1 The policy provides a guide to the granting of permission for the keeping of dogs and cats, generally limiting the number of cats or dogs in housing to two: two dogs or cats or one of each.
- 1.2 For existing tenants, permissions to keep pets should already be on file. Existing tenants will be invited to apply for retrospective permission to keep pets (and this is an existing condition of tenancy). For these existing tenants, permission to keep more pets than the guide number set out in the policy will not be unreasonably refused providing that other aspects of the policy are being complied with i.e. there is no nuisance present etc.
- 1.3 The policy is expected to be reactive, rather than pro-active i.e. enforcement will be linked to reports of pet nuisance, rather than there being an audit of pet numbers in tenants' homes.
- 1.4 It is not expected that enforcement will commence solely due to the number of pets kept; other linked breaches of tenancy / policy will need to be present.
- 1.5 Other key policy changes to the current position are as follows:
 - Pets will be allowed in sheltered accommodation where there is direct access to outside space. This will provide for some older people to have companion pets.
 - Pets will be allowed in temporary accommodation (excluding Lingdale House). This will support homeless families (for example fleeing domestic abuse) to keep loved family pets with them.

3. Policy Development

- 3.1 The Policy has been considered by the Charnwood Housing Residents' Forum, and by the Housing Management Advisory Board (HMAB) at its meetings on 24th March 2021 and 12th May 2021.
- 3.2 At its meeting on the 24th March 2021 the HMAB requested the policy emphasise that action would not be taken against existing pet owners whose only breach was to have more than the permitted number of pets. This amendment has been made.
- 3.3 At its meeting on the 12th May 2021 there was further debate around the extent to which enforcement would take place where there was an excess number of pets identified and no previous permission had been granted. The Board were advised that when exercising retrospective enforcement, a pragmatic approach would be taken, and unnecessary punitive action was not expected. If there was an excess of the rule, then a sensible approach would be taken and if the pets in question were not causing a nuisance then a heavy-handed approach would not be made. Councillor Brennan raised

concern that such a pragmatic approach was out of keeping with the fact that the policy was intended to provide a consistent approach.

The Head of Landlord Services suggested adding an information note to clarify that existing tenants with extra pets that were not causing problems would be allowed to keep them, however rules would need to be in place for new tenants.

It was resolved:

1. that the board note and commend the policy to cabinet subject to the below,
2. that in information note be added to the policy clarifying the rules for existing tenants with more than two cats or dogs, and
3. that Councillor Brennan's abstention on the resolution be noted.

For the following reasons:

1. To acknowledge the Board's consideration of the policy.
 2. To clarify the rules for existing tenants and to make the policy more consistent.
 3. To acknowledge Councillor Brennan's reservations about the application of the policy to existing pet owners.
- 3.4 Following the comments of the HMAB, some further refinement of the policy has taken place to clarify that enforcement action will not be taken purely on the basis of the number of pets present.

Appendices

Appendix 1 - Pets Policy 2021-2025

Appendix 2 - Equality Impact Assessment

CHARNWOOD BOROUGH COUNCIL

LANDLORD SERVICES

PETS POLICY 2021-2025

1. Objectives of this policy

1.1 Keeping a pet¹ can bring many benefits and Charnwood Borough Council encourages responsible pet ownership. We also understand that some people need pets for physical, psychological or emotional reasons. Irresponsible pet owners, however, can cause, through their pets, a severe nuisance to others and harm to their pets through neglect or abuse. This policy, therefore, is designed to encourage responsible pet ownership.

1.2 The objectives of this policy are:

- to provide a framework that will deliver a positive, fair, sensitive and enlightened policy on council tenants keeping pets in their homes;
- to align our² policy on pets with the relevant conditions of tenancy as set out in our non-secure, introductory/secure tenancy agreement;
- to enable us to create operational procedures that deliver this policy in a consistent manner but also allowing for the correct degree of flexibility when considering individual requests to keep pets that fall outside this policy statement, for example, requests from tenants living in designated sheltered accommodation;
- to enable us to create operational procedures that will enable us to take the right enforcement action against breaches of tenancy or legislation under this policy, including tackling animal neglect and cruelty and pet-related anti-social behaviour;
- to express through this policy the acknowledgment of the importance of pets to people's well-being, including their psychological, emotional and physical health;
- to express also through this policy the acknowledgment of the disruption to people's lives that uncontrolled animals and irresponsible pet ownership can have on the welfare of the animal and on the lives of others. This policy sets out our position on dealing with uncontrolled and irresponsible pet ownership in our properties.
- to outline how we deal with animal neglect and hoarding

¹ The use of the word 'pet' throughout this documents includes any living creature including mammals, fish, insects, reptiles, birds, amphibians, and invertebrates such as insects and, arachnids [spiders]

² References throughout this policy to "we", "our" and "us" are to be interpreted as relating to Charnwood Borough Council

2. Scope of this policy

This policy applies to everyone who is currently housed or is to be housed by us in our rented homes, permanent or temporary. It does not apply to leaseholders, whose lease terms will determine the matter of pet ownership. It does not apply to tenants housed [temporarily] in Lingdale House, Loughborough, where pets are not allowed in any circumstances.

3. Policy statement

3.1 Anyone, be they an existing or a prospective tenant wishing to keep a pet, must ask permission from us first by completing an application for permission to keep a pet.

3.2 Permission, if granted, will be granted in writing. Permission is not required for tenants to have a registered assistance (e.g. guide) dog; but tenants must inform us and provide a copy of their registration. For new tenancies, permission must be sought and given before the tenancy sign-up. The decision on whether to allow a pet to be kept will be made by the landlord service.

3.3 We take a positive view about residents keeping pets. Some animals, however, are not suitable for being kept as pets and for which permission will **never** be granted. These include:

- dogs of a breed that is prohibited by the Dangerous Dogs Act 1991 or crosses involving one of those breeds **unless**, under section 1 of that act, the owner has a licence with conditions for the him or her to keep such a dog. The licence must be seen and an agreement to abide by the terms must be agreed. If the terms are breached the council reserves the right to inform the police, who may decide to seize the dog.
- creatures covered by the Dangerous Wild Animals Act 1976;
- cockerels;
- any animal that will be used for commercial breeding or business activity from the property or locality;
- fish that are of a size or breed that makes them unsuitable to be kept in domestic aquariums or garden ponds;
- pigeons or external or internal aviaries.

3.4 Some types of property are considered unsuitable through design or size for tenants to keep pets (other than registered assistance pets) even if they do not fall into the prohibited groups set out in 3.3 above. In addition to the groups set out in 3.3 in the following circumstances permission will not be granted:

- Pets that would be kept in a property that is either too small or generally unsuitable because of design and position for their proper care and well-being;
- Except for situations covered in 3.6 (iii) below, pets that require, for their proper care and well-being, direct and independent access to or permanent existence in outside space, be that private or communal (e.g. livestock, horses, ponies, goats);

- Dogs and cats (other than an exclusively 'indoor' cat) in designated sheltered accommodation where the property in question has no direct and exclusive access to and from outside. If the pet owner cannot gain entry into his or her home or leave it without having to go through any internal communal areas where they live permission will **not** be granted. The tenancy and estate management officer (or, in the case of an applicant, the lettings officer), must always consult the council's warden service when faced with a request from a tenant or potential tenant in sheltered housing before making a decision.

3.5 There are certain overriding terms and conditions that must be satisfied in order that consent to keep a pet will be given. They are:

- that, as a guide and unless explicitly agreed otherwise, no more than two dogs or cats (or one of each) will be allowed in any one property; but there may be properties whose size and/or layout means that only one may be kept e.g. bedsit.
- the guide of two pets for cats and dogs (or one of each) will not apply to other types of pets but permission to keep more than two pets will be dependent upon the species and the property [inside and outside space];
- that any dog kept must have a completed valid and current Charnwood 'pet passport' with a photograph of the pet. It must be microchipped or tattooed. Details of the microchip must be provided to the council, which will apply to each individual pet for which permission has been granted;
- that the animal is considered suitable for the property, taking into account its size, access to outside space and its relationship with neighbouring properties, such as a flat in a block of flats;

3.6 All tenants seeking permission to keep a pet will be required, in addition to completing an application, sign a declaration and undertaking. This will include the following conditions:

- (i) The pet will not be the subject of any breeding or business activity from the property (this includes outside and inside);
- (ii) The owner will look after his or her pet in compliance with the principal terms of the Animal Welfare Act 2006 and will:
 - a. feed it a proper diet;
 - b. protect it from pain, suffering, injury or disease (this includes physical and psychological/emotional suffering or distress etc. (for example leaving a dog alone in a property for an unacceptable length of time³);
 - c. provide it with a suitable environment that will allow the pet to exhibit normal behaviour patterns with or apart from, other animals;
 - d. clean up after it and eliminate any offensive smells (this includes in communal outside areas);
 - e. not allow it to wander unaccompanied and unrestrained in any communal parts where they live, inside and outside and to confine it to

³ Usually deemed to be anything greater than four hours but could be longer where no-one is at home for normal hours of work.

- a separate room, if requested, by visiting council staff, agents or contractors;
- f. not allow it to create unreasonable levels of noise;
- g. ensure that all dogs and cats are neutered, microchipped and, in the case of dogs, wear a collar with a contact tag at all times other than when inside the property.
- (iii) The owner will agree not to fit a cat or dog flap other than to an external door or, exceptionally, a window leading directly to the outside and only after seeking and being given permission. When the tenant leaves they must reinstate the door or window as it was originally. Cat or dog flaps will not be permitted to be fitted in uPVC doors, communal entrance doors or where the cat or dog flap opens into a communal area (inside or outside the property);
- 3.7 If the pet owner refuses to comply with the relevant conditions above, permission will not be given for the pet to be kept; and the tenant will be liable to enforcement action for breach of tenancy if they go ahead and acquire the animal without our written consent. The council will seek to recover any court costs incurred in relation to any enforcement action required. Alternatively, on a case-by- case basis we may liaise with or refer the case to another service at the council to deal with the matter as a nuisance, environmental offence, anti-social behaviour or animal welfare matter.
- 3.8 Similarly if permission is sought and given and subsequently we find that any of the above conditions have not been complied with we reserve the right to withdraw consent to keep the pet. If the animal is not removed we may take enforcement action for breach of tenancy after giving the tenant reasonable time to comply. Alternatively, on a case for case basis we may refer the case to another service at the council to deal with the matter as a nuisance, environmental offence, anti-social behaviour or animal welfare matter.
- 3.9 If a tenant looks after a pet for a temporary period, only one application will need to be made stating the number of pets in total that may be looked after at any one time, i.e. one or two.
- 3.10 If a tenant acquires a pet without first seeking and being granted permission:
- he/she will be required to complete a pet application retrospectively and be shown to have complied with all the conditions set out in 3.5 above, failing which they may be required to find an alternative permanent home for the animal;
 - If there are complaints about nuisance or anti-social behaviour, we may refer the matter to another service within the council or another agency i.e. RSPCA or police for enforcement.
- 3.11 If the pet owner subsequently breaks any of the conditions set out in this policy statement and, after a reasonable period of time, does not remedy that breach they will render themselves liable to enforcement action in line with breach of tenancy. They may also render themselves liable to prosecution under the Animal Welfare Act 2006, the Anti-social Behaviour Crime and Policing Act 2014 or other relevant legislation This could also involve reporting any alleged cruelty or neglect to the RSPCA or police.
- 3.12 Anyone found guilty of mistreating or neglecting a pet will be denied permission to keep pets in the future. If action has been taken against a tenant in relation to an

animal and there is a court order or disqualification order in place preventing a person from keeping an animal the council will deny permission to keep a pet.

4. Right of appeal

In the event that a tenant is either refused permission to keep a pet or that permission is withdrawn they have a right of appeal to the housing services team leader.

5. Pets visiting tenants' homes

Friends and relatives are allowed to visit tenants with their pets. These pets will be expected to comply with the conditions set out in 3.6 (ii) (d), (e) and (g) above. Tenants, however, need to be aware that as per the terms of the tenancy agreement the tenant will be responsible for the behaviour of the animal while at their address or within the neighbourhood (including communal shared areas)

6. Changing circumstances

Some tenants, for example older people, may well at some point become unable to care for their pet in accordance with the conditions set out in 3.5 above. In such circumstances we will make every effort to work with the tenant to try to enable the pet to remain with them and be cared for properly with adequate additional support³. Ultimately, however, the pet's welfare and that of neighbouring tenants will be factors to take into account when deciding whether the pet owner is able to keep their pet.

7. Tenants with existing pets

We recognise that there will be many tenants who have acquired pets without seeking or obtaining the proper permission. Our position on this will be as follows:

- We will not take enforcement action against tenants whose breach of this policy is confined solely to the number of pets they are keeping in their home.
- On implementing this policy, we will grant an amnesty to all pet owners who notify us of their pets, provided those pets are not prohibited under 3.3, 3.4 and 3.5 above and are prepared to comply with the conditions set out in this policy statement, upon which point we will grant retrospective permission as if permission were being sought for a new pet and as long as the pet is not prohibited under this policy;
- Any dogs listed under section 1 of the Dangerous Dogs Act 1991 or cross breeds involving one of the species specified in that act of parliament will not be eligible for this amnesty unless they have been returned to the owner under licence, they provide the licence and agree to abide by its terms.
- This amnesty will last for six months, after which time any pet owner who has not come forward will be liable to enforcement action if they either refuse to comply with the conditions in this policy statement or if they are keeping prohibited pets under this policy. This enforcement action may include the direction to re-home the animal.

8. Monitoring and review

This policy will be reviewed initially after being in operation for twelve months and thereafter every three years unless required earlier through legislative or regulatory changes.

9. Training

9.1 Suitable training on this policy will be given to members of staff whose job either directly or indirectly is affected by this policy.

9.2 Refresher training on this policy at appropriate intervals will also be given or if the policy is changed materially.

10. Equality and diversity

We aim to ensure that all our policies are fair and transparent and have been impact-assessed according to our procedures and in accordance with legal requirements.

11. Responsibility

The head of service is responsible for the effective implementation of this policy.

12. Other external and internal influences on this policy

12.1 This policy has been created and should be implemented in conjunction with the following internal documents:

- Allocations policy;
- Equality and diversity policy and strategy;
- Anti-social behaviour, harassment and hate crime policies in respect of tenants either using pets as a means of causing nuisance or harassment to others or allowing, through their pet's behaviour, that pet to cause nuisance or harassment to others.

12.2 Similarly, this policy has been created and should be implemented in conjunction with the external documents and publications, including but not limited to:

- Housing Act 1985;
- Housing Act 1996;
- Housing Act 2004;
- Homelessness Act 2002;
- Anti-Social Behaviour Act 2003;
- Equality Act 2010;
- Anti-Social Behaviour, Crime and Policing Act 2014
- Homelessness Reduction Act 2018
- Dangerous Wild Animals Act 1976;
- Dangerous Dogs Act 1991
- Animal Welfare Act 2006.

Appendix 2 - Equality Impact Assessment

Charnwood Borough council

Equality impact assessment 'Knowing the needs of your customers and employees'

Background

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

Legislation- equality duty

As a local authority that provides services to the public Charlwood 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 or belief
8. Sex
9. Sexual orientation

What is prohibited?

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

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

Step 1 – Introductory information

Title of the document being assessed	Pets policy
---------------------------------------------	-------------

Name of lead officer and others undertaking this assessment	Andrew Staton; Gill Taylor
Date EIA started	20 February 2020
Date EIA completed	21 February 2020

Step 2 – Overview of document being assessed:

Outline: What is the purpose of this document? (Specify aims and objectives)
<p>The objectives of this policy are:</p> <ul style="list-style-type: none"> • to provide a framework that will deliver a positive, fair, sensitive and enlightened policy on council tenants keeping pets in their homes; • to align our⁴ policy on pets with the relevant conditions of tenancy as set out in our non-secure, introductory/secure tenancy agreement; • to enable us to create operational procedures that deliver this policy in a consistent manner but also allowing for the correct degree of flexibility when considering individual requests to keep pets that fall outside this policy statement, for example, requests from tenants living in designated sheltered accommodation; • to enable us to create operational procedures that will enable us to take the right enforcement action against breaches of tenancy or legislation under this policy, including tackling animal neglect and cruelty and pet-related anti-social behaviour; • to express through this policy the acknowledgment of the importance of pets to people's well-being, including their psychological, emotional and physical health; • to express also through this policy the acknowledgment of the disruption to people's lives that uncontrolled animals and irresponsible pet ownership can have on the welfare of the animal and on the lives of others. This policy sets out our position on dealing with uncontrolled and irresponsible pet ownership in our properties. • to outline how we deal with animal neglect and hoarding
What specific group/s is the policy designed to affect and what is the intended change or outcome for them?
<p>This policy applies to everyone who is currently housed or is to be housed by us in our rented homes. It does not apply to leaseholders, whose lease terms will determine the matter of pet ownership.</p>

⁴ References throughout this policy to "we", "our" and "us" are to be interpreted as relating to Charnwood Borough Council

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

Landlord services staff
Environment health/enforcement team
Housing needs team
CHRF
HMAB

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

A range of diversity information is available from our records and held in QL (our housing management system) for all those customers receiving housing management services. This includes information on age, gender, ethnicity, sexual orientation, and disability. The range of information is limited in relation to certain characteristics (e.g. sexual orientation).

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

This information enables support to be directed to the most vulnerable tenants, and also shape our services to meet the needs of vulnerable people across a range of diverse groups.

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 specific groups to identify needs / issues? If not please explain why.

Staff in all landlord services have been consulted as have staff in the corporate street management team team and staff in the housing needs team.

Tenants have been consulted at the Charnwood Housing Residents' Forum and Housing Management Advisory Board.

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	Our proposals on restricting pet ownership in sheltered accommodation could discriminate against older people, a negative effect, therefore. However the new policy does open up the potential for pet ownership in sheltered accommodation which is a more favourable position to that which exists currently where an absolute ban on cats and dogs exists in sheltered accommodation.
Disability (Physical, visual, hearing, learning disabilities, mental health)	Since registered assistance dogs may be kept in accommodation where pet ownership is otherwise restricted this can be seen as a positive effect.
Gender reassignment (Transgender)	No effects identified
Race	No effects identified
Religion or belief (Includes no belief)	No effects identified
Sex	Because there are more women in sheltered accommodation compared to men, the proposals on restricting pet ownership in sheltered accommodation could be seen as having a negative effect on women,, however as stated above, the new policy does open up the potential for pet ownership in sheltered accommodation which is a more favourable position to that which exists currently where an absolute ban on cats and dogs exists in sheltered accommodation.
Sexual orientation	No effects identified
Other protected groups (pregnancy & maternity, marriage & civil partnership)	No effects identified
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Pets will be allowed in some temporary accommodation, which is a more favourable position to that currently enjoyed, where no pets are allowed. In some instances this will support homeless people to stay with their pets.

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.

The possible negative effect on older people and women as a result of our proposals to restrict pet ownership in sheltered accommodation more than in other flat blocks could be mitigated by not applying those restrictions. Our view, however, is that given the new policy does open up the potential for pet ownership in sheltered accommodation in limited instances a more favourable position to that which exists currently (i.e. no pet ownership in sheltered accommodation) will result.

Pets will be allowed in some temporary accommodation, which is a more favourable position to that currently enjoyed, where no pets are allowed. In some instances this will support homeless people to stay with their pets.

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).

It is believed that this policy as drafted meets the council’s equality and diversity responsibilities

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?

Applications for permission to keep a pet will be assessed, recorded and monitored by our tenancy and estate management team. Consistency of application of the policy will be through this process.

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.

No recommendations have been identified in this assessment.

Step 7- Action plan


**Please include any identified concerns/actions/problems in this action plan:
The problems etc identified should inform your service plan and, if appropriate, your consultation plan**

Reference number	Action	Responsible officer	Target date
	No actions have been identified in this assessment		

■ **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	✓	Team meetings
Tenants	✓	Publication on the council's website
Partners and stakeholders	✓	Publication on the council's website
Others	✓	Future and potential tenants through publication on the council's website.
To ensure ease of access, what other communication needs/concerns are there?		None identified.

■ **Step 9- Conclusion (to be completed and signed by the service head)**

Please delete as appropriate
I agree with this assessment.
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):  Peter Oliver - Head of Landlord Services
Date: 16 th September 2021

Please send completed & signed assessment to Suzanne Kinder for publishing.

CABINET – 14TH OCTOBER 2021

Report of the Head of Landlord Services Lead Member: Councillor James Poland

Part A

ITEM 9 PROCUREMENT OF CONTRACTOR FOR ELECTRICAL WORKS

Purpose of Report

To seek approval from Cabinet to procure, through a framework, services sufficient to meet the Council's requirements for electrical works at properties within the Housing Revenue Account

The Contract value is estimated at over £500,000, therefore under the Council's Contract Procurement Rules, this distinct report to Cabinet is necessary.

Recommendation

That the Head of Landlord Services be authorised to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for electrical works for a period of up to four years.

Reason

To meet statutory requirements for the maintenance of electrical installations and to deliver improvements at properties within the Housing Revenue Account, and to award a contract in a way that is consistent with the Council's procurement rules.

Policy Justification and Previous Decisions

The services delivered under the contract will support compliance with the Homes and Communities Agency Home Standard (2012), which, in summary, states that the Council must:

- ensure that tenants' homes meet the standard set out in the Government's Decent Homes Guidance and continue to maintain their homes to at least this standard.
- meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.
- ensure a prudent, planned approach to repairs and maintenance of homes and communal areas.

Implementation Timetable including Future Decisions and Scrutiny

The existing contract for the delivery of electrical works concludes in January 2022.

Subject to call in, it is expected that procurement will commence in October 2021 and the new service will commence in January 2022.

Report Implications

The following implications have been identified for this report.

Financial Implications

The new contract will run for a maximum period of four years. The estimated contract value is £533,000 per year. The spend under the current Contract is fully funded in the 2021/22 budget, and similar levels of expenditure for future years have been assumed in the Housing Revenue Account Business Plan.

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
Failure to follow the Council's Procedures leading to a breach of procurement legislation and not obtaining best value.	Unlikely (2)	Significant (3)	Moderate (6)	Procurement advice to be obtained from Nottingham City Council. Procurement via framework provides a route which is compliant with the Council's procedures and legislation.

Key Decision: Yes

Background Papers: None

Officer to contact: Peter Oliver
Head of Landlord Services
01509 634 666
Peter.oliver@charnwood.gov.uk

Part B

Background

1. The Council has a statutory and moral obligation to keep its tenants safe, to provide electrical power to tenant's homes, and to maintain electrical installations.
2. The existing Contract with Dodd Group Ltd comes to an end in January 2021. It is therefore necessary for the Council to put in place arrangements to award a new contract.
3. Procurement via framework has the following advantages:
 - Compliance with procurement legislation - framework providers go out to the market, conducting legally compliant procurement processes on behalf of their members.
 - Economies of scale - through the framework buying power.
 - Speed - a contract can be put in place within an appropriate timescale
 - Contract management support - the Council will benefit from the framework's established contract and supply chain management processes.

Process

2. The Council will identify and approach a suitable framework provider. Depending on the framework rules a direct award to an appropriate supplier may be made, or alternatively a further mini-competition may be undertaken to refine pricing and / or quality statements.
3. Subject to call in, it is envisaged that the procurement exercise will commence in October 2021 and the new contract will start in January 2022.

CABINET – 14TH OCTOBER 2021

Report of the Head of Landlord Services Lead Member: Councillor James Poland

Part A

ITEM 10 PROCUREMENT OF CONTRACTOR FOR ASBESTOS REMOVAL

Purpose of Report

To seek approval from Cabinet to procure, through a framework, services sufficient to meet the Council's requirements for asbestos removal at properties within the Housing Revenue Account

The Contract value is estimated at over £500,000, therefore under the Council's Contract Procurement Rules, this distinct report to Cabinet is necessary.

Recommendation

That the Head of Landlord Services be authorised to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for asbestos removal for a period of up to four years.

Reason

To support compliance with the Control of Asbestos Regulations 2012 by having a suitably qualified contractor in place to deliver asbestos removal works at properties within the Housing Revenue Account, and to award a contract in a way that is consistent with the Council's procurement rules.

Policy Justification and Previous Decisions

The services delivered under the contract will support compliance with the Homes and Communities Agency Home Standard (2012), which, in summary, states that the Council must:

- ensure that tenants' homes meet the standard set out in the Government's Decent Homes Guidance and continue to maintain their homes to at least this standard.
- meet all applicable statutory requirements that provide for the health and safety of the occupants in their homes.
- ensure a prudent, planned approach to repairs and maintenance of homes and communal areas.

Implementation Timetable including Future Decisions and Scrutiny

The existing contract for the delivery of asbestos removal works concludes in March 2022.

Subject to call in, it is expected that procurement will commence in October 2021 and the new service will commence in April 2022.

Report Implications

The following implications have been identified for this report.

Financial Implications

The new contract will run for a maximum period of four years. The estimated contract value is £150,000 per year. The spend under the current Contract is fully funded in the 2021/22 budget, and similar levels of expenditure for future years have been assumed in the Housing Revenue Account Business Plan.

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
Failure to follow the Council's Procedures leading to a breach of procurement legislation and not obtaining best value.	Unlikely (2)	Significant (3)	Moderate (6)	Procurement advice to be obtained from Nottingham City Council. Procurement via framework provides a route which is compliant with the Council's procedures and legislation.

Key Decision: Yes

Background Papers: None

Officer to contact: Peter Oliver
Head of Landlord Services
01509 634 666
Peter.oliver@charnwood.gov.uk

Part B

Background

1. To comply with legislation, and to keep its tenants, employees, and contractors safe, the Council removes asbestos where a survey / risk assessment determines it cannot remain in situ.
2. The existing Contract with European Asbestos Services comes to an end in March 2022. It is therefore necessary for the Council to put in place arrangements to award a new contract.
3. Procurement via framework has the following advantages:
 - Compliance with procurement legislation - framework providers go out to the market, conducting legally compliant procurement processes on behalf of their members.
 - Economies of scale - through the framework buying power.
 - Speed - a contract can be put in place within an appropriate timescale
 - Contract management support - the Council will benefit from the framework's established contract and supply chain management processes.

Process

2. The Council will identify and approach a suitable framework provider. Depending on the framework rules a direct award to an appropriate supplier may be made, or alternatively a further mini-competition may be undertaken to refine pricing and / or quality statements.
3. Subject to call in, it is envisaged that the procurement exercise will commence in October 2021 and the new contract will start in April 2022.

CABINET – 14TH OCTOBER 2021

Report of the Head of Leisure & Culture Lead Member: Councillor Bokor

Part A

ITEM 11 AWARD OF THE TOWN HALL PANTOMIME CONTRACT

Purpose of Report

To report the outcome of the tendering process, following a detailed evaluation of the tenders received for Loughborough Town Hall's Pantomime Contract.

Recommendations

1. To approve the award of the annual pantomime contract at Loughborough Town Hall from 2022 to 2026 to company B.
2. To approve authority for the Strategic Director - Commercial Development, Asset and Leisure in consultation with Nottingham City Council Procurement Team, to award and enter into the contract.

Reasons

1. To provide the highest quality and most economically advantageous offer for Charnwood.
2. To conclude the award of the Pantomime contract as required by the procurement process and timeframe.

Policy Justification and Previous Decisions

The aim is to produce the best quality and most economically advantageous solution that complies with the Council's procurement/financial rules, current legislation and within the timeframe for effective service delivery as part of the Town Hall business plan is achieved.

The Corporate Plan 2020-2024 states that we will ensure that Charnwood continues to be a prosperous and thriving Borough, the procurement also links to the Councils Strategic aim – 'A Thriving Economy'"

In March 2021, Cabinet considered the ANNUAL PROCUREMENT PLAN 2021-22, a report of the Strategic Director; Commercial Development, Assets and Leisure setting out an Annual Procurement Plan for 2021-2022 (item 8 on the agenda filed with these minutes).

RESOLVED

1. that the contracts, over £25,000 and up to £75,000, listed in Appendix A to the report, be let in accordance with Contract Procedure Rules.

2. that the contracts, over £75,001 and up to £500,000, listed in Appendix B to the report, be let in accordance with Contract Procedure Rules.

Reason 1&2. To allow contracts of the Council to be let in accordance with Contract Procedure Rules.

The Pantomime Tender was included in Appendix B and has been tendered in accordance with contract rules supported by the Nottingham City Procurement Team.

This report is being presented as the return to the Council could be over £500,000 threshold in the annual procurement plan, the contract is for an initial 3 years with option for 2 further periods of 12 months.

Implementation Timetable including Future Decisions and Scrutiny

The preferred timetable and milestones for delivery of the pantomime are below: -

Dates/Times	Activity	Venue
February 2022	Contractor commences	Town Hall
April 2022	Initial project development meetings held.	On Site Town Hall
July 2022	Local auditions	Town Hall
September 2022	Official Launch	Town Hall
November 2022	First performance.	Town Hall
January 2023	First years Pantomime concludes and debrief with contractor	Town Hall
Ongoing 2022 -2026	Cycle continues as detailed above	Town Hall

Report Implications

The following implications have been identified for this report.

Financial Implications

The financial element of the tender evaluation accounted for 40% of the available score. With the reputation of the panto being key to the overall success of the town hall business plan, the quality element of the tendering therefore accounted for 60% of the tender evaluation.

The last Pantomime delivered pre Covid “Jack and the Beanstalk” was in 2019 and delivered approximately £100,500 profit to the venue based on the agreed percentage split of 32% of the net pantomime income. 2019 was the most successful Pantomime delivered at the Town Hall with 32,189 seats sold which included 11,981 from schools. This relates to 93.7% of total capacity.

As part of the tender evaluation for price all companies were asked to indicate the percentage split on net income, they would offer the Council based on the 2019 Pantomimes actual return.

Company B have proposed a percentage split to the Council of 31% of the net income from the pantomimes in years 1, 2 and 3 of the new contracts. There is the potential to renegotiate the split deal from year 4.

Company E were awarded the full 40 points for price having offered 34% split based on the example include within the tender, however it should be noted that the return on the percentage split offered is very much dependant on the quality of the production and the ability to generate the same level of income over the contract period.

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
Failure to deliver contract	Unlikely (2)	Significant (3)	Moderate (6)	The tender has followed a clear and rigorous project plan and robust evaluation process. This offers the Council confidence that the contractor chosen is in a fit position to deliver the contract
Reduction in quality	Unlikely (2)	Significant (3)	Moderate (6)	Contract it for 3 years with option for two 12 months extensions subject to satisfactory performance.

Equality and Diversity

The tender documentation included a request for the companies’ Equality Policies and working practices and these formed parts of the selection criteria and scoring of the contract. Company B the recommended contractor provided robust policy documents and comprehensive safeguarding procedures.

Crime and Disorder

The pantomime is part of the Cultural offer as set out in the Council’s business plan under **Culture and visitor**: Help make Charnwood, and its beautiful open

countryside and thriving market towns, a key destination for local, national, and international visitors.

The successful Pantomime helps meet this target supporting the Town Centre to be a vibrant and safe place for visitors to and residents of the town.

Sustainability

The procurement process has been utilised to secure a high-quality company to deliver and develop an excellent product enabling the venue to sustain and improve the current high reputational standing and financial sustainability.

Key Decision: Yes

Background Papers: None

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Tel: 01509 634658
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Name: Kevin Stanley
Leisure Contract and Business Manager
Tel: 01509 634915
kevin.stanley@charnwood.gov.uk

Part B

1. Background

- 1.1 The 2019 production of Jack and the Beanstalk was viewed by 32,189 people, of these 11,981 attendees were school children. Total attendances were 93.7% of the seats available.
- 1.2 Income of £398,869 was generated by the 2019 pantomime which was 43.7% of the entire income taken from the 2019-20 artistic programme. This demonstrates how critical the Pantomime and its quality and production are to the financial stability of the venue.
- 1.3 The current contract expires this year 2021 after being extended by one year due to the cancellation of the 2020 Pantomime due to the Covid pandemic.
- 1.4 This tender process has given the venue the opportunity to explore the open market with the aim of securing a production company capable of building on the existing strengths and working hard to develop the production further during the next three years with the option to extend for a further two years

2. Tender Process and Results

- 2.1 Five companies submitted tender documents with all five evaluated. The pantomime produces the greatest volume of income for the Town Hall so is vital to the success of the Town Hall business plan. The higher percentage ratio for quality is on the basis that the quality of the pantomime has a major impact upon income, and reputation.
- 2.2 The highest score for quality was awarded to Company B. Their tender scored consistently highly against all the quality elements of the scoring criteria.
- 2.3 The quality score was broken down and scored across a number of headings including set design, script, costumes and music, the nearest company score to Company B who were awarded the maximum 60% score was Company E with 50.04%. The other companies qualitative score ranged from 30% to 40.28%. (see table 2.7)
- 2.4 The score for price was based on 40% of the total evaluation score with 40% going to the company proposing the highest income to the venue based on the presented figures; a reduction of this score proportionately awarded to other companies offering lower income. (see table 2.7)
- 2.5 The percentage splits offered from the five companies ranged from 20% to 34%.
- 2.6 The maximum score for price 40% was awarded to the second placed bidder, Company E with the preferred contractor Company B receiving 36.47%. The other companies price score ranged from 23.59% to 37.65%.
- 2.7 Scores for quality and price were combined to arrive at the highest quality and most economically advantageous tender: -

	Price %	Quality %	Total %	Position
			(not rounded)	(No 1 preferred contractor)
Company A	38	40	77.93	3
Company B	36	60	96.15	1
Company C	24	39	62.77	5
Company D	35	30	65.29	4
Company E	34	50	90.04	2

- 2.6 It is recommended following the tender process that Company B is awarded the contract for the Pantomime at Loughborough Town Hall 2022/23 to 2026/27 in accordance with contract procedure rules and evaluation criteria described in the invitation to tender document supported by Nottingham City Council Procurement Department.

CABINET – 14TH OCTOBER 2021

Report of the Head of Leisure and Culture Lead Member: Councillor Jenny Bokor

Part A

ITEM 12 LOUGHBOROUGH BUSINESS IMPROVEMENT DISTRICT (BID) – THIRD TERM

Purpose of Report

The purpose of the report is to outline the advantages of a third term of a Business Improvement District (BID) in Loughborough Town Centre. The report also seeks to confirm the Council's position on the BID renewal ballot for a third term and to seek Cabinet approval for the Council to vote in favour of a third term of the BID.

Recommendations

1. That the proposal for the Council to vote 'Yes' for the proposed 3rd Term Business Improvement District (BID) for Loughborough be approved.
2. That authority to vote in the BID ballot on behalf of Charnwood Borough Council as the non – domestic ratepayer to be delegated to the Section 151 Officer.

Reasons

1. To ensure the Council complies with the requirement to vote in the BID ballot as the benefits outweigh the cost to the Council.
2. To enable an appropriate person to vote in the ballot for the business premises in the Borough for which the Council is liable for the non – domestic rates.

Policy Justification and Previous Decisions

The BID Proposal supports key objectives within the Corporate Plan. It will assist with COVID 19 recovery and effective partnership work to achieve economic regeneration in Loughborough.

The Loughborough Business Improvement District (BID) was first established on 1 February 2012. It was renewed after the first 5 years in 2017. This second term comes to an end on 31 March unless the BID is renewed at ballot by businesses.

In 2017 there was a 56% turn out of the 581 businesses who were entitled to vote. The majority in favour of establishing the BID for a second term was 72% by number and 78% by Rateable Value.

The BID in its second term has delivered a programme of projects and events as well as being instrumental in providing support and guidance in response to the challenges of COVID 19.

The work of the BID has been funded by the BID Levy income of approximately £1.2 million and by £100,000 in match funding the BID has secured.

Love Loughborough's aim is to market and promote the town centre, help to keep it safe, clean, and friendly so that residents and visitors will want to visit, and businesses have the opportunity to prosper.

Over the last 10 years the BID has played a key role in raising the profile of the town and its offer improving the environment and attracting investment. It will have an important role to play alongside other partners, in the recovery and resurgence of the town centre.

In addition, it will support recycling and reduce waste and improve the attractiveness of Loughborough for new businesses and retailers. It is likely that the BID will continue to contribute to a number of initiatives including Loughborough in BLOOM, 'Christmas lights' promotions, quality marketing campaigns and improving the appearance of empty shops and continue to work with partners to reduce crime.

Cabinet received a report on the 16 September 2021 setting out a proposal for a renewal of the BID for a further 5-year term. Under the BID Regulations, the BID Renewal proposer is obliged to advise the Council of the matters to be included in the proposal. The Cabinet report of the 16 September fulfilled that requirement.

At that meeting Cabinet resolved:

1. To endorse the BID Proposal.
2. To note the supporting information to support the BID Proposal including the BID Business plan.

Reasons

1. To ensure the Cabinet are aware of the proposal and have no objection to it.
2. To enable the ballot to proceed within legal requirements Policy, Justification and Previous Decisions.

Implementation Timetable including Future Decisions and Scrutiny

The ballot period is 28 days and all businesses in the BID area entitled to vote will be notified of the ballot arrangements and will be sent the ballot papers. Proxy voting can be arranged for those that require it.

Task	Indicative timeframe	Status
Cabinet asked to endorse BID Proposal and outline business plan	16 September 2021	Cabinet endorsed the BID Proposal and outline business plan
Publish BID Proposal and outline business plan	BID Proposal – 01 August 2021 BID Business Plan – 01 September 2021	BID Business plan printed and published
Production of printed BID Proposal business and campaign material including videos for social media	16 September 2021	BID campaign material printed
Distribute BID proposal and business plan	By 23 September 2021	
Campaign period	September/October 2021	
Publish notice of ballot	16 September 2021	
Send out ballot papers	30 September 2021	
Ballot period	30 September to 28 October 2021	
Cabinet determines if they are to vote yes in line with recommendation.	14 October	The decision subject to call in can be acted on immediately, the ballot period starts on 30 September and closes on the 28 October.
Section 151 Officer votes in the ballot on behalf of CBC	Prior to day of Ballot	
Day of ballot	28 October 2021	
Ballot holders publish results	29 October 2021	
Bid notifies all businesses 3 days of ballot results	By 05 November 2021	

Report Implications

The following implications have been identified for this report.

There are no new financial implications for the Council arising from this report, as the Council currently pays a levy as a Business in the BID area, there are 9 properties in the Council's ownership that would generate a levy. The Business Plan proposes a levy of 1.5%. The following table identifies the properties concerned and both the rateable value and the levy that is proposed would have to be paid by the Council in the event of a 'yes' vote.

	Rateable Value	BID levy at 1.5%	Property
1	£4,600	£ 69.00	PUBLIC CONVENIENCES, MARKET PLACE
2	£9,500	£ 142.50	PUBLIC CONVENIENCE, BIGGIN STREET
3	£26,250	£ 393.75	CHARNWOOD MUSEUM, QUEENS HALL
4	£95,500	£ 1,432.50	CAR PARK, GRANBY STREET
5	£156,000	£ 2,340.00	CBC, BEE HIVE LANE
6	£34,000	£ 510.00	TOWN HALL, MARKET PLACE
7	£900	£ 13.50	BUSINESS UNIT 6, PT 1ST FLR, WOODGATE CHAMBERS, 70 WOODGATE
8	£100,000	£ 1,500.00	CBC MARKET TOLLS, MARKET PLACE
9	£450,000	£ 6,750.00	CHARNWOOD BOROUGH COUNCIL, SOUTHFIELDS

It is expected that from the time of the vote on 28th October 2021, the new levy will be collected from the Borough Council and all businesses from 1st April 2022. The amount that would be allocated to financial year 2022/23 will be determined as part of the 2022/23 budget round and will be made available, if necessary, following the outcome of the vote.

Conversely should the BID be unsuccessful in securing a 3rd term in the ballot, the BID would cease, and this amount would represent a saving for the Council

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
Should the BID not achieve re-election and cease, there may be potential expectation from businesses that the Council will support this function	Unlikely (2)	Serious (3)	Moderate (6)	It is clear in the BID marketing documentation that, should there be a NO vote, the BID and the services delivered through the levy would cease. The Council has also made it clear that it would not be in a position to resource the staffing or generate the level of additional funding that the BID is able to secure.

Crime and Disorder

In the BID's existing business plan reducing crime and disorder and specifically reducing retail crime has been a priority. The BID continues to play a key role in supporting the work of the Crime and Safety Partnership with a focus on reducing retail related crime and antisocial behaviour in Loughborough town centre. The BID currently subsidises the cost of a number of initiatives all aimed at reducing crime and disorder. These include: Retail Radio, intelligence sharing, training initiatives, assisted by a web-based communications tool called DISC.

Key Decision:	Yes
Background Papers:	Cabinet Reports January 2021 and September 16 2021
Officer to contact	Sylvia Wright Head of Leisure and Culture Sylvia.wright@charnwood.gov.uk 07736 385931

Part B

1. Purpose and Process for the BID

1.1 The primary purpose of the BID is to sustain a formal structure whereby businesses in an area come together to fund, manage, and implement an agreed programme of actions designed to improve the attractiveness of the area to the benefit of all the businesses within it. The Council has two places on the BID Board alongside other types of business.

1.2 In order to secure second term for the BID, it is necessary to secure the support of the business rate payers within the proposed BID area via a vote. Each separate property owned by a business rate payer (referred to as an hereditaments) attracts a vote. It is necessary to secure a minimum of 50% 'yes' by both number of businesses and total rateable value of the businesses that vote. The voting is done in this way to try and ensure that all businesses, irrespective of size, have an equal say. A 'yes' vote means that all eligible businesses have to pay the levy, irrespective of whether they support it, and it is a statutory requirement that every business within the BID area will be liable.

1.3 If the BID are successful in securing a 3rd term, this will be for a for a period of five years, after which a further vote is sought to ascertain whether businesses wish to continue for a further five years and so on. If the necessary level of support is not achieved then the BID ceases to exist, and no levy is collected, and the additional services (business recycling, events, Retail Radio scheme, icicle Christmas lights, BLOOM etc) created under the BID also cease. If successful, the BID will continue to be managed by the BID Board to deliver the projects outlined in the Business Plan which was included in the 16 September Cabinet Report.

1.4 The levy would continue to be collected separately by the Council from the business rates and will be paid directly to the BID Company. The BID Board will be responsible for the implementation of the agreed programme and will be accountable to the BID members through its constitution. A BID manager will be responsible for the day-to-day management of the BID throughout its lifetime. The Borough Council will have no greater say in the BID than any other business within the BID area.

2. Consultation with Businesses on the Renewal Proposal

2.1 A comprehensive survey of businesses was carried out in July 2021 with over 100 responses. Almost all of the activities that the BID is currently undertaking were supported along with a focus on 'recovery' from COVID.

2.2 Headline figures show that 94% think that the BID provides 'good value for money' over 90% think that the BID's performance has been 'good' or 'excellent' and 84% stated that they would vote yes for the BID again.

3. Loughborough BID Proposal

3.1 Loughborough's BID proposal endorsed by Cabinet on the 16 September 2021 has now been distributed to all businesses in the preparation for the voting period which will conclude on 28th October 2021.

3.2 The Renewal Proposal determined the BID Body, Loughborough BID Company Ltd was a Private Company Limited by guarantee and:

- The BID area will remain the same
- 5 Years with a commencement date of April 1, 2022 (to March 31, 2027)
- Levy to remain at 1.5% of RV
- A minimum of £100 will apply per hereditament
- Exemptions - will apply for organisations with a rateable value below £2,700, Non-retail charities, with no paid staff, trading income, arm, or facilities.
- Alterations – The BID area and the levy rate cannot be altered without a further ballot. The BID projects, costs and timescales can be altered with the agreement of the BID Board
- Cap – Not applicable

4. Statement of Works

4.1 Services that the BID provides are over and above the baseline of the Local Authority and the BID funding will not be used to replace any existing Local Authority services.

The Service areas that the BID will operate with remain the same:

- Shout about Loughborough – to promote and deliver events, activities, and marketing campaigns
- Enjoy Loughborough – to make Loughborough a more attractive place
- Business Voice – to sustain a formal structure and voice whereby businesses in an area come together in the interest of business
- Adding Value and Strategy – schemes such as recycling, social media etc

5. BID Performance: How will the achievement objectives be measured?

5.1 It is expected that the activities of the BID over the next five years will lead to measurable improvement in the prosperity of Loughborough Town Centre. Some of the improvements are visible to all e.g., on street advertising and marketing, delivery of events, Christmas Icicle shop front lighting and BLOOM installations. In addition, a series of fresh Performance Indicators (PIs) would be introduced to help monitor the performance of the BID. These would include regular measures of footfall, car park use, trader satisfaction surveys, customer satisfaction and vacant unit counts. Levy payers would be updated on the progress of the BID through newsletters, meetings, and the website.

6 BID Achievements

6.1 The BID achievements to date were summarised in the BID fact sheet which is an appendix to this report. The BID fact sheet was included in the background documents to the September Cabinet Report. The Fact sheet was circulated to all businesses in the BID area along with the BID survey as part of the consultation process.

Appendix - BID Fact sheet



BID Fact Sheet



 www.loveloughborough.co.uk

 [Facebook/loveloughborough](https://www.facebook.com/loveloughborough)

 [Instagram/LoveLoughborough](https://www.instagram.com/LoveLoughborough)

 [Twitter/@loveboro](https://twitter.com/loveboro)



LOVE
Loughborough



Key Achievements



Over **180,000** visitors
at events per year



Over **40** businesses
accepting LL Gift Vouchers



Over **11,000** users
on LoyalFree App



Over **60** businesses promoted
on **15** digital trails



Over **275,000** users
on our free WiFi



New improved Love
Loughborough website
with over **3500** visits per month



20,000 social
media followers



Over **200** LL
Hanging Baskets



£31K Grant for
Deep Street Clean



New Business Crime
Prevention Scheme
(Over **80** members)



Over **300** businesses
receiving free recycling



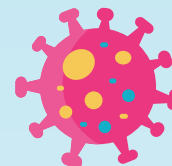
New BID
Ambassador role



Grants for Shop Fronts
& websites



£3 million Town Deal
Investment Project for
Loughborough Town Centre



Extensive **COVID**
Support Package

LOVE LOUGHBOROUGH BID

Stronger Together

The Love Loughborough BID (Business Improvement District) is an organisation whose aim is to market and promote our town centre and help keep it a safe, clean and friendly environment so that customers will want to visit, and businesses have the chance to prosper. The Love Loughborough BID has become an increasingly important element of the business community over the last 10 years. It has played an essential part in raising awareness of the town and its offer, improving the environment and attracting investment

The services and projects provided to date by Love Loughborough BID were as a result of an extensive consultation process in 2017 with you, the local businesses. This focused upon the success of projects delivered by the BID in its first term after initially being voted in back in 2012. The Love Loughborough BID is business run and led and responds directly to your needs and wants.

Working in collaboration with a range of other partners Love Loughborough BID's Board of Directors (drawn from local business representatives who work on a voluntary basis) have diligently, over the last years delivered the business plan projects. They have also been proactive in seeking new avenues for funding and these efforts have added substantial value to the investment of local businesses.

Your BID levy raises over £250,000 each year to deliver the projects that you, the businesses voted for. When this is coupled with additional income, it totals a spend of over £1.5M in 5 years.

In October 2021 Love Loughborough BID will be asking you to continue your support for the BID. The time has come for you to review and assess our work to date and to build upon the successes by helping us to formulate a new business plan for the next 5 years and by voting "YES" to renew the BID for a further 5 years

Remember, if you choose for the BID not to continue, all the work and cumulative achievements detailed in this document will wind down and cease from April 2022.

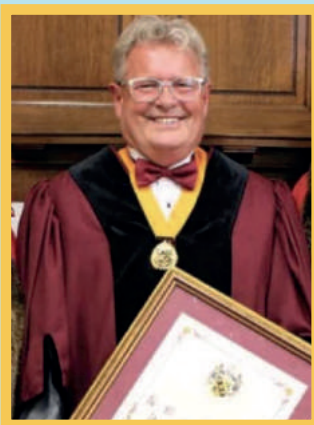
The last decade has seen towns across the UK experiencing massive changes as peoples' shopping habits move and their choices change. This has been exacerbated this year further by the pandemic and having to meet the unprecedented challenges that this has brought. In this undeniably tough trading environment Loughborough must continue to adapt, recover and grow in order to thrive.

Our town centre must be fit for purpose and able to compete with other places. Not only in recovering from COVID and its impact, but the ever growing and ever present online challenge remains. Town Centre businesses must move with the times and offer consumers what they want, when, and in the way they want it. It is crucially important to not only have a plan but to be aspirational for our businesses and our town. You can do this by showing you still support your BID. Vote "YES"





A Message from the Chairman



I live in Loughborough and run a business in the town gaining a wealth of knowledge about the town and its surrounding Borough. A well-known figure in Loughborough, I have been an active member of the Rotary Club,

Chamber of Trade & Commerce and in 2019 I was awarded The Freedom of the Borough of Charnwood in recognition to my service in the business community.

I became Chairman of Love Loughborough BID in 2017 and have invested my time, energy and passion into making Loughborough town centre a vibrant and prosperous place to work, live & visit.

I have seen Love Loughborough BID not only achieve and deliver the benefits you wanted throughout this 2nd term, but have been astounded at the adaptability and expertise in supporting your businesses throughout these unprecedented times of a Pandemic. Love Loughborough BID has achieved over and above what was set out in the Business Plan 2017 -2022 and have operated a COVID business support service

247 to ensure you received eligible grants & funding and promotion to re-boost trade & sales.

Our focus is now attuned to the re-opening and recovery of our High Street with targeted support for your businesses to help you adapt, diversify and trade safely; to welcome back customers to a safe town centre and build on what we had already achieved.

The achievements delivered so far have been awesome and I'm sure you will agree it would be a devastating loss to lose them. Love Loughborough BID is your BID and is here to deliver your wants and needs. It's down to you to decide on what the Levy should be spent on to achieve maximum results.

I urge you to complete the BID Renewal Survey and have a voice in how you can help us shape the future of Loughborough Town Centre. We need to ensure that the next 5-year plan delivers the benefits and campaigns that you want to see to ensure the prosperity of your businesses and our town centre.

Thank you for your continued support

Lez Cope-Newman

Shop Local, Shop Loughborough



What is a **Business Improvement District (BID)**?

A Business Improvement District or BID is an arrangement whereby businesses collaborate to decide what services and improvements (in addition to those already provided) they wish to make in their location, how they are going to manage and deliver those improvements and what they are prepared to pay to make them happen. This information forms a business plan that will be voted upon by all prospective levy payers. If the majority vote YES by both number and rateable value a BID exists for a maximum of 5 years and must spend the funding raised within the BID area and in accordance with the agreed business plan.

An Investment In **Your Business**

This document aims to both review the success of Love Loughborough BID and offer the opportunity to all in the BID area to secure a third term for the BID. A chance to invest £1.5 million over the next 5 years to secure the firm foundation we have laid and to build upon it. Together we can continue to improve footfall, increase sales, reduce business costs and not only sustain the Town Centre but be aspirational for it and our businesses.

The Funding - **Your Money, Your Say**

As central and local government funds steadily decrease, a great many Town Centres are deciding to adopt or continue this private sector management model called BIDs, to better fulfill the wishes and wants of their business community. Love Loughborough BID is an example of this and is funded by businesses in the area that pay a set levy based upon their rateable value. This investment is ring-fenced and can only be spent within the BID area on the ideas and themes agreed and voted upon in the business plan. It is important to note that the levy has nothing to do with normal business rates which pass straight to the government.





Lisa Brown
BID Manager



Kelly Hill
BID Co-Ordinator



Charlotte Havis
Digital Engagement Advisor



Ioni Ashford
BID Ambassador

The BID Company

The Love Loughborough BID is managed by a Board of Directors (on a voluntary basis) drawn from local large and small businesses from within the BID area. The BID is a private, not for profit, independent company. Any local levy payer is eligible to become a member of the BID Company and can then be put forward to serve as a Director of the BID.

The Vote

If you are eligible to pay the levy, you are eligible to vote, so you decide if the BID continues. Of those that vote, if a majority of businesses vote in favour of the BID by number and by total rateable value, the levy will be mandatory on all businesses in the BID area apart from those that are exempt.

What Happens if it is a 'NO' Vote.

If the vote is 'NO' then Love Loughborough will cease to exist from April 2022. All the services including all the marketing, events and promotional activities, the environmental improvements, reducing crime initiatives and business support and training provided by Love Loughborough will stop immediately at that time.

“



When I was newly appointed as Pub Manager at the end of the last lockdown, there was a lot to take into consideration. Not only did I need to bring the pub back online after 6 months of closure, but was also responsible for implementing the new Covid-19 restrictions for hospitality. This kept me up a lot at night!

Love Loughborough have been there every step of the way with vital information and resources for reopening. The ambassador has been an excellent sounding board and has always been able to refer me to the best person to answer a query.

For me, the most valuable service provided by the BID is the provision of the radios. These help to keep my staff and customers safe during trading by allowing efficient communication with other venues and town CCTV. - Patrick Kane, Pub Manager, Organ Grinder

”

A NO VOTE will mean funding, services and events will be lost including:

- ✗ Over £1 million BID levy investment in supporting Town Centre businesses will be lost over the next five years.
- ✗ Funding and services that the BID leverages, averaging £30,000 pa will be lost.
- ✗ There are over 300-plus BIDs in the UK now and Loughborough would lose ground with other BID locations such as Melton, Hinckley, Leicester and Nottingham
- ✗ Events attracting over 180,000 people annually
- ✗ The Love Loughborough website - a one stop shop attracting nearly 4000 visits per month
- ✗ The Love Loughborough Facebook, Twitter and Instagram platforms would close along with promotion of local businesses and their offers.
- ✗ Loughborough in Bloom and BID Christmas Lights displays and promotions would cease.
- ✗ Business Crime Prevention Scheme, including the Retail Radio and Pubwatch would stop
- ✗ Immediate response from the BID Ambassador would be lost, removing the direct link to CCTV & the Police
- ✗ The Recycling Scheme used by over 300 businesses would cease.
- ✗ NO free WiFi or live town centre footfall data
- ✗ Business training, 121 consultations and networking events would stop
- ✗ Delivery of key projects within the Town Deal £3 million Living Loughborough Project would be compromised and elements lost.
- ✗ A powerful business body to regularly lobby on your behalf on things like car parking to COVID recovery and support will be lost

“



BID is in it !!! Many are overlooking the fact of what a big difference and impact this busy and hardworking team makes representing all of us.

As a small business owner, I found myself in situations where nobody cared until BID stepped in and acted on our behalf and helped massively in dealing/negotiating with authorities or large organisations.

Ever since BID is around their aim is to put Loughborough on map by doing smart and effective moves that will drive business through our doors.

As one of the highlights we would like mention is response and actions taken when we all needed help the most. Since the beginning of pandemic in March 2020 nobody had a clue that 2020 will be 2 years long and every individual and business felt impact whether on large or small scale... luckily BID was around to cover every single sector and industry with safety information, information for financial support, guidelines and most of all motivation to keep going by coming up with great ideas to lead us all out of this and survive one of the biggest challenges we all faced together.

On occasions it felt as a parent holding your hand while crossing the road... Not every hero wears a cape...we clapped for BID too... Thank you all for great job you do! - Peter and Simona Novika-Vasilova, Baobab Cafe

”

Our Achievements

Vote YES for Love Loughborough BID 3 to see these services and projects continue.

Much of our time and effort is operational and addresses the services you, our BID levy payers want to see delivered, in addition to those the local authority provide. Love Loughborough BID will have invested over £2m delivering business initiatives by the end of its second five-year term. Your BID is having a significant impact on the marketing, promotion, safety and cleanliness in our Town Centre.

These advances and benefits will continue with new projects for 2022 – 2027 but only if businesses vote ‘YES.’ So please bear in mind if you do not vote or vote against the BID you stand to lose all those services and benefits virtually overnight.

Below are the themes Love Loughborough BID has focused upon over the last 5 years.

1. SHOUT About Loughborough

Projects and services that market and promote the town centre by delivering a wide range of events and activities
During the 2nd term, our achievements include:

- ♥ Delivery of BID Events including the Car Show, Bike & Trike Show, Loughborough by the Sea, and the Loughborough Dog Show
- ♥ Promotion of Key events such as Santa Fun Run, Christmas Lights Switch On, Loogabaroooga and Loughborough Fair.
- ♥ Pre COVID, events averaged over 180,000 visitors annually
- ♥ 10,000 Annual Events Guides produced and distributed
- ♥ LL Gift Vouchers accepted by over 40 businesses to keep spend local
- ♥ Over 11,000 users of our Loyal Free Digital App
- ♥ Website with over 1500 visits monthly
- ♥ Social Media following of over 10,000 on Facebook, 3,500 on Instagram and 4000 on Twitter
- ♥ Over 275,000 users on our FREE Wi-Fi
- ♥ Over 15 Digital Trails
- ♥ Robust advertising and marketing in key publications, targeted locations, through local and regional media & social media platforms
- ♥ Direct Mail to members through email marketing platforms with over 60 eblasts per month
- ♥ Direct Marketing campaigns customer database – over 4000.



2. ENJOY Loughborough

Projects and services that improve the appearance of the trading environment and make it feel safer, more attractive and more welcoming.

During the 2nd term, our achievements include:

- ♥ Loughborough in Bloom - 235 Baskets & 20 Troughs. Shops & pubs encouraged to dress windows with awards for best floral displays.
- ♥ Bunting - Extended to High Street & Church Gate Mews
- ♥ Christmas Lights - Scheme extended to High Street & Ashby Square
- ♥ Daily town centre monitoring & reporting through BID Ambassador
- ♥ Spring Clean Grant of £31,500 obtained. Over 17,000sqm of gum cleaned/hot washed
- ♥ Public Realm improvements with Bedford Square Project - £2.6m
- ♥ Town Deal Investment Plan includes BID projects amounting to £3 million
- ♥ Digital High Street Grant secured of £8,000
- ♥ Growth Fund Grant of £11,000 to deliver business support package including shopfront & website grants
- ♥ Continuing working with key partners to reduce crime including: Charnwood BC, Leics CC, the Police, CCTV and Pub Watch. Retail Radio (79 FACT members) & Pubwatch (27 members) supported.
- ♥ Promotion of Night-time Economy
- ♥ BID Ambassador to liaise with businesses and customers to support crime reduction and ensure a safe, clean & welcoming town centre



BID is in it !!! Many are overlooking the fact how big difference and impact this busy and hardworking team makes representing all of us.

As a small business owner, I found myself in situations where nobody cared until BID stepped in and acted on our behalf and helped massively in dealing/negotiating with authorities or large organisations.

Ever since BID is around their aim is to put Loughborough on map by doing smart and effective moves that will drive businesses through our doors.

On occasions it felt as a parent holding your hand while crossing the road... Not every hero wears a cape...we clapped for BID too... Thank you all for great job you do! - Peter and Simona Novika-Vasilova, Baobab Cafe

3. Adding VALUE & STRATEGY

Projects and services that add value to the overall aims and objectives of the business plan by providing direct support to businesses to help them trade most effectively and efficiently.

During the 2nd term our achievements include –

- ♥ Continued promotion and development of Recycling Scheme with 28% increase in members to 313
- ♥ Delivered over 35 In-House Training sessions with over 300 attending
- ♥ Monthly Newsletter to all BID Levy Payers
- ♥ Business Welcome Packs to every BID Levy Payer
- ♥ Love Loughborough Website News
- ♥ Monthly Crime Reduction Newsletter
- ♥ Daily Social Media Information
- ♥ Free E-commerce shopping site – shop.loveloughborough.co.uk to generate online local sales
- ♥ Over 15 promotional videos to showcase local businesses
- ♥ BID Team available 7 days a week for information & advice



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BID is in it !!! Many are overlooking the fact how big difference and impact this busy and hardworking team makes representing all of us.

As a small business owner, I found myself in situations where nobody cared until BID stepped in and acted on our behalf and helped massively in dealing/negotiating with authorities or large organisations.

Ever since BID is around their aim is to put Loughborough on map by doing smart and effective moves that will drive businesses through our doors.

As one of the highlights we would like mention is response and actions taken when we all needed help the most. Since the beginning of pandemic in March 2020 nobody had a clue that 2020 will be 2 years long and every individual and business felt impact whether on large or small scale... luckily BID was around to cover every single sector and industry with safety information, information for financial support, guidelines and most of all motivation to keep going by coming up with great ideas to lead us all out of this and survive one of the biggest challenges we all faced together.

On occasions it felt as a parent holding your hand while crossing the road... Not every hero wears a cape...we clapped for BID too... Thank you all for the great job you do! - Peter and Simona Novika-Vasilova, Baobab Cafe

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4. Business VOICE

These are actions to promote and support the views and interests of town centre businesses in response to official consultations from local and central Government and through championing particular issues and causes that have a bearing on the town centre.

BID has secured involvement in several influential town bodies, where it can represent the interests of levy payers and the town centre generally. During the 2nd term our achievements include:

- Member of the Town Deal board - to ensure the voice of town centre businesses is heard when putting together the £25M Town Deal Plan submitted to government plus the new Careers & Enterprise Hub in the Market Place.
- Member of the Town Team - tasked with overseeing implementation of the Town Centre Masterplan with key partners.
- The Bedford Square Scheme Task and Finish Group -involved in selecting and overseeing the improvement works in Bedford Square, Wards End and Devonshire Square, ensuring that local business interests are considered.
- Member of the Leicestershire Market Towns Group – involved in securing funding for key research, initiatives and campaigns and providing a ‘Voice’ for Loughborough within Leicestershire.
- Recognised by the British High Street Awards & Leicestershire Tourism Awards
- The BID lobbied both Central Government & local MP’s and worked with British BIDs and the ATCM to reform Business Rates and continues to do so
- BID played a key part in the Generator project, enabling the old art college to be acquired from the University with plans to create a place for creative businesses and an associated arts and cultural venue which together will bring additional employment, amenities, and footfall for the town centre.

5. COVID 19

Much of our normal work had to pivot in 2020-21 to support business in these unprecedented times. The BID team was flexible and versatile and was able to support businesses through the COVID pandemic by diversifying and adapting to an ever-changing economy.

The Team helped businesses diversify to enable trading and offered intensive business & digital support. This included:

- A COVID HUB on website
- 3000 Suite of Trading Safely Guidance Booklets & Checklist Posters
- 130 businesses purchased BID PPE
- 1000 social distancing floor stickers
- Step by step online guides via You Tube
- Targeted communication to ensure all businesses accessed eligible grants
- On site queue management support & visits via BID Ambassador
- Assistance with Risk Assessments & compliance
- Lockdown Challenge competitions with over £600 of Love Loughborough Gift Vouchers as prizes
- Digital Trails including Eat Out to Help Out, Home Delivery & Open for Business
- Assistance with Outdoor Seating licenses
- Launch of a FREE e-commerce site ‘shop.loveloughborough.co.uk’ to enable businesses to trade online during lockdowns
- Launch of #ShopLocal #ShopSafe #ShopLoughborough in partnership with Charnwood Borough Council
- High Street Re-Opening campaign including over 15 promotional videos to promote a safe town centre
- Retail Radio and direct access to CCTV throughout Lockdown
- Weekly updates from Police patrols to ensure closed properties were safe.
- The BID provided someone to talk to throughout the pandemic
- Constant analysis and distribution of relevant COVID updates from Central Government, Local Authorities, HMRC & the NHS

Tell Us What You Want for the Next Five years

We want Loughborough to not only to sustain its current level of collaboration and achievements but to be an example of excellence and a market leader in terms of developing a thriving trading environment and keeping pace with a marketplace that is in constant flux. As a starting point, it is important we know what has worked well for you to date and what needs further improvement. It is your ideas and feedback that will form the basis and content of our next BID business plan.

With that in mind we would be grateful if you would take the time to fill in our BID Renewal Survey on our website www.loveloughborough.co.uk.

You can provide your contact details on there too so that we can contact you in the future to invite you to our Renewal Sessions to help with our detailed business planning.

If you require a paper survey please contact us at manager@loveloughborough.co.uk

The Added Value The BID Brings To Loughborough

The BID works collaboratively with other local partners whenever we can.

It is important for businesses to sit around the same table as others who deliver services and seek to positively promote or enhance the Town Centre to maximise the impact and outcomes to the benefit of all. As a result, Love Loughborough BID has grown to be recognised as a fundamental part of both the current and future of the Town Centre. As such, we can influence and reflect the interest of both BID Members and our visitors.