



CABINET

This meeting will be recorded and the sound recording subsequently made available via the Council's website.

Please also note 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. The use of any images or sound recordings is not under the Council's control.

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 Committee Room 1, at the Council Offices, Southfields, Loughborough on Thursday, 7th April 2022 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

25th March 2022

AGENDA

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

3 - 9

To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7
The deadline for questions is noon on Wednesday, 30th March 2022.
6. CHARNWOOD GRANTS 10 - 30
A report of the Head of Neighbourhood Services.
Key Decision
7. CORPORATE DELIVERY PLAN 2022-23 31 - 66
A report of the Strategic Director; Environmental and Corporate Services.
Key Decision
8. COVID-19 ADDITIONAL RELIEF FUND (CARF) POLICY 67 - 83
A report of the Head of Customer Experience.
Key Decision
9. REVIEW OF THE CONSTITUTION 84 - 100
A report of the Monitoring Officer, for recommendation to Council.

CABINET 10TH MARCH 2022

PRESENT: The Leader (Councillor Morgan)
The Deputy Leader (Councillor Barkley)
Councillors Bailey, Bokor, Harper-Davies, Mercer,
Poland, Rattray 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 Landlord Services
Head of Planning and Regeneration
Head of Strategic and Private Sector Housing
Group Leader Plans Policy and Place Making
Organisational Development Manager
Democratic Services Officer (SW)
Democratic Services Officer (LS)

APOLOGIES: Councillor Rollings

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.

87. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Disclosed under item 9 on the agenda (Private Sector Housing Licensing Schemes): by Councillor Morgan, an interest as a trustee of a Trust which held a property in one of areas included (not pecuniary).

88. LEADER'S ANNOUNCEMENTS

No announcements were made.

89. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 10th February 2022 were confirmed as a correct record and signed.

90. QUESTIONS UNDER CABINET PROCEDURE 10.7

No questions had been submitted.

91. ACTIVE TOGETHER PHYSICAL ACTIVITY FRAMEWORK 2022-31

Considered, a report of the Head of Neighbourhood Services to consider the Active Together Physical Activity Framework 2022-31 (item 6 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 recommendation (copy filed with these minutes).

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

RESOLVED

1. that the Active Together Physical Activity Framework 2022-31, attached at Appendix 1 to the report of the Head of Neighbourhood Services, is adopted by the Council as a key delivery partner;
2. that the report of the Scrutiny Commission be noted.

Reasons

1. To provide Active Together with the evidence of the Council's support and commitment for the principles set out in the 10 year framework.
2. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

92. HOUSING CAPITAL PROGRAMME

Considered, a report of the Head of Landlord Services to consider a Housing Capital Programme for 2022-2023 (item 7 on the agenda filed with these minutes).

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

RESOLVED that the proposed Housing Capital Programme for 2022-2023 amounting to £8,874,400 detailed at Appendix 1 to the report be approved and the Capital Plan be amended to reflect this.

Reason

To improve the Council's housing stock, in line with the Charnwood and Decent Homes Standards, thus delivering the priorities set out in the Housing Revenue Account (HRA) Business Plan approved by Cabinet in September 2014, the update to which was approved in February 2022 alongside the Asset Management Strategy Framework.

93. LOCAL DEVELOPMENT SCHEME

Considered, a report of the Head of Planning and Regeneration to consider a revised Local Development Scheme (item 8 on the agenda filed with these minutes).

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

RESOLVED

1. that the revised programme for the preparation of local development documents as set out in the Local Development Scheme attached to the report be approved;
2. that the Local Development Scheme comes into effect and is published on 14 April 2022; and
3. that authority is delegated to the Head of Planning and Regeneration in consultation with the Lead Cabinet Member for Planning to make any minor typographical/graphical amendments to the Local Development Scheme prior to its publication.

Reasons

1. To ensure that the Local Development Scheme provides a realistic programme for the preparation of development plan documents.
2. To meet the requirements of Section 15 of the Planning and Compulsory Purchase Act (2004), as amended by the Localism Act 2011 and the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended by the Town and Country Planning (Local Development) (England) (amendment) Regulations 2008, 2009 and 2012.
3. To enable the timely publication of the revised Local Development Scheme.

94. PRIVATE SECTOR LICENSING SCHEMES

Considered, a report of the Head of Strategic and Private Sector Housing to consider decisions in respect of the Private Sector Housing Licensing Schemes (item 9 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 recommendation (copy filed with these minutes).

The Head of Strategic and Private Sector Housing assisted with consideration of the report. Reference agenda page 96, it was noted that maps of two wards incorrectly labelled, this would be corrected before policy was published.

RESOLVED

1. that the work completed to date to implement the two new discretionary licensing schemes be endorsed;
2. that the Houses in Multiple Occupation and Selective Licensing Policies (Appendix 1 and 2 to the report of the Head of Strategic and Private Sector Housing) be approved;
3. that the Licence Conditions for the Houses in Multiple Occupation and Selective Licensing Schemes (Appendix 3 [Houses in Multiple Occupation Licensing Scheme Licence Conditions] and 4 [Selective Licensing Scheme Licence Conditions] to the report of the Head of Strategic and Private Sector Housing) be approved;
4. that the publication be approved of the Public Notices for the two designated schemes for three months and delegated authority be given to the Head of Strategic and Private Sector Housing for the implementation of the schemes thereafter;
5. that delegated authority be given to the Head of Strategic and Private Sector Housing in consultation with the Lead Member for Private Housing to update or make minor amendments to the Licensing Policies and Conditions subject to there being no financial or human resource implications arising from the proposals;
6. that the report of the Scrutiny Commission be noted.

Reasons

1. To enable the Cabinet to consider and endorse the work completed.
2. To enable the Cabinet to consider and approve the final Houses in Multiple Occupation Policy and Selective Licensing Policy.
3. To enable the Cabinet to consider and approve the final Licence Conditions for the Houses in Multiple Occupation and Selective Licensing Schemes.
4. To enable the required publication of the Public Notices for the two designated schemes for three months, and for the implementation of the schemes thereafter.
5. To ensure that the Licensing Policies and Conditions remains relevant and responsive during the lifetime of the Policies.
6. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

95. ANNUAL PROCUREMENT PLAN 2022-23

Considered, a report of the Strategic Director; Commercial Development, Assets and Leisure to consider the Annual Procurement Plan 2022-23 (item 10 on the agenda 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.
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.

96. STRATEGIC RISK REGISTER 2022-23

Considered, a report of the Strategic Director: Environmental and Corporate Services to consider the Strategic Risk Register 2022/23, also the Risk Management Framework (item 11 on the agenda filed with these minutes).

The Organisational Development Manager assisted with consideration of the report.

Reference SR7: risk that adequate data sharing and data security arrangements were not implemented leading to an increase in cyber-attacks (agenda page 159), the Chief Executive suggested that a brief update be sent to members of the Cabinet setting out the work the Council's ICS Team was undertaking in this respect, in particular to prevent ransomware attacks and to protect the increasing number of Council databases. This would be useful, also noted perhaps as matter for Cabinet Member Briefing.

RESOLVED

1. that the draft Strategic Risk Register for 2022/23 as set out in the Appendix to the report is adopted, and that the Audit Committee monitor progress against those risks on the register by receiving quarterly monitoring reports;
2. that the Risk Management Framework as set out in the Appendix to the report is adopted;
3. that authority is delegated to the Strategic Director; Environmental and Corporate Services to make amendments to the risk register where required, in consultation with the relevant risk owner and Lead Member.

Reasons

1. To ensure that the most significant risks to the Council achieving its objectives are identified and actively managed.
2. To outline the Council's corporate approach to Risk Management.
3. To ensure that the Strategic Risk Register is kept up to date and relevant.

97. EXEMPT INFORMATION

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

98. AUTHORITY TO SELL COUNCIL OWNED LAND

Considered, an exempt report of the Strategic Director; Commercial Development, Assets and Leisure to consider authority to sell Council-owned land known as Limehurst Depot (item 8 on the agenda filed with these minutes).

Councillor Ranson, Vice-chair of the Scrutiny Commission, presented an exempt 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 reports to this meeting.

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

RESOLVED

1. that decisions be made as detailed in the exempt minute (Cabinet Minute 98E 2021/22);
2. that the exempt report of the Scrutiny Commission be noted.

Reasons

1. As set out in the exempt minute (Cabinet Minute 98E 2021/22).
2. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

NOTES:

1. Councillor Ranson attended this meeting virtually. She was not taking decisions.

2. The following officers listed as present attended this meeting in person: Chief Executive, Head of Strategic Support, Democratic Services Officer (SW). The remaining officers listed as present attended this meeting virtually.
3. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on 18th March 2022 unless called in under Scrutiny Committee Procedure Rule 11.7. Decisions in the form of recommendations to Council are not subject to call in.
4. 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 18th March 2022.
5. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET – 7TH APRIL 2022

Report of the Head of Neighbourhood Services

Lead Member: Councillor Leigh Harper-Davies

Part A

ITEM 6 CHARNWOOD GRANTS – ROUND THREE 2021/2022 CHARNWOOD COMMUNITY FACILITIES GRANT APPLICATIONS

Purpose of Report

To enable Cabinet to consider applications received for funding in round three of the Community Facilities Grants scheme for 2021/22.

Recommendations

1. That the following Community Facilities Grants be awarded:
 - Up to £11,000 to New Life Community Church towards a new meeting room;
 - Up to £4,000 to Barrow Community Library towards a solar PV energy system;
 - Up to £7,797 to Fearon Hall Community Association towards disability access.

2. That the following Community Facilities Grant applications be deferred to a future Round;
 - Bradgate Park Trust - £3,000 requested – applied for funding towards the renovation of a community building;
 - Loughborough Town Cricket Club - £2,932 requested – applied for funding towards accessible doors;
 - The Generator Loughborough CIC - £20,000 requested – applied for funding towards building works/ventilation system for the Loughborough Generator Project.

3. That the following Community Facilities Grant applications be declined:
 - South Croxton Village Hall Group - £5,795 requested – applied for funding towards the 'Play a Part' disabled access project;
 - Upstarts Gymnastics Club - £9,794 requested – applied for funding towards the installation of a raised pit with soft landing areas.

4. 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 Facilities Grants scheme.
2. To enable further work to be undertaken with the applicant to see whether the application can be improved and strengthened.
3. 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.
4. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020-2024 makes a commitment to deliver high quality living with a range of services to meet the needs of our diverse community. It makes a commitment to support our communities by delivering a range of services which not only help residents, but also empowers them to make a positive difference in their local areas and that community cohesion will remain a priority. In addition, it wants residents to live healthy and active lifestyles and to offer services to improve wellbeing, either directly or with our partners.

At its meeting on 11th March 2021, Cabinet agreed the revised Charnwood Community Grants, Community Facilities and Member Grants schemes following the 2021/22 budgets for the grants schemes being agreed at Cabinet on the 11th February 2021. The previous grants schemes (Community Development and Engagement, Loughborough grants and the Sports grants) were reviewed and changes made, resulting in a proposed new combined grants scheme called Charnwood Community Grants. The Community Facilities Grant scheme was revised, removing the Feasibility study and small environmental project elements, and allowing for the inclusion of certain sports related projects.

Implementation Timetable including Future Decisions and Scrutiny

The Community Facilities Grants considered in this report will be released, providing they are approved, once the applicants have met any required pre-payment grant conditions. Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation / project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure requested.

Report Implications

The following implications have been identified for this report.

Financial Implications

Community Facilities Grant Funding

The Community Facilities Grants budget allocated in the 2020-2023 Capital Plan was £190,000. The opening balance in the 2021/23 Capital Plan for this grants scheme was £150,300, and £20,000 was awarded in Round One 2021/22 and £3,200 was awarded in Round Two, leaving a balance of £127,100. Eight applications were received for funding in Round Three 2021/22, and three grants were awarded at a total of up to £22,797 by the grants panel, with three deferred and two declined, and therefore the balance remaining for future rounds of the Community Facilities Grants scheme is £104,303.

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
Grants do not deliver the objectives of the Grants scheme	Remote (1)	Minor (1)	Very Low (1)	The grants have been assessed against the criteria and will be supported with appropriate monitoring information.

Equality and Diversity

There is a requirement in the grants criteria for each organisation that applies to either have their own Equal Opportunities Policy or provide a statement that the organisation will abide by the Council's Equal Opportunities Policy.

In addition, an Equality Impact Assessment has been completed and attached at Appendix 2.

Crime and Disorder

Many of the grants awarded support the provision of activities and programmes for both children, young people and adults which contribute towards reducing the impact of crime and anti-social behaviour through the provision of diversionary activity and promotes stronger, cohesive and balanced communities.

Key Decision: Yes

Background Papers: None

Officers to contact: Julie Robinson
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Part B

Community Facilities Grants

1. At its meeting on 11th March 2021, Cabinet agreed the revised Charnwood Community Facilities Grants scheme. The Community Facilities Grant scheme was revised, removing the Feasibility study and small environmental project elements, and allowing for the inclusion of certain sports related projects.
2. The criteria include the following:
 - That the maximum amount awarded would be £20,000 for projects that link well into the Council's Corporate Plan and can achieve wider community benefits;
 - Inclusion of sports clubs and sports organisations who previously were not able to access this grants scheme.
3. Schemes are scored using an assessment matrix which looks for:
 - Well prepared schemes, with a realistic costing of the work, and projects that are well targeted, have good local support and a strong input from volunteers.
 - Projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
 - Applications from organisations with a strong local base and full accessibility to the community.
 - The need of the community for the facility and the need of the organisation for the funding.
4. The assessment matrix produces a maximum score of 100. A scheme scoring below 30 on the matrix is recommended for refusal and the Grants Panel will provide feedback to the community organisation on the reasons why it was not successful. Where a scheme scores between 30 and 40 on the first assessment the Grants Panel will work with the community organisation to see whether the bid can be improved and strengthened. Schemes scoring 40 and above are normally recommended for approval. However, applicants seeking a large grant which scores only just over 40 are advised that they may only receive part of the money they have applied for.

Community Facilities Grant Applications

5. Eight applications were received for the Community Facilities Grants in Round Three for 2021/22. The applications were assessed against the grants criteria and three were recommended for funding, three recommended for deferral, and two recommended for declining.

New Life Community Church – Score 41.9 – Recommendation to award up to £11,000

6. New Life Community Church provides an all-inclusive community space where everyone is welcome, irrespective of background or religion. Their community outreach combines an established Trussell Trust Foodbank and a professional CAP (Christians Against Poverty) Debt Counselling Service. Their overall aim is to connect with, and sustainably lift out of poverty, those in their community who are most vulnerable, poor and excluded. They are passionate about reaching out to, and improving the lives of, disadvantaged individuals and families.
7. The application is for funding towards building a Meeting Room extension at the rear of the premises. This will provide the space needed to continue and further their community services. The meeting room will be used for a variety of purposes to benefit the community, and specifically clients who use their Foodbank and Debt Centre services. The meeting room will provide a comfortable, private space for one-to-one and group meetings to take place. The meeting Room will measure 7x3m. At present they lack the suitable space where individual or group meetings can take place away from the noise and distraction other activities such as foodbank activity. Vitality, this meeting room will provide a safe and private place for clients to talk, fill out personal paperwork, make sensitive phone calls and attend confidential meetings. Many of their clients are dealing with complex and difficult issues (such as debt, bereavement, domestic abuse, mental health and unemployment).
8. The benefits of the project include:
 - A space to host their Jobs Club (currently in the process of being set up) that supports people back into permanent paid work;
 - A place to host their Mental Health Support Groups to improve clients' mental wellbeing and resiliency;
 - A space for the CAP Debt Centre Manager to meet with clients to resolve debt/budgeting issues;
 - A place for distressed or upset clients to have a quiet and private place to be.
9. The application of £13,870 is for 46% of the total scheme costs of £30,170.
10. The Panel scored this scheme at 41.9 and recommends that a grant of up to £11,000 be awarded.
11. This was a high scoring application due to the organisation providing support in the wider community particularly for people with mental health and/or financial difficulties. Whilst it is a church building, the Panel are happy that the organisation offers non-religious support to all areas of the community regardless of their religious backgrounds. The Panel noted that project costs have increased, however the organisation has significant reserves ring-fenced for the project, and they have also secured £16,300 with a successful application for funding to the Trussell Trust.

Barrow Community Library – Score 43.9 – Recommendation to award up to £4,000 subject to confirmation of lease extension

12. Barrow Community Library aims to bring together organisations and local residents to advance education and to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the condition of life for local residents. It also aims to establish or secure the establishment of a Community Centre ("the Centre") and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of such a centre for activities promoted by the Association and its constituent bodies.
13. BUSCA operates Barrow upon Soar Community Library as one of its activities. The organisation has to generate income in order to pay for the running costs of the library. The applicant is requesting funding towards the cost of installing a Solar PV Energy System at Barrow Community Library. The system will generate 4,750kWh of energy in the first year of operation, and similar amounts each subsequent year. This will reduce their energy bills by about £800 a year as well as being a contribution towards reducing CO2 emissions and global warming. Barrow Community Library is a very well used facility within the community. As a result of the Coronavirus pandemic, which has reduced their income streams, they are now running at an annual loss, and need to make costs savings so that they can continue to provide the service. They have already installed Air Source Heat Pumps to provide energy efficient heating and cooling for the library without using fossil fuels. This project will reduce their energy bills by harnessing energy from the sun to generate electricity for use in the library and to feed into the national grid.
14. The benefits of the project include:
 - Reduction in energy bills, leading to further activities being delivered;
 - Will allow the Community Library to continue operating and reduce running costs;
 - A wide range of service users will be able to continue using the facility.
15. Local Ward Councillors were consulted on the application and comments were received as follows:

“I am very happy to support this application as laid out in the paperwork.”

“I’m happy to support this grant application.”
16. The application of £4,221 is for 50% of the total scheme costs of £8,443.
17. The Panel scored this scheme at 43.9 and recommends that a grant of up to £4,000 be awarded, subject to confirmation of the organisation’s lease extension.
18. The Panel felt that this was a strong application relating to an energy-related project, which is a current issue and links well with caring for the environment.

The community library is a well-used resource that is used for a wide range of activities and groups. The Panel felt that the project will help enhance community use going forward, by helping the organisation to manage their expenditure in the long-term, allowing them to open for longer hours and therefore be accessible to more groups. The Panel discussed the situation with the organisation's lease, and would like confirmation from the applicant that this is in place and how long the lease will run.

Fearon Hall Community Association – Score 48.8 – Recommendation to award up to £7,797 subject to confirmation of match funding

19. Fearon Community Association (FCA) strive to be a vibrant and welcoming organisation that is financially viable to enable them to make a positive difference to the people of Loughborough, particularly those in the Lemyngton and Hastings Wards. FCA works from and manages Fearon Hall. Their work covers three key areas: People, Place and Space.

Space is particularly important in this particular application:

- To enable Fearon Hall to be a resource to the local community, providing facilities and equipment for use by community groups;
 - To offer affordable space for private bookings, parties and special events;
 - To provide rooms, equipment and services for use by local businesses and organisations to hire;
 - To maintain and improve the building they manage to ensure it is accessible and fit for purpose for users for many years to come;
 - To maximise revenue created by providing a desirable, viable venue for hire to enable them to fund and expand their delivery activities for the benefit of the community they support.
20. Fearon Hall is a Victorian era building that only has access to the first floor via three flights of stairs. This limits their ability to offer full access to all service users for those events and activities that are more suited to the upstairs environment. Specifically, the two recently refurbished rooms and the ballroom for local community hire, evening events, free at the point of entry community activities including access to education and training in line with their Strategic Partner delivery. They have conducted a feasibility study on the installation of a lift. However, this is currently beyond the economic scope of the Association. To comply with the Disability Discrimination Act for a building of its age they need to prove best endeavour. In this instance a stair lift is a good and achievable compromise.
21. The benefits of the project include:
- Improved access to the building for people with limited mobility and/or disabilities;
 - Improved training facilities for self-development opportunities;
 - Improved local amenities and facilities for people in the local area;
 - Will make better use of their existing building;

- The work will be carried out by a local business.
22. The application of £7,797 is for 50% of the total scheme costs of £15,594.
 23. The Panel scored this scheme at 48.8 and recommends that a grant of up to £7,797 be awarded subject to confirmation of match-funding.
 24. The application was very high scoring, due to the need of the hall to create disability access to the upstairs rooms. The works will ensure that many more members of the community will be able to access activities, groups and events which they were previously unable to attend. The Panel note that the organisation is unable to fund the installation of a lift, and feel that the installation of a stair-lift is a good compromise.

Bradgate Park Trust – Score 32– Recommendation to defer to a future round

25. The Bradgate Park Trust (The Trust) are a registered charity caring for the wildlife and heritage rich landscapes of Bradgate Park and Swithland Wood. As a treasured, publicly accessible space within the Charnwood Forest, the site is at the heart of social, recreational, and educational activity for communities in the borough. The Trust’s work is guided by two key objectives:
 - The provision, maintenance and improvement of the park and recreation ground for the inhabitants of Leicestershire;
 - To advance the education of the public in appreciation and care for the environment.
26. Better Together at Bradgate is a project that will see the regeneration of a derelict stone-built restroom facility — it will bring to life what is currently an abandoned structure to provide an essential area for volunteers to access necessary equipment and connect in a purpose designed space. The building will also offer an adjoining store for the park’s off-road mobility scooter. The renovation will include the creation of an access track leading up to the building, installation of LED lighting, plumbing works and the addition of double doors to improve access. The current volunteer building has noticeably deteriorated over time. The new facility will house all essential volunteer equipment including uniforms, two-way communication radios and first aid equipment alongside volunteer notice boards to further develop multi-channel communication. The area will also facilitate the provision of hot drinks for volunteers to chat and connect. As well as showcasing appreciation for their hard work, this will directly support those hoping to use volunteering as an opportunity to socialise and meet like-minded individuals.

Adjoining the volunteer space will be secure storage for several off-road mobility scooters. At present the Trust has one mobility scooter at the Deer Barn complex, situated at the centre of the park, which is transported to the main car park for collection. This often creates a lengthy and disjointed experience for visitors and staff alike. Having the vehicle permanently at the project facility will allow users to experience a more efficient process.

27. The Local Ward Councillor was consulted on the application and comments were received as follows:

“It may be possible to also use this facility to complete surgeries with local residents by the Police.

In principle, I support the application, the volunteers do good work to keep Bradgate Park to a high standard for the benefit of the people of Charnwood and beyond.”

28. The application of £3,000 is for 50% of the total scheme costs of £6,000.
29. The panel scored this scheme at 32 and recommends that the application be deferred to a future round.
30. The Panel discussed whether or not the application meets the criteria of the scheme, and whilst there is a disabled access element with the storing of the trampers, it was felt that they allow access to an outside area rather than a building, and that therefore this facility did not meet the criteria of the grants scheme, since the environmental element of the scheme was removed in 2021. In general, the Panel recognise that this is a good project, particularly for the volunteers, however it was also felt that the building renovation itself would not be benefitting the wider community. The Panel did however wonder whether the space could potentially be used by other groups, and would like to work with the organisation to identify ways of widening community benefit, and strengthening their application.

Loughborough Town Cricket Club – Score 20.2 – Recommendation to defer to a future round

31. The club was first established in 1896. The objectives of the club are:
- The provision of facilities for the playing of cricket and other sporting and social activities;
 - The provision and maintenance of a club house on the club’s land at Park Road, Loughborough;
 - To ensure a duty of care to all members of the club by adopting the England Cricket Board’s (ECB) “Safe Hands – Cricket’s Policy for Safeguarding Children”, and the ECB’s Cricket Equality Policy;
 - To ensure that all members abide by the ECB Code of Conduct;
 - To encourage all members of the club to participate fully in club activities;
 - To adopt and implement the ECB Club inclusion and diversity policy.
32. The application is for funding towards the cost of the replacement of two sets of UPVC double doors and frames, which provide access from the clubroom to the veranda and patio. The high thresholds of the frame mean that accessibility is limited for those with wheelchairs and pushchairs. They are a risk to people with visual and/or mobility impairments. The current doors are of a ‘domestic’ quality, and therefore haven’t coped well with the degree of use. The club

would like to replace them with new doors and frames of commercial quality, compliant with accessibility thresholds, a concealed panic bar mechanism, anti-finger trap stiles, and a “hold-open” facility, thereby addressing all current deficiencies of the existing doors and frames.

33. The application of £2,932 is for 50% of the total scheme costs of £5,865.
34. The panel scored this scheme at 20.2 and recommends that the application be deferred to a future round.
35. The Panel felt that the club had not sufficiently translated their work into the application form, and it was unclear what the application was for, and how the club would look at community use going forward. Officers confirmed that the club’s sports provision is good, and that there is a wide range of other community groups that use the clubhouse, however the Covid-19 pandemic had put a halt to some groups using the facility. Officers also confirmed the group has been pro-active in the past applying for project funding. The Panel on the whole were unsure of the benefits of the new doors, it was unclear what the ECB grant would be used for, and clarification would be needed with regard to the finances. Recognising the good work that the club does, the Panel would like to offer the club a chance to re-visit their application, as they feel that there are elements that could be strengthened for a future round of the grants scheme.

The Generator Loughborough CIC – Score 33 – Recommendation to defer to a future round

36. The objects of the Company are to carry on activities which benefit the community and in particular the creative communities of Loughborough, the greater Leicestershire area and other communities. The organisation will do this by providing a spectrum of affordable workspace and arts space accommodation, be a centre for community and participatory arts activities and to promote and encourage enterprise and involvement amongst young people, socially excluded people and disadvantaged people.
37. The application is for funding towards the creation within the building of an outstanding venue for Arts performance, conferences, exhibitions and events as well as flexible space for use by local artists, community groups and creative businesses. The works will be carried out in Phases, with Phase 1 (which is the subject of this application) bringing forward into use the Generator Hall, the ground floor of the 2 storey wedge building and the basement. It is this Phase of works which has been included as a project in the Loughborough Town Deal at £1.6m submitted to MCHLG on 27th August 2021. The main hall will retain its minimalist industrial character but with the addition of a new mezzanine floor, a converted basement and a roof garden. The existing two storey element will be converted to artists’ studios and meeting spaces.
38. The application of £20,000 is for 0.8% of the total scheme costs of £2,500,000.
39. The panel scored this scheme at 33 and recommends that the application be deferred to a future round. Despite the application being re-submitted, the Panel still felt that the start date of the project was outside the terms and

conditions of the grants criteria, that there was still a significant match funding gap whilst outcomes of other external bids were outstanding, and further work would be required to provide further detail on the community engagement programme and benefits to the community.

40. The Panel still feel that there is work to be done to confirm other match funding, that the timing of the application is not right and further evidence of community benefit and how hard to reach groups will be identified and benefit from the project. The application had identified ventilation costs as being what the grant would be used for, however the Panel questioned how the ventilation could be funded in isolation from the rest of the building project. For the above reasons, the Panel recommend deferring the application to a future Round.

South Croxton Village Hall Group – Not scored – Recommendation to decline

41. South Croxton Village Hall is a community facility for the residents of a rural village and other villages in close proximity, in the southern parts of the Borough of Charnwood. South Croxton Village Hall committee consists of 5 members volunteering in the roles of Chair, Secretary, Treasurer and other roles related to the day to day running of the hall. It is a small community with limited community facilities that include a village hall, playground and public house. The key aims of the group are: to provide community facilities and activities without distinction of sex or of political, religious or other opinions and in particular for use for community meetings, lectures and classes and for other forms of recreation and leisure time occupation with the object of improving the conditions of life for the said inhabitants.
42. The application is for funding towards the Play-A-Part project, which is intended to improve community engagement with the natural environment, both recognised as important to people's physical and mental well-being and more so during the Covid-19 pandemic in an area of severe rural isolation. The village's only open space is adjacent to the Village Hall and has limited access to village hall users and the general public. Access will be improved through phase one of a wider project to allow easier physical and disabled access to areas of rest and relaxation, play facilities for which phase two funding is required and activities to engage with nature and gardening. The existing pathway is located on a large bank of earth from the carpark, and is steep and inaccessible to many people. Improvement requires major excavation work and redesigning to ensure accessibility to wheelchair users
43. Local Ward Councillors were consulted on the application and comments were received as follows:

"I fully support this project. The Play a Part Project will provide much needed community facilities in a rural location. There have been extensive consultation in the village. I have attended the consultation meetings and have noted the support for this project by a wide spectrum of local residents."
44. The application of £5,795 is for 50% of the total scheme costs of £11,590.
45. The Panel were unable to score the application, due to it not meeting the criteria of the scheme.

46. Whilst the Panel recognise the good work of the village hall, and the benefits the hall brings to the community, the application was for funding towards a path from the car park to an upper-field area, and not to the building. The Community Facilities Grant scheme no longer supports the environmental element, and can only support access to community buildings, and therefore it was felt that the application unfortunately did not meet the criteria of the scheme.

Upstarts Gymnastics Club – Not scored – Recommendation to decline

47. Upstarts Gymnastics Club was formed in 2012. The key aims and objectives of the Club are:
- To provide excellent coaching and facilities for gymnasts from pre-school to adult;
 - To provide coaching, mentoring and development opportunities in Gymnastics;
 - To promote the club within the local community of Charnwood and Leicestershire;
 - To prudently manage Upstarts Gymnastics Club;
 - To exercise a duty of care to all members of the Club;
 - To provide all its services in a way that is fair to everyone.
48. The club's project, the subject of this grant application, is part of their masterplan which is to acquire and move to a new and larger gym during 2023. Landing-pits will be an integral feature of the new gym. This project is being implemented now, for some key reasons:
- Landing-pit facilities are currently hired at the Loughborough University Gymnastics Centre, on a regular basis;
 - The club has been informed by the University that the Centre will close in March 2022;
 - The club's coaches consider that landing-pits are essential, enabling their gymnasts to develop new skills with confidence and, of course, safety;
 - Landing-pits have required either in-floor excavations, or permanent above-floor constructions;
 - Technical innovations in gymnastics equipment mean it is possible to install an above-floor landing pit that does not require construction work and can be re-located to our new gym at minimal cost. This equipment is a raised pit with soft landing areas.
49. The Raised Pit with Soft Landing Areas will be installed at their current premises in Hathern. They are currently looking for larger premises, within Charnwood, intending to move during 2023. The larger site will enable them to double the area of specialised flooring and to relocate the raised pit with soft landing areas.
50. Local Ward Councillors were consulted on the application, however no comments were received.

51. The application of £9,794 is for 49.5% of the total scheme costs of £19,794.
52. The Panel were unable to score the application due to it not meeting the criteria of the scheme.
53. The Panel recognised the value of the club, and how it benefits a wide range of the gymnastics community and also supports disabilities, however the application is for equipment, which is not currently covered by the grants criteria. In addition, the facility is not available for a wide range of community activities.

Appendices

- Appendix 1 - Community Facilities Grants Summary
- Appendix 2 - Equality Impact Assessment

Opening Budget 2021/23 - £150,300

Round 3 2021/22 - Community Facilities Grants Summary

Balance remaining after Round Two: £127,100

Balance remaining after this round: £104,303

Applicant	Project description	Amount applied for (£)	Total project cost (£)	Total score	Recommendation
Grant ref 1336 New Life Community Church	New meeting room	13,870	30,170	41.9	Award up to £11,000
Grant ref 1337 Barrow Community Library	Solar PV Energy System	4,221	8,443	43.9	Award up to £4,000 subject to confirmation of lease extension
Grant ref 1339 Fearon Hall Community Association	Disability access	7,797	15,594	48.8	Award up to £7,797 subject to confirmation of match funding

Grant ref 1338 Bradgate Park Trust	Community building renovation	3,000	6,000	32	Defer to a future round
Grant ref 1341 Loughborough Town Cricket Club	Accessible doors	2,932	5,865	20.2	Defer to a future round
Grant ref 1343 The Generator Loughborough CIC	Loughborough Generator Project	20,000	2,500,000	33	Defer to a future round
Grant ref 1340 South Croxton Village Hall Group	'Play a Part' disabled access project	5,795	11,590	Not scored	Decline
Grant ref 1342 Upstarts Gymnastics Club	Installation of raised pit with soft landing areas	9,794	19,794	Not scored	Decline

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, Charnwood Borough Council has a legal responsibility to ensure that we can demonstrate having paid due regard to the need to:

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

For the following protected characteristics:

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

What is prohibited?

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

■ **Step 1 – Introductory information**

Title of the policy	Community Grant and Community Facilities Grant.
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	May 2021
Date EIA completed	May 2021

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>Charnwood Borough Council recognises the value and contribution of individuals, voluntary sector organisations and other community-led projects and the benefits they provide to the residents of Charnwood.</p> <p>Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need.</p> <p>Cabinet considers applications for funding for the Community Facilities Capital Grants and the Charnwood Community grants Scheme twice a year.</p> <p>It is the Councils aim to ensure the grants process is inclusive of all community groups and funding supports projects targeting individuals across a range of protected characteristics, as outlined in the Equality Act 2010.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It is the Councils aim to ensure that the grants process is inclusive of all community groups and funding supports projects targeting individuals/ residents across a range of protected characteristics, as outlined in the Equality Act 2010.</p> <p>Analysis is therefore undertaken to ensure that the grants are distributed in a reasonable and proportionate manner.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Evaluation takes place on successful applications to analyse whether there any gaps with regards to the protected characteristics in order to ensure the grants process is fair and equal to all. In particular analysis is undertaken to determine any barriers which may prevent specific community groups/ communities of interest from successfully applying or even applying at all to Charnwood Grants. The VCS Development officers also undertake consultation with a range of VCS organisations.</p>

■ **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

- Analysis of previous Community Development & Engagement Grants, Loughborough Grants, VCS Covid-19 Recovery grants and Community Facilities Grants over the past few years

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

The analysis of grants data shows that a wide range of groups access the available funding and have supported a diverse range and have covered the protected characteristics of age, disability, Race, sex/gender, and sexual orientation.

The data in the main shows that the groups / organisations supported have no specific protected characteristic identified and are available for the wider community to access.

It is acknowledged that some of the approved grants are towards projects which support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

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

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

Further equalities monitoring may be required for those projects which have applied and are deemed unsuccessful in order to identify any further issues or potential barriers.

However, at this stage of analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

■ **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	There is a reasonable proportion of grant funding awarded to projects relating to Age. Of the grants awarded, there is a reasonable proportionate spread between projects for older and younger people. The process has therefore created a positive impact in relation to the protected characteristic of Age.
Disability (Physical, visual, hearing, learning disabilities, mental health)	There is a reasonable proportion of grant funding awarded to projects relating to disability. In addition, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. Therefore, creating further positive impacts for people with disabilities. The process has therefore created a positive impact overall in relation to the protected characteristic of Disability.
Gender Reassignment (Transgender)	No projects have been specifically funded to support the protected characteristic of Gender Reassignment. The impact of this is neutral as there have been no applications to date. However, it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Race	There is some grant funding awarded to projects relating to Race. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics.
Religion or Belief (Includes no belief)	Whilst Charnwood Grants do not specifically support religious groups / activities, it does provide funding to these groups who are delivering activities for the wider community. The impact is therefore neutral with regards to the protected characteristic of religion or belief with the acknowledged that wider benefits are created for the wider community.
Sex (Gender)	There is no specific grant funding awarded to projects relating to Gender. In addition, however, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. The process has therefore created a positive impact in relation to the protected characteristic of Gender.
Sexual Orientation	No projects have been specifically funded to support the protected characteristic of Sexual Orientation. The impact of this is neutral as there have been no applications to date. However, it is acknowledged that specific marketing /

	promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	There has been some grant funding awarded to projects relating to these other protected groups, therefore the impact is positive. In addition, it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics. Additional targeted promotional work will be undertaken.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	The grants which focus on the wider community have a wide range of benefits, particularly for residents from priority neighbourhoods or areas of deprivation and hard to reach sectors of the community.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination. Please note: a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
No negative impacts or potential barriers have been identified. However, it is acknowledged that specific marketing / promotion of Charnwood Grants could take place for the protected characteristics of Gender Reassignment, Pregnancy and Maternity and Sexual Orientation.
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 the opinion that the Charnwood Community grants scheme and the Community Facilities Grant scheme comply with Charnwood Borough Council's equality and diversity responsibilities. It will further promote equal opportunities and achieve positive outcomes.

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?
Monitoring will continue on a quarterly and annual basis to assess the grant applications that are successful. Continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/ communities of interest. Further equalities monitoring will be explored for those projects which have applied and are deemed unsuccessful, for the further identification of issues or potential barriers.
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.
Where barriers/ negative impacts are identified, the mitigating action and progress against this will be included within the relevant service plan.

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor the Grants on a quarterly and annual basis to assess the grant applications that are both successful and unsuccessful.	J. Robinson	March 2022

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

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

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (Service Head): Julie Robinson
Date: 26.05.2021

[Please send completed & signed assessment to Vicky Brackenbury for publishing.](#)

CABINET - 7TH APRIL 2022

Report of the Director of Corporate Services Lead Member: Leader of the Council, Cllr Jonathan Morgan

Part A

ITEM 7 CORPORATE DELIVERY PLAN 2022-23

Purpose of Report

To propose the Council's Corporate Delivery Plan for 2022-23.

Recommendations

1. That the 2022-23 Corporate Delivery Plan, appended to this report, be approved.
2. That indirect key performance indicators are replaced with a suite of place indicators that will evolve throughout 2022-23.
3. That delegated authority be given to the Chief Executive, in consultation with the Leader to make amendments to the Corporate Delivery Plan, including to the suite of place indicators.

Reasons

1. To identify the Council's key activities and performance indicators for 2022-23 that support the objectives set out in the Corporate Strategy (2020-2024).
2. To provide an overview of key place metrics for Charnwood Borough Council, benchmarking these against a regional and national picture to provide wider context and comparison.
3. To allow minor corrections and amendments to be made in a timely manner prior to publication and throughout the 2022-23 Corporate Delivery Plan.

Policy Justification and Previous Decisions

Cabinet approved the Corporate Strategy (2020-2024), on 16 January 2020, as the longer-term vision for Charnwood. The Corporate Strategy will act as a guide to the development of future corporate strategies and plans and wider partnership working where appropriate.

This Corporate Delivery Plan is a one-year plan for 2022-23 which supports the delivery of the Corporate Strategy, by setting out both the key activities that services will undertake to deliver the objectives and the key corporate indicators that will be used to monitor progress.

This is the third Corporate Delivery Plan of the 2020-2024 Corporate Strategy.

Implementation Timetable including Future Decisions and Scrutiny

If approved the Corporate Delivery Plan will be published and made available to the public and staff.

The performance indicators actions set out in the Corporate Delivery Plan will be reported on quarterly to the relevant scrutiny committees and an annual report will be published.

Report Implications

The following implications have been identified for this report.

Financial Implications

The Corporate Delivery Plan 2022-23 will be funded within the financial strategy and budget approved by Council. At this stage, on the basis of the financial strategy, the Corporate Delivery Plan 2022-23 does not have any additional financial implications.

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
Further reductions in funding or income over the lifetime of the Corporate Delivery Plan may result in objectives not being delivered, impacting on customers	Unlikely (2)	Significant (3)	Moderate (6)	The outcomes will be monitored operationally by the Senior Leadership Team and reviewed regularly considering any potential changes.

Equality and Diversity

An overarching Equality Impact Assessment has been undertaken on the Corporate Strategy (2020-2024) to consider the overall impact on our communities. Subsequent Equality Impact Assessments will be undertaken on individual tasks and activities, if appropriate.

In supporting the Corporate Strategy (2020-2024), the Corporate Delivery Plan 2022-23 has a strong focus on activities and performance indicators which support residents’ priorities and those areas that the Council recognises as requiring additional support; therefore, the Corporate Delivery Plan should be beneficial for many of those within the community who need us the most.

The overall impact of the Corporate Delivery Plan can be considered to be positive. However, it is important that as specific initiatives are undertaken to deliver the

Corporate Delivery Plan that where appropriate they are assessed individually to ensure that the Council complies with its statutory duty to give due regard to the need to:

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Encourage participation by people with disabilities in public life and take account of the disabilities of individuals, even when that involves treating people with disabilities more favourable.

Crime and Disorder

The Corporate Delivery Plan specifically covers crime and disorder under the second theme within the plan, “Healthy Communities.” The theme features an objective to “continue to work with partners to make our towns and villages safer places to live, work and visit.” This objective will focus on the work of the Council will be doing to reduce anti-social behaviour, reduce burglaries and reduce re-offending as well as reassuring residents and increasing confidence that effective action is being taken by the Council and its key partners in this area.

Sustainability

The Corporate Delivery Plan specifically covers sustainability under the first theme within the plan, “Caring for the Environment.” The theme features two objectives to “take action to become a carbon neutral organisation by 2040, to help tackle climate change” and “help protect our environment by using all powers available to tackle those who threaten it”. These objectives will focus on the work the Council will be doing to tackle support sustainability.

Key Decision:	Yes
Background Papers:	Cabinet, 16 th January 2020, Item 8, Corporate Strategy 2020-2024 Cabinet, 12 th March 2020, Item 7, Corporate Delivery Plan 2020-2021 Cabinet, 11 th March 2021, Item 9, Corporate Delivery Plan, 2021-2022
Officer(s) to contact:	Rob Mitchell Chief Executive 01509 634600 Rob.mitchell@charnwood.gov.uk

Simon Jackson
Director of Environment and Corporate Services
(01509 634699)
Simon.jackson@charnwood.gov.uk

Vicky Brackenbury
Organisational Change Officer
(01509 634504)
Vicky.brackenbury@charnwood.gov.uk

Part B

Background

1. A Corporate Strategy for 2020-2024 was agreed by Cabinet on 16 January 2020. The Corporate Strategy was influenced by the priorities gathered from residents during consultation in autumn 2019 and verified by a further survey in autumn 2021.
2. This Corporate Delivery Plan, which covers 2022-23, is the third Plan of the new Corporate Strategy.
3. The Corporate Delivery Plan is structured in three parts: firstly, it includes an introduction from the chief executive and outlines the performance management framework at the council and the current financial statement; secondly, it outlines the activities and tasks which will support the objectives set out in the Council's Corporate Strategy; thirdly, it identifies key indicators which will monitor the Council's corporate performance.
4. Heads of Service completed the Corporate Delivery Plan by outlining the activities that they would be undertaking in the forthcoming year to support the objectives within the Corporate Strategy.
5. As this Corporate Delivery Plan only measures corporate initiatives, activities and indicators, each service area also produces an individual service plan and service indicators. Service plans will be primarily for the use of services to manage their activity on an ongoing basis. Activities which feature in the Corporate Delivery Plan will be outlined in greater detail in these service plans.
6. This Corporate Delivery Plan will be used by Directors and Elected Members to monitor progress and achievement against the activities, ensuring that activities are delivered, and targets are on track.
7. In conjunction with the Corporate Strategy and Medium-Term Financial Strategy, this document will help the Council meet a range of challenges and shape the future direction.

Appendices

Appendix 1 – Corporate Delivery Plan Introduction

Appendix 2 – Corporate Delivery Plan (2022-23)

Appendix 3 – Place Indicator Example

Appendix 4 – Corporate Plan 2020-2024 Equality Impact Assessment

Corporate Delivery Plan 2022/23

Charnwood Borough Council

Introduction from the Chief Executive

Welcome to the Council's Corporate Delivery Plan for 2022-23. This is the third year of our Corporate Strategy and despite the pandemic significantly affecting the first two years of this strategy, we continue to make excellent progress towards becoming a more efficient, effective and dynamic organisation.

The purpose of this document is to identify the key activities Charnwood Borough Council will deliver during 2022-23. It sets out our commitments and actions and how these will be measured.

Each year, the Council adopts a Corporate Delivery Plan with specific targets based on the objectives in the Corporate Strategy. These corporate objectives then cascade into service delivery plans and the objectives and actions of individual staff members through the performance management system.

It is fair to say 2021/22 was another challenging year and we will continue to feel the effects of the pandemic as we move into 2022/23. However, this plan outlines the scale of activity that will be undertaken to ensure we continue to improve the borough, help its recovery and transform service delivery.

Values

The foundations of all the council's activities are a set of values – employees and members will work together as one council, living and breathing these values:

- Pride in Charnwood – We take pride in our work and our borough and are ambitious for improvement.
- Customer Focused – We listen to our customers and are focused on delivering excellent services.
- Working Together – We work together with pace and positivity as one council and in partnership with others.

Performance Management Framework

Our strategic priorities and plans identify the objectives that we aim to deliver, and our performance management framework provides the mechanism for how the Council achieves these objectives and monitor's progress.

The Corporate Strategy 2020-24 sets out what the Council will be doing over a four-year period to make Charnwood a stronger and more vibrant place for people to live, work, visit and invest in.

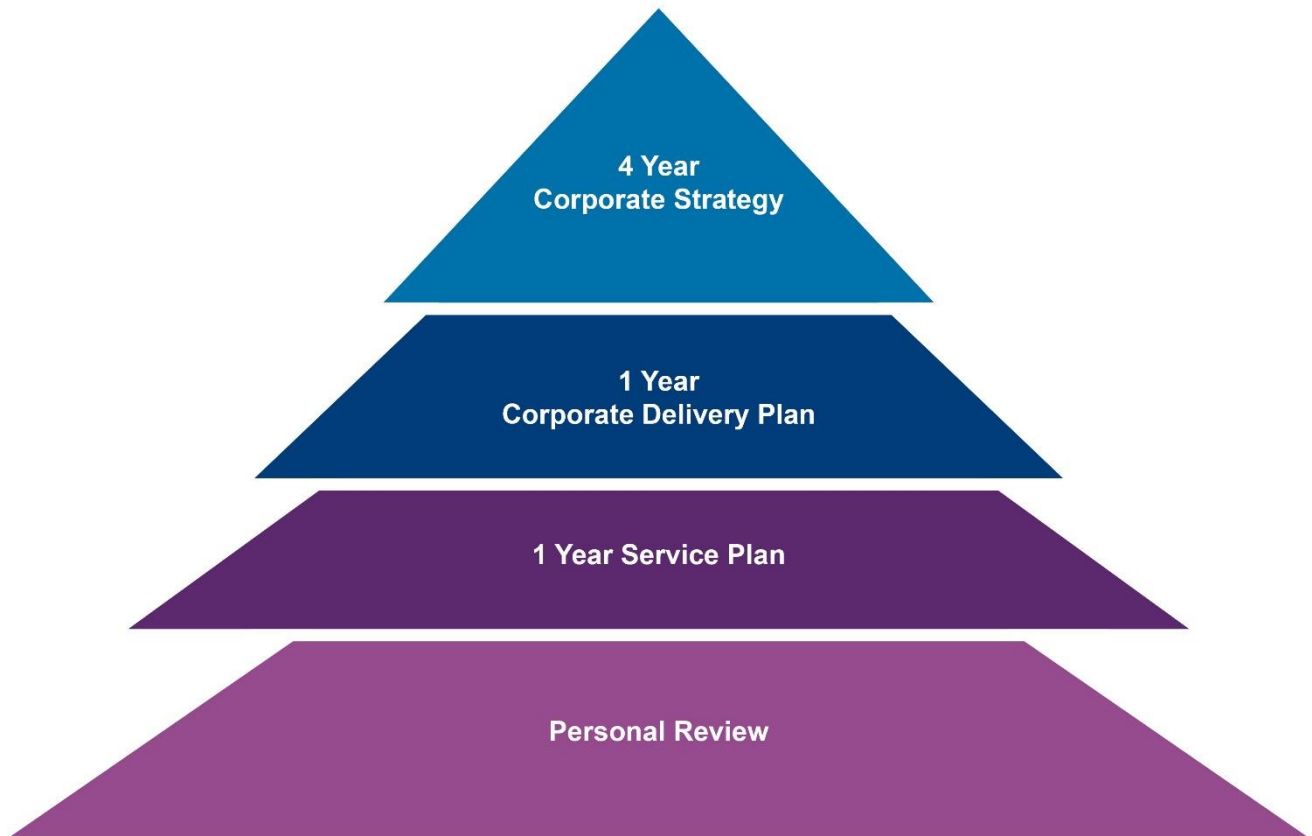
The strategy is supported by this annual Corporate Delivery Plan – this is a key document for recording how service areas and corporate activity will work to deliver the objectives of the strategy.

The Corporate Delivery Plan will be monitored by the Senior Leadership Team (SLT), Heads of Service and Scrutiny Committees to ensure that progress is made against the objectives and that targets are on track and delivered.

All areas of the Council contribute to the delivery of the Corporate Strategy. Therefore, each service area will also produce a Service Delivery Plan.

Individual personal reviews will also reflect the key themes and objectives of the Corporate Strategy and allow all staff to identify the importance of their role in delivering the strategy.

This is outlined in the diagram below:



Strategies underpin the direction of the council, these include the Equality, Diversity and Inclusion Strategy, People Strategy, ICT Strategy and Customer Service Strategy. Each one has an action plan and governance structure to ensure that the objectives are delivered.

A number of Boards have been established to ensure oversight of delivery of key programmes of work, these include:

- SWaP Board – The Service, Workspace and People programme
- Capital Projects Board
- Climate Action Board
- Growth and Regeneration Board

The Council will continue to commission a survey of residents' priorities and identify their views on a range of issues. Feedback received will be incorporated into the corporate strategy and associated delivery plan.

Financial Statement

A financial challenge exists which is the key driver for change, Charnwood has a proven track record of excellent financial management which the organisation is extremely proud of.

Charnwood Borough Council is committed to growing the local economy, creating healthy communities, looking after our environment and creating a more efficient Council. In order to achieve this, our financial management strategy must be sustainable and realistic to provide excellent services.

COVID-19 continues to have a significant impact on our finances, presenting a continuous challenge. The continued uncertainty caused by the pandemic, combined with reductions in Government funding, is likely to make it difficult to maintain services at current levels.

Our transformation and commercial agenda will continue to be critical factors to increasing revenue, maximising efficiency, and stabilising our future financial position.

The Council's overall draft budget for 2022/23 is £17.6 million, and the Council is proposing to make approximately £600,000 of savings and generate income of around £400,000. This strategy will continue to help secure the long-term financial stability of the organisation.

CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)	SMART Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Climate Change: Take action to become a carbon neutral organisation by 2030, to help tackle climate change.	Complete replacement of the Street Management Fleet Vehicles with new vehicles to achieve the best reduction in CO2 emissions in line with the budget provision available.	Head of Regulatory Services / Head of Cleansing and Open Spaces	Q1	Q4
	Complete the replacement of the Pest Control Fleet Vehicles with new vehicles to achieve the best reduction in CO2 emissions in line with the budget provision available.	Head of Regulatory Services / Head of Cleansing and Open Spaces	Q1	Q4
	Upgrade the Electric Supply within Beehive Lane Car Park to allow the expansion of Electric Vehicle Charging Points.	Head of Regulatory Services	Q1	Q2
	Following the completion and installation of the EV Charging points at Sileby and Anstey Car Parks, undertake further feasibility of the further expansion of Electric Vehicle Charging Points in other car parks.	Head of Regulatory Services	Q1	Q4
	Undertake a Green Fleet Review with the assistance of the Carbon Trust.	Head of Cleansing and Open Spaces	Q1	Q4
	Undertake a smart bin trial in one part of the borough.	Head of Cleansing and Open Spaces	Q1	Q3
	Deliver the Hathern Woodland Project (deferred from 21/22) by planting c. 14,000 trees.	Head of Cleansing and Open Spaces	Q1	Q3

CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)	SMART Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
	Give away 5,000 garden trees to residents and community groups	Head of Cleansing and Open Spaces	Q3	Q3
	Deliver the "green market" plan, in partnership with the market traders to encourage new and existing traders to embrace environmental initiatives that collectively support the delivery and promotion of a "green market".	Head of Leisure and Culture	Q1	Q4
	Complete solar farm feasibility work.	Strategic Director - Commercial Development, Asset and Leisure	Q1	Q3
	The Council will actively engage in the county-wide partnership to deliver Sustainable Warmth across Leicestershire and continue to explore options and funding opportunities.	Head of Strategic and Private Sector Housing	Q1	Q4
Parks and Open Spaces: Develop, improve, and continue to care for our parks and open spaces, so they can be enjoyed by everyone.	Maintain Green Flag status for key sites across the borough.	Head of Cleansing and Open Spaces	Q1	Q4
	Obtain gold standard for Loughborough in Bloom.	Head of Cleansing and Open Spaces	Q1	Q3
	Open the new Cemetery at Nanpantan Road.	Head of Cleansing and Open Spaces	Q1	Q3
	Investigate the possibility of undertaking mowing trials in some locations. The trails will look at altering mowing frequencies to improve biodiversity at a number of sites across Charnwood.	Head of Cleansing and Open Spaces	Q1	Q2
Protecting our Environment: Help protect our environment by using all powers available to tackle those who threaten it.	Under the provisions of the Environment Act 2021, review any proposed emerging Air Quality targets and the impact on the current Air Quality Management Areas. Develop relevant monitoring and actions as required by the new requirements when implemented.	Head of Regulatory Services	Q1	Q4

CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)	SMART Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
	Undertake a consultation and review the Dog Control Public Spaces Protection Orders. Report outcome to Cabinet along with recommendations for the PSPOs concerning any changes.	Head of Regulatory Services	Q1	Q4
	Develop and implement an enviro-crime enforcement campaign for waste and litter to target problem locations for littering and waste and achieve a 10% reduction in waste and litter in targeted locations.	Head of Regulatory Services	Q1	Q4
	Deliver improved end of summer term waste arrangements for students.	Head of Cleansing and Open Spaces	Q1	Q2
	Scrutinise the level of fly-tipping across the Borough (Annual Review through scrutiny).	Head of Cleansing and Open Spaces / Head of Regulatory Services	Q1	Q3
Waste and Recycling: Improve and develop our outstanding waste and recycling service to make it more efficient, more resilient, and better for the environment.	Remove the need for Garden Waste stickers by using in-cab technology.	Head of Cleansing and Open Spaces	Q1	Q1
	Review the Council's own waste and recycling arrangements following changes in working practices.	Head of Cleansing and Open Spaces	Q1	Q4

HEALTHY COMMUNITIES

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Safer Charnwood: Continue to work with partners to make our towns and villages safer places to live, work and visit	Complete a minimum of 90% of the Food Safety High Risk (A-C rated food businesses) Inspection Programme in line with the Food Law Enforcement Plan 2022-23 and the Food Standards Agency Recovery Plan.	Head of Regulatory Services	Q1	Q4
	Following consultation, obtain Full Council approval for the draft 2022 Licensing Act 2003 Policy.	Head of Regulatory Services	Q1	Q2
	In conjunction with partners, deliver 10 crime and ASB prevention campaigns / events with the aim of preventing and deterring crime, ASB and creating safer communities free from harm and violence.	Head of Neighbourhood Services	Q1	Q4
	Work with partners to prevent violence and exploitation, including that targeted at women and girls, through the delivery of 2 local reduction initiatives.	Head of Neighbourhood Services	Q1	Q4
Supporting our communities: Invest in services to help those who are most vulnerable, empower people to make a positive difference in their local areas and ensure community cohesion remains a top priority	Continue to recognise and support an effective and viable local voluntary and community sector through the provision of 4 learning and development events.	Head of Neighbourhood Services	Q1	Q4
	Support community recovery, especially in our priority neighbourhoods, through the delivery of 6 local initiatives aimed at building community resilience, capacity, and cohesion.	Head of Neighbourhood Services	Q1	Q4
	Support the wellbeing of our residents through the delivery of 10 targeted physical activity interventions to our least active communities with the aim of reducing health inequalities.	Head of Neighbourhood Services	Q1	Q4

HEALTHY COMMUNITIES

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Healthy and happy residents: Provide high-quality leisure facilities and sports activities for people and offer services to improve wellbeing, either directly or with our partners	Work with the Football Foundation to deliver to football infrastructure across the borough with at least one Football Foundation Grant being secured.	Head of Cleaning and Open Spaces	Q1	Q4
	To operate our leisure centres to the highest industry standard, maintaining customer service excellence. To manage the contract extension ensuring that the Capital investment c£1 million is invested by March 2023.	Head of Leisure and Culture	Q1	Q4
Housing: Help those in need of accommodation by continuing to make our council homes better for tenants and work with developers and the privately rented sector to ensure high-quality homes are available to residents	Continue to meet the housing needs of households on the housing register by bringing 35 Empty Homes back into use through housing advice/ assistance and partnership grants.	Head of Strategic and Private Sector Housing	Q1	Q4
	Purchase between 10 and 20 properties in 2022-2023 to meet the housing needs of the Borough using RTB receipts.	Head of Strategic and Private Sector Housing	Q1	Q4
	Undertake a representative sample stock condition survey and produce a high-level energy study.	Head of Landlord Services	Q1	Q3
	Deliver kitchen, bathroom, and heating programmes.	Head of Landlord Services	Q1	Q4
	Produce an updated Asset Management Strategy setting out future investment priorities.	Head of Landlord Services	Q1	Q3
	Sheltered housing review Cabinet report for options for St Michaels Court to be completed and presented.	Head of Strategic and Private Sector Housing	Q2	Q3
	Implement the changes to the Lightbulb team structure to increase capacity.	Head of Strategic and Private Sector Housing	Q1	Q4
	Implement the HMO and selective licencing schemes	Head of Strategic and Private Sector Housing	Q2	Q4

A THRIVING ECONOMY

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Economic growth: Continue to support and foster strong economic growth in Charnwood.	Review the Charnwood Economic Development Strategy to respond to the Covid Pandemic by end of September 2022. This strategy promotes employment growth and support for businesses.	Head of Planning and Regeneration	Q1	Q2
	Service the local plan examination and adopt the draft local plan before end of March 2023.	Head of Planning and Regeneration	Q1	Q4
	Prepare the council's response to the Government's prospectus for the UK Shared prosperity Fund and submit the Investment Plan to Government by December 2022.	Head of Planning and Regeneration	Q1	Q3
Towns: Whilst respecting the heritage of our town centres, lead, support and collaborate (with partners and the private sector) to progress regeneration opportunities across Charnwood, ensuring future generations have access to high-quality jobs, growing Charnwood's reputation as a place where businesses thrive and helping our high streets become more diverse places...	Review the Charnwood Regeneration Strategy before the end of December 2022. This strategy pulls together the Towns Fund UKSPF programmes and other regeneration activities in Charnwood.	Head of Planning and Regeneration	Q2	Q3
	Ensure the construction of the Bedford Square Gateway Project is completed in accordance with the Project timetable.	Head of Planning and Regeneration	Q1	Q2
	Bring forward proposals for the improvement of the Shepshed Public Realm and seek agreement to proceed with the construction contract by July 2022.	Head of Planning and Regeneration	Q2	
	Support the delivery of the Town Deal Investment Plan by ensuring all project business cases are submitted by July 2022.	Head of Planning and Regeneration	Q1	Q2
	Submit a business case before July 2022 to support the installation of the Hope Bell and Lanes and Links from Wards End and Devonshire Square to deliver the first phase of the Lanes and Links and Hope Bell Project included in the Town Deal.	Head of Leisure and Culture	Q1	2023/24

A THRIVING ECONOMY

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
<p>Culture and visitor: Help make Charnwood, and its beautiful open countryside and thriving market towns, a key destination for local, national, and international visitors.</p>	Undertake a review of the Council's car parks to develop a Long-Term Car Parking Strategy.	Head of Regulatory Services	Q1	Q4
	Commission and launch a destination website with branding, images, and content to reflect the unique features of Charnwood, its heritage, attractions, activities, and events, alongside a heritage publication aimed at visitors in the area.	Head of Leisure and Culture / Communications Manager	Q1	Q1
	Submit a business case before July 2022 to secure Town Deal Funding for the delivery of the Living Loughborough Project.	Head of Leisure and Culture	Q1	2023/24
	Apply for a Heritage Lottery fund grant to support the Carillon Trust to redisplay the museum collections and to tell the story of the Carillon Tower in readiness for July 2023 which marks the centenary of the tower.	Head of Leisure and Culture	Q1	Q2
	Subject to successful grant application for the Carillon Tower effectively deliver the "Iconic Carillon Tower project" including an audience development programme and a centenary celebration plan with the Carillon Museum Trust and other key partners.	Head of Leisure and Culture	Q2	Q4
	Publish and deliver a programme of events in Loughborough and support events across the Borough. This will include events for the Queens Platinum Jubilee, Armed Forces Day, Remembrance Sunday, and Loughborough Fair, as well as events aimed at supporting local business and Loughborough Market.	Head of Leisure and Culture	Q1	Q4

YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
<p>Customer Service: Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.</p> <p>Transformation and Efficiency: Transform into a more efficient, effective, and innovative organisation. In addition, continue to build our digital services using technology that will help us be more effective, efficient, and flexible to meet customers' needs.</p>	Develop and implement a Customer Focus Programme.	Head of Customer Experience	Q1	Q2
	Complete the implementation of the ASSURE back-office system in Housing, Planning and Regulatory Services.	Head of Customer Experience, Planning and Regeneration & Regulatory Services	Q1	Q2
	Develop options for the replacement of the CRM system.	Head of Customer Experience	Q1	Q3
	Compile a work programme for the Services, Workspace and People Board (SWaP) for 2022-23 and deliver over the course of the year - meeting individual review and project timescales.	SWaP Board	Q1	Q4
	Introduce a recruitment process which is attractive to applicants and is more streamlined for the council. Resulting in a revised recruitment and selection policy.	Organisational Development Manager	Q1	Q2
	Complete a strategic review of development control.	Head of Planning and Regeneration / SWaP Board	Q1	Q4
	Complete rollout of report writing modules for Modern.Gov	Head of Strategic Support	Q1	Q2

YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Developing Staff: Develop our staff to help them deliver outstanding services and ensure our employees and elected members work together, as one council, to bring positive change to Charnwood.	Develop opportunities to embrace cultural change in the organisation through: a) Launching a culture framework with new appraisal process b) Identifying ways to incorporate culture framework in R&S process, c) Consulting with staff forum to identify further actions to promote the culture framework	SWaP Board	Q1	Q3
	Develop a new performance management process that meets the needs of a modern, flexible workforce and promotes regular high performance and regular communication.	SWaP Board	Q1	Q4
	Develop an action plan based on the recent staff survey.	SWaP Board	Q1	Q4
Financial stability: Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Retender the insurance contract.	Organisational Development Manager	Q1	Q1
	Develop a new set of savings for the current and future years	Strategic Director of Environment and Corporate Services	Q1	Q4
Commercialism: Operate more commercially and reducing the burden on the taxpayer and government support will be a key element of this transformation.	Increase income from chargeable services as per the approved budget.	Head of Cleansing and Open Spaces	Q1	Q4

YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
<p>One Council: Collaborate with partners, in the public and private sector, to improve services and ensure employees and members work together, as one council, and listen, talk, and engage with residents to bring positive change to Charnwood.</p>	Undertake a polling places review to implement the ward boundary changes arising from the LGBCE review and to ensure the May 2023 borough elections can be delivered effectively.	Head of Strategic Support	Q1	Q4
	Complete a communications campaign to promote and highlight the borough's open spaces, particularly in light of the pandemic and benefits of outdoor exercise and leisure time.	Communications Manager	Q1	Q4
	Complete a series of communications activity including content for media and digital channels around the Loughborough Town Deal and the benefits it will bring to the town.	Communications Manager	Q1	Q4

Key Indicators 2022-2023

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Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 3	Percentage of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System	Quarterly	Head of Regulatory Services	92%	92%	92%	92%	92%
KI 4(a)	Percentage of household waste sent for reuse, recycling, and composting <i>(Stretch Target)</i>	Quarterly	Head of Cleansing and Open Spaces	50%	50%	50%	50%	50%
KI 4(b)	Percentage of household waste sent for reuse, recycling, and composting	Quarterly	Head of Cleansing and Open Spaces	43%	43%	43%	43%	43%
KI 5	Percentage non-decent council general needs homes	Annual	Head of Landlord Services					1.5%
KI 6	Percentage rent collected (Including arrears brought forward) <i>(Cumulative Target)</i>	Quarterly	Head of Landlord Services	86.50%	90.50%	95.38%	95.70%	95.70%
KI 7(a)	Time taken to process Housing Benefit/Council Tax new claims	Quarterly	Head of Customer Experience	18 Days	18 Days	18 Days	18 Days	18 Days
KI 7(b)	Time taken to process Housing Benefit/Council Tax change of circumstances	Quarterly	Head of Customer Experience	8 Days	8 Days	8 Days	8 Days	8 Days

Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 8	Percentage of Council Tax Collected <i>(Cumulative Target)</i>	Quarterly	Head of Customer Experience	29.32%	57.38%	85.48%	97.80%	97.80%
KI 9	Percentage of non-domestic rates collected <i>(Cumulative Target)</i>	Quarterly	Head of Customer Experience	30.24%	56.53%	84.19%	97.20%	97.20%
KI 10	The number of working days / shifts lost to the local authority due to sickness absence <i>(Cumulative Target)</i>	Quarterly	Organisational Development Manager	1.8 Days	3.4 Days	5.3 Days	7.5 Days	7.5 Days
KI 11 (a)	Percentage rent loss from void properties (Proxy Target) Age restricted properties	Quarterly	Head of Strategic and Private Sector Housing	3%	3%	3%	3%	3%
KI 11 (b)	Percentage rent loss from void properties (Proxy Target) Non age restricted properties	Quarterly	Head of Strategic and Private Sector Housing	2.5%	2.5%	2.5%	2.5%	2.5%
KI 13	Percentage of Major Planning applications determined in 13 weeks or agreed timescale	Annual	Head of Planning and Regeneration					70%
KI 14	Percentage Minor Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Regeneration					80%
KI 15	Percentage of Other Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Regeneration					90%
KI 18	Sustained reduction of CO2 from the 2018/19 baseline	Annual	Head of Planning and Regeneration	To be determined following the refresh of the Carbon Neutral Plan				

Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 19	Percentage of air quality monitoring locations which comply with the National Air Quality Objective Limits	Annual	Head of Regulatory Services					95%
KI 20	Percentage of customers not proceeding past Stage 1 of the corporate complaint process	Quarterly	Head of Customer Experience	90%	90%	90%	90%	90%
KI 21	Number of people attending shows & events at the Town Hall	Quarterly	Head of Leisure & Culture	12,200 Attendees	6,500 Attendees	32,000 Attendees	12,000 Attendees	56,200 Attendees
KI 22	Total number of email subscribers	Annual	Communications Manager					15,500
KI 23	Total combined Twitter and Facebook audience	Annual	Communications Manager					20,500
LS10 (a)	Leisure Centres- total number of visits	Quarterly	Head of Leisure & Culture	91,000 Visits	130,000 Visits	137,500 Visits	204,000 Visits	562,000 Visits
LS10 (b)	Number of new members at Leisure Centres (including Swim School programme)	Annual	Head of Leisure & Culture					600 New Members
NI 191	Residual household waste per household	Quarterly	Head of Cleansing & Open Spaces					460kg
KI 24	Museum – total number of attendees	Quarterly	Head of Leisure & Culture	6,500 Attendees	9,000 Attendees	4,500 Attendees	5,000 Attendees	25,000 Attendees

Place Indicator Example

Charnwood Borough Council

Place Indicators

Please note that Charnwood Borough Council is not responsible for place indicators, however, does work with partners to influence change.

Officers will not be in a position to answer detailed questions on this information but can signpost queries to relevant agencies.

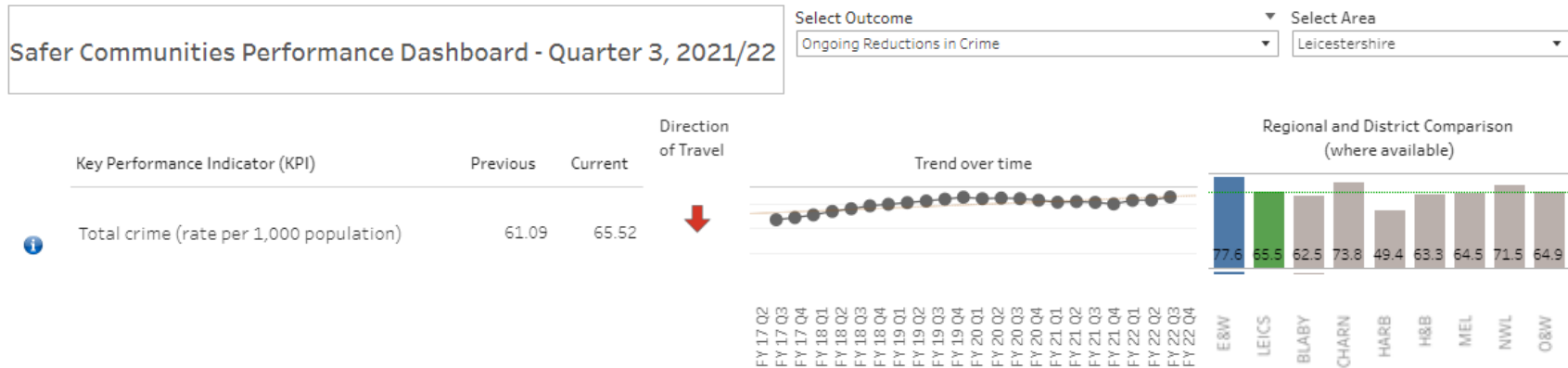
Including place indicators provides context against key themes and domains. Place indicators may change throughout the lifecycle of 2022-23 dependent on emerging themes and available data sets.

Frequency of data

The intention is to share a 6 monthly update on key themes and domains, this will be shared with Finance and Performance Scrutiny Committee.

Examples of place information for future reporting can be seen below.

Crime Overview



**Source – Leicestershire Insight Survey, Leicestershire Police ASB statistics and Leicestershire Police SENTINEL case management system

Period – Rolling 12 Months**

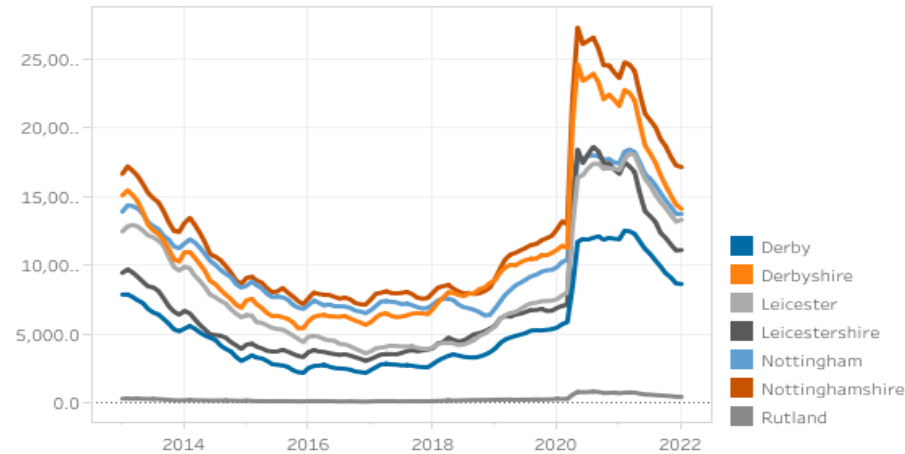
Unemployment Overview



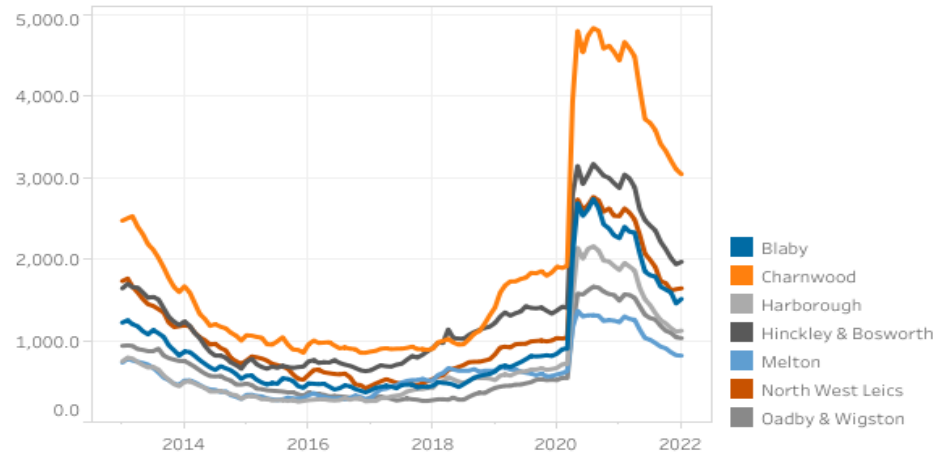
Local Authority JSA & UC Claimants (Jan 2013 - Jan 2022)

- Chart Display**
- Monthly Figure
 - Diff from Previous
- Measure**
- Count
 - Rate

Upper Tier Authorities



Leicestershire Districts



	Nov 2021	Dec 2021	Jan 2022
Derby	9,125.0	8,690.0	8,655.0
Derbyshire	15,080.0	14,425.0	14,120.0
Leicester	13,655.0	13,195.0	13,325.0
Leicestershire	11,515.0	11,090.0	11,125.0
Nottingham	14,260.0	13,750.0	13,745.0
Nottinghamshire	17,885.0	17,270.0	17,165.0
Rutland	500.0	455.0	450.0
LLEP	25,175.0	24,285.0	24,450.0
East Midlands	117,680.0	113,200.0	113,290.0
England	1,617,805.0	1,560,280.0	1,557,415.0
United Kingdom	1,881,715.0	1,815,325.0	1,812,535.0

	Nov 2021	Dec 2021	Jan 2022
Blaby	1,590.0	1,455.0	1,510.0
Charnwood	3,205.0	3,100.0	3,040.0
Harborough	1,150.0	1,110.0	1,120.0
Hinckley & Bosworth	2,010.0	1,935.0	1,965.0
Melton	855.0	820.0	815.0
North West Leics	1,615.0	1,630.0	1,640.0
Oadby & Wigston	1,095.0	1,040.0	1,030.0

Source: Claimant count, ONS, 2022. For more information, please visit www.nomisweb.co.uk. Produced by the Strategic Business Intelligence Team, Leicestershire County Council, 2022.

Health Overview

Staying healthy and well– public health data

Indicator	Period	Charnwood		Region England			England		Best
		Recent Trend	Count	Value	Value	Value	Worst	Range	
Smoking Prevalence in adults (18+) - current smokers (APS)	2019	–	18,033	12.0%	14.8%	13.9%	27.5%		3.4%
Percentage of physically active adults	2019/20	–	-	65.7%	65.9%	66.4%	49.4%		80.2%
Percentage of adults (aged 18+) classified as overweight or obese	2019/20	–	-	59.4%	65.4%	62.8%	78.3%		41.6%
Excess winter deaths index	Aug 2018 - Jul 2019	–	26	5.3%	16.4%	15.1%	36.4%		-8.2%
New STI diagnoses (exc chlamydia aged <25) / 100,000 New data	2019	→	702	573	624	917	4,562		294
TB incidence (three year average)	2017 - 19	–	41	7.5	7.3	8.6	45.0		0.2
Smoking Prevalence in adults in routine and manual occupations (18-64) - current smokers (APS)	2019	–	-	19.7%	25.5%	23.2%	60.3%		3.5%

Charnwood performs relatively well on the indicators listed above with only one indicator (% of physically active adults) performing very slightly below the national and regional value.

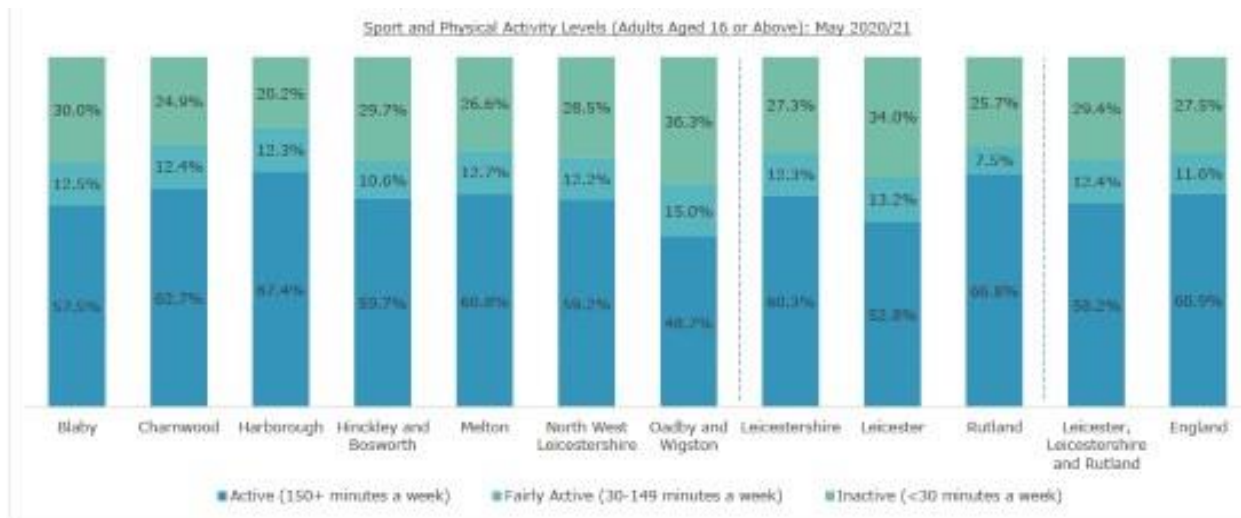
Source, PHE, Fingertips, 2021

Physical activity and wellbeing

Active Together physical health and wellbeing survey, 2021:

- 450 responses for Charnwood residents
- 67% saying health was good or very good, 24.9% stating it was 'fair', 8% stating bad or very bad

Active Lives Adult Survey, May 2020/21:



Charnwood has the second lowest levels of inactive residents of all of the Leicestershire districts and the second highest level of active residents

Planning Overview

Indicator	2020/21	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	Direction of travel	Commentary	Regional Commentary	National Commentary
Net additional homes provided (cumulative Target)	1,116 Homes	278 Homes	555 Homes	834 Homes	1,111 Homes		To be updated 6 monthly	To be updated 6 monthly	To be updated 6 monthly
Number of affordable homes delivered (gross) (cumulative target)	213 Homes	45 Homes	90 Homes	135 Homes	180 Homes		To be updated 6 monthly	To be updated 6 monthly	To be updated 6 monthly
Number of years housing supply	4.1 Yrs.	Annual Indicator – to be reported in quarter 4 only					To be updated end of Q4	To be updated end of Q4	To be updated end of Q4
Direction of travel to 5-year housing supply							To be updated end of Q4	To be updated end of Q4	To be updated end of Q4

Housing Delivery Test: 2021 Measurement

Area Name	Number of homes required			Total number of homes required	Number of homes delivered			Total number of homes delivered	Housing Delivery Test: 2021 measurement
	2018-19	2019-20	2020-21		2018-19	2019-20	2020-21		
Charnwood	820	751	658	2228	1117	993	1116	3225	145%
Harborough	542	496	366	1404	729	938	1011	2678	191%
Hinckley and Bosworth	468	418	301	1188	464	285	267	1016	86%
Leicester	1280	1474	1154	3908	1437	1448	1050	3935	101%
Melton	170	156	113	440	222	334	310	866	197%
North West Leicestershire	368	347	239	954	713	754	702	2169	227%
Oadby and Wigston	144	136	99	378	93	170	215	478	127%

The housing Delivery Test is published annually and covers the previous 3 financial years.

The Housing Delivery Test compares the net homes delivered over 3 years to the homes required over the same period.

Source – Department for Levelling Up, Housing and Communities

Charnwood Borough Council

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

Background

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

Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

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

Step 1 – Introductory information

Title of the policy	Corporate Plan 2020-2024
Name of lead officer and others undertaking this assessment	Helen Gretton Suzanne Kinder
Date EIA started	October 2019
Date EIA completed	December 2019

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)
The Corporate Plan 2020-2024 is a strategic plan which outlines what Charnwood Borough Council plans to deliver to the community over the next four years. It sets out the activity to be undertaken by the authority, and with partners, and identifies real and achievable targets, which in turn will create positive outcomes for individuals and communities in service design, delivery and employment.
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
The whole population of Charnwood will be affected. The Corporate Plan 2020-2024 is an overarching document which is designed to create positive impacts for people who live, work and visit in the Borough. It should not have an adverse impact on any groups or individuals as its purpose is to make the Council's practices and services more effective, fair and accessible for all.
Which groups have been consulted as part of the creation or review of the policy?
A resident's survey was undertaken for 12 weeks, from July- September 2019. This was an opportunity to consult with a cross range of residents, across each of the protected characteristics throughout the Borough. The survey was conducted by M.E.L Research, on behalf of Charnwood Borough Council, who ensured a quota sampling approach was used to ensure that the sample represented the population of Charnwood Borough. Independent quotas were set by ward, gender, age and ethnicity (White and BME) based on the 2011 census data, with 550 responses was set in order to achieve a margin of error of $\pm 4\%$ at the 95% confidence level (based on a population of 166,100).
A further 4-week consultation took place in December 2019 (in line with the Budget & Policy Framework) to consult with stakeholders on the final draft version of the Corporate Plan 2020-2024.
Results from other appropriate service specific consultations were also used to influence the content of the Corporate Plan 2020-2024.

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

1. Demographic information (based on Census 2011) which provides information on a range of the protected characteristics, in particular age, disability, race, religion or belief and sex.
2. Residents Survey (2019) which surveyed a cross range of residents across the borough of Charnwood.
3. Various information based on service specific consultations and monitoring of services.

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/ consultation informs the council of the specific needs and priorities of residents and service users across the Borough. The development of the Corporate Plan 2020-2024, ensures that the actions and objectives embedded within the Plan provide positive outcomes for everyone living, working and visiting the Borough.

The following information was highlighted as pertinent from analysis of the 551 responses to the Residents Survey (2019):

93% felt that their local area is a place where people from different backgrounds get on well together. However, this was statistically lower in the Rothley & Thurstaston ward.

A difference was found between age groups, with respondents aged 18 to 24 significantly happier (99%) compared to those aged 35 to 44 (90%) and 55 to 64 (92%).

Being able to go to sports and leisure facilities: Residents under 35 (57%) are less likely to be satisfied than those aged 35-44 (73%) or those aged 55-74 (74%).

Being able to go to sports and leisure facilities: 65% of those without a disability report satisfaction compared to 81% of those with a disability (limited a lot).

Encouraging and investing in business and jobs: Residents aged between 35-44 (67%) were more likely to be satisfied than residents in the 18-24 (46%) or 65-74 age group (51%).

Feeling safe in my home and the local area: 83% of 35-44 year olds report satisfaction compared to 94% of 65-74 year olds.

Climate change and looking after the environment: 70% of 45-54-year olds report satisfaction compared to 84%-85% of 18-44 year olds and 90% of those aged 65-74.

My rubbish collected on a regular and reliable basis: 93% of 35-44 year olds report satisfaction compared to 100% of 18-24 year olds.

Availability of affordable housing to buy: Residents aged 18-24 (52%) are less likely to be satisfied compared to older residents (64%-84%).

Availability of affordable housing to rent: 35% of those with a disability (limited a little) report satisfaction compared to 63% of those without a disability and 68% of those with a disability (limited a lot).

Cleanliness and tidiness of my local area: 91% of 18-34 year olds report satisfaction compared to 79% of 45-54 year olds.

Significantly fewer white residents (71%) were satisfied with the variety of shops and markets available, compared to non-white residents (83%).

My rubbish collected on a regular and reliable basis: 89% of those with a disability (limited a lot) report satisfaction compared to 96% of those without a disability.

Only 29% of all respondents felt it was easy to influence decisions that might affect them and 36% were satisfied with how they can get involved in local decision making.

Where a potential adverse impact has been identified through consultation and engagement, this will either be addressed via mitigating action within the Corporate Plan (2020-2024) and/or the associated Business Plan, or where appropriate in specific Team Plans to address any inequality within specific service delivery.

Additionally, a further potential barrier is access to, and availability of, relevant information on sexual orientation and gender reassignment from within the Council and from other organisations. As the Corporate Plan 2020-2024 is an overarching strategic document, this will not create any adverse impacts on any diverse groups within the community, but when implementing the individual projects and initiatives within the plan it is important to consider collecting information in these areas in order to inform service delivery and to mitigate any potential adverse impact.

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

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

Not in this circumstance. The Corporate Plan 2020-2024 is an overarching strategic plan which includes a range of initiatives and different projects which are designed to provide positive outcomes for the wider community. Further consultation, with individuals of protected characteristics, will take place as part of the ongoing development and implementation of these specific projects and initiatives which make up the Corporate Plan 2020-2024.

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	<p>The actions and objectives set out in the Corporate Plan 2016-2020 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of age.</p> <p>Specific initiatives have been included in the Corporate Plan to support vulnerable members of our community, including younger people and older people. This should create a greater positive impact on this protected characteristic.</p> <p>However, given the disparity of some issues/ elements of service delivery, across different age ranges, which were highlighted in the Residents Survey 2019 any potential adverse impact will either be addressed via mitigating action within the Corporate Plan (2020-2024) and/or the associated Business Plan, or where appropriate in specific Team Plans to address any inequality within specific service delivery.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of disability.</p> <p>Specific initiatives have been included in the Corporate Plan to support vulnerable members of our community, including</p>

	<p>people with disabilities. This should create a greater positive impact on this protected characteristic.</p> <p>However, given the disparity of some issues/ elements of service delivery, based on the protected characteristic of disability, which were highlighted in the Residents Survey 2019 any potential adverse impact will either be addressed via mitigating action within the Corporate Plan (2020-2024) and/or the associated Business Plan, or where appropriate in specific Team Plans to address any inequality within specific service delivery.</p> <p>The publication of the Corporate Plan 2020-2024 will be provided in an accessible format if required and requested by specific individuals/ community groups.</p>
Gender Reassignment (Transgender)	<p>The actions and objectives set in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of gender reassignment.</p> <p>A potential barrier may be access to and availability of relevant information as there is little national and local information on gender re-assignment both within the Council and other organisations. Therefore, additional monitoring of this protected characteristic may be required.</p>
Race	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of race.</p> <p>The published Corporate Plan 2020-2024 will be available in alternative languages if required and requested by specific individuals/ community groups.</p>
Religion or Belief (Includes no belief)	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of religion or belief.</p>
Sex (Gender)	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of sex.</p>
Sexual Orientation	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of sexual orientation.</p> <p>A potential barrier may be access to and availability of relevant information as there is little national and local information on sexual orientation both within the Council and other organisations. Therefore, additional monitoring of this protected characteristic may be required.</p>
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	<p>The Corporate Plan 2020-2024 will provide positive impacts for all members of the community and this fully includes individuals within the protected characteristics of pregnancy & maternity and marriage & civil partnership.</p>
Other socially excluded groups	<p>The actions and objectives within the Corporate Plan 2020-2024 also cover a variety of other groups such as; rural</p>

<p>(carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>isolation, deprived or disadvantaged communities (priority neighbourhoods), health inequality, asylum seeker and refugee communities. The specific actions in the Corporate Plan 2020-2024 are likely to have a positive impact on all individuals and communities.</p> <p>The Corporate Plan 2020-2024 aims to create inclusive communities and foster good community relations. Key initiatives are focussed on involving communities, giving them a voice and supporting them to be involved in decision making within their own communities. Therefore, there is likely to be a further positive impact on individuals and communities with regards to community involvement and cohesion.</p>
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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.

Further consultation for individual protected characteristics will take place as part of the ongoing development and implementation of these specific projects and initiatives which make up the Corporate Plan 2020-2024 and associated Business Plan.

Equality Impact Assessments will also be undertaken, where appropriate, on the individual elements of the projects and initiatives which make up the Corporate Plan 2020-2024 and associated Business Plan.

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).

The Corporate Plan 2020-2024 aims to provide positive impact for all individuals living, working and visiting the Borough and therefore meets the Council's responsibilities in relation to equality and diversity.

Step 6- Monitoring, evaluation and review

<p>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?</p>
<p>If any negative impacts occur/ potential barriers arise then this will be monitored and evaluated via our Corporate Customer Complaints Procedure.</p>
<p>Where appropriate, individual Equality Impact Assessments will be conducted as part of the ongoing development and implementation of specific projects and initiatives which make up the Corporate Plan 2016-2020. This will seek to mitigate any barriers or adverse impact to any of the protected groups.</p>
<p>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.</p>
<p>All actions within the Corporate Plan are monitored through the Annual Business Plan via the Council's Performance Management System. This is monitored via the Council's Corporate Management Team, Senior Management Team and Performance Scrutiny Panel and any negative impacts will be picked up through this scrutiny process.</p>

Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Further consider the protected characteristics of gender reassignment and sexual orientation when developing and implementing specific projects and initiatives within the Corporate Plan 2020-2024.	Heads of Service in all service areas across Charnwood Borough Council	Ongoing
002	Further consider consultation for individual protected characteristics as part of the ongoing development and implementation of specific projects and initiatives which make up the Corporate Plan 2020-2024.	Heads of Service in all service areas across Charnwood Borough Council	Ongoing

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

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		This EIA will be published on Charnwood Borough Council's webpage and intranet. Service users, partners and stakeholders can also request this EIA in alternative formats if required.
Service users		
Partners and stakeholders		
Others	N/A	N/A
To ensure ease of access, what other communication needs/concerns are there?	N/A	N/A

Step 9- Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate
I agree with this assessment / action plan
If disagree, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head): Adrian Ward
Date: 04/12/19

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

CABINET – 7TH APRIL 2022

Report of the Head of Customer Experience Lead Member: Councillor Tom Barkley

Part A

ITEM 8 BUSINESS RATES – COVID-19 ADDITIONAL RELIEF FUND (CARF)

Purpose of Report

This report asks Cabinet to approve the draft CARF Policy to enable the Council to distribute the allocated Government funding to support business rate paying customers

Recommendation

That Cabinet approve the draft CARF Policy as set out in Appendix A of this report.

Reason

To respond to the Department for Levelling Up, Housing and Communities request for our allocation of the funding to be distributed to appropriate businesses

Policy Justification and Previous Decisions

The Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The purpose of the fund is to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates. The £1.5 billion will be allocated to local authorities based upon the estimated rateable value in each local authority rating list which falls within the scope of the fund.

In December 2021, the Government provided guidance of the scheme to enable Local Authorities to operate and deliver the CARF policy.

The Council has now considered the requirements of the policy as set out in the guidance and has developed a local policy for the implementation of the scheme to ensure we can offer support to those businesses in Charnwood that have not been able to access the previous financial support offered by Covid Business Grants

Implementation Timetable including Future Decisions and Scrutiny

If approved, it is anticipated that the scheme will be open from 1st May 2022.

Report Implications

The following implications have been identified for this report.

Financial Implications

The Department for Levelling Up, Housing and Communities is providing funding of £4.1m for the scheme and will also provide new burdens funding for the delivery of the scheme, this amount has not yet been confirmed, it is therefore not anticipated that the scheme will place any financial burden on to the Council

Overall, it is anticipated that the delivery of this scheme will have a small positive impact on the Council's financial position due to the increase in the collection of business rates.

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 Management Actions Planned
Resourcing to process the applications is insufficient	Unlikely (2)	Significant (2)	Low (4)	As this scheme is addition to the day-to-day duties of officer and due to other additional demands, such as the Council Tax Energy rebate Scheme there is significant pressures on the same team to deliver scheme however processing deadlines have been review to take into account this risk and the additional burdens funding will provide funding for additional resourcing is required

Equality and Diversity

Introduction of the CARF Policy would generally have a neutral impact of equality and diversity in Charnwood. An Equalities Impact Assessment has been prepared and is published as an appendix to this report.

Key Decision: Yes

Background Papers:

Officer(s) to contact: Karey Barnshaw
Head of Customer Experience

01509 634923

karey.barnshaw@charnwood.gov.uk

Simon Jackson

Strategic Director for Corporate Services

01509 634699

simon.jackson@charnwood.gov.uk

Part B

Background

- 1.1 COVID-19 has presented a significant and unprecedented challenge for businesses. Since the start of the pandemic the Government's response to support businesses has been of a similarly unprecedented scale. The Government has provided over £400 billion of direct support to the economy during this financial year and last, which has helped to safeguard jobs, businesses and public services in every region and nation of the UK through the pandemic.
- 1.2 In December 2021 the government provided guidance on a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The fund will be available to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates
- 1.3 The Council has been awarded £4.1m of funding, this amount is based upon the estimated rateable value in each local authority rating list which falls within the scope of the fund, weighted for the Gross Value Added (GVA) impacts of COVID-19 per sector.
- 1.4 Utilising the principles of the guidance the Council is required to determined and adopt a local scheme that provides business rate relief to reduce chargeable amounts in respect of 2021/22 to those business affected by the pandemic but were ineligible for existing business rates support.
- 1.5 Central government will fully reimburse local authorities for discretionary relief awards which comply with this guidance up to the maximum level of the allocations.
- 1.6 In designing the discretionary relief scheme we must ensure:
 - not award relief to ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS),
 - not award relief to a hereditament for a period when it is unoccupied (other than hereditaments which have become closed temporarily due to the government's advice on COVID-19, which should be treated as occupied for the purposes of this relief), and
 - direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.
- 1.7 The proposed scheme found in Appendix A, sets out the details of the scheme, how businesses can apply and the level of funding that can be

allocated to each business based on the rateable value. The determination of which business type will be eligible is based on the criteria as set in the guidance and the change in Gross Value Added (GVA) as a proxy for the economic impacts of COVID-19 on each business sector as set out within the guidance

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1041468/CARF_LA_Guidance.pdf#:~:text=About%20this%20guidance%201.This%20guidance%20is%20intended%20to,regard%20to%20when%20determining%20awards%20from%20the%20fund.

COVID-19 Additional Relief Fund

(CARF)

1. Background to CARF Scheme

- 1.1 The Covid-19 pandemic is unprecedented and has had an immediate and significant impact on the borough of Charnwood. The government continues to develop a range of different grant packages to support businesses affected by the ongoing restrictions
- 1.2 As a result, the Government has now provided additional funding for under the COVID-19 Additional Relief Fund (CARF) scheme, which the Council is administering.

2.0 COVID-19 Additional Relief Fund (CARF)

On 25 March, the Government announced plans to provide an additional business rates support package, worth £1.5 billion, to support businesses in England affected by COVID-19 but not eligible for existing support linked to business rates.

Guidance on this support package, the COVID-19 Additional Relief Fund (CARF), applies to England only and can be found at: <https://www.gov.uk/government/publications/covid-19-additional-relief-fund-carflocal-authority-guidance>

The £1.5 billion will be allocated to local authorities based upon the estimated rateable value in each local authority rating list which falls within the scope of the fund, weighted for the Gross Value Added (GVA) impacts of COVID-19 per sector.

The relief is available to reduce chargeable amounts in respect of 2021/22 bills only.

- 2.1 The grant fund for the Charnwood Borough area is being managed by Charnwood Borough Council, which is responsible for delivering grants to eligible businesses and charities. The Council must follow the guidance set by the Government and can make discretionary grant relief payments under section 47 of the Local Government Finance Act 1988.
- 2.3 The Council has decided to set out the scope of the scheme on the website, providing clear guidance on which types of business are being prioritised, as well as the rationale for the level of grant to be provided.

2.4 The Government intends that this grant scheme widens access to support businesses that are struggling to survive due to the impact of the pandemic.

2.5 Potential applicants will be/are asked to note that:

Businesses that have already received grant payments that equal the maximum levels of State aid permitted under the de minimis and the Covid-19 Temporary State Aid Framework will not be eligible for these grant schemes. The Council does not have the discretion to vary this position.

Grants under this scheme will be subject to tax in line with the applicant's tax arrangements. For businesses, the Government advises this is only where there is an overall profit for the tax year once this award is included.

Grants awarded under this scheme will not generally affect the Council's business ratings list or any rates charges payable by the recipient.

Notwithstanding this, any applicant who should in fact be added to the rates list will be, which may result in a rates bill.

3.0 Total funding available

3.1 The allocation to Charnwood Borough Council under this scheme is £4,119,690.

3.2 As per point 12 of the guidance, if local authorities are funding the relief from the section 31 grant local authorities must:

a. Not award relief to ratepayers who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (Covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS),

b. Not award relief to a hereditament for a period when it is unoccupied (Other than hereditaments which have become closed temporarily due to the government's advice on COVID-19, which should be treated as occupied for the purposes of this relief), and

c. Direct their support towards ratepayers who have been adversely affected by the pandemic and have been unable to adequately adapt to that impact.

3.3 In line with the legal restrictions in section 47(8A) of the Local Government Finance Act 1988, billing authorities may not grant the discount to themselves, certain precepting authorities (e.g. a parish or county council) or a functional body, within the meaning of the Greater London Authority Act 1999.

4.0 Who can apply?

4.1 The Council will prioritise businesses in the following sectors:

- Manufacturing
- Arts, Entertainment and Recreation
- Health
- Transport
- Construction
- Administrative Services
- Wholesale and Retail
- Hospitality
- Information and Communication
- Professional Services

4.2 Who is not eligible under this scheme:

- Businesses who for the same period of the relief either are or would have been eligible for the Extended Retail Discount (Covering Retail, Hospitality and Leisure), the Nursery Discount or the Airport and Ground Operations Support Scheme (AGOSS),
- Hereditaments where for the same period were unoccupied (Other than hereditaments which have become closed temporarily due to the government's advice on COVID-19, which should be treated as occupied for the purposes of this relief),
- Businesses that receive:
 - Rural or Small Business Rate Relief and have a 'nil' balance
 - 100% charitable relief
 - 100% public lavatory relief
- Business with a 'nil' rateable value
- Schools and universities
- Communication masts/stations, Independent Distribution Networks
- Home Office, HM Court Service, DVSA, and Severn Trent Water
- Precepting authorities and where the rate payer is the NHS Trust or a Medical Practice (Vets and dentists are excluded from this)

4.3 In order to assess against this CBC has set up an application process that applicants will be required to complete.

5.0 Application Process and Timescale

5.1 The application process will close once all funds have been allocated. Relief will be awarded on a first come first served basis based on the date of receipt of a fully completed and eligible application until the available funding is committed.

5.2 The Council invites applications via its website www.charnwood.gov.uk Any applicant who is unable to apply via the website should contact

DFG@charnwood.gov.uk to request support in completing an application

- 5.3 All applications will be checked for completeness and eligibility against the guidelines. If your application is incomplete or ineligible it will be rejected, and we will send you an e-mail outlining the reason(s). We are unable to progress incomplete or ineligible applications.
- 5.4 Along with the application form, applicants will be required to submit evidence with their application to demonstrate the evidence of trading?7

6.0 Assessment / decision-making process

- 6.1 The Council will individually assess and validate applications as they are received and may request further information should it be required. The pre-payment checks will include confirming eligibility, checks against Companies House and other government websites.
- 6.2 Applicants would also be asked to confirm that by accepting the relief they are in compliance with all State Aid and Subsidy rules as set out within the guidance <https://www.gov.uk/government/publications/covid-19-additional-relief-fund-carflocal-authority-guidance>, that to the best of their knowledge they are eligible for the scheme, and acknowledge that the council reserves the right to recover any funding made in error or as the result of misleading information being submitted and that they are happy for their information to be stored in adherence to the relevant GDPR regulations. The Council's website will require applicants to confirm acceptance of various compliance statements through tick boxes.
- 6.3 All applications will be checked for completeness and eligibility against the guidelines. If your application is incomplete or ineligible it will be rejected, and we will send you an e-mail outlining the reason(s). We are unable to progress incomplete or ineligible applications. Information provided to support an application after the set deadline period will not be considered.
- 6.4 The Council will undertake written post payment assurance around compliance, in particular State Aid as per the request set out in the guidance provided by national government for post payment monitoring and reporting
- 6.5 There is no right to appeal, and the decision of the Council is final. The Council's interpretation of this document is at its own discretion, and it will be the final arbiter of the definitions contained within this policy

7.0 How will the value of relief be calculated?

- 7.1 Charnwood Borough Council has determined that the value of any relief awarded will be in the following bandings:

Eligible businesses will receive:

- £1,500 for businesses with a rateable value of £15,000 or under.
- £5,000 for businesses with a rateable value between £15,001 and £50,999
- £7,500 for businesses with a rateable value of between £51,001 and £100,000.
- £10,000 for businesses with a rateable value of £100,001 and over

For all business types, the value of the relief awards may be pro rata'd should the qualifying number of applications exceed the funding pot available.

- 7.2 As allowed within the guidance, the Council reserves the right to award a higher level of funding to support larger businesses that are important to our local economy. This allocation will be determined on a case-by-case basis.
- 7.3 Reliefs will be awarded on a first come first served basis based on the date of receipt of a fully completed and eligible application until the available funding is committed
- 7.4 We reserve the right to modify and/or withdraw each award and its associated conditions, particularly to ensure that public money is spent well. This may be in response to changes in national legislation, local economic and health conditions, and changes in funding circumstances.
- 7.5 Where the award of the relief creates a credit on the account this will automatically be rolled forward to the 2022/23 bull unless the business specifically requests a refund of the credit

8.0 Managing the Risk of Fraud

- 8.1 The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records or the information submitted to gain an award will face prosecution and any funding issued will be subject to clawback, as may any awards paid in error.
- 8.2 The Council reserves the right to use any details submitted by businesses to check against national records and databases to highlight any potentially fraudulent activity.
- 8.3 Any award of financial relief is subject to the properties continuing eligibility. If eligibility changes the relief would be subject to clawback.

9.0 Policy Review

- 9.1 This policy has been written in line with Government guidance. It will be subject to dynamic review as circumstances dictate and in line with

future clarifications and changes that may be announced by the Government.

Strategic Director of Environmental & Corporate Services

Charnwood Borough Council

April 2022

Equality Impact Assessment

COVID 19 – Business Grant Management and Administration

- **Background**

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

- **Legislation- Equality Duty**

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

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

For the following protected characteristics:

- ✓ Age
- ✓ Disability
- ✓ Gender reassignment
- ✓ Marriage and civil partnership
- ✓ Pregnancy and maternity
- ✓ Race
- ✓ Religion or belief
- ✓ Sex (Gender)
- ✓ Sexual orientation
- ✓ Socially excluded groups

What is prohibited?

- ✓ Direct Discrimination
- ✓ Indirect Discrimination
- ✓ Harassment
- ✓ Victimisation
- ✓ Discrimination by association
- ✓ Discrimination by perception
- ✓ Pregnancy and maternity discrimination
- ✓ Discrimination arising from disability
- ✓ Failing to make reasonable adjustments

Complete this action plan as you go through the questions

- **Step 1 – Introductory information**

Title of the policy	COVID – Business Grant Funding
Lead officer and others undertaking this assessment	Karey Barnshaw
Date EIA started	9 March 2022
Date EIA completed	11 March 2022

- **Step 2 – Overview of policy/function being assessed**

Outline: What is the purpose of this policy? (Specify aims and objectives)

The business grants process has been developed as an online process only. Central government guidance outlined this as the process.

The Government announced a new COVID-19 Additional Relief Fund (CARF) of £1.5 billion. The purpose of the fund is to support those businesses affected by the pandemic but that are ineligible for existing support linked to business rates. Utilising the principles of the guidance the Council has determined a local scheme that provides business rate relief to reduce chargeable amounts in respect of 2021/22 to those eligible businesses.

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

It is the Council's aim to ensure that the funding process is inclusive to all eligible businesses.

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

Creation of the COVID-19 funding has been allocated via Central Government.

Evaluation takes place on successful applications to analyse whether businesses are eligible to receive funding / relief as set out by clear guidelines.

- **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

Analysis of all COVID-19 business grants and those that fulfil funding criteria.

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)

Analysis of previous grants programmes have demonstrated that these contribute to a wide range of businesses covering the majority of the protected characteristics.

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

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

Further equalities monitoring may be required for those businesses which have applied and are deemed unsuccessful in order to identify any issues or potential barriers. However, at this stage of

analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

● **Step 5 – Assessing the impact**

<p>Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any ‘protected characteristics’ and provide an explanation for your decision. Please refer to the general duties on the front page.</p>	
Age	Negative impact - Information regarding the COVID- 19 business grant application process is available in an online format only as recommended by central government.
Disability <ul style="list-style-type: none"> • Physical • Visual • Hearing • learning disabilities • mental health 	Negative impact - Information regarding the COVID- 19 business grant application process is available in an online format only as recommended by central government.
Gender Reassignment (Transgender)	Neutral Impact - no areas have been specifically funded to support the protected characteristics of gender reassignment.
Race	Neutral Impact - no areas have been specifically funded to support the protected characteristics of race. I
Religion or Belief (Includes no belief)	Neutral Impact - no areas have been specifically funded to support the protected characteristics of religion and belief.
Sex (Gender)	Neutral Impact - no areas have been specifically funded to support the protected characteristics of sex.
Sexual Orientation	Neutral Impact – no areas have been specifically funded to support the protected characteristics of sexual orientation.
Other protected groups <ul style="list-style-type: none"> • Pregnancy & maternity • Marriage & civil partnership 	Neutral Impact – no areas have been specifically funded to support the protected characteristics under other protected groups.
Other socially excluded groups <ul style="list-style-type: none"> • Carers • Low literacy • Priority neighbourhoods • Health inequalities • Rural isolation • Asylum seeker and refugee communities 	Neutral Impact – no areas have been specifically funded to support the protected characteristics of socially excluded groups.

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.

- If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.

<ul style="list-style-type: none"> Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
<p>In relation to age and disability to ensure the service is inclusive CBC provide call backs and assisted applications to those that require support or do not have internet access.</p> <p>In addition, both customer services and the grants team maintain contact with those who need / require assistance during the business grant process.</p> <p>The process will also be monitored as part of the ongoing review of business grants administration.</p>
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>It is the opinion that the administration and management of COVID-19 related business grants complies with Charnwood Borough Council's equality, diversity and inclusion responsibilities.</p>

Step 6- Monitoring, evaluation, review

<p>Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?</p>
<p>Monitoring of the COVID-19 business grants will take place on a periodic basis, this continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific business groups / protected characteristics.</p>
<p>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.</p>
<p>Where barriers / negative impacts are identified, the mitigating action and progress against these will be included within future funding allocation reviews.</p>

Step 7- Action Plan

<p>Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</p>			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor COVID-19 business related funding and assess funding allocation is successful and identify any areas for improvement / review	Karey Barnshaw	Ongoing
002	Continue to monitor marketing and promotion of funding, taking positive action to promote targeted communications if required.	Karey Barnshaw	Ongoing

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

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA's)
--	--------------------	---

Employees	X	This EIA will be published on the Council's website.
Service users	X	
Partners and stakeholders	X	
Others		
To ensure ease of access, what other communication needs/concerns are there?		

- **Step 9- Conclusion (to be completed and signed by the **Service Head**)**

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 below.
Signed (Service Head): Karey Barnshaw
Date:11/3/22

Please send completed & signed assessment to **Vicky Brackenbury** for publishing.

CABINET – 7TH APRIL 2022

Report of the Monitoring Officer Lead Member: Councillor Margaret Smidowicz

Part A

ITEM 9 ANNUAL REVIEW OF THE COUNCIL'S CONSTITUTION

Purpose of Report

To enable the Cabinet to consider and recommend to Council amendments to the Constitution following the annual review.

Recommendation

That it be recommended to Council that the changes to the Constitution set out in appendix 1 to this report be made, to be effective from the new Civic Year 2022/23.

Reason

To ensure the Constitution is kept up to date and fulfils its intended purposes.

Policy Justification and Previous Decisions

Section 2.4 of the Constitution requires the Monitoring Officer to monitor and review the Constitution. These reviews are undertaken annually with the last such review being considered by the Cabinet on 8th April 2021 (Minute 108 refers) and at Council on 26th April 2022 (Minute 132 refers).

The Member Conduct Committee was consulted and asked for any amendments to the Constitution relating to the role of the committee, namely the Members' Code of Conduct and the Monitoring Officers Protocol.

The Member Conduct Committee on 13th December 2021 made recommendations to Council relating to the 'Other Council Meeting Procedures' (Plans Committee Procedures) and the 'Planning Code of Conduct' and these are set out in this report.

The Member Conduct Committee on 13th December 2021 also made recommendations to Council about the new Members' Code of Conduct and this was approved by Council on 17th January 2022 and will be effective from the new civic Year 2022/23.

Relating to the new Members' Code of Conduct, the Member Conduct Committee also considered a report of the Monitoring Officer setting out differences between Charnwood's agreed procedure for dealing with Member conduct complaints, and the Local Government Association's

recently produced Guidance on Member Model Code of Conduct Complaints Handling (the 'LGA Guidance'). The Committee made recommendations to Council as part of the annual review of the Constitution.

Implementation Timetable including Future Decisions and Scrutiny

The proposed changes to the Constitution require Council approval and will be submitted to Council on 25th April 2022. Changes will come into effect from the new Civic Year 2022/23.

A small change to the Executive delegations to officers has been identified during this year's review. This will be the subject of a separate report to the Leader, who has the authority to make such changes. Any changes made will be reported to Council.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no costs associated with making the recommended changes to the Constitution.

Risk Management

No specific risks have been identified in connection with this report.

Key Decision: No

Background Papers: None

Officers to Contact: Adrian Ward
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adrian.ward@charnwood.gov.uk

Karen Widdowson
Democratic Services Manager and Deputy
Monitoring Officer
01509 634785
karen.widdowson@charnwood.gov.uk

Part B

Background

1. In line with good practice, the Council reviews the Constitution annually. As part of the review consultations have taken place with officers and councillors both individually and through meetings with Group Leaders, the Chair of the Plans Committee and the Member Conduct Committee. The remainder of this report describes the recommended changes to the Constitution and the proposed amendments are set out in appendix 1 to the report.

Proposed changes to the Constitution

Housing Management Advisory Board (HMAB) – Councillor Substitutes

2. The Council has established a Housing Management Advisory Board to promote tenant and leaseholder engagement in decisions relating to the Council's housing stock.
3. The Housing Management Advisory Board currently comprises:
 - six tenants/leaseholders, selected by a panel comprising the Strategic Director, lead officer for tenant participation, a representative of a recognised independent tenant participation organisation and other Borough Council officers if deemed appropriate by the Strategic Director, appointed for a period of three years providing the person continues to be a tenant/leaseholder;
 - three Councillors, who must not be Cabinet Members, appointed annually on the basis of political balance;
 - one person who is independent of the Council, selected by a panel comprising the Strategic Director, lead officer for tenant participation, two representatives from the Charnwood Housing Residents Forum and other Borough Council officers if deemed appropriate by the Strategic Director, appointed for a period of three years and confirmed annually by the Board.
4. It is proposed that Chapter 3 of the Constitution be amended as set out in the appendix to enable Councillor substitutes to be appointed. The reason for this suggestion is to ensure the quorum threshold is met and enables greater flexibility for Councillors. Currently the quorum for the meetings of the Board is five members with at least two of whom must be tenants/leaseholders. The tenant Chair of HMAB has been consulted and is in agreement to this proposal.

Loughborough Area Committee – Widening Functions

5. The Council has established the Area Committee with the following advisory functions:
 - To carry out a consultative role in relation to budgetary and financial issues which either solely or predominantly affect the Loughborough town area.
 - To carry out a consultative role in relation to matters of policy and strategic direction which relate to or affect the Loughborough town area
6. The current Vice-Chair of the Loughborough Area Committee has requested that the terms of reference be widened to enable it to:
 - (a) Commission Officer reports;
 - (b) Request specific relevant supporting information
7. The Constitution states ‘the Committee cannot commission or request reports from officers, other than as may be required to assist it with business being undertaken in its consultative roles’. It is considered that the Constitution is sufficiently clear, and this matter was only reviewed in September 2020. In addition, any Councillor may, by giving notice to the Head of Strategic Support initiate a Councillor Call for Action under Scrutiny Procedure 11.10 (d). There is no change is recommended on this point.

Audit Committee – Composition

8. The Audit Committee comprises an Independent Chair plus six councillors. No members of the Cabinet can be members of the Committee.
9. It is proposed that Chapter 12 of the Constitution be amended as set out in the appendix so that the size of the Committee is increased from six to seven councillors to assist with the quorum requirements. The quorum requirement works out as four councillors for either six or seven councillor members.
10. Of note is that councillors are allowed to substitute for Members of the Audit Committee using the usual substitution procedures set out in the Constitution and they must have attended mandatory training, or its equivalent, in the current council term.

Members Planning Code of Good Practice and Other Committee Procedures (Plans Committee)

11. The Member Conduct Committee on 13th December 2021 (Minute No. 24 2021/22 refers) considered a suggestion from a Plans Committee member about requiring Members to attend Plans Committee or appoint some other ward member to represent them when they have Called-in a planning application.

12. The Member Conduct Committee recommended the following changes;

Chapter 12 (Section 12.12 (c)) – Other Meeting Procedures (Plans Committee Procedures)

Replacement of the word ‘expected’ to ‘must’ in the sentence ‘Ward councillors who call-in a planning application are ‘expected’ to attend the Plans Committee meeting at which it is considered’.

Chapter 24 (Section 7.2) - Planning Code of Good Practice

Insertion of the paragraph ‘Where a ward councillor has called in an application to Plans Committee, they will attend the meeting to explain why it has been called in and their concerns. If they are unable to attend, they should nominate a substitute to stand in for them and express their views, or submit a written statement’

13. Following consideration of this matter with Group Leaders, it is proposed that Chapter 12 be not amended and the current wording of “expected” remain. Furthermore, the Group Leaders suggested a strengthening of Chapter 24 to the effect that if a ward councillor is unable to attend a Plans Committee, they must nominate a substitute to stand in for them and express their views or submit a written statement which can be read out within five minutes.

14. It is proposed that Chapter 24 of the Constitution be amended as set out in the appendix.

Member Conduct complaints process

15. The Member Conduct Committee on 13th December 2021 (Minute No. 27 2021/22 refers) considered a report of the Monitoring Officer setting out differences between Charnwood’s agreed procedure for dealing with Member Conduct complaints, and the Local Government Association’s recently produced Guidance on Member Model Code of Conduct Complaints Handling (the ‘LGA Guidance’). The Committee recommended that a requirement for investigations to be completed within 6 months and potential further sanctions be introduced.

16. It is proposed that chapter 18 of the Constitution be amended as set out in the appendix.

Petitions Scheme

17. The Council has in place a petitions scheme to enable residents to let the Council know about any concerns. The current Petitions scheme only makes reference to paper copies and it suggested that the scheme be updated to reflect that petitions can also be submitted electronically.

18. The current scheme also explains that residents can ask their local ward councillor to submit a petition at a meeting of the full Council. It is felt that this worded be strengthened so that it is clear that only ward members can submit a petition relevant to their ward. They cannot submit petitions on behalf of other ward members.
19. It is proposed that Chapter 15 of the Constitution be amended as set out in the appendix.

Deadline for Questions on Notice, Motions and Position Statements – Full Council, Cabinet and other committees

20. Chapter 9 of the Constitution sets out that the deadlines for receiving Council Questions on Notice, Motions and Position Statements is Noon on the **sixth** clear working day before the meeting (i.e., the day of agenda despatch). The deadline for receipt of questions on notice also applies to other Committees such as the Scrutiny Committees and Loughborough Area Committee.
21. Chapter 10 of the Constitution relates specifically to Cabinet and Single Cabinet Member procedures and also has the same deadline of Noon on the **sixth** clear working day before the meeting.
22. Chapter 12 of the Constitution relates to other committees and also has the same deadline of Noon on the **sixth** clear working day before the meeting.
23. There is a suggestion to move the deadline to noon on the **eighth** clear day before the meeting. This then enables officers to be given sufficient time to provide advice to councillors on the content and build in time for responses to be drafted in the case of questions on notice.
24. It is proposed that Chapters 9, 10 and 12 of the Constitution be amended as set out in the appendix.

Charnwood Statement of Community Involvement

25. Chapter 14(1) of the Constitution states that the Policy Framework comprises various documents including the Charnwood Statement of Community Involvement.
26. The Statement of Community Involvement (SCI) is a statutory document that sets out how the Council intends to involve all sections of the community in the planning process and engage with local communities, businesses and other interested parties when developing and reviewing planning documents and determining planning applications.
27. Section 18(3A) of the Planning and Compulsory Purchase Act 2004 states that: “The statement of community involvement must not be specified as a development plan document in the local development scheme”.

28. The Constitution seems to be in accordance with this in making a distinction between the SCI and DPDs. It states that the Budget and Policy Framework includes: "Plans and strategies which together comprise the Development Plan, including Development Plan Documents and the Statement of Community Involvement".
29. The Constitution wording is based on the Local Authorities (Functions and Responsibilities) (England) Regulations 2000 (as amended). This states that the following is not to be the sole responsibility of the Executive: "Plans and alterations which together comprise the Development Plan". Following the introduction of the 2004 Act the Regulations were amended to clarify that the responsibility of the Executive did not extend to: "Powers and duties relating to local development documents which are development plan documents".
30. It therefore appears that the SCI does not have to be part of the budget and policy framework, but Charnwood have chosen to include it. While it is possible to add policies to the budget and policy framework that are not dealt with by the Regulations (Charnwood have added the Customer Service Strategy and Member Development Strategy).
31. The Head of Planning and Regeneration has highlighted whether it is possible to amend the boundaries set out in the Regulations, i.e., between DPDs and non-DPDs.
32. Practice of other Local Authority's based on legal advice is that the Executive (i.e., Cabinet) can take this decision, with the other key development plan documents going to full Council, including the Local Development Framework setting out the timetable for the local plan review.
33. It is proposed that Chapter 14 of the Constitution be amended as set out in the appendix.

Scrutiny Panels

34. Chapter 11 of the Constution sets out the procedures for Scrutiny meetings. Currently section 11.2 states "The Scrutiny Commission may establish scrutiny panels to undertake scrutiny of a particular subject over a limited period. Scrutiny Panels will be chaired by either the Chair or Vice chair of the Commission or by a Chair or Vice chair of the other Scrutiny Committees"
35. Following the re-structure of the Scrutiny function this practice is defunct as there are fewer Scrutiny Committees and therefore the Scrutiny Commission has been appointing Panel chairs and vice chairs based on expressions of interest.
36. Furthermore, the Head of Strategic Support has been making appointments to scrutiny panels in accordance with expressions of interest received from Councillors. Sometimes the expressions of interest are very high and to

ensure panels run effectively it is suggested that the maximum number of members on a panel is set at six members.

37. Accordingly, it is proposed that Chapter 11 of the Constitution be amended as set out in the appendix.

Approval of the Calendar of meetings

38. It has been common practice for a number of years now to set the calendar of meetings up to two years ahead to help plan decision making and to assist councillors who have busy schedules. Charnwood's constitution still states the programme for ordinary council meetings for the ensuing year will be undertaken at the Annual meeting of full Council (if not already undertaken).

39. It is not a legal requirement that the calendar of meetings be approved at full Council and indeed it is common practice at other councils to approve the calendar following consultation with the Group Leaders and Whips'. It is suggested that in future years the calendar of meetings be approved this way in order to speed up the process and to book dates into councillor's diary in a timely fashion.

40. Accordingly, it is proposed that Chapter 9 of the Constitution be amended as set out in the appendix

Scheme of Delegation to officers (Council Functions) - Delegation to the Head of Planning and Regeneration – High Hedges

41. The Cabinet meeting held on 8th April 2021 (Minute No. 108 20/21 refers) highlighted that in the 2022 review of the Constitution that "the delegation to Head of Service in respect of complaints regarding high hedges. Exceptions there listed would instead be determined by Plans Committee. A note would be included to make that clear as part of next year's review"

42. Accordingly, it is proposed that Chapter 8 of the Constitution be amended as set out in the appendix.

PROPOSED CHANGES TO THE CONSTITUTION

KEY:

Deleted text shown as struck through

Added text shown in bold and underlined

Item 1 - Housing Management Advisory Board

The Housing Management Advisory Board will be composed of:

- six tenants/leaseholders, selected by a panel comprising the Strategic Director, lead officer for tenant participation, a representative of a recognised independent tenant participation organisation and other Borough Council officers if deemed appropriate by the Strategic Director, appointed for a period of three years providing the person continues to be a tenant/leaseholder;
- three Councillors, who must not be Cabinet Members, appointed annually on the basis of political balance;
- one person who is independent of the Council, selected by a panel comprising the Strategic Director, lead officer for tenant participation, two representatives from the Charnwood Housing Residents Forum and other Borough Council officers if deemed appropriate by the Strategic Director, appointed for a period of three years and confirmed annually by the Board.

In respect of the Councillor appointments only, substitutes can be made. Substitutions must be for the whole meeting. A member cannot take over from their substitute or hand over to them part of the way through. Substitutes cannot appoint substitutes of their own. If a member wants to send a substitute, they must tell the Head of Strategic Support before the meeting

Any member can resign from the Board by giving notice to the Strategic Director. Appointments to vacancies will be made in the same way as the original appointment and will be for the remainder of the resigning member's term of office.

The Chair of the Housing Management Advisory Board will be appointed annually by the Board from among the tenant/leaseholder members. The Board may appoint a Vice-chair from among its members.

The quorum for meetings of the Board will be five members, at least two of whom must be tenants/leaseholders.

Item 2 - Audit Committee – Composition

Chapter 12 - 12.3 Composition

Committee	Size	Quorum	Substitutes
Audit Committee	<p>Independent Chair plus six seven Councillor members. No members of the Cabinet can be members of the Committee</p> <p>The Vice-chair will be appointed by the Committee from among its members.</p> <p>Appointment of the Independent Chair of the Audit Committee to be made by Full Council on recommendation from the S151 officer</p>	Four Councillor members	Permitted

Item 3 - Members Planning Code of Good Practice and Other Committee Procedures (Plans Committee)

Chapter 24 (Section 7.2) - Planning Code of Good Practice

7 The Role of Ward Members

(Application: Plans Committee)

7.1 When determining planning matters your duty is to the whole community not just to the people in your Ward area. You must ensure that decisions are impartial, and you should not improperly favour, or appear to improperly favour, any person, company, group or locality, including the residents of your Ward.

(Application: All Councillors)

7.2 Councillors who are not members of the Plans Committee may exercise their separate speaking rights as a Ward Member set out in Other Committee Procedure 12.12. However, if you have a disclosable pecuniary interest or an interest leading to bias you will not be able to do this even under paragraphs 4.3 and 4.14 of the Members' Code of Conduct. If you do exercise speaking rights:

- advise the Head of Planning and Regeneration that you wish to speak in this capacity at least 24 hours before the meeting;
- you will not be able to vote on the matter;
- you should seat yourself in the place allocated to those addressing the Plans Committee;
- at or immediately prior to the meeting you should not circulate written information to the Committee.

Where a ward councillor has called in an application to Plans Committee, they will attend the meeting to explain why it has been called in and their concerns. If they are unable to attend, they must nominate a substitute to stand in for them and express their views or submit a written statement which can be read out within five minutes.

Item 4 - Member Conduct complaints process

18.5 Investigation of Complaints

(a) Investigation reports

Where a complaint has been referred for investigation, the Monitoring Officer, or another person appointed by the Monitoring Officer to carry out the investigation (the 'Investigator'), will conduct that investigation, **and it will be completed within a maximum period of six months.**

18.8 Hearings by a Panel of Members of the Member Conduct Committee

If the Panel finds against the Member, he/she will be asked if he/she wishes to respond to the finding before the Panel considers whether to impose a sanction. If the Panel finds against the Member, the Panel may impose one or more of the following sanctions:

- (i) issue a formal letter to the Member setting out the breach of the Code which has been identified;
- (ii) censure the Member;
- (iii) make recommendations to full Council to remove the Member from committee(s) and other appointments unless these are subject to political balance requirements;
- (iv) where political balance requirements apply make recommendations to the relevant Group Leader to remove the Member from committee(s) and other appointments;
- (v) make recommendations to the Leader to remove the Member from the Cabinet or from the role of Cabinet Support Member
- (vi) recommend that the Member undertake training or issue an apology.
- (vii) **recommend removal from outside body appointments (for Charnwood Borough Council appointments this would be subject to approval of Cabinet);**
- (viii) **withdraw specified facilities (IT equipment, internet access, email access) for a specified period;**
- (vix) **exclude the Member from council premises for a specified period, except where necessary to attend council or committee meetings.**

Item 5 – Petitions Scheme

15.1 The Councils petition scheme

The Council welcomes petitions and recognises that petitions are one way in which people can let us know their concerns. The originator of any petition will be sent an acknowledgement within 10 working days of the petition being received by the Council. This acknowledgement will set out what we plan to do with the petition. We will treat something as a petition if it is identified as being a petition, or if it seems to us that it is intended to be a petition.

~~Paper copies of petitions can be sent to:~~

Petitions can be submitted in three ways:

(1) **By sending a paper copy to:**

Democratic Services
Charnwood Borough Council
Council Offices
Southfield Road
Loughborough
LE11 2TR

(2) **By submitting an e.petition through this link on the Council's website;**

<https://charnwood.moderngov.co.uk/mgEPetitionListDisplay.aspx?bcr=1>

(3) By asking your local ward councillor to submit the petition at a meeting of the full Council. **Only ward members can submit a petition relevant to their ward. They cannot submit petitions on behalf of other ward members.**

Item 6 - Deadline for Questions on Notice, Motions and Position Statements – Full Council, Cabinet and other committees

9.9 Questions by Councillors

(a) Questions on notice

A Councillor can ask a question on notice to the Leader or the Chair of a committee about something the Council is responsible for or something that directly affects people in the Borough.

The full wording of these questions must be given to the Head of Strategic Support by noon on the ~~sixth~~ **eighth** working day before the full Council meeting for it to be included on the agenda for that meeting.

9.10 Position Statements

One position statement may be presented to each meeting of the Council by the Leader or any member of the Cabinet in the form of a written report about a significant, topical matter affecting the Council or the Borough. Notice of position statements setting out the subject they are to cover must be received by the Head of Strategic Support no later than noon on the ~~sixth~~ **eighth** working day prior to the meeting at which they are to be considered.

9.12 Motions on notice

(a) Giving notice of motions

Some motions may be moved without notice. These are listed at 9.13. For all other motions, the full wording must be received by the Head of Strategic Support by noon on the ~~sixth~~ **eighth** clear working day before the Council meeting. Notice of a motion can be given by one or more Councillors.

10.7 Questions on notice

Any Councillor or resident of the Borough may ask the Leader a question about the business of the Cabinet so long as notice in writing setting out the question has been given to the Head of Strategic Support. Questions need to be submitted by noon on the ~~sixth~~ **eighth** working day before a meeting to be included on the agenda for that meeting.

12.8 Questions on notice

Any Councillor or resident of the Borough may ask the Chair a question about the business of a committee so long as notice in writing setting

out the question has been given to the Head of Strategic Support. Questions need to be submitted by noon on the ~~sixth~~ **eighth** working day before a meeting to be included on the agenda for that meeting.

The person asking the question may attend the meeting at which the question is asked and may (having received an answer) ask one supplementary question and/or make a statement which must be relevant to and arise directly out of the original question or reply.

The Chair will reply to the question(s) and respond to the statement and may allow other members of the committee to comment and officers to advise.

The answers to questions submitted under this rule will be included in the minutes of the meeting and published prior to the meeting.

The Head of Strategic Support can reject a question on notice from a member of the public if:

- (i) it relates to an application for any permission, licence or other permission from the Council;
- (ii) there is any right of appeal to the Council or other authority is available;
- (iii) it relates to any matter directly relating to an employee of the Council;
- (iv) it relates to any matter which constitutes exempt or confidential information under Schedule 12A of the Local Government Act 1972;
- (v) in the opinion of the Monitoring Officer, it is illegal or improper.

If a question is rejected, reasons must be given.

Item 7 – Charnwood Statement of Community Involvement

14.1 Responsibilities for the budget and policy framework

Full Council sets the budget and policy framework, and the Cabinet and officers must act within it.

The Budget includes the allocation of financial resources to different services and projects, proposed contingency funds, the council tax base, setting the council tax and decisions relating to the control of the Council's borrowing requirement, the control of the Council's investments, the control of its capital expenditure and the setting of virement limits.

The policy framework comprises the following documents:

- Corporate Strategy;
- Crime and Disorder Reduction Strategy;
- Customer Service Strategy;
- Plans and strategies which together comprise the Development Plan, including Development Plan Documents and the Statement of Community Involvement;
- Medium Term Financial Strategy;
- Member Development Strategy.

Item 8 – Scrutiny Panels

11.2 Membership and quorum of scrutiny bodies

The Scrutiny Commission may establish scrutiny panels to undertake scrutiny of a particular subject over a limited period. ~~Scrutiny Panels will be chaired by either the Chair or Vice Chair of the Commission or by a Chair or Vice chair of the other Scrutiny Committees.~~

The Scrutiny Commission will make appointments of Scrutiny Panel Chairs and Vice Chairs in accordance with expressions of interest.

The Head of Strategic Support may make appointments to scrutiny panels in accordance with expressions of interest received from Councillors who are not members of the Cabinet. **The size of a Panel will be no more than 6 members.**

Item 9 - Annual meeting of full Council – Calendar of meetings

In a year when there is an ordinary election of councillors, the annual meeting will take place within 21 days of the retirement of the outgoing councillors. In any other year, the annual meeting will take place in May.

The order of business will be:

- (a) Elect the Mayor
- (b) Elect the Deputy Mayor
- (c) Receive any declarations on interests
- (d) Approve the minutes of the last meeting
- (e) Elect the Leader (in the year in which this is required)
- (f) Review the political balance of appropriate committees (if not already undertaken)
- (g) Appoint any Council committees and scrutiny bodies for the ensuing year (if not already undertaken)
- (h) ~~Approve a programme of ordinary meetings for the ensuing year (if not already undertaken)~~

- (i) Deal with any other items on the agenda; there will be no presentations, Cabinet or committee business, questions on notice, notices of motion or petitions on the agenda unless specifically authorised by the Chief Executive
- (j) Receive any announcements from the Mayor and/or the Chief Executive.

**Item 10 – Scheme of Delegation to officers (Council Functions)
Delegation to the Head of Planning and Regeneration**

High Hedges

34. To determine complaints received under the provisions of the High Hedges Regulations 2005, specify remedial action required to resolve complaints received under the High Hedges Regulations 2005, specify remedial action to resolve the complaints in accordance with the national guidance and initiate enforcement action as necessary, except where the high hedge complaint relates to:
- (i) the Council's own land;
 - (ii) land is occupied by a councillor or Council employee; or
 - (iii) where the complainant is a councillor or Council employee

[Note: The above-mentioned exceptions will determined by the Plans Committee]