



CABINET

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

All other members of the Council
(for information)

You are requested to attend the meeting of the Cabinet to be held in Virtual Meeting - Zoom on Thursday, 17th September 2020 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

4th September 2020

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, 9th September 2020.
6. PUBLIC SPACE PROTECTION ORDER LOUGHBOROUGH TOWN CENTRE 10 - 30
- A report of the Head of Neighbourhood Services.
- Key Decision*
7. ADDITIONS TO ANNUAL PROCUREMENT PLAN 2020-21 31 - 35
- A report of the Strategic Director – Commercial Development.
- Key Decision*
8. CHARNWOOD COMMUNITY LOTTERY REVIEW 36 - 44
- A report of the Head of Neighbourhood Services.
9. ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2019-20 45 - 54
- A report of the Head of Strategic Support.

CABINET 13TH AUGUST 2020

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

Councillor Hamilton (Item 5)
Councillor Baines (Item 6)
Councillor Seaton (Items 7 and 9)

Chief Executive
Strategic Director of Corporate Services
Head of Strategic Support
Head of Leisure and Culture
Leisure Centre and Contract Business Manager
Information Development Manager
Democratic Services Manager
Democratic Services Officer (LS)

APOLOGIES: None

The Leader stated that this meeting was being livestreamed as a public meeting and would also be recorded and the recording subsequently made available via the Council's website. He also advised that, under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

21. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

Councillor Harper-Davies declared a personal interest in item 9 on the agenda (Leisure Centre Contract), she held a membership at Soar Valley Leisure Centre.

Councillor Barkley declared a personal interest in item 9 on the agenda (Leisure Centre Contract), he held a membership at South Charnwood Leisure Centre.

22. LEADER'S ANNOUNCEMENTS

No announcements were made.

23. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 9th July 2020 were confirmed as a correct record.

24. QUESTIONS UNDER CABINET PROCEDURE 10.7

Councillor Hamilton – Homes in Existing Office, Warehouse, Shop Buildings

“The Ministry of Housing, Communities and Local Government (MHCLG) has announced new laws for the further relaxation of rules to help revitalise town centres by allowing property developers to create homes in existing buildings, such as offices, shops and warehouses without detailed planning permission. This adds to the relaxation 5 years ago to such planning rules yet a report commissioned by the MHCLG concluded that such relaxation has already resulted in flats “that are no bigger than garden sheds” of which “some had no windows or very limited natural light because of contrived layouts”.

My question is regarding these relaxations in planning procedures in town centres. What safeguards are CBC putting in place to ensure that any such properties within Loughborough and elsewhere in Charnwood are “fit for purpose” in terms of size, facilities, natural light etc. and truly meet the needs of our communities?”

The following response had been published prior to the meeting:

Permitted development rights for change of use from various types of commercial buildings to residential use were introduced initially in 2013 for a temporary period. They were made permanent in April 2016. The purpose is to help stimulate the economy and significantly boost the delivery of housing.

The most recent changes in Summer 2020, have recognised the issues with regard to access to natural light and residential amenity and have put a new safeguard in place. This recent change to the legislation now requires all prior notification applications under Parts M, N, O, PA and Q of the General Permitted Development Order, to be submitted with floor plans, including the use of each room and the dimensions. This is to allow local planning authorities to consider access to natural light as part of the assessment as to whether prior approval is required, along with other specified issues, such as, transport and highway impact, contamination risk, flood risk and impacts of noise. If the local authority is not satisfied the development accords with the requirements set out within the General Permitted Development Order, including sufficient access to natural light, the local planning authority can require further details for approval. If the local planning authority is still not satisfied at this stage prior approval can be refused.*

Article 4 measures would be the only mechanism available to Charnwood to remove these permitted development rights to change use to residential, and it is not considered that there is sufficient local justification or evidence to suggest changes of use within Charnwood should be different to other areas in England.

** The Town and Country Planning (General Permitted Development) (England) Order 2015
Class M – retail or betting office or pay day loan shop to dwellinghouses
Class N – specified sui generis uses to dwellinghouses (amusement arcades & Casinos)
Class O – offices to dwellinghouses
Class PA – premises in light industrial use to dwellinghouses
Class Q – agricultural buildings to dwellinghouses.*

In making a statement/asking a supplementary question, Councillor Hamilton referred to his question having been driven by central Government relaxation of the planning rules, the reason for which was understood, the Government was considering what

could be done to facilitate the evolution of town centres that were clearly changing, one of the ways of doing so being to make it easier for developers. However, earlier relaxation of rules had led to some abuses, such as residential properties the size of garden sheds, some having no windows, etc. Councillor Hamilton thanked Cabinet for the response which indicated that the Government had taken this into account and had put some safeguarding in place, which had been the concern in Councillor Hamilton's question, to ensure quality required. As part of the evolving scene in planning where the Government was making it easier for developers, to encourage building, Councillor Hamilton wished to know what the Council's planning team was doing to take account of this evolution, in particular to develop a greater safeguarding role moving forward to ensure that developers deliver a quality of property that was wanted here in Charnwood?

In response, the Leader stated that the Council's planning team had undertaken initial review of the Government White Paper published the previous week, although more detailed consideration was needed to understand the proposed changes and implications. The current consultation provided the opportunity for this Council and others to put forward their views. The Council had also been in contact with the Planning Minister in respect of earlier requests, the five-year supply for instance. The Council's planning team would be making a presentation to councillors to explain the White Paper and its implications for Charnwood, at which there would be an opportunity for councillors to ask questions.

25. COMMERCIALISATION SCRUTINY PANEL

Considered, a report of the Head of Strategic Support to consider the recommendations of the Commercialisation Scrutiny Panel (item 6 on the agenda filed with these minutes).

Councillor Baines, Chair of the Commercialisation Scrutiny Panel, presented the recommendations of the Panel. In doing so, he stated that some recommendations were affected by the current pandemic and the responses of the Senior Leadership Team in the report took that into account.

The Strategic Director of Corporate Services assisted with consideration of the report.

The Commercialisation Scrutiny Panel was thanked for its detailed work in respect of the matter.

RESOLVED

1. that, in respect of Panel Recommendation 1, a review of all material assets be undertaken to inform the forthcoming budget setting exercise, and that this exercise be continued on an ongoing basis;
2. that, in respect of Panel Recommendation 2, this review be considered in future periods when resource constraints permit;

3. that, in respect of Panel Recommendation 3, Cabinet notes the criteria set out in the response of the Senior Leadership Team to the recommendation (agenda page 14);
4. that, in respect of Panel Recommendation 4, officers begin this review as soon as is reasonably possible, given current resource constraints;
5. that, in respect of Panel Recommendation 5, officers review fees and charges in line with budget preparation for financial year 2021/2022;
6. that, in respect of Panel Recommendation 6, Cabinet notes the intention to implement a programme of service reviews;
7. that, in respect of Panel Recommendation 7, Cabinet notes the response of the Senior Leadership Team to the recommendation (agenda pages 15-16);
8. that, in respect of Panel Recommendation 8, the Commercial Enterprise Strategy is presented for adoption as set out in the response of the Senior Leadership Team to the recommendation (agenda page 16);
9. that, in respect of Panel Recommendation 9, the Commercial Enterprise Strategy lays out the tenets of what is meant by commercial and the principles by which commercial activity must be delivered;
10. that, in respect of Panel Recommendation 10, for urgent commercial decisions, members be made aware of the process and how it will be executed;
11. that, in respect of Panel Recommendation 11, a revised capital programme is brought to Council once its review is complete;
12. that, in respect of Panel Recommendation 12, options concerning investment are reviewed once HM Treasury has updated rules and policy regarding access to the Public Works Loan Board;
13. that, in respect of Panel Recommendation 13, Cabinet notes the response of the Senior Leadership Team to the recommendation (agenda page 18);
14. that, in respect of Panel Recommendation 14, engagement with partners continues and any viable opportunities be brought to Cabinet and/or Council for approval when appropriate;
15. that, in respect of Panel Recommendation 15, the review of garage sites for prospective redevelopment continues in line with existing practice;
16. that, in respect of Panel Recommendation 16, officers review and target activities that deliver cost savings and/or income generation in the very short term as a priority.

Reason

1-16. To acknowledge the work undertaken by and the views of the Commercialisation Scrutiny Panel and to ensure implementation of scrutiny recommendations where agreed by the Cabinet.

26. OPTIONS FOR 2020 LOUGHBOROUGH EVENTS - REMEMBRANCE PARADE, FAIR, CHRISTMAS LIGHTS AND PANTOMIME

Considered, a report of the Head of Leisure and Culture to consider options for 2020 Loughborough events (Covid-19) (item 7 on the agenda filed with these minutes).

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

The Head of Leisure and Culture assisted with consideration of the report. In response to a suggestion from Councillor Mercer, she agreed to look into whether the Loughborough Christmas Lights switch on might be filmed and made available online.

The Cabinet Lead Member for Loughborough wished to thank the Head of Leisure and Culture for her work in identifying, where possible, alternatives to the Loughborough events that could not take place in 2020 due to the pandemic.

RESOLVED

1. that the delivery of Loughborough Fair in its current format should not proceed for 2020;
2. that the 799th year of the Royal Charter Fair will be celebrated with a few children's rides and food stalls along with an opening ceremony, commissioned in a Covid-secure manner, to reflect the importance and history of the Royal Charter Fair;
3. that the Loughborough Remembrance Day event should go ahead without a parade and in a revised format with additional social media/virtual elements;
4. that the Loughborough Christmas Lights switch on event be cancelled but the usual Christmas lights display be erected alongside a Special Christmas Market;
5. that the Town Hall Pantomime be cancelled and rebooked for 2021;
6. that alternative uses for the Town Hall auditorium be considered for the 2020 pantomime season;
7. that the report of the Scrutiny Commission be noted.

Reasons

1. The safety, economics and management issues are too great to make Loughborough Fair viable or safe in its current format.

2. To uphold the Royal Charter Fair by staging an alternative and appropriate event to celebrate its rich history and heritage.
3. The management of large numbers of people attending a parade, many of whom will be from more vulnerable groups, means safety cannot be ensured. A small service, with social media support, will enable the event to go ahead in a different format.
4. To avoid a large number of people coming together at a specific time (lights switch on). A Christmas market, lit by the festive lights, will provide an alternative option with visitors and activity spread across several days.
5. It takes months rather than weeks to organise the Town Hall Pantomime, preparations made to date will contribute to the delivery of next year's pantomime. A decision to cancel the Pantomime in August will prevent any further expenditure being committed in the next few months.
6. With the seating retracted the space in the auditorium can support a range of financially viable shows and events that are in line with Government guidance.
7. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

Note: In all cases the Council was considering these options with regards to its ability to meet the Covid Secure Guidance relative to the event or activity under consideration.

27. 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.

The Information Development Manager confirmed that the meeting was no longer being livestreamed.

28. LEISURE CENTRE CONTRACT UPDATE

Considered, an exempt report of the Head of Leisure and Culture to review the situation with the Leisure Centre Contract (following previous consideration of providing financial support to the Leisure Centre Contractor during Covid-19 pandemic to support ongoing hibernation, Cabinet 4th June 2020) (item 9 on the agenda filed with these minutes).

Councillor Seaton, 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 useful pre-decision scrutiny work, both in respect of this item and item 7 considered earlier in the meeting.

The Head of Leisure and Culture and the Leisure Centre Contract and Business Manager assisted with consideration of the report.

The Cabinet Lead Member for Community Support and Equalities wished to thank officers for their work in respect of this matter.

RESOLVED

1. that decisions be made as detailed in the exempt minute (Cabinet Minute 28E 2020/21);
2. that the exempt report of the Scrutiny Commission be noted.

Reasons

1. As set out in the exempt minute (Cabinet Minute 28E 2020/21).
2. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on Friday, 21st August 2020 unless called in under Scrutiny Committee Procedure Rule 11.7. Decisions in the form of recommendations to Council are not subject to call in.
2. No reference may be made to these minutes at the next available Ordinary Council meeting unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on Friday, 21st August 2020.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

CABINET – 17TH SEPTEMBER 2020

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

Part A

ITEM 6 PUBLIC SPACE PROTECTION ORDER - LOUGHBOROUGH TOWN CENTRE

Purpose of Report

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

Recommendation

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

Reason

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

Policy Justification and Previous Decisions

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

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

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

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

Implementation Timetable including Future Decisions and Scrutiny

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

Report Implications

The following implications have been identified for this report.

Financial Implications

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

Risk Management

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

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

Equality and Diversity

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

Crime and Disorder

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

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

Key Decision: No

Background Papers: None

Officer(s) to contact: Julie Robinson
Head of Neighbourhood Services
01509 634590
julie.robinson@charnwood.gov.uk

Tim McCabe
Community Safety Manager
01509 634920
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Part B

Background

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

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

Current Loughborough Town Centre PSPO

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

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

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

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

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

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

Loughborough Community Campus Liaison Group (LCCLG)

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

Evidence

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

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

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

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

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

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

Education and Campaigns

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

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

Timetable and future stages

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

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

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

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

The Anti-Social Behaviour, Crime and Policing Act 2014

20th OCTOBER 2020 – 19TH OCTOBER 2023

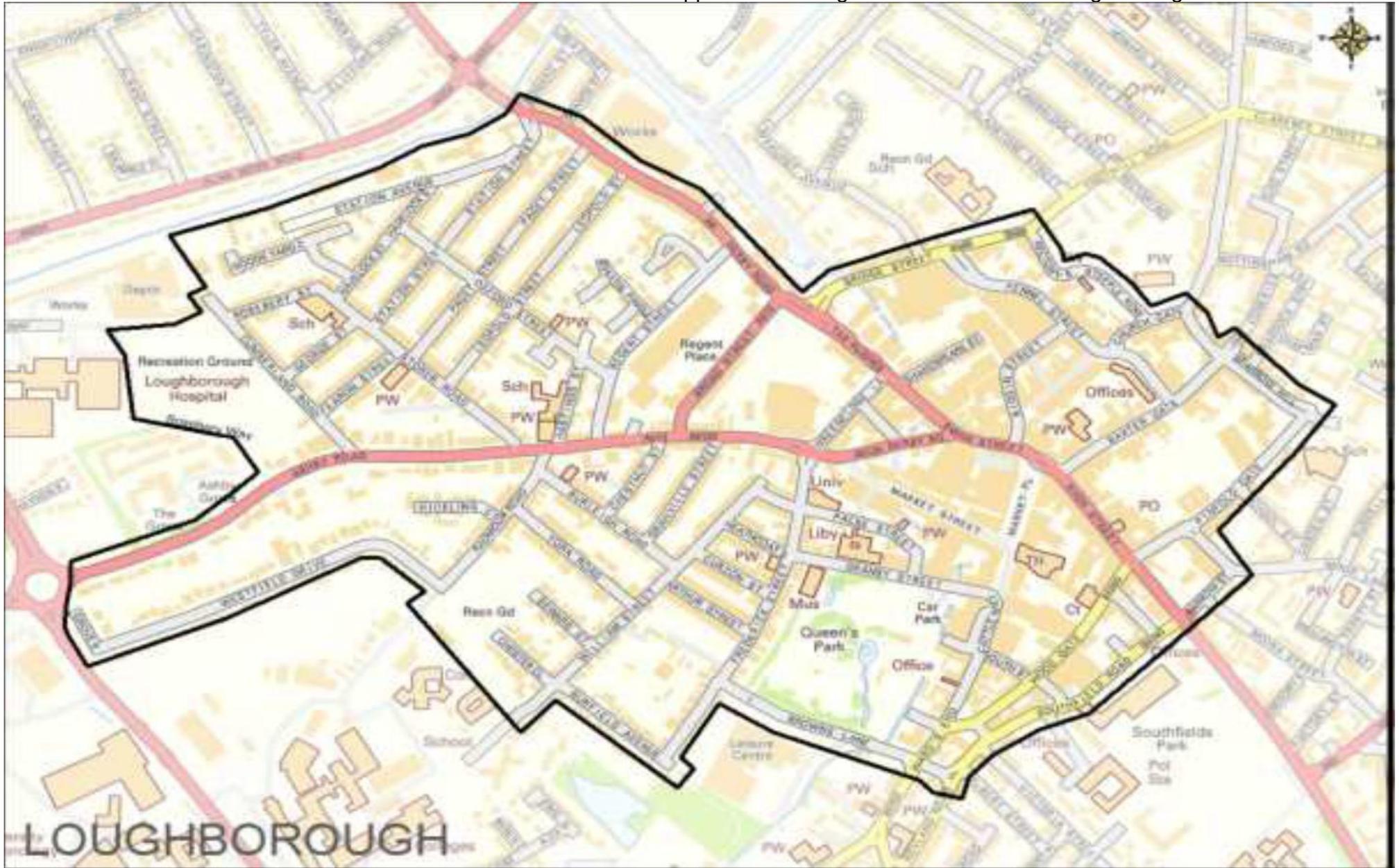
The Public Spaces Protection Order – Loughborough Town Centre Charnwood Borough Council 2020

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

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

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

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



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

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

Equality Impact Assessment
‘Knowing the needs of your customers and employees’

■ **Background**

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

■ **Legislation- Equality Duty**

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

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

For the following protected characteristics:

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

What is prohibited?

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

■ **Step 1 – Introductory information**

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

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

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

This report seeks approval to go out to consultation on a proposal to extend the current Public Spaces Protection Order (PSPO) for Loughborough Town Centre.

Public Spaces Protection Orders allow local authorities to introduce measures to defined areas to combat anti-social behaviour, as per the Anti-social, Crime and Policing Act 2014.

The current PSPO came into force on the 20th October 2020 for a period of 3 years. Therefore, it will expire at the end of 20th October 2020 and it is a requirement on the Council to review the Order and determine whether it should be extended.

The main aim of the current PSPO is to reduce anti-social street drinking which local communities have raised as having a detrimental effect in their communities. The current PSPO does not constitute a ban on drinking alcohol in public, but does allow a level of control where consuming alcohol is problematic. Authorised officers can request people to stop drinking and/or to hand over containers containing alcohol and to tackle persistent and widespread anti-social behaviour.

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

It should be noted that restrictions applied by a PSPO are applicable to everyone within the designated area.

The overall aim of the PSPO is to reduce anti-social behaviour and crime in the Borough.

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

The Partnership has previously completed a community consultation process in respect of both the Civil Injunction and Public Space Protection Order (PSPO) that are in place to tackle ASB within the designated zone. The headlines from that consultation process which involved both face to face surveys as well as the opportunity to complete online via the Borough Council's website:

- 88 members of the public completed the survey
- 70% were residents within Charnwood
- 7% were individuals who worked in Loughborough
- 5% were local businesses
- 61% felt 'safe' or 'very safe' in Loughborough during the day
- 26% felt 'safe' or 'very safe' in Loughborough during the night
- 33% felt that drinking on the street was a problem

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

Further consultation is planned before the PSPO is extended

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

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

Data/information such as:

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

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

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

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

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

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

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

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

Step 5 – Assessing the impact

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

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

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

Please note:

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

No

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

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

Step 6- Monitoring, evaluation and review

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

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

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

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

Step 7- Action Plan

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

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

Reference Number	Action	Responsible Officer	Target Date
001			

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

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

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

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

CABINET – 17TH SEPTEMBER 2020

Report of the Strategic Director – Commercial Development Lead Member: Councillor Tom Barkley

Part A

ITEM 7 ADDITIONS TO ANNUAL PROCUREMENT PLAN 2020/21

Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2020/21. Cabinet approved the Annual Procurement Plan on 12 March 2020. Since that report, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these

Recommendations

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

Policy Justification and Previous Decisions

This links with the Council's strategic aim for a well-managed council.

Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables set out in appendices A and B.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision: Yes

Background Papers: None

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Justin Henry
Strategic Director Commercial Development
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Part B

Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2020/21 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

Appendices

Appendix A – Contracts between £25,000 and £75,000
Appendix B – Contracts between £75,001 and £500,000

APPENDIX A

Annual Procurement Plan 2020/2021 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Information Services	Meeting room technology to support the hybrid setup planned for Council meetings using Zoom and Microsoft Teams - the additional technology will include Cameras and Audio facilities in the main Meeting rooms	3 quotes\waiver\framework	Yes	1/10/20
2	Information Services	Multi factor Authentication - support and expansion of the secure access tokens that are used to access Council systems by staff working remotely	3 quotes\waiver\framework	Yes	1/11/20
3	Information Services	Backup - review and changes of the existing setup to support the Data Centre cloud migration	3 quotes\waiver\framework	Yes	1/01/21
4	Customer Services	Post room equipment replacement (Franking machine and Folder inserter machine)	CCS Framework RM6017	Yes	1/10/20

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
5	Vulnerable Persons Resettlement Scheme	Legal support for Leave to Remain applications	3 Quotes / Waiver	Yes	1/02/2021
6	Vulnerable Persons Resettlement Scheme	Item 21 on the Current Annual Procurement Plan: Employability support for Vulnerable Persons Resettlement Scheme Remove from the Procurement Plan	3 Quotes / Waiver	Yes	01/01/2021
7	Strategic support	HR / Transformation Consultancy	Waiver	Yes	1/10/20

APPENDIX B

Annual Procurement Plan 2020/2021 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Vulnerable Persons Resettlement Scheme	Interpreting / Translation	Framework/waiver	Yes	01/07/2020

CABINET – 17TH SEPTEMBER 2020

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

Part A

ITEM 8 CHARNWOOD COMMUNITY LOTTERY REVIEW

Purpose of Report

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

Recommendations

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

Reason

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

Policy Justification and Previous Decisions

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

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

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

Implementation Timetable including Future Decisions and Scrutiny

No further reviews are scheduled unless advised otherwise.

Report Implications

The following implications have been identified for this report:

Financial Implications

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

Risk Management

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

Key Decision: No

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

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

Contacts

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Part B

Charnwood Community Lottery

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

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

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

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

Charnwood Lottery Marketing Strategy

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

Marketing and promotion to date

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

Media

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

Social media

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

In summary:

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

Marketing materials

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

Other promotional activity

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

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

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

Future Marketing and Promotions

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

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

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

- 2nd birthday press and social media

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

Conclusion

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

APPENDIX A

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

CABINET – 17TH SEPTEMBER 2020

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

Part A

ITEM 9 ANNUAL HEALTH AND SAFETY PERFORMANCE REPORT 2019-20

Purpose of Report

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

Recommendation

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

Reason

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

Policy Justification and Previous Decisions

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

Implementation Timetable including Future Decisions and Scrutiny

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

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no financial implications directly related to this report.

Risk Management

There are no specific risks associated with this decision.

Key Decision: No

Background Papers: None

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Part B

BACKGROUND

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

Appendices:

Annual Health & Safety Report 2019-20



Annual Health and Safety Report

2019 - 2020

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Introduction

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

Covid-19 H&S Arrangements

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

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

Accident Data Analysis

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

Table 1 - Corporate Accidents by Causes 2019-20

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

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

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

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

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

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

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

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

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

Corporate Health and Safety Policy, Management System and Committee Objectives

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

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

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

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

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

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

Corporate Health and Safety Training Update

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

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

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

Legislative Changes

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

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

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

Health and Safety Initiatives

26. Lone Working Procedure

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