



**CABINET**

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

Please also note that under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, other people may film, record, tweet or blog from this meeting. The use of any images or sound recordings is not under the Council's control.

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

All other members of the Council  
(for information)

You are requested to attend the meeting of the Cabinet to be held in Virtual Meeting - Zoom on Thursday, 10th December 2020 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

27th November 2020

**AGENDA**

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

4 - 12

To approve the minutes of the previous meeting.

5. QUESTIONS UNDER CABINET PROCEDURE 10.7  
The deadline for questions is noon on Wednesday, 2nd December 2020.
6. FIVE YEAR HOUSING LAND SUPPLY - RECOMMENDATION OF THE SCRUTINY COMMISSION 13 - 20  
A report of the Scrutiny Commission.
7. DISCRETIONARY PRIVATE SECTOR HOUSING LICENSING SCHEME PROPOSALS  
A report of the Head of Strategic and Private Sector Housing. **To follow.**  
*Key Decision*
8. EQUALITY, DIVERSITY AND INCLUSION STRATEGY 2020-2024 21 - 53  
A report of the Strategic Director; Environmental and Corporate Services.  
*Key Decision*
9. DRAFT GENERAL FUND AND HRA 2021-22 BUDGETS 54 - 71  
A report of the Head of Financial Services.  
*Key Decision*
10. CAPITAL PLAN AMENDMENT REPORT 72 - 83  
A report of the Head of Financial Services.  
*Key Decision*
11. AMENDMENTS TO ANNUAL PROCUREMENT PLAN 2020-21 84 - 89  
A report of the Strategic Director; Commercial Development, Assets and Leisure.  
*Key Decision*
12. BOUNDARY REVIEW - COUNCIL SIZE SUBMISSION 90 - 106  
A report of the Head of Strategic Support, for recommendation to Council.
13. URGENT DECISIONS TAKEN 107 - 130  
A report of the Chief Executive.
14. EXEMPT INFORMATION

It is recommended that members of the public be excluded from the meeting during the consideration of the following item on the grounds that it will involve the likely

disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972 and it is considered that the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

15. BEDFORD SQUARE GATEWAY PROJECT

An exempt report of the Head of Planning and Regeneration circulated to members.

Notification was given on 11th November 2020 that the public could potentially be excluded during this item since exempt or confidential information could be considered. No representations regarding considering this item in exempt session have been received.

*Key Decision*

## CABINET 19TH NOVEMBER 2020

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

Councillor Seaton (Items 6 and 7)

Chief Executive  
Strategic Director; Environmental and Corporate  
Services  
Strategic Director; Commercial Development,  
Assets and Leisure  
Head of Strategic Support  
Head of Planning and Regeneration  
Team Leader Building Control  
Team Leader Regeneration and Economic  
Development  
Regeneration and Economic Development Officer  
Senior Planning Officer (Policy)  
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.

48. DISCLOSURES OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

49. LEADER'S ANNOUNCEMENTS

No announcements were made.

50. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15th October 2020 were confirmed as a correct record.

51. QUESTIONS UNDER CABINET PROCEDURE 10.7

## B. Nunn – 2020 Air Quality Annual Status Report/Monitoring Equipment/Waste Incinerators

“Please would the Cabinet Leader respond to my question in the context of the Air Quality Annual Status Report 2020.

Note:

[https://www.charnwood.gov.uk/files/documents/2020\\_annual\\_status\\_report\\_asr/Charnwood%20ASR%202020.pdf](https://www.charnwood.gov.uk/files/documents/2020_annual_status_report_asr/Charnwood%20ASR%202020.pdf)

*“One aspect of our monitoring that we need to be mindful of is the ageing life of our monitoring equipment. Unfortunately, we have again experienced issues with our automatic NO2 analysers this period that has meant insufficient data capture for inclusion within this report. The remaining longevity of existing equipment, some of which has been in operation since 2007, is now becoming a significant consideration when planning flexibility to cover future air quality requirements in the borough.”*

1. The 2020 Air Quality Annual Status Report published by the Borough Council in fulfilment of Part IV of the Environment Act 1995 Local Air Quality Management states that “we need to be mindful of is the ageing life of our monitoring equipment”. It then refers to difficulties experienced issues with our automatic NO2 analysers and equipment that is over twelve years old. Air quality is of increasing concern to residents and whilst we have nothing but admiration for our professional environmental officers, does the Leader agree that they, and the public, deserve air quality monitoring equipment of standard we can all rely on?
2. Despite the progress made to restrict NO2 emissions to below 30 µgm3 across the Borough, which is appreciated, many people are concerned about emissions from chemical and industrial processes and none more so than from Waste Incinerators like the Newhurst EfW currently under construction in Charnwood as well as others within range of the borough. Could the Leader therefore tell me what instrumentation we are able to dedicate to measuring emissions that are likely to be generated within such plants?
3. In Appendix E (Page 76) the table refers to Particulate Matter (PM10) 50 µg/m3 , not to be exceeded more than 35 times a year 24-hour mean 40 µg/m3 Annual mean. Whilst the owners of incinerators, together with the Environment Agency, are responsible for monitoring emissions within the plant, what emissions are the Borough independently responsible for monitoring in the wider community and do we currently have the adequate equipment and resources to do so?
4. I note that the 2020 Air Quality Report (Page 19 3.2.3) states “Charnwood Borough Council do not undertake any local monitoring of PM2.5 As outlined in section 2.3; consideration will be taken via several available indicative data sources as well as local knowledge for us to identify any localised ‘hot-spots’ that may be, or become, potential areas of concern. As Particulate matter comes in very fine measures, what does the law require the Council to measure and will the council measure outside that range as it appears that the finer the particles the more likely they are to accumulate in the surrounding population?”

5. Noting the significant public concern, and particularly over the long term effects of waste incinerator emissions, will the Borough Council be monitoring the change in air quality before and after the Newhurst EfW plant becomes operational?"

The following response had been published prior to the meeting:

1. *The Council will continue to meet its obligations under Part IV of the Environment Act 1995 for the Review and Assessment of Local Air Quality within the borough of Charnwood. This is undertaken by officer assessments based on national predictions of air quality emissions linked to any significant changes occurring within the borough. Additionally, to support this work, monitoring is undertaken where it is predicted that the national air quality objective limits may be exceeded. In relation to nitrogen dioxide, real time analysers were located at Syston and Loughborough Town Centres. In addition to this there is a network of 53 diffusion tubes at 49 locations across the borough, which have shown a significant decline of emissions over the past 10 years and resulting in no areas across the whole of the borough exceeding the annual average limit of 40µgm-3. The real time nitrogen dioxide monitors have been operating for 12 years and the Council is considering the need to continue to operate these or determine alternatives. For nitrogen dioxide monitoring the diffusion tubes are nationally accepted as a suitable monitoring methodology and this will continue. The Head of Regulatory Services is currently reviewing the air quality monitoring being undertaken, to ensure that the Council can continue to assess air quality levels in line with the statutory requirements.*
2. *In relation to specific industrial sources, the potentially most polluting processes are controlled through the Environmental Permitting Regulations (England and Wales) Regulations 2010. Environmental Permits are issued to relevant processes either by Charnwood Borough Council or the Environment Agency for the larger processes. All the current Permits for the industrial process issued by the Council are detailed on the Council's website. The Permits include any emission limits, checks and monitoring requirements. The most effective way to monitor emissions from the larger processes is from within any chimneys or stacks. This enables the levels to be determined at the final emission point. For emissions from Waste Incinerators, these are controlled by the Environment Agency, who determine the extent and level of the monitoring being undertaken. The current Permit details a very wide range of emission limits that are applied. The Council does not have responsibility to undertake the specific monitoring for such Waste Incineration Processes. The Council has continued to monitor nitrogen dioxide levels close to the Newhurst EfW facility, using the network of diffusion tubes, linked to road traffic emissions. This will continue to determine levels of nitrogen dioxide in the area. The Council will continue to review air quality and if it is felt that additional monitoring is required to further assess levels in locations likely to exceed the national limits, then this will be considered.*
3. *In relation to Particulate Matter PM10 (particles less than 10µm diameter), the Council is currently responsible for reviewing and assessing such levels and determines if there are likely to be any exceedances of the National Air Quality*

*Objective Limits as outlined. At the current time the Council only monitors for PM10 in Mountsorrel and for emissions from the Mountsorrel Quarry. At the moment levels are well below the national limits. The Council has not determined any other location across the borough likely to exceed PM10 levels and is, therefore, not required to undertake any further monitoring. These requirements are reviewed and reported to the Government within the Annual Status Report.*

4. *In relation to particulate matter, the Council is currently required to review and assess air quality levels for PM10. Monitoring is only then required where officers predict that the national air quality objective limits are likely to be exceeded. The need for this is reviewed by the Government on an annual basis through the Annual Status Report. The Council is aware that the Government is proposing to introduce new requirements for air quality under the Environment Bill, which may include the assessment of PM2.5. Should this become a legal requirement, this will be undertaken by the Council. If monitoring is then deemed necessary, officers will determine what this will require and the locality to ensure it meets the national guidelines.*
5. *As detailed above, the Council does monitor for nitrogen dioxide levels across the borough and also in the locality of the Newhurst EfW facility. This will continue after the development has been completed. The Lead Member for Regulatory Services is aware of such public concern and is reviewing the implications of any additional monitoring with the Head of Regulatory Services.*

## 52. BUILDING CONTROL ALTERNATIVE SERVICE PROVISION PROJECT

Considered, a report of the Head of Planning and Regeneration seeking approval to accept the request from North West Leicestershire District Council to undertake its Building Control Service under delegated powers (item 6 on the agenda filed with these minutes).

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

The Head of Planning and Regeneration and the Team Leader Building Control assisted with consideration of the report.

Officers were thanked for their work in progressing this matter.

### **RESOLVED**

1. that the work which has been done to date on the Building Control Alternative Service Delivery Project with North West Leicestershire District Council be noted;
2. that under Section 101 of the Local Government Act 1972, Sections 19 and 9EA of the Local Government Act 2000 and Regulation 5(2)(a) of the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2012, the grant of the delegation of authority to Charnwood Borough Council to deliver building control services on behalf of North West Leicestershire District Council

be accepted in accordance with the terms of a Delegation Agreement which is to be agreed by both Authorities;

3. that delegated authority to the Strategic Director of Community, Planning and Housing, to enable the negotiation and finalisation of the terms of Delegation Agreement with North West Leicestershire District Council Borough Council be approved;
4. that it be noted that the Head of Paid Service will, in accordance with powers vested in him in the Constitution and subject to Cabinet approval of the acceptance of the delegation of the function, make a decision to make the consequential changes to the establishment so arising;
5. that the report of the Scrutiny Commission be noted.

### Reasons

1. To recognise the very significant amount of work undertaken by staff in both organisations over the last two years to provide a sustainable solution for the provision of Building control services in future.
2. To enable the transfer of service functions from North West Leicestershire District Council to Charnwood Borough Council.
3. To refine the detailed wording of the legal agreement and enable it to be signed.
4. To recognise the bringing together of the two Building Control teams will require a restructure that will add staffing to the establishment.
5. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

### 53. SHEPSHED TOWN CENTRE PUBLIC REALM IMPROVEMENT PROJECT

Considered, a report of the Head of Planning and Regeneration seeking in principal approval of the scheme design for public realm improvement works in Market Place, Bull Ring, Hall Croft and Field Street in Shepshed town centre (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 Scrutiny Commission was thanked for its useful pre-decision scrutiny work both in respect of this and the previous item.

The Head of Planning and Regeneration and the Regeneration and Economic Development Officer assisted with consideration of the report.

Officers were thanked for their work in progressing this matter. The Leader also wished to thank former Councillor Eric Vardy for the valuable work he had undertaken on the project in its early stages.

In response to a question, it was confirmed that officers would look into how it was proposed to preserve heritage features of the area.

## **RESOLVED**

1. that the draft project scheme design proposals, including the draft redesign option for Market Place, as outlined in Part B and Appendices 1 and 4 of the report of the Head of Planning and Regeneration be approved in principle;
2. that authority be delegated to the Head of Planning and Regeneration in consultation with the Cabinet Lead Member to make necessary modifications to the scheme design and specification in the period leading up to and during the submission of the Section 278 application in response to comments from the County Highway Authority;
3. that the phased approach to implementing the project, detailed in Section 14 Part B of the report of the Head of Planning and Regeneration, be approved;
4. that authority be delegated to the Head of Planning and Regeneration to accept £600k of grant funding for the project from the LLEP Business Rates Pool Fund;
5. that authority be delegated to the Head of Planning and Regeneration to seek out additional funding, as may be necessary, to deliver the whole scheme;
6. that authority be delegated to the Head of Planning and Regeneration to enter into a Section 278 Legal Agreement with Leicestershire County Council, along with any other contracts and legal obligations necessary, to prepare the scheme for implementation;
7. that authority be delegated to the Head of Planning and Regeneration to undertake a procurement process for a contractor and the required professional support services, as set out in Part B of the report of the Head of Planning and Regeneration;
8. that the report of the Scrutiny Commission be noted.

## Reasons

1. To ensure that Members are in agreement with the draft detailed scheme design (including the redesign option for Market Place) in principle so that the final scheme drawings and specification can be completed and submitted to the County Highway Authority to secure the necessary approval to carry out works on the public highway and agree any necessary TROs in order that the final construction drawings can be prepared.

2. To enable further minor modifications to the final scheme drawings and specification to be made in response to any technical advice and requirements made by the County Highway Authority leading up to and during the Section 278 and TRO processes.
3. To ensure that a scheme of works can be prioritised and delivered in a phased way, within the available budget.
4. To enable the grant agreement relating to the approval of £600k capital funding from the LLEP Business Rates Pool Fund to be signed and used as match funding for this project.
5. To respond to the provisions of the Constitution that limit the delegated authority of Heads of Service to accept grant funding above £200k without separate Cabinet approval.
6. To obtain agreement with Leicestershire County Council that the proposed works can be undertaken on the public highway and that any other legal agreements and requirements to prepare the final scheme design for implementation can be secured.
7. To obtain the required Cabinet approval for a procurement process exceeding £500,000.
8. To acknowledge the work undertaken by and the views of the Scrutiny Commission.

54. ENTERPRISE ZONE - COVID 19 RECOVERY PROGRAMME

Considered, a report of the Head of Planning and Regeneration regarding the establishment of a Covid 19 Recovery Programme financed by the uplift in business rates from the designated Enterprise Zone sites in Charnwood (item 8 on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Team Leader Regeneration and Economic Development assisted with consideration of the report.

Officers were thanked for their work in progressing this matter.

**RESOLVED**

1. that the business case for the delivery of the EZ Covid 19 Recovery Programme, as set out in Appendix 1 to the report, be approved;
2. that subject to the approval of the business case by the LLEP Board, Loughborough University is commissioned to deliver the Recovery Programme in accordance with the provisions, outcomes and milestones prescribed in the business case;

3. that delegated authority be given to the Strategic Director; Environmental and Corporate Services to agree the terms of, and enter into, a contract for the delivery of the Programme;
4. that the preference of the Enterprise Zone Implementation Group for the deployment of the balance of the Covid Recovery Fund to off-set the funding and borrowing costs associated with capital investment on Charnwood Campus be endorsed and supported.

#### Reasons

1. To permit the consideration and approval of the business case by the LLEP Board for the release of the necessary funding.
2. To engage a suitable partner with the appropriate experience, skills, capabilities and capacity to deliver the Programme.
3. To ensure performance targets are achieved, delivering value for money in the allocation of public funding.
4. To enhance the business case for the delivery of the proposed Medicinal and Synthetic Chemistry Research Centre and its capacity to deliver new jobs in the life sciences sector.

#### 55. CHARNWOOD STATEMENT OF COMMUNITY INVOLVEMENT

Considered, a report of the Head of Planning and Regeneration proposing an updated Statement of Community Involvement. The Statement set out how the Council would consult on planning policy documents (including the Local Plan), engage with and support neighbourhood planning, and consult on planning applications (item 9 on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Senior Planning Officer (Policy) assisted with consideration of the report.

Officers were thanked for their work in progressing this matter.

Reference was made to agenda page 176, protected characteristics, item 7 should read "Religion or belief". This would be corrected.

#### **RESOLVED**

1. that the Statement of Community Involvement in Appendix A of Part B to the report of the Head of Planning and Regeneration be adopted\*;
2. that the fee proposal (detailed at paragraph 2.2 of Appendix A of Part B to the report of the Head of Planning and Regeneration) to charge an administration fee for requests to provide physical copies of consultation documents at a rate of £5 per document plus the printing cost be approved.

*\*This is a policy that falls within the Council's Budget and Policy Framework and will now be submitted to Full Council on 18th January 2021 for final approval.*

### Reasons

1. To meet statutory timescales to update the Statement of Community Involvement every five years and ensure that the Council has modern and engaging approaches to plan-making consultations that are sufficiently flexible to enable plan-making to progress in the context of COVID-19 restrictions. Also, to set out the Council's approach to supporting neighbourhood planning and consult on planning applications.
2. To establish a new discretionary service charge as set out at paragraph 5.3 of the Council's Income and Charging Policy.

### NOTES:

1. The decisions in these minutes not in the form of recommendations to Council will come into effect at noon on Friday, 27th November 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, 27th November 2020.
3. These minutes are subject to confirmation as a correct record at the next meeting of the Cabinet.

## CABINET – 10TH DECEMBER 2020

### Report of the Scrutiny Commission Lead Member: Cllr Bailey

#### ITEM 6 FIVE-YEAR HOUSING LAND SUPPLY – RECOMMENDATION OF THE SCRUTINY COMMISSION

##### Purpose of Report

To consider a recommendation of the Scrutiny Commission that the Parish Councils which have adopted Neighbourhood Plans are informed of the implications of the five-year housing land supply update in relation to potential development applications in their areas (see Scrutiny Commission Minute 83, 16th November 2020), alongside an officer recommendation and advice in response, with a view to Cabinet deciding on any action it wishes to take.

##### Recommendations and Reasons

Set out below is the recommendation and reason of the Commission, followed by the officer recommendation, reason and advice.

##### **Scrutiny Commission Recommendation**

That it be recommended to Cabinet that the Parish Councils which have adopted Neighbourhood Plans are informed of the implications of the five-year housing land supply update in relation to potential development applications in their areas.

##### Reason

To ensure that Parish Councils were kept informed of the implications of the housing land supply on existing Neighbourhood Plans.

##### **Officer Recommendation**

The Head of Planning and Regeneration recommends that Cabinet notes that he will write to Parish Councils with 'made' neighbourhood plans, and those preparing plans, to explain the implications of the five year housing land supply on residential planning decisions in those areas in light of the fact the Council cannot demonstrate a five year supply of housing land at the current time.

##### Reason

To action the recommendation of the Scrutiny Commission in order to ensure that Parish Councils were kept informed of the implications of the housing land supply on existing Neighbourhood Plans.

## Advice of the Head of Planning and Regeneration regarding Scrutiny Commission Recommendation

If development plans are not up to date, paragraph 11 of the NPPF has a presumption in favour of sustainable development unless that development is within protected areas or any adverse impacts of approving the development would significantly and demonstrably outweigh the benefits, when assessed against the policies of the Framework taken as a whole. As made neighbourhood plans form part of the development plan for Charnwood, paragraph 14 of the Framework provides for further consideration where paragraph 11 is engaged. It says the adverse impact of allowing development that conflicts with a neighbourhood plan is likely to significantly and demonstrably outweigh the benefits, provided the plan is less than two years old; the plan contains policies and allocations to meet its identified housing requirement; the council can show a three year supply of deliverable housing sites; and it can demonstrate satisfactory housing delivery.

With this context in mind it is right that neighbourhood plan groups are advised of the implications of the changed status of the five year supply on their neighbourhood plans.

### Policy Justification and Previous Decisions

Chapter 11, section 11.12 (a) of the Constitution states that, after considering an issue, a scrutiny body may prepare a report and/or recommendations. The Scrutiny Commission may send its report to the Cabinet (if it is about executive responsibilities). The Chair or Vice-chair of the scrutiny body may address the body to which it has submitted a report.

The report considered by the Scrutiny Commission at its meeting on 16th November 2020 "Five Year Housing Land Supply Update" together with an extract from the minutes setting out the Commission's consideration of the matter are attached as an Annex.

### Implementation Timetable including Future Decisions and Scrutiny

Any decision of the Cabinet in respect of this matter will be implemented as soon as is practical.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

There are no direct financial implications.

#### *Risk Management*

There are no specific risks associated with the recommendations of the Scrutiny Commission.

Key Decision: No

Background Papers: None

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**SCRUTINY COMMISSION – 16TH NOVEMBER 2020****Report of the Head of Planning and Regeneration**Item FIVE YEAR HOUSING LAND SUPPLY UPDATEPurpose of the Report

To provide an update on the Council's housing land supply to enable Scrutiny Commission to determine whether further scrutiny is required.

Briefing Summary

Title	Five Year Housing Land Supply Update
Aims/Objectives	To oversee the council's 5-year supply of housing land.
Background	<p>The Council is required to publish an annual statement setting out its assessment of 5 years housing land supply covering the period from 1st April – 31st March.</p> <p>Housing land supply is measured against the local planning authority's housing requirement set out in adopted strategic policies or against their local housing need where the strategic policies are more than five years old.</p> <p>Housing land supply has been calculated since 1<sup>st</sup> April 2020 against the Council's current housing requirement of 820 homes per year as set out in the Charnwood Local Plan Core Strategy. On 9<sup>th</sup> November the Core Strategy will be five years old and the Council will be required to measure the housing supply against the Local Housing Need figure for Charnwood which is identified using the national standard methodology and is currently 1,105 homes a year.</p> <p>The Council's housing land supply will therefore change on 9<sup>th</sup> November 2020 from 5.52 years to 4.1 years as of 1st April 2020.</p>
Required outcomes	To ensure that, when necessary, the housing supply figures are scrutinised on a regular basis and any actions can be identified if required.
Measures to evaluate outcomes	<p>The following information is used to measure land supply:</p> <ul style="list-style-type: none"> <li>○ planning permissions granted in monitoring year</li> <li>○ completions in monitoring year</li> <li>○ intelligence from housing developers about anticipated build out rates for housing sites</li> </ul>

Implications for customers	<p>The implications for local communities of less than 5 years of housing land supply is the Council having less control over planning decisions for housing proposals.</p> <p>The National Planning Policy Framework indicates that the “presumption in favour of sustainable development” is engaged where an authority cannot demonstrate a 5 year supply of housing land and this means decision makers should grant planning permission for proposals unless “any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole”.</p>
Alternative options	N/A
Emerging issues	<p>The Council has been successful in demonstrating a 5 year supply at a number of planning appeals since the 2015/16 monitoring year. The Council’s robust position on housing supply has resulted in fewer speculative housing proposal being granted planning permission in the current monitoring year.</p> <p>The requirement to measure housing supply against local housing need (identified using the national standard methodology) means the Council can no longer demonstrate a five-year supply of deliverable housing land. This means para 11 of the NPPF is engaged and there is a presumption in favour of sustainable development.</p> <p>It is anticipated that the Council will receive a large number of applications for unplanned housing developments ahead of the Local Plan which is due finalised for consultation in the new year. The presumption in favour of sustainable development means the Council will be required to grant planning permission for proposals unless “any adverse impacts of doing so would significantly and demonstrably outweigh the benefits, when assessed against the policies in this Framework taken as a whole”.</p> <p>For decision made where there is a Neighbourhood Plan which is less than two years old the implications of the change are different while the Council can demonstrate three years housing supply and sufficient housing delivery. In these circumstances, national policy states that if the neighbourhood plan contains policies and allocations to meet its identified housing requirement then the adverse impact of allowing housing development that conflicts with the neighbourhood plan is likely to significantly and demonstrably outweigh the benefits (para 14, NPPF).</p>
Timetable/Future events	The five year supply will change immediately on 9 <sup>th</sup> November 2020 and will be updated again in April 2021 and published in May/June 2021 to provide certainty for planning decisions.
Cost and staff requirements	N/A

Risks	The Council is preparing a new Charnwood Local Plan to plan for the increased housing need in the Borough and there is a risk that developments permitted due to the lack of five year supply will undermine the proposed development strategy and supporting infrastructure plans the Borough and lead to unplanned development.
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Background Papers: None

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## Minute Extract - Scrutiny Commission 16th November 2020

### “83. FIVE YEAR HOUSING LAND SUPPLY UPDATE”

A report of the Head of Planning and Regeneration to provide an update on the Council's housing land supply to enable Scrutiny Commission to determine whether further scrutiny is required was selected from the Housing, Planning, Regeneration and Regulatory Services Scrutiny Committee Work Programme (item 12a on the agenda filed with these minutes).

The Head of Planning and Regeneration and the Strategic Director for Community, Planning and Housing assisted with the consideration of this item. The following summarises the discussion:

- i. Since the 9th November 2020, the Council had been unable to demonstrate a five-year housing land supply. This meant that in accordance with paragraph 11 of the NPPF, permission should be granted for residential development unless this was in protected areas, or the adverse impact of doing so would significant and demonstrably outweigh the benefits when assessed against the policies of the NPPF. Where there was an up to date Neighbourhood Plan less than two years old, and this contained policies and allocations to meet its identified housing requirement, and the Council could demonstrate a three-year housing land supply, the adverse impacts of allowing development that conflicted with the Neighbourhood Plan was likely to significantly and demonstrably outweigh the benefits. Members acknowledged that it would be beneficial for Parish Councils that had formulated a Neighbourhood Plan to be briefed on the implications of the housing supply for their areas.
- ii. The Council did not control the supply of land for development and the development agenda but had granted permission in excess of the five-year supply number, although not all of these developments have been delivered. In addition, the Council was not able to control changes in Government policies relating to housing land supply, such as the recent alterations in calculations for housing need. It was acknowledged that previous periods where there had been shortfalls in housing land supply had resulted in development in areas which were not preferable. The Council was continuing to press for development associated with the Local Plan and meetings had taken place with developers.
- iii. The Development of a Local Plan involved significant time and effort and during the life span of the document, there would be inevitable policy and legislative changes affecting the plan.

- iv. Any development produced as a consequence of the introduction of the new five-year supply figure would be included within the overall tally of housing to be deducted from the target figure.
- v. The Covid-19 pandemic had had a significant impact on the consultancies involved in the Local Plan process and also the development industry as staff had been furloughed and projects were paused.

## **RESOLVED**

1. That the Commission noted the report.
2. That it be recommended to Cabinet that the Parish Councils which have adopted Neighbourhood Plans are informed of the implications of the five-year housing land supply update in relation to potential development applications in their areas.

## Reasons

1. To ensure that, when necessary, the housing supply figures are scrutinised on a regular basis and any actions can be identified if required, in the absence of Directorate-based Scrutiny Committees.
2. To ensure that Parish Councils were kept informed of the implications of the housing land supply on existing Neighbourhood Plans.”

## CABINET – 10TH DECEMBER 2020

### Report of the Strategic Director of Environmental & Corporate Services Lead Member: Councillor Leigh Harper-Davies

#### Part A

#### ITEM 8 EQUALITY, DIVERSITY & INCLUSION (EDI) STRATEGY 2020-2024

##### Purpose of Report

To set out, following a period of public consultation, Charnwood's Equality, Diversity & Inclusion (EDI) Strategy (2020-2024) for consideration and approval.

##### Recommendation

That the Council's Equality, Diversity & Inclusion (EDI) Strategy (2020-2024) and associated Equality Action Plan (2020-2022), attached as an Annex, be approved.

##### Reason

To enable the Strategy, which seeks to improve how the organisation promotes equality in all services delivered by Charnwood Borough Council and in how it employs and manages staff, and to assist the Council in meeting its corporate objective to meet its customers' needs, to be approved following public consultation.

##### Policy Justification and Previous Decisions

The Council is required to produce an Equality, Diversity & Inclusion (EDI) Strategy to evidence how it is meeting its statutory duties regarding equality, diversity and inclusion. Various equality strategies, schemes and plans have previously been approved by Cabinet. This revised Strategy builds upon each of these and also strengthens the Council's existing approach to equality, diversity and inclusion. The current Strategy was approved by Cabinet in November 2016.

The legislative requirements within the Equality Act 2010 and associated Public Sector Equality Duty requires Charnwood Borough Council to revise its Priority Equality Objectives by 2020 (this duty must be completed every four years). This revised Equality, Diversity & Inclusion Strategy is therefore necessary to reflect such changes.

The Strategy has been developed, in line with the Council's revised Corporate Strategy 2020-2024. It has been informed by the opinions of individuals and community groups which were captured via the Council's residents' survey that was conducted in 2019.

The Council's Corporate Strategy contains a framework for the delivery of services which focuses on areas that residents identified as priorities and those areas that the Council recognises as requiring additional support, with the intention of being beneficial for many of those within the community who need us the most. This Equality, Diversity & Inclusion Strategy supports the aims and priorities set within the revised Corporate Plan 2020-2024 in order to attain the Council's aim of achieving fairness and respect for everyone in all that we do.

Implementation Timetable including Future Decisions and Scrutiny

The decision will come into effect immediately (subject to Call-in).

Report Implications

The following implications have been identified for this report.

*Financial Implications*

There are no financial implications arising from this report at this stage. All activities will be covered within 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 assess the impact of our policies and to deliver fair and equitable services could result in the council facing a legal challenge and result in damage to its reputation.	Unlikely (2)	Significant (2)	Low (4)	Undertaking Equality Impact Assessments on policies and key decisions to analyse the impact on different equality groups, should reduce the risk of this occurring.

*Equality and Diversity*

An EIA has been prepared for this Strategy; however, the whole purpose is to ensure that we comply with our statutory duty to give due regard to the need to:

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance Equality of Opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

- Encourage participation by disabled people in public life and take account of disabled people's disabilities, even when that involves treating disabled people more favourably.

Key Decision: No

Background Papers: Cabinet, 17th November 2016, Equality Strategy 2016-2020

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## Part B

### Background

1. The current Equality Strategy was adopted by Cabinet in 2016. It was agreed that the current Equality Strategy would be reviewed after four years and refreshed to take account of the Council's legislative requirement to revise its Priority Equality Objectives by 2020, as prescribed in the Equality Act 2010 and associated Public Sector Equality Duty.
2. The Equality Act 2010 and the associated Public Sector Equality Duty require authorities to work towards a much broader definition of equality and inclusion and to provide a greater focus on achieving positive equality outcomes. This includes placing a stronger emphasis on the need to evidence 'due regard' by strengthening the Council's approach to Equality Impact Assessments. The expectation is that authorities make much more explicit what they are doing in relation to equalities and inclusion via the Equality, Diversity & Inclusion (EDI) Strategy.
3. This Equality, Diversity & Inclusion (EDI) Strategy (2020-2024) takes into account the Equality Act 2010 and the Council's legislative requirements within the Public Sector Equality Duty, development in relation to the contents of the previous Strategy and the authority's equality-related work over the course of the last four years. As such the Council's Priority Equality Objectives very much form the focus of this new Equality, Diversity & Inclusion (EDI) Strategy.
4. The Equality, Diversity & Inclusion (EDI) Strategy (2020-2024) sets out the Council's objectives and approach to promoting equality and inclusion, good relations and in tackling discrimination and harassment. It recognises that specific actions are needed to address different equality issues whilst also acknowledging many people experience more than one type of disadvantage or discrimination (multiple discrimination).
5. Focus of the Equality, Diversity & Inclusion (EDI) Strategy is themed around employment practice, decision-making and developing policies, access to services, culture, working with services and buying services from others and contains objectives that will address these areas. It supports the aims and priorities set within the revised Corporate Strategy 2020-2024 in order to attain the Council's aim of achieving fairness and respect for everyone in all that we do.
6. The new Equality Action Plan 2020-2022 is to be used as supplementary information which will support delivery of the Strategy.
7. The Council has an Equality Working Group with representatives from across the Council. The aim of the group is to ensure effective and co-ordinated action across the Council to reduce disadvantage, discrimination and inequality of opportunity, and promote equality in terms of the people it serves, its workforce, the partners it works with and

the services it delivers. This group have approved the revised Equality, Diversity & Inclusion (EDI) Strategy & associated Action Plan.

#### Consultation Approach

9. This Strategy has been based upon the results of the Residents Survey which was conducted in 2019. Due to the COVID-19 pandemic throughout 2020, opportunity has been limited to further engage and consult on the Equality Strategy (2020-2024) and associated Action Plan.
10. The Equality, Diversity & Inclusion (EDI) Strategy will be made available through the Council's website.

**Annex – Draft Equality, Diversity & Inclusion (EDI) Strategy (2020-2024); Equality Action Plan (2020-2022) and associated Equality Impact Assessment.**



**Charnwood Borough Council**

**Equality, Diversity & Inclusion  
(EDI) Strategy**

**2020 – 2024**

## **Foreword**

We are very pleased to introduce Charnwood Borough Council's Equality, Diversity & Inclusion Strategy (2020-2024) which sets out our commitment for progressing equality and inclusion within Charnwood over the next four years.

This strategy describes how we aim to continue our work to make Charnwood a place where equality is at the forefront of council services as well as the opportunities and experiences of everybody in our communities. It outlines what we will do to make Charnwood a place where people of different backgrounds get on well together so that people are comfortable and happy living in the local area. The Council recognises that delivery of excellent services, through a strong focus on customer access and service, will ensure that local people and communities are at the centre of everything we do.

The Strategy has been informed by lessons learnt through implementing our previous Equality Strategies and associated action plans. It includes details of the progress that we have made to date and sets out our priorities in relation to the nine protected characteristics. It also explains how we arrived at our priorities and includes details of the information we gathered from engagement and involvement activities with a wide range of people including staff, partner organisations, elected members and members of the public.

Charnwood Borough Council is committed to delivering meaningful and lasting improvements for local people, by adopting and developing good equality and inclusion practice. We aim to create a place where people treat each other with dignity and respect. Also essential to this is ensuring the Council employs the best people to deliver this.

This Strategy outlines the steps that the Council intends to take in order to promote equality and inclusion in everything that we do. Whether, this is providing services, employing people, developing policies, communicating, consulting or involving people in our activities. The Strategy is about long term, continuous improvement, and for this reason we recognise the importance of ensuring that the principles of equality and inclusion inform key decision making at every level within the Council.

Cllr. Jonathan Morgan  
**(Leader of the Council)**

Cllr. Leigh Harper-Davies  
**(Cabinet Lead Member for  
Community Support and  
Equalities)**

## **Welcome to the Strategy- Executive Summary**

Welcome to Charnwood Borough Council's Equality Strategy (2020-2024).

Charnwood Borough Council, as a local authority, has both a legal and moral duty to show fairness and equality to our residents, our service users and employees. We are lucky enough to have quite a diverse population in Charnwood and as a result of this we recognise that our residents, customers and employees have very different backgrounds and life experiences. We therefore want to make sure that we continue to provide services and facilities that meet the varying needs of our residents and that, as an employer, we achieve fair recruitment and provide a work environment that is free from discrimination.

This Strategy explains Charnwood Borough Council's legal responsibilities and explains how these duties will be delivered. The Council wants to make sure that people from different groups are not discriminated against or disadvantaged by our actions. We feel that by continuing to progress our commitment to equality and inclusion and ensuring that we design and deliver services that are appropriate and accessible to all sectors of our community this will lead to greater employee productivity, creativity, innovation and flexibility, creating positive impacts for everyone.

Details of the actions that we will be undertaking to tackle the issues that are most relevant to the protected groups are provided in the Action Plan, which accompanies this Strategy. This Action Plan includes the outcomes which we will be aiming to achieve, and details of who is responsible for delivering each action. The Equality Action Plan is available at Appendix 3.

# 1. Introduction and Purpose

- 1.1 This is the third Equality, Diversity & Inclusion (EDI) Strategy to be published by Charnwood Borough Council since the Equality Act 2010 was introduced. Over the past ten years the Council has been committed to showcasing how we meet the general and specific requirements of the legislation so that equality, diversity and inclusion is fully embedded in everything that we do.

This EDI Strategy (2020-24) continues to further develop the commitment of the Council, and demonstrate the Council's overall accountability for equalities outcomes, by setting out our vision and outlining how we intend to further develop our approach to advancing equality, diversity and inclusion, good relations and in challenging discrimination and harassment.

The Council recognises that specific actions are needed to address different equality issues, whilst also acknowledging many people experience more than one type of disadvantage or discrimination (multiple discrimination). Therefore, this EDI Strategy (2020-24) will continue to monitor performance and processes and set measurable objectives and actions that seek to support protected and vulnerable people, and groups, whilst overall making Charnwood a fairer place in which to live, work and feel safe.

- 1.2 This EDI Strategy (2020-24) outlines the steps we intend to take to advance equality in everything we do. The Council has statutory responsibilities as set out in the Equality Act 2010 and Public Sector Equality Duty (PSED) and this EDI Strategy (2020-24):

- Outlines how these duties are to be delivered in making sure that people from different groups are not discriminated against or disadvantaged by the Council's actions
- Demonstrates the Council's commitment to equality and diversity
- Encourages participation and engagement with groups and individuals in the community

- 1.3 This EDI Strategy (2020-24) is about long-term, continuous improvement, and for this reason responsibility for implementing the Strategy lies with the Senior Management Team, Corporate Management Team, elected members and officers across the organisation. The Council recognises the importance of ensuring that the principles of equality and inclusion are well embedded within everything we do within the Council and builds on the consultation, action plans, People Strategy and Equality Strategies we have produced previously.

Therefore, this EDI Strategy (2020-24) will also include the Council's intentions to ensuring that equality, diversity and inclusion are integral and fully reflected in all the Council's practices, policies and procedures relating to service provision, recruitment and employment.

## **2. What have we done since our last plan?**

Below we have provided examples of some further successes and achievements:

- In September 2019, all of our Services across the Council achieved the Customer Service Excellence Award. The assessors recognised that we have an in-depth understanding of our customer groups and are committed to raising awareness about diversity.
- We provided written and verbal interpretation services to ensure equal and fair access to our services.
- An equality and diversity communications plan is in place to promote events around specific dates such as World Mental Health Day, Black History Month, LGBTQ History Month and Holocaust Memorial Day. This helps us to further understand both our staff and the residents of Charnwood and to communicate key messages to our employees and other stakeholders.
- Events were held to celebrate cultural diversity, for example the Loughborough Mela which is organised annually in conjunction with partner organisations.
- Elected members were actively involved in training sessions following the local elections in May 2019 in order for them to gain the necessary skills and knowledge to continue to provide leadership in furthering the equalities agenda.
- We conducted a residents' survey in Autumn 2019 and undertook a series of engagement activities to gather the opinions of residents, customers and staff which informed the development of this Strategy, the Council's Corporate Strategy and Priority Equality Objectives.
- We have a good reputation, both locally and regionally, for our work on the equality and diversity agenda, and continue to participate in the LeicesterShire Equalities Forum (LSEF).
- We have in place a significantly large programme of equality and diversity learning and development for employees.
- As one of the partners in the Leicestershire Hate Incident Monitoring Project (HIMP) we continue to help raise awareness of the importance of reporting hate incidents and educate people about the impact hate incidents have on their victims- this includes our annual 'Stop and Tell' awareness campaigns.

## **3. What is Equality, Diversity and Inclusion?**

- 3.1 Equality is about creating a fairer society where everyone has the opportunity to fulfil their potential. It is about ensuring that all people are treated with fairness and respect, recognising the needs of individuals and that some people may need to be treated differently to give them the same opportunities
- 3.2 Diversity is about recognising and valuing difference in its broadest sense and understanding how these differences can be developed for the good of the individual and society as a whole.

- 3.3 Inclusion is about an individual's experience within the workplace and in wider society and, the extent to which they feel valued and included. Successful and lasting inclusion involves a shared vision, values and a sense of belonging for all communities.

## **4. The Law**

- 4.1 The Equality Act 2010 and associated Public Sector Equality Duty (PSED) are the main pieces of equalities legislation which set out different ways in which it is unlawful to treat someone. The Equality Act 2010 covers nine protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation) which cannot be used as a reason to treat people unfairly.
- 4.2 Every person has one or more protected characteristic, so the Equality Act 2010 protects everyone against unfair treatment. This applies whether the discrimination is actual or perceived and if it occurs directly or by association. The details of these protected characteristics can be found in Appendix 1.
- 4.3 The Public Sector Equality Duty (PSED) includes a general duty which is supported by specific duties. The general duty requires public organisations, including Councils to think about how they can make things better for people from different groups. This includes having 'due regard' to the following:
- Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
  - Advancing equality of opportunity between people who share a protected characteristic and those who do not.
  - Fostering good relations between people who share a protected characteristic and those who do not.

For marriage and civil partnerships this protection applies only to the first duty.

- 4.4 We aim to meet our Public Sector Equality Duty by:
- Ensuring our staff, service users and residents receive fair and respectful treatment and are not subject to discrimination or harassment. This includes removing or minimising any disadvantage that people may experience due to their protected characteristic(s).
  - Taking action where the needs of people with certain protected characteristics are different from other people's needs and encouraging them to take a greater part in public life and activities where this is disproportionately low.
  - Publish relevant and proportionate equalities information, and set ourselves specific, measurable equality objectives at least every four years. Our broad goals for 2020-24 are set out in this EDI strategy

which, together with associated action plans are published on the council's website.

- Paying 'due regard' and considering equality impacts before we make decisions affecting residents, service users or employees. This may be demonstrated through an Equality Impact Assessment or other activities/ assessments.
- Publishing our gender pay gap reports by each reporting period
- Monitoring and assessing the impact of our decisions and actions, and whether they are actually reducing levels of inequality.
- Working with communities, partners and agencies across the Borough to promote good relations, and where there is discrimination, challenge it.

4.5 This EDI Strategy (2020-24) also focuses on access to and provision of services and recruitment and employment practices specific to Charnwood Borough Council. We have responsibilities as an employer to ensure that people with protected characteristics are not discriminated against when seeking employment with us, while working for us or when taking part in work-related activities. It also applies to our suppliers or anyone working on behalf of the council.

## 5. Our Priority Equality Objectives

5.1 In response to the Equality Act 2010 and the Public Sector Equality Duty, we have now refreshed our Priority Equality Objectives which will underpin this Strategy, the associated Equality Action Plan and guide equality practice across the Council over the next four years. These Priority Equality Objectives pay equal regard to each of the protected characteristics.

5.2 We have aligned our Equality Action Plan to provide a framework for achieving these Priority Equality Objectives. This Plan will be monitored by the Equality Working Group at its quarterly meetings, and the Senior Management Team on an annual basis. We will publish information on our website at least an annual basis to evidence our progress.

5.3 Our Priority Equality Objectives are:

**PEO 1:** To assess, consult and evaluate the equality impact of our policies and decisions and to change where reasonably possible what we do if it creates inequality.

**PEO 2:** To enhance understanding of and promote equality and diversity at all levels within Charnwood Borough Council.

**PEO 3:** To ensure that our staff and Elected Members engage and communicate with members of the community in an accessible and inclusive way.

**PEO 4:** To have a diverse workforce that aims to be representative of the Borough and to ensure that all staff are treated fairly.

**PEO 5:** To change where reasonably possible what we do if we find it creates inequality

**PEO6:** To continue working with our partners, where appropriate, to reduce inequality in all of our communities.

## **6. Vision and Values**

- 6.1 The Council aims to deliver excellent services through a strong focus on customer access and service and making sure local people and communities are at the heart of all policies, procedures, functions and services.
- 6.2 The Council is committed to delivering meaningful and lasting improvements for local people, by adopting and developing good equality, diversity and inclusion practice and demonstrating high levels of corporate and social responsibility.
- 6.3 These are underpinned by our values which are embedded in all aspects of service delivery and partnership working:
- **Pride in Charnwood:** We take pride in our work and our borough and are ambitious for the future
  - **Customer Focused:** We listen to our customers and are focused on delivering excellent services
  - **Working Together:** We work together with pace and positivity as one council and in partnership with others

These values can be found in the Councils Corporate Strategy 2020-2024 and associated annual Corporate Delivery Plan which sets out the Councils ambitions and how we deliver our priorities.

## **7. How does this Strategy Relate to the strategic priorities of the Council?**

- 7.1 This EDI Strategy (2020-24) cannot be delivered in isolation. In order to successfully embed equality and inclusion in all that we do, this Strategy will link closely with other council policies, strategies and strategic priorities as defined in the following:
- Corporate Strategy (2020-2024)
  - People Strategy (2020-2024)
  - Medium Term Financial Strategy
  - Procurement Strategy
- 7.2 In 2019, the Council re-achieved the Customer Service Excellence Award. The assessors recognised that we have an in-depth understanding of our customer groups and are committed to raising awareness about diversity.

- 7.3 This Equality Strategy will be reviewed every four years, in line with the Council's corporate planning process and our legal responsibilities to refresh our Priority Equality Objectives.

## **8. Our Commitment to Equality**

- 8.1 Enabling all our people to be who they are is at the heart of this strategy. If we forget the people behind an equalities issue, we will fail to meet their needs in the best and most inclusive way. But we also believe in recognising and celebrating all the good work that is helping to build and maintain strong relationships between people of different backgrounds, skills and experiences within our workplaces and communities. We want to show how equality matters and the difference it makes to people that they are welcomed in, and can actively contribute to, our wider society. Improving our knowledge of communities, groups and networks and publicising local initiatives and activities will send a strong message that equality underpins everything we do.

### **8.2 Employment Practices**

Charnwood Borough Council considers equality, diversity and inclusion in all aspects of employment, from advertising vacancies, recruitment and selection, terms and conditions of employment, training and personal development to reasons for terminating employment. We will:

- Advertise jobs in ways that reach all communities and target groups that are currently under-represented in the workforce
- Manage employees fairly and appropriately, ensuring there is no discrimination on grounds of any of the protected characteristics in terms of work allocations, consultation and communication, development and training opportunities, employees personal reviews, granting of leave, service reviews or grievance and disciplinary matters
- Encourage a culture of openness and ensure that all employees have a safe and supportive environment in which to work regardless of their age, disability, gender reassignment, race, religion or belief, sex, sexual orientation
- Continue our commitment to be an inclusive organisation that people want to work for and demonstrate this through our accreditation as a Disability Confident Level 2 employer.
- Ensure employees and councillors are given appropriate equalities training and have access to training in anti- discriminatory practices
- Make all reasonable efforts to support employees by making adjustments where appropriate
- Undertake job evaluations and carrying out a pay and grading review, including Gender Pay Gap reporting, as part of the process to develop fair employment and equal pay policies
- Work to provide information and guidance to managers and employees on a range of equalities related issues

### **8.3 Decision-making and developing policies**

Charnwood Borough Council will:

- Assess the potential impact on customers and communities of its policies and practices and take action to improve them

- Involve customers and communities in decision-making through impact assessments and engagement with local community groups
- Ensure access to decision making considers the needs of working people, people with childcare responsibilities, young and older people (venues, time, support and formats)
- Involve and engage local people with disabilities to ensure that we design, plan and provide services to enable them to have more control over their own lives
- Work towards ensuring that all the protected characteristics are fully represented in any consultation undertaken
- Provide services for young people, and older people to meet their particular needs including the provision of targeted services for specific groups where appropriate e.g. youth groups
- Support and encourage initiatives which are set up and run by community groups and which promote social inclusion and equality of opportunity.

#### 8.4 **Access to Services**

Charnwood Borough Council will:

- On request, translate material, provide interpreters and use suitable communications formats as required
- Work to provide information in plain English and make available that information, on request, through a range of media and in a range of formats [including, where appropriate, the provision of materials in symbols, large print, Braille, British Sign Language video or audio description] and offer alternatives to verbal communication so people with disabilities enjoy equal access to information and services
- Ensure our website is as fully accessible as possible
- Monitor use of services by protected characteristics to ensure equality of access, and use the data to develop services which are appropriate to the needs of the whole community
- Ensure all information, publicity and advertising that the Council has control and/ or influence uses positive images and language to counteract the effects of inequality and promotes equality

#### 8.5 **Working with Partners**

Charnwood Borough Council will:

- Ensure consultants, contractors, suppliers, and partners [including those in the voluntary and community sectors] are able to work and deliver services free from harassment and discrimination
- Work with other public sector bodies through the LeicesterShire Equalities Forum to share knowledge of equalities issues, develop best practice and identify measures that can be implemented across Leicester, Leicestershire and Rutland
- Continue to work with partners such as Leicestershire Police and Leicestershire County Council to increase the confidence of residents to report hate incidents

## 8.6 **Engaging and consulting with our communities**

We engage and consult with our communities regularly so that we understand our customers' views and can ensure that the services we design, and deliver are appropriate and meet the needs of all.

All policies, strategies and processes within the council are subject to Equality Impact Assessments as appropriate to ensure that they take into consideration the effect they may have on different protected characteristics.

## 8.7 **Buying services from others**

Charnwood Borough Council will:

- Ensure that our Procurement Strategy and processes provide clear commitment to equality of opportunity and to tackling discrimination and disadvantage
- Require any company or business supplying services to be committed to equality and diversity in its employment practices and service provision, ensuring they adhere to all anti-discrimination legislation
- Monitor, if required, the practices of any contractor or business providing services to the Council or on our behalf of the Council to ensure they act in accordance with our policies and the relevant legislation on equality and diversity

## 9. **Arrangements for Reviewing Progress against the EDI Strategy (2020-24)**

- 9.1 Progress against the action plan will be monitored by the Equality Working Group and any areas of underperformance or slippage will be reported to SLT.

### Protected Characteristics

The duties and the act seek to outlaw unlawful discrimination against a person or group of people because of their:

**Age-** relates to a person belonging to a particular age group (e.g. 32 year olds) or range of ages (e.g. 65- 75 year olds).

**Disability-** a person has a disability if they have a physical or mental impairment which has a substantial and long-term adverse effect on that person's ability to carry out normal day-to-day activities.

**Gender Reassignment-** when a person is transitioning or they intend to undergo, are undergoing or have undergone a process (or part of a process) for the purpose of reassigning their gender.

**Marriage and Civil Partnership-** marriage can either be between a man and a woman, or between partners of the same sex. Civil partnership is between partners of the same sex.

**Pregnancy and maternity-** pregnancy is the condition of being pregnant or expecting a baby. Maternity refers to the period after the birth and is linked to maternity leave in the employment context. In the non-work context, protection against maternity discrimination is for 26 weeks after giving birth, and this includes not treating a woman unfavourably because she is breastfeeding.

**Race-** refers to a group of people defined by their race, colour, nationality (including citizenship), ethnic or national origins.

**Religion or Belief-** religion refers to any religion or reference to religion, including a reference to a lack of religion. Belief includes any religious or philosophical belief or reference to belief, including a reference to a lack of belief. Generally, a belief should affect your life choices or the way you live for it to be included in the definition.

**Sex-** refers to an individual being male or female.

**Sexual Orientation** – a person's sexual attraction towards people of the gender they are attracted to (i.e. towards people of the same sex, the opposite sex, or to both sexes).

### **About the people of Charnwood**

In the 2011 Census the population of Charnwood was 166,100 which increased from 153,453 in 2001). This represents an increase of 7.6% or a yearly average of 0.8%. The largest proportion of the population live in the larger settlements of Loughborough (62,233 people), Shepshed (13,505 people), Syston (12,804), Birstall (12,521 people) and Thurmaston (9,668 people).

The population can be broken down by equality group to provide us with a better understanding of the people within our communities.

#### **Age**

The age of our population is important when planning services so we can meet the needs of our community. In the 2011 Census, all age groups experienced population growth except for those aged 30-44 which showed a decrease of 5.5%.

The age bracket of 20-24 had the largest increase in population size with an increase by 22% over the past ten years. Those aged 60-64 also saw a similar size increase. We have 39,209 children and young people aged 0-19 representing 23.6% of the total population.

#### **Disability**

In Charnwood, it is estimated that there are 10,540 (6.4%) people between the ages of 16-64 with a moderate or serious physical disability. This compares to 12,882 (7.7%) over 65. Nationally it is estimated that 1 in 4 people will be affected by mental health issues at some time in their life. In Charnwood this would equate to 41,525 out of 166,100 residents. Mental health issues can either be short or long term, the most common being mixed anxiety and depression.

In Charnwood there are 290 people aged 18-64 with learning disabilities, who receive community based services and 100 people who receive permanent care. Of those people aged 65+ with learning disabilities, 30 receive community based services and 25 receive permanent care. We have 567 children with Statements of Special Educational Needs or on an Education Health Care Plan.

We are currently in the process of determining how many people residing in Charnwood are registered with sight or hearing loss, or both. It is estimated that there are a high number of people with a sight and hearing loss within Charnwood who have not yet registered.

#### **Gender Reassignment**

There are no accurate statistics available regarding the profile of those who identify as trans or transgender within Charnwood or the UK as a whole. Gender identity is not incorporated into the Census or other official statistics. This is something we will look to address in more detail.

### **Marriage and Civil Partnership**

Within Charnwood approximately 65,000 people (47.1%) are either married or are in a registered same-sex civil partnership. This is relative to Leicestershire as a whole.

### **Race**

145,114 people (86.2%) of the population identified themselves as 'White' and 20,986 people (12.7%) are from Black and Minority Ethnic (BME) Groups, which shows an increase of 4,413 people from the 2001 census data. Specific race groups within Charnwood, which the population identified themselves as, are Indian (10,225 people), Other White (4,147 people), Bangladeshi (2,022 people), Chinese (1,943) and Other EU- Accession Countries (1.1% of people).

### **Religion & Belief (including no religion or belief)**

Within Charnwood there are a number of religions and beliefs followed by local people, which include Buddhist, Christian, Hindu, Jewish, Muslim, Pagan, Sikh and Spiritualist faiths. In the 2011 census (55%) of the population identify themselves as being Christian, 5% Hindu, 2% are Muslim, 1% are Sikh and 1% are all other religions. 29% of Charnwood residents stated that they had no religion.

### **Sex (Gender)**

There is an equal gender split between men and women in Charnwood with 82,900 males (49.9%) and 83,200 females (50.1%). There is a significantly higher age gap between the two sexes for those aged between 19-24, with more male than female. However, there is also a higher than average gender gap between men and women within our older population, with nearly twice as many females as males aged 85 and over. We will continue to monitor emerging data in these areas to further plan future service delivery.

### **Sexual Orientation**

There are no accurate statistics available regarding the profile of the lesbian, gay and bisexual (LGB) population within Charnwood or the UK as a whole. Sexual orientation is not incorporated into the Census or other official statistics; however, it is acknowledged that approximately 6-10% of any population will be LGB. In Charnwood this would equate to between 9,960 and 16,610 people.

### **Carers**

Within Charnwood it estimated that 10.6% of people provide between 1-50 hours of unpaid care a week. This is reflective of the national average of 10% and is reflective of Charnwood's ageing population. We recognise that care is provided for a variety of reasons, both older and young people, and therefore support is required for carers of all ages.

### **Gypsy and Traveller Community**

In 2012, a Gypsy and Traveller Accommodation Needs Assessment (GTAA) was undertaken across Leicester, Leicestershire and Rutland. Using baseline data from the 2007 GTAA, caravan count data and information provided by a number of local authorities, the estimation of the number of Gypsies and Travellers across Leicester, Leicestershire and Rutland in 2012 was 588 families, many of whom may pass through Charnwood and our neighbouring areas.

### **Asylum Seekers and Refugees**

There are no accurate statistics available regarding asylum seekers and recent refugees within Charnwood, or the UK as a whole. It is not incorporated into the census or other official statistics.

In Loughborough there is a Home Office East Midlands Reporting Centre and Loughborough is recognised as a 'Town of Sanctuary' for refugee and asylum seekers to seek support. Therefore, we recognise that there may be a number of asylum seekers and refugees situated in, travelling through or visiting Charnwood.



**Charnwood Borough Council**  
**Equality Strategy Action Plan 2020-2022**

# Introduction

This Action Plan is a key document for recording how service areas and corporate related activity will work to deliver the Council's Priority Equality Objectives and Equality Strategy 2020-2024. This plan will also be used to monitor progress and achievements against the activities in the plan, ensuring targets are on track and delivered.

All services across the Council contribute to the overall delivery of the Equality Strategy and Priority Equality Objectives in a variety of ways. Promoting and embedding equality and diversity both internally within the organisation, and externally across the Borough, requires continuous activity in order to create cultural change with a view to attaining the Council's overarching vision of fairness, respect and equal access to service delivery for all.

This Equality Action Plan therefore includes a number of key milestones, to be met as appropriate, as part of the Council's commitment to providing better outcomes for all people.

Action		Completion Date	Success Measure	Lead
<b>PEO 1: To assess, consult and evaluate the equality impact of our policies and decisions and to change where reasonably possible what we do if it creates inequality</b>				
1.1	Review and update the council's approach to Equality Impact Assessments (EIAs)	September 2021	Positive feedback on revised process and EHRIA template Equality related complaints are reduced Equality related legal action is reduced	Improvement & Organisational Development Team
1.2	Develop & maintain an up-to-date Equality Impact Assessment (EIA) completion programme	April 2021	EIA completion programme developed and publicised	Improvement & Organisational Development Team
1.3	Audit Equality Impact Assessment (EIA) completion and publication rates against numbers of planned EIAs and take action where necessary to address issues	March 2022	Annual EIA Report submitted to Equality Working Group and SLT for monitoring and scrutiny	Improvement & Organisational Development Team
1.4	Equality Working Group to act as a critical friend to services in reviewing Equality Impact Assessments (EIAs)	Quarterly	Minimum of one EIA per quarter reviewed as part of the monitoring framework	Equality Working Group
1.5	Raise awareness of the EIA process and guidance, through internal communications	May 2021 & May 2022	One article published, per year, to raise awareness of process	Improvement & Organisational Development Team
1.6	Review and update the Council's Equality Monitoring Policy and Guidance	March 2022	Equality Monitoring Policy statement published on-line Improved equality data for service users	Improvement & Organisational Development Team

1.7	Enable and encourage the involvement of communities of interest in service changes, policy changes and consultations	Ongoing	Minimum of one EIA per quarter reviewed in line with the monitoring framework  Increased representation of all sections of the community in engagement and consultation	Equality Working Group
1.8	Monitor discrimination related complaints and develop mitigating action, as appropriate	October 2021	Annual report submitted to the Equality Working Group	Human Resources/ Customer Experience Team
<b>PEO 2: To enhance understanding of and promote equality and diversity at all levels within Charnwood Borough Council.</b>				
2.1	Promote the completion of equalities training, including the induction e-learning module, for staff	March 2022	100% new starters undertake equalities e-learning module	Improvement & Organisational Development Team
2.2	Develop an LGBTQ+ e-learning module for staff	September 2021	E-learning module developed, as specified in Leicester LGBT Centre Peer Review Assessment	Improvement & Organisational Development Team
2.3	Provide development opportunities to Elected Members on equality, diversity & inclusion	March 2022	Minimum of two member sessions provided per year	Democratic Services/ Improvement & Organisational Development Team
2.4	Develop regular internal communications to promote equalities related events and celebrations	Ongoing	Articles published as appropriate  Staff awareness/ knowledge raised	Improvement & Organisational Development Team
2.5	Present annual report to SLT on equality, diversity and inclusion practice, to raise awareness of both best practice and emerging issues	March 2022	Report issued to SLT  Equalities championed at senior level within the organisation	Improvement & Organisational Development Team

**PEO 3: To ensure that our staff and Councillors engage and communicate with members of the community in an accessible and inclusive way.**

3.1	Develop and deliver external communications to promote equality, diversity and inclusion	Ongoing	Analytics on reach and engagement	Improvement & Organisational Development Team
3.2	Review and update the Council's policy and guidance on making information accessible to everyone	December 2021	Making Information Accessible Policy and guidance produced	Improvement & Organisational Development Team
3.3	Ensure the website up to date with information about services and that this information is accessible to a wide range of service users	Ongoing	National guidelines implemented and feedback acted upon, to maintain an accessible website	Improvement & Organisational Development Team
3.4	Monitor the equality impacts of moving to online/digital services and look to remove barriers or potential adverse impact where it may arise	March 2022	Feedback from users regarding the accessibility of alternative service delivery	SWaP Programme Board/ Equality Working Group
3.5	Further develop the council's approach to consultation and engagement to increased representation of all sections of the community	March 2022	Increased representation of all sections of the community in engagement and consultation	Improvement & Organisational Development Team
3.6	Promote the interpretation and translation service internally through One Charnwood, Intranet etc.	February 2021 & February 2022	No. of services and service users utilising the interpretation and translation service	Improvement & Organisational Development Team
3.7	Engage with service users who have specific communications needs to identify areas where we can improve our communication methods	Ongoing	Communication methods improved based on identified need Feedback/ complaints from service users	Improvement & Organisational Development Team/ Equality Working Group
3.8	Host an annual Holocaust Memorial Day Event (physically or virtually).	January 2021 & January 2022	Host an annual event (physically or virtually) attended by over 30 representatives Event evaluation	Democratic Services Team

**PEO 4:** To have a diverse workforce that aims to be representative of the Borough and to ensure that all staff are treated fairly.

4.1	Promote self-declaration of protected characteristics amongst staff.	March 2022	Significant % increase against each of the protected characteristics in staff self-declaration.	Improvement & Organisational Development Team
4.2	Produce and publish quarterly workforce monitoring statistics and take action where necessary to address issues	Ongoing Quarterly Updates	Quarterly monitoring and publication of workforce statistics.	ICS/ Improvement & Organisational Development Team
4.3	Develop and implement an action plan to improve recruitment, retention and progression to PO4+ of BAME employees	March 2022	Improved representation of BAME employees at PO4+	SLT/ Improvement & Organisational Development Team
4.4	Report annually on progress towards workforce representation targets to Senior Management Team and where appropriate take action to increase representation of under- represented groups within the workforce	September 2021 & September 2022	Annual progress report produced.  Action taken to address issues where appropriate.	Improvement & Organisational Development Team
4.5	Increase no. of staff aged 16-25 entering the workforce through a structured apprenticeship scheme	April 2022	Apprenticeship scheme administered in line with national guidelines.  Increased no. of staff 16-25 entering the workforce.	Improvement & Organisational Development Team
4.6	Renew Disability Confident accreditation	September 2021	Progress from Level 2 (Employer) to Level 3 (Leader)	Human Resources/ Improvement & Organisational Development Team

**PEO 5:** To change where reasonably possible what we do if we find it creates inequality

5.1	Undertake gender pay gap reporting and develop appropriate action to close gender pay gap	March 2021 & March 2022	Reduction in gender pay gap	Human Resources
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5.2	Review Modern Slavery Statement to meet legislative requirements	March 2021 & March 2022	All policies and practices reviewed in line with Modern Slavery legislation	Improvement & Organisational Development Team
5.3	Investigate benchmarking and award schemes to drive improvement and deliver best practice in equality, diversity & inclusion	March 2022	High performance for equality confirmed by independent audits	Improvement & Organisational Development Team
5.4	Produce an annual health check of equality, diversity and inclusion activity and publish both internally and externally.	March 2021 & March 2022	Met Equality Act 2010 and Public Sector Equality Duty responsibilities  Feedback from staff, residents and service users	Equality Working Group
<b>PEO6: To continue working with our partners, where appropriate, to reduce inequality in all of our communities.</b>				
6.1	Continue to work directly with partners, local organisations and community groups as well to support delivery of the Leicester, Leicestershire and Rutland Hate Action Plan	March 2022	As per Plan	Community Safety Team
6.2	Raise awareness of procurement equality requirements with contract managers (part of wider awareness raising to include safe-guarding and Modern Slavery)	March 2022	Raised awareness of Procurement Toolkit via One Charnwood  Quarterly monitoring statistics to be provided by contract holders, where appropriate, showcasing equalities commitments  Contract monitoring indicates that commissioned service providers are compliant with equalities requirements	Procurement Team

6.3	Work collaboratively with partners including supporting and contributing to the work of the Leicester Shire Equalities Forum (LSEF) and other associated partnership projects	March 2022	Feedback on joint campaigns and products	Improvement & Organisational Development Team
6.4	Support the Prevent Action Plan and the multi-agency Prevent Steering Group to ensure we are highlighting concerns or risks in our communities related to radicalisation	April 2022	As per plan	Community Safety Team

**Charnwood Borough Council**

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

■ **Step 1 – Introductory information**

Title of the policy	Equality, Diversity & Inclusion Strategy 2020-2024
Name of lead officer and others undertaking this assessment	Suzanne Kinder Equality Working Group (EWG)
Date EIA started	September 2020
Date EIA completed	November 2020

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>The Equality, Diversity &amp; Inclusion Strategy sets out how the Council will fulfil its commitment to equality, diversity and inclusion. The aim of the Strategy is to show how the Council is embedding and continuing to work towards achieving real equality and promoting diversity.</p> <p>The Strategy fully sets out the Council’s commitment to:</p> <ol style="list-style-type: none"> <li>1. Providing fair and inclusive services and employment opportunities for everyone in Charnwood</li> <li>2. Developing and embedding Charnwood’s six Priority Equality Objectives</li> <li>3. Having ‘due regard’ to each of the nine protected characteristics and promoting and embedding them in everything that we do</li> <li>4. Eliminating unlawful discrimination; advancing equality of opportunity and fostering good relations between individuals and community groups</li> <li>5. Promoting and celebrating diversity</li> </ol> <p>The Strategy is the Council’s key strategic document driving equality, diversity and inclusion priorities across Charnwood.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>The Strategy includes a number of equality objectives to achieve positive outcomes in both service design and delivery, and in employment for everyone in Charnwood.</p> <p>The Equality, Diversity &amp; Inclusion Strategy identifies real and achievable objectives for the Council which will enable it to fulfil its commitment to equality, diversity and inclusion. By achieving the objectives set out in the Strategy the Council will achieve positive outcomes for individuals and communities in service design, delivery and employment. Therefore, a wide range of people will benefit from the positive outcomes achieved through this Strategy with the main beneficiaries being the residents of Charnwood, Council employees and partners across other organisations.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Key to the development of this Equality, Diversity &amp; Inclusion Strategy was consultation with, and the engagement/ involvement of various individuals and groups. We have consulted with, and will continue to engage specifically with, diverse groups who have in the past felt under-represented and/ or that have specific requirements in relation to this Strategy.</p>

Consultation was carried out via a Residents Survey in 2019, which also informed development of the Council's Corporate Strategy (2020-2024). Responses generated through consultation were taken on board and the final version of the Strategy reflects this.

**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

Gained relevant evidence & research from:

- National and local research/ statistics
- National guidance on the Equality Act 2010 & associated Public Sector Equality Duty
- Equality & Human Rights Commission research and website
- Research from charities and community organisations regarding the 'protected characteristics'
- Staff groups i.e. Staff Forum; Equality Working Group

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

Within both national and local data, there is little local information on sexual orientation and gender reassignment. This may potentially create barriers when supporting these two protected groups.

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

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

No further consultation required at this stage.

**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
<b>Age</b>	The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of age, particularly relating to the three general duties of the Equality Act 2010.
<b>Disability</b> (Physical, visual, hearing, learning disabilities, mental health)	The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of disability, particularly relating to the three general duties of the Equality Act 2010.
<b>Gender Reassignment</b> (Transgender)	The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of

	<p>gender reassignment, particularly relating to the three general duties of the Equality Act 2010.</p> <p>A potential barrier here is access to, and availability of relevant information. There is little local information on gender reassignment as the Council, and many other organisations, do not have a range of equality monitoring information to support this group.</p>
<b>Race</b>	<p>The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of race, particularly relating to the three general duties of the Equality Act 2010.</p>
<b>Religion or Belief (Includes no belief)</b>	<p>The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of religion or belief, particularly relating to the three general duties of the Equality Act 2010.</p>
<b>Sex (Gender)</b>	<p>The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of sex, particularly relating to the three general duties of the Equality Act 2010.</p>
<b>Sexual Orientation</b>	<p>The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of gender reassignment, particularly relating to the three general duties of the Equality Act 2010.</p> <p>A potential barrier here is access to, and availability of relevant information. There is little local information on sexual orientation as the Council, and many other organisations, do not have a range of equality monitoring information to support this group.</p>
<b>Other protected groups (Pregnancy &amp; maternity, marriage &amp; civil partnership)</b>	<p>The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of pregnancy &amp; maternity and also marriage and civil partnerships particularly relating to the three general duties of the Equality Act 2010.</p>
<b>Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</b>	<p>The Strategy and the Council's commitment to equality and inclusion covers a variety of other groups such as: rural isolation, deprivation, health inequality, carers, asylum seeker and refugee communities, looked after children, deprived or disadvantaged communities. The specific actions are likely to have a positive impact on individuals and communities.</p>

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.  Please note: a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
The Strategy is aimed at achieving fairer employment practices and more appropriate and accessible service design and delivery. However, it is recognised that positive outcomes are dependent upon the effective implementation of the Strategy.  One of the main barriers to the effective implementation of the Strategy is cultural, behavioural and attitudinal. A range of training for employees and elected members is a specific way to tackle this. Additionally, the promotion of positive message and raising the profile of equality and inclusion across the authority will also support this.
Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).
It is the opinion that the Equality, Diversity & Inclusion Strategy will comply with Charnwood Borough Council's responsibilities. It will further promote equal opportunities and achieve positive outcomes with the main beneficiaries being the residents of Charnwood, Council employees and partners across other organisations.

**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?
Progress against the Strategy and associated Action Plan will be continually monitored by the corporate Equality Working Group and a report on the progress towards achieving the aims, objectives and targets within them will be produced annually.
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.
The recommendations of this assessment will be built into the Strategy to ensure positive outcomes are achieved. Any identified recommendations will be available to use when planning future service delivery.

**Step 7- Action Plan**

<b>Please include any identified concerns/actions/issues in this action plan:</b> <b>The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</b>			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to ensure that monitoring of the Strategy and associated action plan is carried out on an annual basis and allows for effective monitoring of outcomes.	S. Jackson	Ongoing

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

	<b>Who needs to know?</b> (Please tick)	<b>How they will be informed</b> (we have a legal duty to publish EIA's)
<b>Employees</b>	✓	This assessment will be attached as an appendix to the Cabinet report and will also be published on the equality's pages of the website.
<b>Service users</b>	✓	
<b>Partners and stakeholders</b>	✓	
<b>Others</b>		
<b>To ensure ease of access, what other communication needs/concerns are there?</b>		

<b>Please delete as appropriate</b>
<b>I agree with this assessment / action plan</b>
<b>If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales:</b>
<b>Signed (Service Head): <i>S. Jackson</i></b>
<b>Date: 01/11/20</b>

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

## CABINET – 10TH DECEMBER 2020

### Report of the Head of Finance and Property Services

Lead Member: Councillor Tom Barkley

#### Part A

#### ITEM 9 DRAFT 2021/22 GENERAL FUND AND HRA BUDGETS

##### Purposes of the Report

To advise members of the projected base budget position for 2021/22 including the savings and growth proposals put forward for the year and provide the basis for the budget consultation.

##### Recommendations

1. That the Cabinet endorses for consultation the draft General Fund and HRA Revenue Budgets for 2021/22 as set out in Tables 1 and 2 in the report.
2. That the Cabinet endorses for consultation including Loughborough Special Expense Budget and Levy for 2021/22 as set out in Appendix 3.

##### Reasons

- 1.&2. To provide the opportunity for consultation on the General Fund and HRA budgets for the 2021/22 financial year.

##### Policy Justification

The Council's Budgets are fundamental to the delivery of all services and underpins all Corporate Plan objectives.

##### Implementation Timetable including Future Decisions and Scrutiny

Cabinet is asked to endorse the Budget proposals contained in and appended to this report as a basis for consultation. These proposals will be subject to consultation over the period from 17th December 2020 to 15th January 2021. Both the Scrutiny Commission and the Budget Scrutiny Panel will have the opportunity to scrutinise this report before it is presented to Cabinet.

The Scrutiny Commission will also have the opportunity to scrutinise the final report to Cabinet on 11th February 2021. In addition, consultation will be undertaken with:

- Trade Unions;

- Local Businesses and Commercial Ratepayers;
- Key partners, including town and parish councils;
- Loughborough Area Committee, re the Loughborough special expenses budget

Proposals on the General Fund and HRA Budgets and Council Tax will return to Cabinet on 11th February 2021 for recommendation to Council on 22nd February 2021.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

There are no direct financial implications from approving this report for consultation. However, if the final report is approved then there will be financial implications for the Council, and these are set out in Part B of this report.

#### *Risk Management*

Risks identified in respect of the Draft Original Budget are tabulated below:

<i>Risk Identified</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Overall Risk</i>	<i>Risk Management actions planned</i>
Failure to take account of the spending plans of the Council.	Unlikely (2)	Minor (1)	Very Low (2)	Robust budget planning and Budget Monitoring process are in place.
Further exceptional spending being required during the financial year.	Likely (3)	Major (3)	Moderate (9)	It is considered that the Working Balance reserve (and other revenue reserves) remain sufficient to manage normal and one-off events for 2021/22.

#### *Equality and Diversity*

There are no specific Equalities and Diversity issues affecting the recommendation in this report, although any such issues affecting particular service pressures and savings will be considered prior to proposals being implemented.

Key Decision: No

Background Papers:

None

Officer to Contact:

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Head of Finance

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## Part B

### Background and context

1. The COVID-19 outbreak has had a major global impact on health, wellbeing and economic prosperity since the virus was originally identified in China in the latter months of 2019. Within the United Kingdom, significant restrictions were placed on day to day life in March 2020 which resulted in a major contraction in economic activity alongside the increasing health and social care impacts of the virus.
2. From a Council perspective COVID-19 has created new cost pressures in areas such as community support, increasing demand for homelessness services and distribution of business grants, coupled with significant losses across virtually all of the Council's principal income streams.
3. At the point of drafting this report (November 2020) the full impact of COVID-19 - globally, within the United Kingdom, locally within Charnwood, and on the Council itself - remains very uncertain. Known unknowns at this time include the extent of any 'second wave' of the pandemic and the effectiveness and availability of vaccines to counter the disease. In practice therefore, the full extent of the COVID-19 impact is unlikely to be fully knowable for several months. What is apparent at this time however is that the financial impact on the Council is material and that pre-existing patterns of income and expenditure have been significantly disrupted. Further, the future financial outlook for the Council, already clouded with uncertainty arising from the (delayed) 'Fair Funding' review and the end of the Brexit transitional period, appears even more challenging than previously articulated.
4. Due to the absence of a multi-year financial settlement that a completed Fair Funding review may have created, and without knowledge of local authority funding allocations for 2021/22 (which might be expected in mid-December 2020) it has been necessary to prepare this budget using assumed levels of government funding. In general terms it is assumed for the purposes of this draft budget that future government funding will be in line with that received for 2020/21. It should be noted that this assumption is not an expectation, but more a reflection of the absence of any information in this area.
5. The pressures of managing the COVID-19 outbreak and 'Brexit' suggest major structural changes in local government funding are unlikely, but as set out in the updated 2020 – 2023 Medium Term Financial Strategy (MTFS) (reported to Cabinet 15 October and approved by Council 9 November 2020), significant downside risks exist in this area for 2021/22, particularly in the Government's treatment of New Homes Bonus allocations. A more settled position should be available when the final budget is presented.

### General Fund budget overview

6. This draft budget is informed by the updated MTFS which projected a use of General Fund reserves of £2.1m for 2021/22 assuming that £2m of service pressures would arise and that £1.3m of efficiency savings would be delivered. At 31 March 2022 this would have resulted in a General Fund working balance of £1.1m, well below the recommended minimum working balance set by the Section

151 Officer of £2m. This outcome was considered highly undesirable and this budget therefore incorporates additional service savings and income generation which allows the working balance to be maintained (based on the key assumption of Government funding levels being maintained) at a level above £2.0m.

7. The draft Original Budget for 2021/22 shows a use of General Fund reserves of £1.3m which includes unavoidable service pressures of £1.8m offset by ongoing savings of £2.1m. In addition, there are two one-off planning service pressures, connected with the delivery of the local plan of £0.1m funded from an earmarked planning reserve. The net of this position results in a projected General Fund balance at 31 March 2022 of £2.0m.
8. The service pressures and savings, and additional income generation are summarised at Appendix 1.

#### Principal General Fund budget assumptions - funding

9. Charnwood Borough Council still has one of the lowest council tax rates of all districts in the country. The budget assumes a council tax increase of £5 per Band D equivalent property being the assumed maximum increase that will be allowed by Government without a local referendum.
10. The New Homes Bonus (NHB) scheme had been due to be discontinued in 2019/20, but due to the delay in the outcome of the Fair Funding review, was been extended into 2020/21 and it is assumed, due to the continued delay of the Fair Funding review that NHB will continue and the Council's NHB award will continue at recent levels of around £4m per annum.
11. It should be noted that in the 2020/21 financial settlement NHB was awarded in respect of that year was that year only, rather than for each of a four-year period as had previously been the case with the scheme. Should the Government choose not to extend the NHB scheme (and not to compensate the Council via other funding streams) then NHB receipts would reduce to around £2.2m creating an additional funding shortfall in the order of £2m.
12. It was envisaged that the new national business rate retention scheme would be in place from 2020/21 (with a headline 75% retention rate compared to the current 50% retention scheme currently in place), as the new funding regime derived from the Fair Funding review. However, this will now be delayed until at least the 2022/23 financial year and this draft assumes current business rate funding arrangements will continue. This draft budget assumes a 'safety net' position (92.5% of the government settlement for 2020/21) adjusted for inflation, reflecting the current negative outlook for business rates

#### Approach to developing the 2021/22 Budgets

13. The initial step was to establish a base budget has been established which reflects the current year budget for 2020/21 adjusted for salary and contract inflation. All one-off items that were included in the 2020/21 budget were removed.
14. As part of the medium-term process of addressing the Council's financial challenges Cabinet Members reviewed a set of 'Options for Change' developed by Officers with a view to identifying acceptable service reductions and service

efficiencies for inclusion within the draft budget at a Cabinet Member / Officer briefing.

15. Unavoidable pressures were also considered at this briefing. The pressures have been categorised as Covid19 related costs £0.9m, contractual commitments £0.3m, and other unavoidable costs of £0.6m.
16. Progress with the Council's commercialism agenda – and specifically actual and prospective acquisitions of commercial property – has allowed the budgeting of a greater income contribution in this area.
17. Savings and income generation have been categorised into corporate savings, commercial savings (income generation), savings available from vacant posts, service reviews – organisational changes, and service changes.
18. As noted previously, the service pressures and savings are set out at Appendix 1. The summary draft General Fund budget for 2021/22 is set out in Table 1, below.

Table 1: Draft General Fund budget 2021/22

Actual 2019/20 £000	General Fund Budget Summary	Original Budget 2020/21 £000	Revised Budget 2020/21 £000	Draft Original Budget 2021/22 £000	Variance Original 2020/21 vs Original 2021/22 £000
19,176	General Fund Service Expenditure	19,038	22,643	19,262	(224)
0	Service (Savings) 2021/22	0	0	(2,059)	2,059
0	Service Pressures 2021/22	0	0	1,819	(1,819)
0	Service Pressures One Off 2021/22	0	0	106	(106)
<b>19,176</b>	<b>Net Service Expenditure</b>	<b>19,038</b>	<b>22,643</b>	<b>19,128</b>	<b>(90)</b>
213	Revenue Contributions to Capital	0	0	0	0
227	Interest Paid	240	240	240	0
(562)	Less: Interest on Balances	(500)	(300)	(300)	(200)
<b>19,054</b>	<b>Total Borough Expenditure</b>	<b>18,778</b>	<b>22,583</b>	<b>19,068</b>	<b>(290)</b>
74	Contribution (from)/to Reinvestment Reserve	(36)	(195)	0	(36)
(2,200)	Contribution(from)/to Working Balance	(1,069)	(1,822)	(1,391)	322
(173)	Contribution (from)/to Collection Fund	143	143	50	93
(213)	Contribution(from)/ to Capital Plan Reserve	0	500	0	0
395	Contribution (from)/to Other Reserves	(45)	(63)	(106)	61
<b>16,937</b>	<b>Precept Requirement</b>	<b>17,771</b>	<b>21,146</b>	<b>17,621</b>	<b>150</b>
5,290	NNDR (business rates)	4,947	4,947	4,379	568
6,893	Council Tax Receipts	7,288	7,288	7,582	(294)
1,213	Loughborough Special Levy	1,271	1,271	1,321	(50)
3,731	New Homes Bonus	4,122	4,122	4,289	(167)
(17)	General Government Grants (Covid)	0	3,375	0	0
(173)	Collection Fund Surplus/(Deficit)	143	143	50	93
<b>16,937</b>	<b>Precept Income</b>	<b>17,771</b>	<b>21,146</b>	<b>17,621</b>	<b>150</b>
<b>£000</b>		<b>£000</b>	<b>£000</b>	<b>£000</b>	
<b>Actual 2019/20</b>	<b><u>REVENUE BALANCES</u></b>	<b>Original 2020/21</b>	<b>Revised 2020/21</b>	<b>Draft Budget 2021/22</b>	
6,871	<b><u>Working Balance at 1 April</u></b>	5,900	4,498	1,820	
(2,373)	Transfer from/(to) General Fund	(926)	(1,679)	(1,341)	
0	Transfer from Growth Support Fund	0	101	0	
0	Transfer from/(to) Reinvestment Reserve	(170)	0	0	
0	Contribution to the LLEP Enterprise Zone	0	(1,100)	0	
0	Business Rates Appeals Adjustment	0	0	1,561	
<b>4,498</b>	<b>Balance at 31 March</b>	<b>4,804</b>	<b>1,820</b>	<b>2,040</b>	
809	<b><u>Reinvestment Reserve Balance at 1 April</u></b>	366	883	418	
0	Transfers from/(to) Fund one off Item	(36)	(195)	0	
0	Committed Reinvestment Reserve	0	(270)	0	
74	Transfers from/(to) General Fund	170	0	0	
<b>883</b>	<b>Balance at 31 March</b>	<b>500</b>	<b>418</b>	<b>418</b>	
2,193	<b><u>Capital Plan Reserve Balance at 1 April</u></b>	1,288	1,980	1,808	
0	Transfer from/(to) General Fund	0	500	0	
(213)	Funding of Capital Expenditure	0	(630)	0	
<b>1,980</b>	<b>Balance at 31 March</b>	<b>1,288</b>	<b>1,850</b>	<b>1,808</b>	
101	<b><u>Growth Support Fund Balance at 1 April</u></b>	5	101	0	
0	Transfer from/(to) General Fund	0	(101)	0	
<b>101</b>	<b>Balance at 31 March</b>	<b>5</b>	<b>0</b>	<b>0</b>	
763	<b><u>Other Revenue Reserve Balances at 1 April</u></b>	700	1,158	1,113	
395	Transfers from/(to) Fund one off Item	(45)	(45)	(106)	
<b>1,158</b>	<b>Balance at 31 March</b>	<b>655</b>	<b>1,113</b>	<b>1,007</b>	
<b>8,620</b>	<b>TOTAL BALANCES</b>	<b>7,252</b>	<b>5,201</b>	<b>5,273</b>	

## Additional notes on the General Fund Budget

19. The level of uncertainty in the above figures should not be noted as the NNDR (business rates) and New Homes Bonus, in total amounting to some £8.7m. As noted previously, this funding has downside risk and it will not be possible to obtain any clarity in this area until after local government funding allocations are announced (typically in mid-December).
20. As noted previously, it is proposed to increase Council Tax by the permitted £5 per band D property for the fifth year in a row. The Loughborough Special Levy will increase by 1.99%, with the Borough precept calculated to ensure that the overall increase remains within the £5 limit.
21. The General Fund Service Expenditure for 2021/22 is £225k higher than that budgeted for in 2020/21, the major items being Salary inflation increases £157k, Contractual increases of £129k, offset by other reductions in Supplies and Services budgets of £61k.
22. The base position includes provision for inflation at rates deemed appropriate to the major contracts, there is no general inflation provision and services are expected to manage within existing budgets. An average 2% provision for salary has been included in the budget and 1% provision to cover pension increases.
23. The budget for investment income in 2021/22 has been set £200k below the level for 2020/21. This reflects the reduction in the interest earned on investment income on short-term cash held as investments and is attributed in main to the adverse effect on the global economy and treasury management markets of COVID-19.
24. The budget has been balanced by using a contribution from working balance to fund the shortfall of £1.3m, and a one-off income adjustment £1.6m relating to historical over-provisioning for business rate appeals. This results in a working balance of £2.04m at the end of March 2022, which is above the minimum target of £2m for this reserve.

## Loughborough Special Expenses

25. The budget position for Loughborough Special Expense and Levy for 2021/22. The proposed increase to the Loughborough Special Levy is 1.99% to a rate of £77.98 per Band D property (2020/21: £76.46). There are ongoing service savings and pressures have been identified as follows:
  - Loughborough Community Grant - £13.5k saving
  - Biggin Street toilet amalgamation with Town Centre toilet - £4.6k saving
  - Management of Open Spaces Contract - £1.3k saving (apportionment)
  - Street Trading consent license - Loss of income £10.8k pressure
  - Carillion - Loss of income £3k pressure
26. Detailed explanations of the variances between the 2020/21 and 2021/22 budgets are provided in the notes at Appendix 3.

## General Fund reserves and balances

### *Working balance*

27. It is a requirement to ensure that the level of balances is appropriate for the Council's commitments and current level of expenditure. The recommended minimum working balance set by the Section 151 Officer is £2m, representing six weeks net expenditure, in line with good practice. The draft original budget balance on this fund at the end of March 2022 is projected at £2.04m, above this limit.

### *Reinvestment Reserve*

28. This is used for three purposes, these being:
- For items that produce a payback to the Council;
  - To fund costs that lead to appreciable service improvements;
  - To fund one-off costs.
29. The Reinvestment reserve has a balance of £418k to be used for the above purpose. This may be topped up should this be operationally justified and financially feasible.

### *Capital Plan Reserve*

30. This revenue reserve is earmarked to finance General Fund capital expenditure, although there are no restrictions on this reserve, and it can be used for revenue purposes. This reserve is forecast at £1.8m at 31 March 2022.

### *Other Earmarked Revenue Reserves*

31. There are nine other Earmarked Reserves which may be used in line with the purpose of the reserve fund or for general purposes.

Table 2 - Revenue Reserves (assuming the draft budget in Table 1 is adopted).

<b>Reserve Balances</b>	<b>Estimated Balance at 1st April 2021</b>	<b>Used or Transferred to Other Reserves in 2021/22</b>	<b>Balance at 31 March 2022</b>
	<b>£'000</b>	<b>£'000</b>	<b>£'000</b>
Working Balance	1,820	220	2,040
Reinvestment Reserve	418	0	418
Capital Plan Reserve	1,808	0	1,808
Earmarked Reserves	1,113	(106)	1,007
<b>Total Revenue Reserves</b>	<b>5,159</b>	<b>114</b>	<b>5,273</b>

## Housing Revenue Account (HRA)

32. The HRA draft Original budget has been prepared on the assumption that rental income will be increased by CPI+1% in line with national guidelines. Other assumptions and changes are discussed in the HRA section of this report.
33. The draft Original budget position for 2021/22 is a breakeven. This includes service pressures £22k and service savings £176k making a net reduction of £154k.
34. These are due to the realignment of budgets and analysis of past actual expenditure alongside the need to increase spend within the Compliance are of Repairs and Maintenance. These are detailed at Appendix 2.
35. Rents have been increased by CPI+1% in accordance with national guidelines.

## HRA balances (reserves)

### *Principal HRA reserve*

36. The Section 151 Officer recommends a minimum level of working balances for the HRA of £110 per property. There are 5,469 properties anticipated at 31st March 2022 (anticipating 40 right to buy sales); working balances have been adjusted to reflect this projection at £602k.

### *HRA Financing Fund*

37. The HRA Financing Fund was set up in order to set aside monies to cover future HRA expenditure. This includes the repayment of external debt principal of the £79m incurred when the self-financing regime came about in 2012. This costs the HRA approximately £2.7m in interest payments each year. The first of these loans is due for settlement during 2024/25. The anticipated balance of the HRA Financing Fund at 31 March 2022 is £5.6m.

### *Major Repairs Reserve*

38. The Major Repairs Reserve is a statutory fund and can only be used to finance capital expenditure and debt repayment. The anticipated balance at 31 March 2022 is £3.1m.
39. The HRA draft Capital Programme for 2021/22 is £7.4m. This is fully funded from Depreciation £3.4m, HRA Revenue contribution to Capital (RCCO) £3.2m, and the HRA financing fund £0.4m RCCO and £0.4m from 1-for-1 capital receipts (HRA Right to buy sales)
40. Total HRA balances as at 31 March 2022 are anticipated to be £9.3m.



Table 3: Draft HRA 2021/22 Budget

2019/20 Actual	Housing Revenue Account	2020/21 Original Budget	2020/21 Revised Budget	2021/22 Draft Original Budget
<b>£000</b>		<b>£000</b>	<b>£000</b>	<b>£000</b>
	<b>Expenditure</b>			
5,220	Supervision and Management	5,550	5,540	5,441
6,718	Repairs and Maintenance	6,769	6,824	6,802
191	Rents, Rates and Other Charges	139	224	225
270	Provision for Bad Debts & Other Charges	383	593	383
3,249	Depreciation	3,189	3,189	3,409
(17,892)	Net Revaluation non-current assets increase	0	0	0
18	Debt Management Expenses	10	10	10
(2,226)	<b>Expenditure Sub-total</b>	16,040	16,380	16,270
	<b>Income</b>			
(20,483)	Dwelling Rent Income	(20,937)	(20,580)	(21,100)
(366)	Shops, Land and Garages Rent	(360)	(350)	(355)
(55)	Warden Service Charges	(57)	(49)	(49)
(355)	Central Heating, Cleaning and Communal Charges	(350)	(323)	(336)
(143)	Leasehold Flat and Shop Service Charges	(158)	(143)	(143)
(26)	Hostel Service Charges	(31)	(30)	(29)
(11)	Council Tax Recharged	(11)	(10)	(10)
(21,439)	<b>Income Sub-Total</b>	(21,904)	(21,485)	(22,022)
(23,665)	<b>Net (income)/Cost of service</b>	(5,864)	(5,105)	(5,752)
(85)	Transfer from General Fund – Grounds Maintenance	(84)	(84)	(85)
2,709	Interest Payable	2,706	2,709	2,709
(124)	Investment Income and Mortgage Interest	(66)	(35)	(25)
(21,165)	<b>Net Operating Expenditure/(Income)</b>	(3,308)	(2,515)	(3,153)
3,659	Revenue Contribution to Capital	3,308	3,308	3,153
(556)	Pension Adjustment	0	0	0
(1)	Accumulated Absence Adjustment	0	0	0
17,892	Reversal of Gain on Revaluation	0	0	0
20,994	Appropriations	3,308	3,308	3,153
<b>(171)</b>	<b>(Surplus)/Deficit for the year</b>	<b>0</b>	<b>793</b>	<b>0</b>
<b>HRA Balances:</b>				
(613)	<b>HRA Balance at beginning of year</b>	(610)	(610)	(607)
(171)	(Surplus)/Deficit for the year	0	793	0
174	Transfer to/from Reserves	3	(790)	5
<b>(610)</b>	<b>HRA Balance at end of year</b>	<b>(607)</b>	<b>(607)</b>	<b>(602)</b>
(8,061)	<b>HRA Financing Fund beginning of year</b>	(8,235)	(8,235)	(5,988)
(174)	Transfer to/from Reserves	(3)	790	(5)
0	Revenue Contribution to Capital	1,457	1,457	370
<b>(8,235)</b>	<b>HRA Financing Fund at end of year</b>	<b>(6,781)</b>	<b>(5,988)</b>	<b>(5,623)</b>
<b>(3,364)</b>	<b>Major Repairs Reserve at end of year</b>	<b>(3,364)</b>	<b>(3,111)</b>	<b>(3,111)</b>
<b>(12,209)</b>	<b>Overall HRA balances end of the year</b>	<b>(10,752)</b>	<b>(9,706)</b>	<b>(9,336)</b>

## Appendices

- Appendix 1 – General Fund and HRA Service Pressures and Savings 2021/22
- Appendix 2 – HRA Service Pressures and Savings 2021/22
- Appendix 3 – Loughborough Special Expense Budget and Levy 2021/22

## Appendix 1

<b>General Fund Service (Savings) and Pressures Summary 2021/22</b>	<b>£'000's</b>	<b>one off /ongoing</b>
<b>Corporate Savings</b>		
Minimum Revenue Provision & interest savings on Environmental Services Fleet purchase	(350)	ongoing
Corporate - staff T&Cs	(200)	ongoing
Increase manage vacancy allowance from 2.5% to 3.5% based on vacant hours analysis	(150)	ongoing
<b>Commercialisation</b>		
Commercialisation - Rental Income Increase to a £650k Budget	(470)	ongoing
<b>Deletion of vacant posts or vacant hours - No service changes required</b>		
Finance - Payments Assistants 24.5hrs Post Q045 4.5hrs, Post M142 20hrs	(17)	ongoing
Procurement Team - 3-year SLA with Nottingham City Council Post M267 20 hrs, Post L310 37 hrs	(13)	ongoing
Neighbourhood Development Post A052 7 hrs, Post P002 Admin Assistant 22 hrs	(25)	ongoing
Street Management - Street Warden Post M005 37 hrs	(29)	ongoing
Environmental Planning Assistant M388 37hrs, Compliance Technician P139 37hrs, & Principal Planning Officer P214 0.50 hrs	(64)	ongoing
Customer Service and Contact Centre vacant posts	(56)	ongoing
<b>Other service reviews – changes in organisational structure</b>		
Service Reviews across 8 Head of Service Areas	(340)	ongoing
<b>Service changes</b>		
Reduce Member Grants to £500 per Cllr	(13)	ongoing
Merge existing grant schemes including sports grants and reduce to £50k in total. Community Development Engagement and Loughborough Grants total £104k,	(54)	ongoing
Reduce LLEP Funding to £9k	(8)	ongoing
Reduce Staff Training budget from £60k to £50k and Member Training Budgets from £10k to £7.5k based on the reduced cost of online training going forward	(12)	ongoing
Reduce Scrutiny Committees by two from four Member Allowance saving	(10)	ongoing
Change Mayoralty car to electric at the end of the current lease in Jan 2021	(2)	ongoing
Reduce Environmental Services Communications budget, related to campaigns and other Environmental projects	(60)	ongoing
Review of areas maintained under the Management of Open Spaces Contract	(70)	ongoing
Consistency in the opening hours at the museum all year to allow for the option of delivering specific events at the Museum in the hours closed to the public.	(2)	ongoing
Biggin Street Public Toilets - Consolidate onto Market Place facilities	(20)	ongoing
Sell wood from the Outwoods	(10)	ongoing
Increase Garden Waste charge by £1 per year from £40 to £41 and £45 to £46 (national average is £40)	(30)	ongoing
Reduce quality of life tree works budget to £28k	(10)	ongoing
Planning Applications - Bank Charges reduction	(2)	ongoing
Planning Applications - Increase in Pre-Application Advice Income	(7)	ongoing
Provision of Building Control Services for NWLDC - Management Fee	(20)	ongoing
Crematorium Turnover Commission Income increase	(15)	ongoing
<b>Total Savings</b>	<b>(2,059)</b>	
<b>Page 66</b>	<b>£'000's</b>	<b>one off /ongoing</b>

<b>Service Pressures 2021/22</b>		
<b>Covid 19 Related Pressures</b>		
Leisure Centres - Assumes No income but no subsidy	247	one off
Markets income - Estimated income Loss	128	one off
Town Hall - Estimated income loss, assumes Panto attendance is unrestricted by COVID	273	one off
Town Centre Street trading income Loss	11	one off
Public Conveniences loss of income	18	one off
Museum loss of income	4	one off
Carillon income shortfall	3	one off
Car parking - Estimated loss of income, assumed at 85% of pre Covid 19 Levels	141	one off
Homelessness provision not compensated by additional government grant	60	one off
<b>Contractual Costs/Pressures</b>		
Revenues & Benefits - Capita	23	ongoing
Environmental Services Serco contract costs including Fleet costs	236	ongoing
Open spaces - Idverde	17	ongoing
Trade Waste	19	ongoing
HR contractual inflation	6	ongoing
Corporate Merchant Bank Charges	17	ongoing
Members Allowance inflation	16	ongoing
<b>Other Pressures</b>		
Planning Fees & Charges - Income Levels reduced to reflect recent history	300	ongoing
Local Plans - Contribution to Strategic Growth Plan	30	ongoing
Building Control - Street Naming & Numbering - Income Levels reduced to reflect recent history	26	ongoing
Reduced Lottery Income to reflect recent history	11	ongoing
Organisational Development - Residents Survey	8	ongoing
Website Development	2	ongoing
Cyber Insurance (new requirement) and Commercial Property Insurance cover	23	ongoing
Supported Living additional Housing Benefit losses to £665k (worse case could be £1.1m)	200	
<b>Total Pressures</b>	<b>1,819</b>	
<b>Net (Saving)</b>	<b>(240)</b>	
<b>Items to be funded as One Off from un ringfenced Planning Reserve</b>		
Local Plans Examination Costs	96	
Appeals & Enforcement Costs	10	
<b>Total One-off Items funded by Planning Reserve</b>	<b>106</b>	

## Appendix 2

<b>Housing Revenue Account Service Pressures &amp; Savings Summary</b>	<b>2021/22</b>	<b>£ 000's</b>	<b>£ 000's</b>
	<b>Ongoing One-Off</b>	<b>Savings</b>	<b>Pressures</b>
<b>Supervision and Management</b>			
Housing Income Team - reduction of Travel expenses	Ongoing	(2,800)	
Post: M294 (Financial Inclusion Officer) vacancy savings of 5hrs	Ongoing	(4,100)	
Tenancy Services - Cleaning of HRA Properties and Pest Control	Ongoing	(13,800)	
Tenancy Services - reduction of Travel expenses	Ongoing	(10,800)	
Post: Q077 (Tenancy & Estate Management Officer) 37hr saving	Ongoing	(35,900)	
ASB - reduction of Travel Expenses based on previous years actuals	Ongoing	(4,500)	
Tenant Participation & Consultation - reduction of Travel expenses	Ongoing	(1,000)	
Tenant Participation & Consultation - reduction of Subsistence	Ongoing	(2,300)	
Wardens Services - reduction of Furniture budget	Ongoing	(5,000)	
Wardens Services - reduction of Equipment budget	Ongoing	(4,000)	
Central Control - reduction of Buildings R&M budget	Ongoing	(1,800)	
Central Control - reduction of Travel expenses	Ongoing	(600)	
<b>Repairs and Maintenance</b>			
Grounds Maintenance variation	Ongoing		1,400
Compliance - increase in Legionella budget	Ongoing		15,000
Compliance - reduction of Legal income budget	Ongoing		3,600
Central Control - Disaster Recovery Plan contract	Ongoing		2,500
Responsive Repairs- reduction of Travel expenses	Ongoing	(3,200)	
Voids - Hire of Rooms	Ongoing	(700)	
Voids - reduction of Travel	Ongoing	(1,100)	
Rechargeable Repairs - cost saving	Ongoing	(1,800)	
Health & Safety - reduction of Equipment budget	Ongoing	(5,000)	
Capital Team - reduction of Travel expenses	Ongoing	(15,700)	
Capital Team - reduction of Equipment budget	Ongoing	(1,500)	
Compliance - reduction of Gas App replace & renew budget	Ongoing	(30,000)	
Compliance - reduction of Disabled Adaptations budget	Ongoing	(10,000)	
Compliance - reduction of Fire Alarms budget	Ongoing	(13,000)	
Compliance - reduction of Travel expenses	Ongoing	(800)	
Compliance - Fire Ext budget no longer needed	Ongoing	(1,000)	
Compliance - reduction of Legal cost budget	Ongoing	(3,600)	
Business Support - reduction of Travel expenses	Ongoing	(2,300)	
<b>Total Ongoing Savings</b>		<b>(176,300)</b>	<b>22,500</b>
<b>Overall Net savings</b>			<b>(153,800)</b>

### Appendix 3

Appendix 3						
LOUGHBOROUGH SPECIAL EXPENSES						
2020/21			2021/22			
Loughborough Special Expenses	Service	Total	District / Capital Charges	Loughborough Special Expenses	2020/21 to 2021/22 Difference	Note
£		£	£	£	£	
68,400	Loughborough CCTV	337,400	258,500	78,900	10,500	1
80,300	Community Grants - General / Fearon Hall / Gorse Covert	66,800	0	66,800	(13,500)	2
45,700	Marios Tinenti Centre / Altogether Place / Community Hubs	45,800	0	45,800	100	3
8,800	Charnwood Water Toilets	6,300	0	6,300	(2,500)	4
35,300	Voluntary & Community Sector Dev Officer post (75% LSX)	36,300	0	36,300	1,000	5
4,500	Biggin Street Toilet - Friday Opening	0	0	0	(4,500)	6
121,000	Contribution towards Loughborough Open Spaces Grounds Maintenance	122,400	0	122,400	1,400	7
(8,300)	November Fair	(2,700)	0	(2,700)	5,600	8
	<u>Parks:</u>					
350,400	Loughborough - including Loughborough in Bloom	433,500	80,300	353,200	2,800	9
69,800	Gorse Covert and Booth Wood	70,300	0	70,300	500	10
	<u>Sports Grounds:</u>					
115,300	Derby Road	123,000	7,400	115,600	300	11
43,200	Lodge Farm	48,800	5,700	43,100	(100)	12
74,300	Nanpantan	108,400	33,000	75,400	1,100	13
19,000	Park Road	22,100	3,000	19,100	100	14
20,700	Shelthorpe Golf Course	23,800	0	23,800	3,100	15
37,300	Loughborough Cemetery	47,700	0	47,700	10,400	16
43,300	Allotments - Loughborough	49,200	0	49,200	5,900	17
14,000	Carillon Tower	39,800	23,200	16,600	2,600	18
48,400	Festive Decorations and Illuminations	69,100	13,300	55,800	7,400	19
99,600	Town Centre Management	121,500	8,900	112,600	13,000	20
1,291,000		1,769,500	433,300	1,336,200	45,200	
	Adjustments from Year 2019/20	215,410	230,619	(15,209)		
(20,158)	Adjustments from Year 2018/19					
1,270,842	AMENDED SUB TOTAL	1,984,910	663,919	1,320,991		
Divided by				Divided by		
16,621.00	Council Tax Base			16,940.12		
<u>76.46</u>	Special Council Tax			<u>77.98</u>		

## Loughborough Special Expense Notes

- 1 25% of the total costs of CCTV have been charged to the Loughborough Special Rate for 2021/22, compared to 22% in 2020/21. The total number of cameras has reduced overall, but the number charged to the Loughborough Special Rate is unchanged. This additional 3% is the main reason for the increased charge.
- 2 The Loughborough Community Grant has been reduced by £13.5K for 2021/22 as part of the Service Review process, subject to approval by Cabinet
- 3 no comment required
- 4 There has been a change in the law & public conveniences are no longer charged NNDR, resulting in a saving of £2.3K.
- 5 Increased costs are due to an anticipated 2% pay award and additional pension/NI contributions for the Voluntary and Community Sector Development post M298, 75% of which is funded by Loughborough Special Expenses.
- 6 Zero cost in 2021/22 due to the public convenience service review to amalgamate the Biggin Street toilets with the town centre toilets 2021/22, subject to approval by Cabinet
- 7 This increase is due to contract inflation. Future years funding via the Loughborough Special Rate is to be reviewed each subsequent year, as approved by Cabinet 16/02/17 (min 88).
- 8 Support Service Recharges have increased £5.4K, due to more time being spent in this area by the Head of Leisure & Culture and the Markets and Fairs team in the delivery of this event which marks the 800th year of the Markets and Fairs Royal Charter.
- 9 The play equipment budget has increased by £1.3K to allow to cover health and safety measures and additional costs of replacement equipment. The Management of Open Spaces contract budget has increased by £1.9K for inflation, which has been offset by amendments to the MOS variations budget £1.7K and a further reduction of £1.3K for the removal of certain areas of land as part of the service review carried out for 2021/22, subject to approval by Cabinet. Support Services recharges have increased £2.4K, due to more time being spent in this area by the Head of Waste, Engineering and Green Spaces.
- 10 no comment required
- 11 no comment required
- 12 no comment required
- 13 Support Services recharges have increased £1.1K, mainly due to slightly more time being spent in this area by the Property Services team.
- 14 no comment required
- 15 Support Services recharges have increased £3.3K, mainly due to more time being spent in this area by the Policy and Green Spaces Development team on the introduction of disc golf.
- 16 An inflation increase of £0.9K has been included for the cemetery service provided by North West Leicester District Council. The Management of Open Spaces and the NNDR budgets have also increased for inflation £0.5K and £0.4K respectively. Increased Support Services recharges £8.5K, are mainly due to more time being spent in this area by the Policy and Green Spaces Development team and the Head of Waste, Engineering and Green Spaces on developing the future provision of this service.
- 17 Support Services recharges have increased £5.6K, mainly due to more time being spent in this area by the Policy and Green Spaces Development team.
- 18 The Electricity budget has reduced by £0.8k, the tower is not expected to fully open in 2021/22. The Heritage Lottery Fund grant application has been delayed to 2021/22 due to Covid19 (grant applications have been frozen), if successful the delivery of the museum upgrade will not be completed until late summer 2021 at the earliest. This directly impacts on visitor numbers & income generation, resulting in a £3K anticipated loss of income service pressure for 2021/22, subject to approval by Cabinet. Support Service Recharges have increased £2.9K, this is mainly due to more time being spent in this area by the Head of Leisure and Culture and the Museum team to support the trust in the re-opening of the Carillon Tower war memorial museum. 50% of the total cost of the Carillon is charged to the Loughborough Special Rate

- 19 Support Service Recharges have increased £7.5K, this is mainly due to more time being spent in this area by the Head of Leisure & Culture and the Markets and Fairs team in the delivery of this project within Government Covid19 secure guidelines
- 20 It is considered unlikely that the number of street traders will improve significantly to meet the income targets made in previous years, resulting in a one off £10.8K service pressure for 2021/22, subject to approval by Cabinet. This is as a direct consequence of Covid19 and anticipated reduced trader confidence and footfall in the town centre. Support Service Recharges have increased £2K, this is mainly due to more time being spent in this area by the Head of Leisure & Culture and the Markets and Fairs team in the delivery of the town centre activity, dressing and major events within Government Covid19 secure guidelines.

## CABINET – 10TH DECEMBER 2020

### Report of the Head of Financial Services Lead Member: Cllr Tom Barkley

#### Part A

#### ITEM 10      CAPITAL PLAN AMENDMENT REPORT

##### Purpose of the Report

This report requests Cabinet to consider and approve changes to the 2020-2023 Revised Capital Plan and its financing since Cabinet 15<sup>th</sup> October 2020 Minute 43.

##### Recommendations

1. That the Revised Capital Plan for 2020/21-2022/23, as amended by the changes shown in Appendix 1, in the sum of £97,967,400 be approved.
2. To add a new scheme - Hybrid Camera and Audio equipment used for virtual Council Meetings in Committee Room 2, £10k, to be funded from Capital Plan Reserve.
3. To add a new scheme - Performance Management System for £21.1k, to be funded from Capital Plan Reserve.
4. To reduce the Loughborough Festive Lights and Street Dressing scheme by £10k the reason being the BID contribution will not be received towards this scheme.
5. To increase the Replacement Hardware Programme by £110k to be funded from COVID Emergency Grant as a Revenue Contribution to Capital for IT hardware costs.
6. A Virement of £75k from Planned Buildings Improvements Capital Budget to Granby Street Car Parks for essential culvert repairs.
7. To add a new scheme NHS Vaccination Centre £250k to be set up at Southfields Offices to be fully funded externally by the NHS.
8. To increase Bedford Square Gateway by £700k to be fully funded by LLEP contribution.
9. To note additional decisions, taken by Officers, in relation to new S106 schemes added to the Capital programme also included in Appendix 1.

##### Reasons

1. To enable the Revised Capital Plan to be the basis for capital spending by the Council and so that schemes may proceed.
2. To enable the new Capital scheme budget be available in 2020/21.

3. To enable the new Capital scheme budget be available in 2020/21.
4. To confirm that the Loughborough Festive Lights and Street Dressing scheme be decreased by the external funded amount.
5. To enable the new Capital scheme budget be available in 2020/21.
6. To enable the new Capital scheme budget be available in 2020/21.
7. To enable the new Capital scheme budget be available in 2020/21.
8. To enable the Capital scheme budget to be available in 2020/21.
9. To note the new Capital Schemes as part of S106 Agreements implemented by Officers for 3<sup>rd</sup> Parties.

#### Policy Justification and Previous Decisions

The Capital Plan is an integral element of all policies. The Capital Plan for 2020/2023 was originally adopted by Council on 13 February 2020. The Capital Outturn report including slippage (in respect of the Capital Plan 2018–2021) was approved by Cabinet 9 July 2020. The Revised Plan was approved on 15<sup>th</sup> October 2020 in the light of the COVID-19 outbreak. This report shows the result of the merger of these Capital Plans, and is recommended for approval by Council.

#### Implementation Timetable including Future Decisions and Scrutiny

This report will be available for scrutiny by the Scrutiny Commission on 7th December 2020.

#### Report Implications

The following implications have been identified for this report.

##### *Financial Implications*

The financial implications are covered in the body of this report.

##### *Risk Management*

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

##### *Risk Management*

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<i>Risk Identified</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Overall Risk</i>	<i>Risk Management Actions Planned</i>
Insufficient funding	Remote (1)	Major (4)	Low (4)	The funding of the Capital Plan is regularly monitored and serious funding shortfalls would be brought to the attention of Cabinet with suggested solutions
Expenditure associated with commercial property, Town Deal projects, regeneration or forward funding of the Enterprise Zone	Unlikely (2)	Serious (3)	Moderate (6)	All such expenditure will require fulfillment of additional governance processes prior to approval
General risks associated with capital expenditure	Unlikely (2)	Serious (3)	Moderate (6)	The Capital Plan is controlled through regular monitoring via the Senior Leadership Team with periodic reports presented to Cabinet.

Key Decision:

Yes

Background Papers:

None

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## Part B

### Background – Revised Capital Plan

1. The Capital plan amendment report provides a breakdown of the new/amended schemes for 2020/21 budgets, and detailed budgets are set out in Appendix 1 for 2020/21 to 2022/23.
2. Current year spend on Investment in Commercial Property is £10.7m. Three properties have been purchased to date:- 14/14A Market Street, Loughborough (previously Crawshaws Butchers), Belton Road, Loughborough (Car Showroom) and 1 Brookhill Way, Banbury. The purchase of these properties will generate revenue income, support the Medium Term Financial Strategy, thereby protecting the delivery of services to Charnwood's residents.
3. The net effects of these changes on the 2020/21 Capital Plan are as follows:

<b>2020/21 Revised Capital Plan</b>	<b>£</b>
Approved 2020/21 Capital Plan	65,730,400
Net new/amended schemes	605,500
<b>Amended 2020/21 Capital Plan</b>	<b>66,335,900</b>

<b>Funded by:</b>	<b>£</b>
<b>General Fund:</b>	
Grants, S106 Contributions and Revenue	3,874,800
External NHS Funding	250,000
Contributions from Capital Plan Reserve	661,500
Contributions from Capital Receipts	2,808,200
Internal Borrowing – Fleet Purchase	2,400,000
Capital Receipts – Fleet Purchase	2,400,000
Internal or External Borrowing	45,000,000
<b>Total General Fund</b>	<b>57,394,500</b>
<b>HRA:</b>	
MRA or equivalent	8,207,200
Contributions from Capital Receipts	734,200
<b>Total HRA</b>	<b>8,941,400</b>
<b>Total Funding for 2020/21</b>	<b>66,335,900</b>

4. A full list of the decisions and amendments are listed in Appendix 1. A detailed explanation for the major changes are given in the table below. The current Capital Plan, excluding the changes listed in Appendix 1, are included in

Appendix 2.

<b>New/Amended Schemes</b>	<b>£</b>
<b>Hybrid Camera and Audio Equipment for Council Meetings</b>	<b>£10,000</b>
New scheme for the purchase of camera and audio equipment for virtual meetings in Committee Room 2	
<b>Performance Management System</b>	<b>£21,100</b>
New scheme new software system to be used to manage and monitor corporate performance.	
<b>Rothley Parish Council – upgrade Rothley Centre – S106</b>	<b>£367,600</b>
Contribution towards the cost of the upgrade of the centre, fully funded by S106 monies already received by the authority.	
<b>Rothley Parish Council – play equipment Mountsorrel Lane and Fowke Street – S106</b>	<b>£31,500</b>
Contribution towards additional play equipment at Mountsorrel Lane and outdoor fitness equipment at Fowke Street, fully funded by S106 monies already received by the authority.	
<b>Loughborough Festive Lights and Street Dressing</b>	<b>(£10,000)</b>
To reduce the scheme as external funding from the BID is no longer available	
<b>Closed Churchyard Wall</b>	<b>£25,000</b>
To move the budget from 2020/21 to 2022/23 because it is not possible to deliver the works to these structures in the current year. There is already a budget of £25k in 2021/22, which will then enable all works to be done over a two year period.	
<b>Loughborough Cemetery – New Burial Provision</b>	<b>£849,700</b>
To move the budget from 2020/21 to 2021/22 due to delays in obtaining planning permission and the impact of the COVID epidemic have meant that the construction will be delivered during 2021/22.	
<b>Replacement Hardware Programme – Block Sum</b>	<b>£110,000</b>
To increase the budget to cover IT costs relating to COVID pandemic, funded from COVID Emergency Grant	
<b>Granby Street Car Park – Essential Culvert Repairs</b>	<b>£75,000</b>
Virement from Planned Building Improvements to carry out remedial works, identified by a structural engineer, due to deterioration of the concrete structure.	
<b>HRA – Electrical Upgrades and Estate and External Works</b>	<b>£100,000</b>
Virement to resource Estate and External Works to undertake resurfacing and fascia soft and rainwater works at Offranville Close, Thurmaston.	
<b>NHS Vaccination Centre – Southfields Offices</b>	<b>£250,000</b>

New scheme to amend the ground floor of Southfields Offices and side entrance to set up a NHS Vaccination Centre externally funded by NHS.	
<b>Bedford Square Gateway</b>	<b>£700,000</b>
To increase the budget fully funded by LLEP to support the enhanced project.	

5. The Capital Plan is fully funded as per the table in paragraph 2 of this report.

### Appendices

Appendix 1 – Details of Capital Plan Amendments

Appendix 2 – Capital Plan 2020/21-2022/23

**CAPITAL PLAN AMENDMENT REPORT 2020-2023**
**Appendix 1**

	2020/21	2021/22	2022/23
	£	£	£
Capital Plan Amendment Report - 15th October 2020 - Minute 43	65,730,400	20,589,200	10,167,600
<u>Delegated Decision (DD139 2020) - 28th August 2020</u> Rothley Parish Council - upgrade Rothley Centre	367,600		
<u>Delegated Decision (DD161 2020) - 30th October 2020</u> Rothley Parish Council - additional play equipment Mountsorrel Lane & outdoor fitness equipment at Fowke Street	31,500		
<u>E-mail P Oliver - 9th November 2020</u> Electrical Upgrades - virement Estate and External Works - virement	(100,000) 100,000		
<u>Email S Wright 11th November 2020</u> Loughborough Festive Lights and Street Dressing - BID contribution no longer to be received by CBC	(10,000)		
<u>Senior Leadership Team - 18th November 2020</u> Performance Management System Hybrid Camera and audio equipment - for Virtual Council Meetings Granby Street Culvert Repairs - virement Planned Building Improvements - virement Closed Churchyard Wall Loughborough Cemetery - New Burial Provision Replacement Hardware Programme - Block Sum Southfields Offices - NHS Vaccination Centre Bedford Square Gateway	21,100 10,000 75,000 (75,000) (25,000) (849,700) 110,000 250,000 700,000	849,700	25,000
<b>Update Report - Total</b>	<b>66,335,900</b>	<b>21,438,900</b>	<b>10,192,600</b>
<b>Total of 3 Year Capital Plan (2020/21 to 2022/23)</b>			<b>97,967,400</b>

## CAPITAL PLAN 2020/21

Appendix 2

Scheme Details	2020/21				2021/22		2022/23		External Funding		
	Original Plan £	Current Budget £	Actual Spend 13/11/20 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2020/21 £	2021/22 £	2022/23 £
<b>SUMMARY OF CAPITAL PLAN</b>											
<u>Live Schemes</u>											
Environmental and Corporate Services	1,376,000	5,976,400	4,369,327	1,607,073	720,000	1,397,300	390,000	346,200	128,900	50,000	31,200
Commercial Development, Asset and Leisure	675,000	424,200	20,705	403,495	650,000	150,000	500,000	325,000	250,000	0	0
Community, Planning and Housing - General Fund	1,354,000	2,116,600	134,002	1,982,598	1,224,000	1,344,000	1,224,000	1,244,000	1,523,500	1,058,000	1,058,000
Community, Planning and Housing - HRA	7,645,700	8,941,400	797,771	8,143,629	7,381,500	7,381,500	7,723,800	7,723,800	0	0	0
<b>Sub-total Live Schemes</b>	<b>11,050,700</b>	<b>17,458,600</b>	<b>5,321,805</b>	<b>12,136,795</b>	<b>9,975,500</b>	<b>10,272,800</b>	<b>9,837,800</b>	<b>9,639,000</b>	<b>1,902,400</b>	<b>1,108,000</b>	<b>1,089,200</b>
<u>Committed Schemes</u>											
Environmental and Corporate Services	0	15,000,000	0	15,000,000	0	0	0	0	0	0	0
Commercial Development, Asset and Leisure	0	30,000,000	10,673,124	19,326,876	0	10,000,000	0	0	0	0	0
Community, Planning and Housing - General Fund	1,390,000	3,163,700	113,799	3,049,901	1,000,000	1,000,000	500,000	500,000	0	0	0
Community, Planning and Housing - HRA	0	0	0	0	0	0	0	0	0	0	0
<b>Sub-total Committed Schemes</b>	<b>1,390,000</b>	<b>48,163,700</b>	<b>10,786,923</b>	<b>37,376,777</b>	<b>1,000,000</b>	<b>11,000,000</b>	<b>500,000</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<u>Third Party Schemes</u>											
Environmental and Corporate Services	0	178,800	10,261	168,539	82,800	166,100	113,000	53,600	178,800	166,100	53,600
Commercial Development, Asset and Leisure	0	0	0	0	0	0	0	0	0	0	0
Community, Planning and Housing - General Fund	0	534,800	19,306	515,494	0	0	0	0	534,800	0	0
Community, Planning and Housing - HRA	0	0	0	0	0	0	0	0	0	0	0
<b>Sub-total Third Party Schemes</b>	<b>0</b>	<b>713,600</b>	<b>29,567</b>	<b>684,033</b>	<b>82,800</b>	<b>166,100</b>	<b>113,000</b>	<b>53,600</b>	<b>713,600</b>	<b>166,100</b>	<b>53,600</b>
<b>GF Total</b>	<b>4,795,000</b>	<b>57,394,500</b>	<b>15,340,524</b>	<b>42,053,976</b>	<b>3,676,800</b>	<b>14,057,400</b>	<b>2,727,000</b>	<b>2,468,800</b>	<b>2,616,000</b>	<b>1,274,100</b>	<b>1,142,800</b>
<b>HRA Total</b>	<b>7,645,700</b>	<b>8,941,400</b>	<b>797,771</b>	<b>8,143,629</b>	<b>7,381,500</b>	<b>7,381,500</b>	<b>7,723,800</b>	<b>7,723,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Grand Total</b>	<b>12,440,700</b>	<b>66,335,900</b>	<b>16,138,295</b>	<b>50,197,605</b>	<b>11,058,300</b>	<b>21,438,900</b>	<b>10,450,800</b>	<b>10,192,600</b>	<b>2,616,000</b>	<b>1,274,100</b>	<b>1,142,800</b>
<u>Environmental and Corporate Services</u>											
<u>Live Schemes</u>											
JT Z478	Shortcliffe Community Park	0	0	0	0	0	0	0	0	0	0
MB Z394	Provision of Neighbourhood Notice Boards	0	0	0	0	0	0	0	0	0	0
MB Z739	Green Spaces Programme	0	90,800	881	89,919	0	0	0	0	0	0
JT Z747	Disley Pool Access Works	0	0	0	0	0	0	0	0	0	0
MB Z784	Loughborough Cemetery - New Burial Provision	650,000	50,000	10,800	39,200	0	849,700	0	0	0	0
SR Z750	Loughborough Old Cemetery Green Flag Site Development	0	0	0	0	0	0	0	0	0	0
SR Z752	Mountsorrel Castle Park Green Flag Site Development	0	0	0	0	0	0	0	0	0	0
MB Z753	The Outwoods Country Park - Septic tank system replacement	0	0	195	(195)	0	0	0	0	0	0
MB Z754	The Outwoods Country Park - Visitor Centre and Café	0	179,500	1,802	177,698	0	0	0	50,000	0	0
MB Z755	Shortcliffe Park Access Bridges	0	0	0	0	0	0	0	0	0	0
MB Z790	Environmental Services - Fleet Purchase	0	4,800,000	4,257,512	542,488	0	0	0	0	0	0
MB	Loughborough Playground Improvement Plan	0	0	0	0	50,000	50,000	50,000	50,000	0	0
MB	Queens Park - Improvements to Childrens Play Provision & Adult Recreation Provision	0	0	0	0	100,000	100,000	105,000	105,000	0	0

**CAPITAL PLAN 2020/21**

**Appendix 2**

Scheme Details	2020/21				2021/22		2022/23		External Funding		
	Original Plan £	Current Budget £	Actual Spend 13/11/20 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2020/21 £	2021/22 £	2022/23 £
MB Z802 Allotment Improvements	35,000	10,000	0	10,000	0	0	0	0	0	0	0
MB Z803 Loughborough in Bloom - Biodiversity Improvements	20,000	0	0	0	0	0	0	0	0	0	0
MB Z804 Charnwood Water - Access Improvements	40,000	0	0	0	0	0	0	0	0	0	0
MB Jubilee Walk, Shepshed - surfacing & enhancement	0	0	0	0	50,000	50,000	0	0	0	25,000	0
MB Moat Road - Multi Use Games Area & Play Improvements	0	0	0	0	40,000	0	0	0	0	0	0
MB Morley Quarry - access works	0	0	0	0	50,000	50,000	0	0	0	25,000	0
MB Z805 Queens Park Aviary Improvements	20,000	20,000	0	20,000	0	0	0	0	0	0	0
MB Z806 Playing Pitch Strategy Action Plan	60,000	20,000	0	20,000	100,000	40,000	140,000	40,000	0	0	0
MB Z484 Closed Churchyard Wall	25,000	0	0	0	25,000	25,000	0	25,000	0	0	0
MB Lodge Farm - Multi Use Games Area	0	0	0	0	80,000	80,000	0	0	0	0	0
MB Lodge Farm Public Open Space Enhancements	0	0	0	0	0	0	0	31,200	0	0	31,200
MB Z807 Parish Green Masterplan	5,000	0	0	0	70,000	0	0	0	0	0	0
MB Z808 Park Road Access Resurfacing	60,000	60,000	0	60,000	0	0	0	0	0	0	0
MB Z809 Delivery of Open Space Strategy	20,000	20,000	0	20,000	20,000	20,000	20,000	20,000	0	0	0
MB Z791 Shelthorpe Golf Course - Fencing	0	78,900	234	78,666	0	0	0	0	78,900	0	0
MB Z792 Community Tree Planting Programme	25,000	45,000	0	45,000	25,000	25,000	0	0	0	0	0
AK Z085 Replacement Hardware Programme - Block Sum	80,000	110,000	84,567	25,433	45,000	42,600	45,000	45,000	0	0	0
AK Z354 Infrastructure Development - Block Sum	30,000	30,000	2,535	27,465	30,000	30,000	30,000	30,000	0	0	0
AK Hybrid Council Meeting - Camera and audio equipment - Virtual Meetings	0	10,000	0	10,000	0	0	0	0	0	0	0
KB Z423 Call Secure System - PCI Compliance	0	15,300	5,180	10,120	0	0	0	0	0	0	0
KB Z812 Server Redesign	70,000	70,000	0	70,000	0	0	0	0	0	0	0
KB Z813 Cloud Implementation	194,000	194,000	0	194,000	0	0	0	0	0	0	0
KB Z814 Meeting Rooms - presentation screens	10,000	10,000	0	10,000	0	0	0	0	0	0	0
KB Z816 Northgate - Single Use System	0	120,000	0	120,000	0	0	0	0	0	0	0
AW Z811 Legal Case Management System	20,000	0	0	0	0	0	0	0	0	0	0
LT Z810 Unit4 Agresso Upgrade	12,000	12,000	4,559	7,441	35,000	35,000	0	0	0	0	0
AK Z793 ITrent Upgrade & New Flexi Time System	0	9,800	1,062	8,738	0	0	0	0	0	0	0
HG Performance Management System	0	21,100	0	21,100	0	0	0	0	0	0	0
<b>Sub-total Live Schemes</b>	<b>1,376,000</b>	<b>5,976,400</b>	<b>4,369,327</b>	<b>1,607,073</b>	<b>720,000</b>	<b>1,397,300</b>	<b>390,000</b>	<b>346,200</b>	<b>128,900</b>	<b>50,000</b>	<b>31,200</b>
<b>Committed Schemes</b>											
SJ Z818 Enterprise Zone	0	15,000,000	0	15,000,000	0	0	0	0	0	0	0
<b>Sub-total Committed Schemes</b>	<b>0</b>	<b>15,000,000</b>	<b>0</b>	<b>15,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Third Party Schemes</b>											
JT Z697 Bell Foundry Pocket Park - Phase 1 & 2	0	51,800	1,701	50,099	0	0	0	0	51,800	0	0
JT Z494 Public Art Provision - Loughborough & Shepshed	0	9,600	8,560	1,040	0	0	0	0	9,600	0	0
MB Allendale Road - Public Open Space Improvements	0	0	0	0	82,800	0	0	0	0	0	0

CAPITAL PLAN 2020/21

Appendix 2

Scheme Details	2020/21				2021/22		2022/23		External Funding		
	Original Plan £	Current Budget £	Actual Spend 13/11/20 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2020/21 £	2021/22 £	2022/23 £
MB Farnham Road Public Open Space Improvements	0	0	0	0	0	0	113,000	0	0	0	0
MB Z699 Shelthorpe Public Open Space Enhancements	0	95,100	0	95,100	0	101,000	0	0	95,100	101,000	0
MB Holt Drive PA Enhancements	0	0	0	0	0	11,000	0	0	0	11,000	0
MB Radmoor Road Public Open Space Enhancements	0	0	0	0	0	0	0	53,600	0	0	53,600
MB Shepshed Public Open Space Enhancements	0	0	0	0	0	54,100	0	0	0	54,100	0
MB Z778 Syston Community Garden	0	22,300	0	22,300	0	0	0	0	22,300	0	0
<b>Sub-total Third Party Schemes</b>	<b>0</b>	<b>178,800</b>	<b>10,261</b>	<b>168,539</b>	<b>82,800</b>	<b>166,100</b>	<b>113,000</b>	<b>53,600</b>	<b>178,800</b>	<b>166,100</b>	<b>53,600</b>
<b>Environmental and Corporate Services - Total</b>	<b>1,376,000</b>	<b>21,155,200</b>	<b>4,379,588</b>	<b>16,775,612</b>	<b>802,800</b>	<b>1,563,400</b>	<b>503,000</b>	<b>399,800</b>	<b>307,700</b>	<b>216,100</b>	<b>84,800</b>
<b>Commercial Development, Asset and Leisure</b>											
<b>Live Schemes</b>											
SW Z426 Loughborough Market - Replacement Tug and Trailer	0	0	0	0	0	0	0	0	0	0	0
Lighting strategy to support the Masterplan lane strategy - feasibility study	10,000	10,000	0	10,000	0	0	0	0	0	0	0
NB Z748 Loughborough Festive Lights and Street Dressing	0	4,800	0	4,800	0	0	0	0	0	0	0
SW Z757 Town Hall Roof Upgrade	0	19,400	0	19,400	0	0	0	0	0	0	0
SW Z797 Loughborough Town Hall - Lower Level Elevation Repairs & Feasibility Study	40,000	40,000	20,475	19,525	0	0	0	0	0	0	0
SW Z798 Town Hall - Victorial Room - Air Handling	50,000	0	0	0	0	50,000	0	0	0	0	0
SW Z799 Town Hall - additional seating	75,000	0	0	0	150,000	0	0	225,000	0	0	0
IB Z310 Planned Building Improvements	500,000	25,000	0	25,000	500,000	100,000	500,000	100,000	0	0	0
IB Granby Street Culvert Repairs	0	75,000	0	75,000	0	0	0	0	0	0	0
DC Z759 Woodgate Chambers - high level roof and windows improvements	0	0	180	(180)	0	0	0	0	0	0	0
DC Z777 Messenger Close, Lough - Options for future use	0	0	50	(50)	0	0	0	0	0	0	0
JH Southfields Offices - NHS Vaccination Centre	0	250,000	0	250,000	0	0	0	0	250,000	0	0
<b>Sub-total Live Schemes</b>	<b>675,000</b>	<b>424,200</b>	<b>20,705</b>	<b>403,495</b>	<b>650,000</b>	<b>150,000</b>	<b>500,000</b>	<b>325,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>
<b>Committed Schemes</b>											
JH Z676 Commercial Property Investment Portfolio	0	25,000,000	10,673,124	14,326,876	0	0	0	0	0	0	0
JH Z817 Town Deal and Regeneration	0	5,000,000	0	5,000,000	0	10,000,000	0	0	0	0	0
<b>Sub-total Committed Schemes</b>	<b>0</b>	<b>30,000,000</b>	<b>10,673,124</b>	<b>19,326,876</b>	<b>0</b>	<b>10,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Commercial Development, Asset and Leisure - Total</b>	<b>675,000</b>	<b>30,424,200</b>	<b>10,693,829</b>	<b>19,730,371</b>	<b>650,000</b>	<b>10,150,000</b>	<b>500,000</b>	<b>325,000</b>	<b>250,000</b>	<b>0</b>	<b>0</b>
<b>Community, Planning and Housing - General Fund</b>											
<b>Live Schemes</b>											
JR Z388 CCTV	35,000	94,600	4,635	89,965	45,000	35,000	45,000	35,000	0	0	0
JR Z348 Charnwood Community Facilities Grants	60,000	90,000	19,734	70,266	20,000	50,000	20,000	50,000	0	0	0
JR Z427 Members Grants - Members Choice	26,000	26,000	(3,994)	29,994	26,000	26,000	26,000	26,000	0	0	0

**CAPITAL PLAN 2020/21**

Appendix 2

Scheme Details	2020/21				2021/22		2022/23		External Funding		
	Original Plan £	Current Budget £	Actual Spend 13/11/20 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2020/21 £	2021/22 £	2022/23 £
AT Z744 Beehive Lane Car Park Improvements and refurbishment scheme	100,000	69,800	20,410	49,390	0	100,000	0	0	0	0	0
AT Z781 Beehive Lane Car Park fire & safety evacuation systems	0	12,000	11,794	206	0	0	0	0	0	0	0
AT Z786 Car Parks Resurfacing and Improvements	0	169,900	0	169,900	0	0	0	0	0	0	0
DC Z738 Carbon Management Schemes	0	55,800	0	55,800	0	0	0	0	0	0	0
AS Z424 Choice Based Lettings Software	0	0	(16,063)	16,063	0	0	0	0	0	0	0
RS Z210 Disabled Facilities Grants - Block Sum	1,058,000	1,523,500	97,486	1,426,014	1,058,000	1,058,000	1,058,000	1,058,000	1,523,500	1,058,000	1,058,000
RS Z346 Private Sector Housing Grants - Block Sum	75,000	75,000	0	75,000	75,000	75,000	75,000	75,000	0	0	0
<b>Sub-total Live Schemes</b>	<b>1,354,000</b>	<b>2,116,600</b>	<b>134,002</b>	<b>1,982,598</b>	<b>1,224,000</b>	<b>1,344,000</b>	<b>1,224,000</b>	<b>1,244,000</b>	<b>1,523,500</b>	<b>1,058,000</b>	<b>1,058,000</b>
<b>Committed Schemes</b>											
DH Z366 Loughborough University Science & Enterprise Park	0	350,000	0	350,000	0	0	0	0	0	0	0
DH Z367 Bleach Yard	0	5,900	0	5,900	0	0	0	0	0	0	0
DH Z787 Bedford Square Gateway	890,000	2,037,700	59,276	1,978,424	500,000	500,000	0	0	1,220,000	0	0
DH Z796 Carbon Neutral Action Fund - Block Sum	500,000	100,000	0	100,000	500,000	500,000	500,000	500,000	0	0	0
DH Z835 Shepshed Bull Ring	0	600,000	52,692	547,308	0	0	0	0	170,000	0	0
DH Z745 Leicestershire Superfast Broadband Phase 3	0	0	0	0	0	0	0	0	0	0	0
RB Z396 Public Realm - Shepshed Town Centre	0	18,400	0	18,400	0	0	0	0	0	0	0
RS Z141 Regional Housing Pot Grant	0	42,900	0	42,900	0	0	0	0	0	0	0
RS Z363 Fuel Poverty Scheme	0	8,800	1,831	6,969	0	0	0	0	8,800	0	0
<b>Sub-total Committed Schemes</b>	<b>1,390,000</b>	<b>3,163,700</b>	<b>113,799</b>	<b>3,049,901</b>	<b>1,000,000</b>	<b>1,000,000</b>	<b>500,000</b>	<b>500,000</b>	<b>1,398,800</b>	<b>0</b>	<b>0</b>
<b>Third Party Schemes</b>											
JR Z488 Thorpe Acre Residents Association - contribution towards Community Hub building	0	25,900	0	25,900	0	0	0	0	25,900	0	0
JR Z292 Hallam Fields Community Hall	0	0	0	0	0	0	0	0	0	0	0
JR Z500 Birstall Cedars Academy all weather pitch	0	50,000	0	50,000	0	0	0	0	50,000	0	0
JR Z794 Queniborough Parish Council - new community/scout hall	0	0	0	0	0	0	0	0	0	0	0
JR Z795 Syston Town Council - redevelopment of sports pavilion at Memorial Park	0	40,500	0	40,500	0	0	0	0	40,500	0	0
JR Z846 Queniborough Parish Council - play equipment - King George V Playing Field	0	19,300	19,306	(6)	0	0	0	0	19,300	0	0
JR Z815 Rothley Parish Council - upgrade Rothley Centre	0	367,600	0	367,600	0	0	0	0	367,600	0	0
JR Z819 Rothley Parish Council - additional play equipment Mountsorrel Lane & outdoor fitness equipment at Fowke Street	0	31,500	0	31,500	0	0	0	0	31,500	0	0
<b>Sub-total Third Party Schemes</b>	<b>0</b>	<b>534,800</b>	<b>19,306</b>	<b>515,494</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>534,800</b>	<b>0</b>	<b>0</b>
<b>Community, Planning and Housing - General Fund - Total</b>	<b>2,744,000</b>	<b>5,815,100</b>	<b>267,107</b>	<b>5,547,993</b>	<b>2,224,000</b>	<b>2,344,000</b>	<b>1,724,000</b>	<b>1,744,000</b>	<b>3,457,100</b>	<b>1,058,000</b>	<b>1,058,000</b>
<b>Community, Planning and Housing - HRA</b>											
<b>Live Schemes</b>											

## CAPITAL PLAN 2020/21

## Appendix 2

Scheme Details	2020/21				2021/22		2022/23		External Funding		
	Original Plan £	Current Budget £	Actual Spend 13/11/20 £	Balance £	Original Plan £	Current Budget £	Original Plan £	Current Budget £	2020/21 £	2021/22 £	2022/23 £
PO Z761 Major Adaptations	450,000	450,000	11,829	438,171	450,000	450,000	450,000	450,000	0	0	0
PO Z301 Minor Adaptations	50,000	50,000	9,410	40,590	50,000	50,000	50,000	50,000	0	0	0
PO Z302 Stairlifts	60,000	60,000	7,213	52,787	80,000	80,000	80,000	80,000	0	0	0
PO Z762 Major Voids	280,000	280,000	47,427	232,573	280,000	280,000	280,000	280,000	0	0	0
<b>Compliance</b>											
PO Z434 Asbestos Removal	150,000	150,000	52,506	97,494	150,000	150,000	150,000	150,000	0	0	0
PO Z771 Communal Area Improvements	200,000	200,000	938	199,062	200,000	200,000	200,000	200,000	0	0	0
PO Z742 Communal Area Electrical Upgrades	200,000	200,000	(52,997)	252,997	200,000	200,000	200,000	200,000	0	0	0
PO Z772 Smoke/CO & Heat Detection	30,000	30,000	9,797	20,203	30,000	30,000	30,000	30,000	0	0	0
PO Z773 Fire Safety Works	300,000	300,000	61,393	238,607	100,000	100,000	100,000	100,000	0	0	0
<b>Stock Maximisation</b>											
PO Z375 Garages	50,000	50,000	0	50,000	25,000	25,000	25,000	25,000	0	0	0
<b>Decent Homes</b>											
PO Z763 Kitchens	400,500	539,900	618	539,282	580,500	580,500	598,500	598,500	0	0	0
PO Z764 Bathrooms	915,000	915,000	214	914,786	787,800	787,800	1,186,600	1,186,600	0	0	0
PO Z765 Electrical Upgrades	200,000	100,000	785	99,215	290,000	290,000	290,000	290,000	0	0	0
PO Z766 Window Replacement	35,000	35,000	0	35,000	195,000	195,000	40,000	40,000	0	0	0
PO Z767 Heating	439,300	439,300	135,965	303,335	331,200	331,200	411,700	411,700	0	0	0
PO Z743 Sheltered Housing Improvements	200,000	200,000	27,327	172,673	200,000	200,000	200,000	200,000	0	0	0
PO Z768 Door Replacement	1,000,000	745,500	0	745,500	300,000	300,000	300,000	300,000	0	0	0
PO Z769 Roofing Works & Insulation	650,000	650,000	2,817	647,183	650,000	650,000	650,000	650,000	0	0	0
PO Z770 Major Structural Works	250,000	250,000	74,376	175,624	250,000	250,000	250,000	250,000	0	0	0
<b>General Capital Works</b>											
PO Z776 Estate and External Works	205,000	305,000	47,988	257,012	205,000	205,000	205,000	205,000	0	0	0
PO Z857 Housing Capital Technical Costs	312,000	312,000	0	312,000	312,000	312,000	312,000	312,000	0	0	0
PO Z378 Door Entry Systems	200,000	200,000	(9,065)	209,065	200,000	200,000	200,000	200,000	0	0	0
AS Z760 Acquisition of Affordable Housing to meet housing need	1,053,900	2,447,200	349,488	2,097,712	1,500,000	1,500,000	1,500,000	1,500,000	0	0	0
AS Z788 Barkby Road, Queniborough - acquisition of 27 dwellings	0	17,500	19,742	(2,242)	0	0	0	0	0	0	0
PO Z775 Mobility Scooter Storage	15,000	15,000	0	15,000	15,000	15,000	15,000	15,000	0	0	0
PO Z470 Job Management System	0	0	0	0	0	0	0	0	0	0	0
<b>Sub-total Live Schemes</b>	<b>7,645,700</b>	<b>8,941,400</b>	<b>797,771</b>	<b>8,143,629</b>	<b>7,381,500</b>	<b>7,381,500</b>	<b>7,723,800</b>	<b>7,723,800</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Community, Planning and Housing - HRA - Total</b>	<b>7,645,700</b>	<b>8,941,400</b>	<b>797,771</b>	<b>8,143,629</b>	<b>7,381,500</b>	<b>7,381,500</b>	<b>7,723,800</b>	<b>7,723,800</b>	<b>0</b>	<b>0</b>	<b>0</b>

## CABINET – 10TH DECEMBER 2020

### Report of the Strategic Director – Commercial Development, Assets and Leisure

Lead Member: Councillor Tom Barkley

#### Part A

#### ITEM 11 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

Officers to contact:

Andrew Wintersgill  
Procurement Manager (Interim)  
[Andrew.Wintersgill@charnwood.gov.uk](mailto:Andrew.Wintersgill@charnwood.gov.uk)

Justin Henry  
Strategic Director Commercial Development,  
Assets and Leisure  
07802 760618  
[Justin.henry@charnwood.gov.uk](mailto:Justin.henry@charnwood.gov.uk)

## **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**

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
1	Cleansing and Open Spaces	Ashes garden works - Loughborough Cemetery	3 Quotes	Yes	01/03/2021
2	Cleansing and Open Spaces	Park Road - car park surfacing	3 Quotes	Yes	01/03/2021
3	Landlord Services	Document Management System	Framework	Yes	01/03/2020
4	Landlord Services	Debt Collection Services	Tender	Yes	01/12/2021
5	Planning & Regeneration	Carbon Neutral Plan Feasibility Assessment	3 Quotes	Yes	11/01/2020
6	Planning & Regeneration	Connected Loughborough incorporating Nottingham Road Improvements: Feasibility Study and Concept Plans	Tender	Yes	01/01/2021

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
7	Planning & Regeneration	Gateways to the Town Centre: Feasibility and Concept Plans	Tender	Yes	01/01/2021

**APPENDIX B**

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

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: (Full Tender/OJEU Procedure)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
1	Cleansing and Open Spaces	Farnham Road Greenspace improvements	Tender	Yes	01/01/2021
2	Landlord Services	Works Scheduling System	Tender	Yes	01/01/2021
3	Street Management	Car Parks Resurfacing and Improvements: Culvert concrete repairs to Granby Street Car Park	Tender	Yes	01/01/2021
4	Street Management	Beehive Lane car parks improvements and refurbishments: Perspex windows and car park refurbishment	Tender	Yes	01/01/2021
5	Street Management	Electric Vehicle Charge points in public car parks throughout the Borough	Tender	Yes	01/01/2021

## CABINET - 10TH DECEMBER 2020

### Report of the Head of Strategic Support Lead Member: Councillor Morgan

#### Part A

#### ITEM 12 BOUNDARY REVIEW – COUNCIL SIZE SUBMISSION

##### Purpose of Report

To present a submission for the first stage of the Local Government Boundary Commission for England (LGBCE) electoral review for recommendation to full Council.

##### Recommendations

That it be recommended to Council:

1. To approve the submission appended to this report as the Council's submission to the LGBCE regarding Council Size, which supports the continuation of the current number of 52 councillors.
2. To give delegated authority to the Chief Executive and the Head of Strategic Support, in consultation with the Leader of the Council, to make minor typographical amendments and corrections to the document prior to submission if required.

##### Reasons

1. To agree a submission to the LGBCE as part of stage 1 of their review concerning council size.
2. To allow for any minor errors to be corrected before the document is submitted.

##### Policy Justification and Previous Decisions

The consultation phase of stage 1 of the LGBCE ends on 2<sup>nd</sup> February 2021, and therefore if the Council wishes to make a submission it needs to agree it before that deadline.

##### Implementation Timetable including Future Decisions and Scrutiny

Any recommendations made by Cabinet will be considered at the full Council meeting on 18<sup>th</sup> January 2021.

##### Report Implications

The following implications have been identified for this report.

*Financial Implications*

There are no financial implications arising from this report.

*Risk Management*

There are no specific risks associated with the decision Cabinet is asked to make.

Key Decision:	No
Background Papers:	None
Officer to contact:	Adrian Ward Head of Strategic Support (01509) 634573 <a href="mailto:adrian.ward@charnwood.gov.uk">adrian.ward@charnwood.gov.uk</a>

## Part B

### Background

1. The electoral review by the LGBCE is an examination of the Council's electoral arrangements. This means:
  - the total number of councillors elected to the Council;
  - the number and boundaries of wards or divisions for the purposes of the election of councillors;
  - the number of councillors for any ward or division of a local authority; and
  - the name of any ward or division.
  
2. At the first stage of the review is for the LGBCE to decide how many councillors should be elected to the Council in the future. They will base this decision on the evidence they receive from the local authority itself (ie. the submission appended to this report), and any other respondents who have made a representation. They will take a view on the council size by considering four factors:
  - The governance arrangements of the Council;
  - The Council's scrutiny functions;
  - The representational role of councillors;
  - Future trends and plans for the Council.
  
3. Having consulted with the Leaders of the two main political groups, officers have drafted the appended submission on the basis that the Council should retain the current number of 52 councillors.
  
4. For information, the timetable for the Council Size stage of the review, and the subsequent Warding Patterns stage, are set out below:

### Council Size

<b>Activity</b>	<b>Involvement</b>		<b>Key Dates</b>
	<b>Council</b>	<b>LGBCE</b>	
Develop council size proposal	Council Political Groups	Officers will be available to answer any technical queries on making a submission.	<b>Until February 2021</b>
Submission of council size proposals	Council Political Groups	Officers will acknowledge receipt of submissions.	<b>2 February 2021</b>
Commission Meeting: Council Size	Not required	Commission	<b>16 March 2021</b>

## Warding Patterns

<b>Activity</b>	<b>Involvement</b>		<b>Key Dates</b>
	<b>Council</b>	<b>LGBCE</b>	
Consultation on warding patterns	Council Political Groups General Public	Run consultation, collate & analyse responses.	<b>23 March 2021 - 31 May 2021</b>
Commission Meeting: Draft Recommendations	Not required	Commission	<b>17 August 2021</b>
Consultation on Draft Recommendations	Council Political Groups General Public	Publish draft recommendations. Run consultation, collate & analyse responses.	<b>31 August 2021 - 8 November 2021</b>
Commission Meeting: Final Recommendations	Not required	Commission	<b>18 January 2022</b>
Publication of Final Recommendations	Not required	Commission	<b>1 February 2022</b>

## Appendix

Council Size Submission

Charnwood Borough Council

# 11 Appendix

Submission from Charnwood Borough Council

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## How to Make a Submission

1. It is recommended that submissions on council size follow the format provided below. Submissions should focus on the future needs of the council and not simply describe the current arrangements. Submissions should also demonstrate that alternative council sizes have been considered in drawing up the proposal.
2. The template allows respondents to enter comments directly under each heading. It is not recommended that responses are should unduly long; as a guide, it is anticipated that a 15 to 20-page document using this template should suffice. Individual section length may vary depending on the issues to be explained. Where internal documents are referred to URLs should be provided, rather than the document itself. It is also recommended that a table is included that highlights the key paragraphs for the Commission's attention.

## About You

3. The respondent should use this space to provide the Commission with a little detail about who is making the submission, whether it is the full Council, Officers on behalf of the Council, a political party or group, or an individual.

This submission is from Charnwood Borough Council, and was agreed at a full Council meeting on 18<sup>th</sup> January 2021 (TBC).

## Reason for Review (Request Reviews Only)

4. Please explain the authority's reasons for requesting this electoral review; it is useful for the Commission to have context. *NB/ If the Commission has identified the authority for review under one of its published criteria, then you are not required to answer this question.*

Not applicable.

## Local Authority Profile

5. Please provide a short description of the authority and its setting. This should set the scene for the Commission and give it a greater understanding of any current issues. The description may cover all, or some of the following:
  - Brief outline of area - are there any notable geographic constraint for example that may affect the review?
  - Rural or urban - what are the characteristics of the authority?
  - Demographic pressures - such as distinctive age profiles, migrant or transitional populations, is there any large growth anticipated?
  - Are there any other constraints, challenges, issues or changes ahead?

The Borough of Charnwood sits centrally between the cities of Leicester, Nottingham and Derby, in the north of the county of Leicestershire. The estimated population of the Borough was 182,643 (2018), and based on ONS projections will rise to 207,000 by 2031. It borders Melton to the east, Harborough to the south east, Leicester and Blaby to the south, Hinckley & Bosworth to the south west, North West Leicestershire to the west and Rushcliffe in Nottinghamshire to the north. It is named after the Charnwood Forest, much of which is contained within the borough.

The administrative centre of the Borough is located in Loughborough, which is the Borough’s largest town and its main commercial centre, and which is also the location of the highly regarded Loughborough University. Other notable settlements in the Borough include Shepshed, Syston, Birstall and Thurmaston.

Charnwood Borough Council itself comprises 52 Councillors who are elected to represent residents in the 28 current wards across the Borough. Council policies setting out how services are delivered are decided by Councillors.

Most major decisions are taken by the Cabinet, which is made up of Councillors from the majority political party. There are ten Cabinet Members, including the Leader and Deputy Leader of the Council.

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

[https://www.charnwood.gov.uk/files/documents/charnwood\\_borough\\_council\\_corporate\\_strategy\\_2020\\_2024/Charnwood%20Borough%20Council%20Corporate%20Strategy%202020-24%20FINAL%2027.02.20.pdf](https://www.charnwood.gov.uk/files/documents/charnwood_borough_council_corporate_strategy_2020_2024/Charnwood%20Borough%20Council%20Corporate%20Strategy%202020-24%20FINAL%2027.02.20.pdf)

### Council Size

6. The Commission believes that councillors have three broad aspects to their role. These are categorised as: Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership. Submissions should address each of these in turn and provide supporting evidence. Prompts in the boxes below should help shape responses.

### Strategic Leadership

7. Respondents should provide the Commission with details as to how elected members will provide strategic leadership for the authority. Responses should also indicate how many members will be required for this role and why this is justified.

Topic		
<b>Governance Model</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What governance model will your authority operate? e.g. Committee System, Executive or other?</i></li> <li>➤ <i>The Cabinet model, for example, usually requires 6 to 10 members. How many members will you require?</i></li> </ul>

		<ul style="list-style-type: none"> <li>➤ <i>If the authority runs a Committee system, we want to understand why the number and size of the committees you have represents is most appropriate for the authority.</i></li> </ul>
	Analysis	The Council operates under the Executive model, and currently has a Cabinet of 10 members. This governance model is well embedded, and it is anticipated that there would be no change to this if the proposal for a continued Council size of 52 members is adopted.
Portfolios	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>How many portfolios will there be?</i></li> <li>➤ <i>What will the role of a portfolio holder be?</i></li> <li>➤ <i>Will this be a full-time position?</i></li> <li>➤ <i>Will decisions be delegated to portfolio holders? Or will the executive/mayor take decisions?</i></li> </ul>
	Analysis	<p>The current Cabinet portfolio responsibilities are as follow:</p> <p><b>Leader:</b> Strategic Relationships, Investments and Development, Regeneration, Communications and Inward Investment.</p> <p><b>Deputy Leader:</b> Council Tax, Business Rates, Revenues and Benefits, Property Services and Building Control.</p> <p><b>Lead Member for Planning:</b> Development Control, Conservation &amp; Landscape and s106 Agreements.</p> <p><b>Lead Member for Loughborough:</b> Loughborough Markets &amp; Fairs, Museums, Town Centre Management, Town Hall, Loughborough Public Conveniences, Arts &amp; Culture, Open Spaces, Grounds Maintenance and Engineering.</p> <p><b>Lead Member for Community Support &amp; Equalities:</b> Community Safety &amp; Neighbourhood Management, Community Grants, Equalities, Children &amp; Young People, CCTV, Sports &amp; Recreation, Leisure Centres, Waste and Waste Education.</p> <p><b>Lead Member for Private Housing:</b> Refugee Resettlement, Housing Options, Allocations &amp; Lettings, Housing Needs, Empty Homes and HMO Licensing.</p>

		<p><b>Lead Member for Public Housing:</b> Repairs &amp; Investment, Tenancy Management, Supported Housing, Rents &amp; Income Management, Leaseholders and Lifeline.</p> <p><b>Lead Member for Business Support:</b> Regulatory Services, Parking, Env Health, Street Management, Licensing, Tourism and High Street Recovery.</p> <p><b>Lead Member for Transformation:</b> Carbon Neutral by 2030, ICS, Customer Relationships, Organisational Development &amp; Improvements and Emergency Planning.</p> <p><b>Lead Member for Strategic Support:</b> Democratic Services, Audit &amp; Risk, Legal Services, HR, Electoral Services &amp; Land Charges.</p> <p>Currently relatively few decisions are delegated to Cabinet Lead Members, and therefore most executive decisions are taken collectively by the Cabinet.</p>
<b>Delegated Responsibilities</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What responsibilities will be delegated to officers or committees?</i></li> <li>➤ <i>How many councillors will be involved in taking major decisions?</i></li> </ul>
	Analysis	<p>The Council's constitution sets out delegations to officers, which generally include day-to-day matters.</p> <p>Currently few major decisions are delegated to individual councillors, although recently the Council has started to invest in commercial properties, and the decision making for these purchases has been delegated to the Leader (or in his absence, to the Deputy Leader).</p>

## Accountability

8. Give the Commission details as to how the authority and its decision makers and partners will be held to account. The Commission is interested in both the internal and external dimensions of this role.

Topic	
<b>Internal Scrutiny</b>	The scrutiny function of authorities has changed considerably. Some use theme or task-and-finish groups, for example, and others have a committee system. Scrutiny arrangements may also be affected by the officer support available.
<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>How will decision makers be held to account?</i></li> <li>➤ <i>How many committees will be required? And what will their functions be?</i></li> <li>➤ <i>How many task and finish groups will there be? And what will their functions be? What time commitment will be involved for members? And how often will meetings take place?</i></li> <li>➤ <i>How many members will be required to fulfil these positions?</i></li> <li>➤ <i>Explain why you have increased, decreased, or not changed the number of scrutiny committees in the authority.</i></li> <li>➤ <i>Explain the reasoning behind the number of members per committee in terms of adding value.</i></li> </ul>
Analysis	<p>The Council currently operates 4 scrutiny committees: the Scrutiny Commission, which has overall responsibility for the scrutiny work programme and which carries out Cabinet pre-decision scrutiny, and three committees which focus on specific operational service areas. During the ongoing pandemic only the Scrutiny Commission has been meeting.</p> <p>The Scrutiny Commission can also set up ‘task-and-finish’ scrutiny panels to review specific issues or topics of concerns or public interest, and there have been a number of these in recent years.</p> <p>A separate Scrutiny Call-in Committee, consisting of the Chairs and Vice-chairs of the 4 standing scrutiny committees, meets when required to consider any call-ins of Cabinet or officer decisions that are submitted in accordance with the Constitution.</p> <p>There is a standing Budget Scrutiny Panel which meets annually during the budget setting period to understand, review and comment on the Council’s developing budget proposals. This Panel will meet during the pandemic.</p>

<b>Statutory Function</b>		This includes planning, licencing and any other regulatory responsibilities. Consider under each of the headings the extent to which decisions will be delegated to officers. How many members will be required to fulfil the statutory requirements of the council?
<b>Planning</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What proportion of planning applications will be determined by members?</i></li> <li>➤ <i>Has this changed in the last few years? And are further changes anticipated?</i></li> <li>➤ <i>Will there be area planning committees? Or a single council-wide committee?</i></li> <li>➤ <i>Will executive members serve on the planning committees?</i></li> <li>➤ <i>What will be the time commitment to the planning committee for members?</i></li> </ul>
	Analysis	<p>The Council has a single Plans Committee consisting of 13 councillors, which meets approximately once a month to consider major applications, applications which are referred to them by ward councillors, and applications which officers consider may be particularly controversial. Approximately 95% of applications are determined by officers under delegated powers.</p> <p>There are currently no plans to change these arrangements.</p> <p>It is accepted practice that Cabinet Members do not also sit on the Plans Committee, although there is no constitutional prohibition preventing this.</p> <p>The time commitment for Plans Committee members includes preparing for and attending the monthly committee meetings, as well as participating in regular training update sessions. Prior to each Plans Committee meeting officers also normally arrange for committee members to undertake collective site visits, though this process is currently suspended during the ongoing pandemic.</p>
<b>Licensing</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>How many licencing panels will the council have in the average year?</i></li> <li>➤ <i>And what will be the time commitment for members?</i></li> <li>➤ <i>Will there be standing licencing panels, or will they be ad-hoc?</i></li> <li>➤ <i>Will there be core members and regular attendees, or will different members serve on them?</i></li> </ul>
	Analysis	<p>The Council usually has approximately 6 licencing panels a year, which meet on an ad-hoc basis.</p> <p>Panel members are drawn from the Licensing Committee, which has a membership of 15 councillors.</p>

<b>Other Regulatory Bodies</b>	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>What will they be, and how many members will they require?</i></li> <li>➤ <i>Explain the number and membership of your Regulatory Committees with respect to greater delegation to officers.</i></li> </ul>
	Analysis	<p>Other committees and their membership are summarised as follows:</p> <p>Appeals &amp; Reviews Committee (5 members)</p> <p>Audit Committee (6 members, plus Independent Chair)</p> <p>Member Conduct Committee (7 members, plus up to 3 non-voting parish councillor members)</p> <p>Personnel Committee (7 members)</p>
<b>External Partnerships</b>		Service delivery has changed for councils over time, and many authorities now have a range of delivery partners to work with and hold to account.
	<i>Key lines of explanation</i>	<ul style="list-style-type: none"> <li>➤ <i>Will executive members serve on decision-making partnerships, sub-regional, regional or national bodies?</i></li> <li>➤ <i>How many councillors will be involved in this activity? And what is their expected workload? What proportion of this work is undertaken by portfolio holders?</i></li> <li>➤ <i>What other external bodies will members be involved in? And what is the anticipated workload?</i></li> </ul>
	Analysis	<p>The Charnwood Community Safety Partnership is chaired by a councillor, who is not currently a Cabinet member.</p> <p>A number of councillors are appointed to external bodies, including local charities, consultative groups, and community organisations. These appointments vary in nature and workload, with some being allocated to Cabinet members based on their portfolio responsibilities, and others being allocated to ward councillors where the body operates within their ward.</p>

## Community Involvement

9. The Commission understands that there is no single approach to community leadership and that members represent, and provide leadership to, their communities in different ways. The Commission wants to know how members are required to provide effective community leadership and what support the council offers them in this role. For example, does the authority have a defined role and performance system for its elected members? And what support networks are available within the council to help members in their duties?

Topic		Description
Community Leadership	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>In general terms how do councillors carry out their representational role with electors?</i></li> <li>➤ <i>Does the council have area committees and what are their powers?</i></li> <li>➤ <i>How do councillors seek to engage with their constituents? Do they hold surgeries, send newsletters, hold public meetings or maintain blogs?</i></li> <li>➤ <i>Are there any mechanisms in place that help councillors interact with young people, those not on the electoral register, and/or other minority groups and their representative bodies?</i></li> <li>➤ <i>Are councillors expected to attend community meetings, such as parish or resident's association meetings? If so, what is their level of involvement and what roles do they play?</i></li> <li>➤ <i>Explain your approach to the Area Governance structure. Is your Area Governance a decision-making forum or an advisory board? What is their relationship with locally elected members and Community bodies such as Town and Parish Councils? Looking forward how could they be improved to enhance decision-making?</i></li> </ul>
	Analysis	<p>The only area committee in operation is the Loughborough Area Committee, which includes the 20 councillors whose wards include areas either wholly or partly within the town of Loughborough. it is a consultative committee (ie. it does not have any decision making powers), and meets twice a year.</p> <p>Councillors undertake their ward work in a variety of ways, including local newsletters, surgeries, attending town and parish council meetings within their wards, and by using social media. Within the unparished area of Loughborough, ward councillors may attend local residents and community association meetings.</p>
Casework	Key lines of explanation	<ul style="list-style-type: none"> <li>➤ <i>How do councillors deal with their casework? Do they pass it on to council officers? Or do they take a more in-depth approach to resolving issues?</i></li> <li>➤ <i>What support do members receive?</i></li> <li>➤ <i>How has technology influenced the way in which councillors work? And interact with their electorate?</i></li> </ul>
	Analysis	<p>Councillors take individual approaches to dealing with their casework (ie. the Council does not operate a casework management system).</p>

		<p>Councillors can, and do, access support and advice from officers in relation to individual cases, depending on their nature and complexity.</p> <p>The nature of casework varies from ward to ward, depending for example on whether it largely rural, or includes some of the more deprived areas of the Borough.</p>
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## Other Issues

10. Respondent may use this space to bring any other issues of relevance to the attention of the Commission.

The Council undertook a community governance review of the whole Borough in 2018, which made some amendments to parish council boundaries, including creating two new parish council meetings.

## Summary

11. In following this template respondents should have been able to provide the Commission with a robust and well-evidenced case for their proposed council size; one which gives a clear explanation as to the number of councillors required to represent the authority in the future. Use this space to summarise the proposals and indicate any other options considered. Explain why these alternatives were not appropriate in terms of their ability to deliver effective Strategic Leadership, Accountability (Scrutiny, Regulation and Partnerships), and Community Leadership.

Charnwood Borough Council proposes that its number of councillors should remain unchanged at 52.

Page 105 The executive model of governance (with a Cabinet) is well established at the Council and has proven to work well. Changing the number of councillors would potentially mean that the current established and effective governance and committee structures would need to be reviewed and amended, and the Council does not see any justification for that.

When the previous boundary review for Charnwood was undertaken in 2002, it recommended retaining the then current number of councillors at 52. In the 18 years since then, there have been significant increases in the population size of the Borough and the number of electors. The Council recognises that this has had an impact on the casework of its councillors, and this will continue as the local population and electorate continues to grow in the future.

The Council recognises that the number of electors per councillor continues to increase: as referred to within the report of the last review, in 2001 there was an average of 2,342 electors per councillor, with a prediction that this would rise to 2,423 by 2006. In December 2018, the average was 2,549 electors per councillor.

However, in light of the current challenging financial situation facing the Council, we do not consider that an increase in the number of councillors can be justified because it would result in budget pressures to fund additional allowances and councillor support, and the Council is facing ongoing financial pressures, which have been made more acute by the pandemic.

Equally, although it could result in some potential financial savings, we do not consider that a reduction in the number of councillors can be justified as the casework of our councillors has increased in line with our ongoing population growth, which is set to continue. Reducing the number of councillors could therefore result in increasing demands in terms of the time commitment required to adequately fulfil the elected member role, which could negatively impact on the ability to attract people to stand for election in the future.

## CABINET – 10TH DECEMBER 2020

### Report of the Chief Executive

#### ITEM 13 URGENT DECISIONS TAKEN

##### Purpose of Report

To report actions taken by the Chief Executive and/or Strategic Directors and Heads of Service under urgency provisions.

##### Recommendation

That Cabinet notes the actions taken by the Chief Executive and/or Strategic Directors and Heads of Service under urgency provisions as set out in this report.

##### Reason

To ensure that the actions have been reported to the Cabinet in accordance with the requirements of the Council's Constitution.

##### Policy Justification and Previous Decisions

Under Section 8.3 of the Constitution which relates to the delegation of Executive functions, there is provision for the Chief Executive, Strategic Directors and Heads of Service to take such action as is required in the case of an emergency or urgency subject to:

- (i) consultation with the Leader (or, in the Leader's absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) a report on the action taken being made to the next meeting of the Cabinet.

The decisions taken by the Chief Executive and/or Strategic Directors and Heads of Service now being reported are:

- DD168 2020 – Funding Bid for Electric Vehicle Charging Point
- DD174 2020 – Business Grant Funds Covid-19

Copies of the decisions can be found in the Annex to this report.

##### Implementation Timetable including Future Decisions

As detailed in the decisions, attached as an Annex.

## Report Implications

As detailed in the decisions, attached as an Annex.

Background Papers: None

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Democratic Services Manager  
(01509) 634785  
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## Annex

Copies of: DD168 2020 – Funding Bid for Electric Vehicle Charging Point  
DD174 2020 – Business Grant Funds CV19 Nov 20

## Decision under Delegated Powers

### Officer Requesting Decision

Sustainability Officer

### Officer Making the Decision

Head of Planning and Regeneration

### Recommendation

1. That delegated authority be given to the Strategic Director of Commercial Development, Asset and Leisure to enter into a lease, and other legal agreements as may be necessary, with a supplier of Electric Vehicle Charging points pursuant to the Government's On Street Residential Chargepoint Scheme; and
2. That delegated authority be given to the Head of Planning and Regeneration to enter into a procurement exercise using a framework agreement to select a supplier to deliver an On Street Residential Chargepoint Scheme.

### Reason

1&2 to ensure that there is authority to enter into the agreements necessary to secure electric vehicle chargepoints on council owned assets under the Government's On Street Residential Chargepoint Scheme

### Authority for Decision

**Delegation of Executive functions** - Section 8.3 of the Constitution states that the Chief Executive, Strategic Directors and Heads of Service can take such action as is required in the case of an emergency or **urgency** subject to:

- (i) consultation with the Leader (or, in the Leader's absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) a report on the action taken being made to the next meeting of the Cabinet.

### Decision and Date



6 November 2020

## **Background**

- 1.1 The Countywide Green Agenda Group, attended by the Head of Planning and Regeneration and chaired by the Harborough District Council Chief Executive, is working collaboratively to prepare grant funding bids for the On-Street Residential Chargepoint Scheme (ORCS) operated by the government Office for Low Emission Vehicles (OLEV). The purpose of the scheme is to increase the availability of on-street charging points within easy reach of residential streets where off-street parking is not available, thereby ensuring that on-street parking is not a barrier to realising the benefits of owning a plug-in electric vehicle. 'Easy reach' is defined under the scheme as within a 7 minute walk time from the residential areas. Due to the nature of the scheme locations must be on council owned land.
- 1.2 There are benefits to carbon reduction for the Borough by encouraging residents to switch to electric cars. This meets the objectives in the Climate Strategy (2018) to promote carbon reduction in the wider community.
- 1.3 The OLEV grant only came to the attention of the Council in October as a consequence of the collaborative working through the County Green Agenda Group. The current government grant scheme runs until 31 March 2021, having already been extended by a year by OLEV. It is not known if the grant will be extended into 2021/22. The grant is administered by the Energy Saving Trust and is paid directly to the local authority. The project must be completed by 31 March 2021 to be eligible for grant.
- 1.4 Although the Council is open to working with any supplier of electric charge points, the timescales involved in a tendering exercise to procure a supplier and deliver a project make it unlikely to be achieved before the grant window closes in March 2021. In this context, the merits of an ORCS project between Blaby District Council and a supplier called Electric Blue was presented to the Countywide Green Group at its last meeting on 1 October. Interested authorities were invited to consider working with Electric Blue to investigate and assess feasibility for charge point locations in their areas. Such an arrangement would require Electric Blue to be selected off a procurement framework to ensure procurement rules are met. Electric Blue have confirmed they have capacity to work with the council to deliver an ORCS project before the end of the year if we provide in principle confirmation by 16 November. It is intended that the Head of

Planning and Regeneration will then make the bid to OLEV for funding before December 2020 subject to the feasibility of the project.

- 1.5 Subject to site feasibility criteria being met, Electric Blue will install and maintain 7Kw twin fast chargers for a seven-year period under a lease agreement. After seven years the council would take ownership and liability for maintenance/operation. The funding model requires 10% contributions from the local authority with the remainder made up by 15% from Electric Blue and 75% from OLEV grant. The charging points would be connected to Electric Blue's own meters and electricity would be paid for by Electric Blue with customers paying for the electricity they use directly to Electric Blue. Any surplus profit would be returned to the Council although this is not expected to be significant. Based on other projects, it is estimated that the capital contribution from the council for a notional 15 charge points would be in the region of £9,750. Electric Blue are currently being approached to ascertain broad cost proposals based on the interest from Hinckley, Harborough, Oadby and Wigston, Charnwood and North West Leicestershire.
- 1.6 Officers have undertaken a desk based feasibility exercise to consider car parks the Council owns across the Borough that might meet the ORCS criteria and have submitted this to Electric Blue for further review and feasibility testing in terms of power supply capacity and proximity. In order to take the project further forward, an executive decision will be required before 16 November to enable Electric Blue to commit resources to the project and so officers can apply for the OLEV grant to ensure the project is delivered before the end of March 2021. Electric Blue will undertake works at its own risk in advance of the grant award being made and the council is not liable for any expenditure that is made by the company should the project not be taken forward.

### **Reason for urgency**

- 1.7 This level of funding and the lease would normally require a Cabinet approval but as expressions of interest need to be made by mid November 2020 and bids to OLEV made before December, there is insufficient time to take a decision to Cabinet if the chosen supplier is to have time to deliver the project by year end.

### **Comments from HR**

N/A in this case.

### **Financial Implications**

The overall cost of the scheme is estimated at £97,500 based on 15 chargepoints but the value will depend on the feasibility of the sites identified by the council, which will be subject to due diligence by the supplier. 75% of the costs would be paid to the Council by OLEV to pay the supplier to providing the service with 15% being invested by the supplier and 10% by the Council. This is likely to be in the region of £9,750. 75% of the OLEV grant is

paid on award with 25% paid on completion of the project. There is sufficient funding available through the remaining Carbon Management Plan Capital or Carbon Neutral Action Fund capital to support this project.

**Consultation with Leader (or deputy appointed)**

The Leader, Councillor Morgan has been consulted and confirmed that he was content with the approach.

**Consultation with Chief Executive and relevant Strategic Director(s)**

The Proposal has been considered and endorsed by the Carbon Neutral Board at its meeting on 2 November 2020. The Strategic Director of Commercial Development, Assets and Leisure has been consulted and has raised no objections to the proposed project in principle. The wider Senior Leadership Team including the Chief Executive have been consulted and they have no objections to the proposal or the need for an urgent decision.

**Risk Management**

*List risks in table below or state that 'No specific risks have been identified'*

<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Overall Risk</b>	<b>Risk Management Actions Planned</b>
That the grant is not approved by OLEV in principle and the project cannot proceed	Unlikely (2)	Minor (1)	Very low (2)	The costs and risks of of progressing the project are borne by the supplier
That none of the identified locations prove to be feasible and the project cannot be taken any further forward	Unlikely (2)	Minor (1)	Very low (2)	The costs and risks of of progressing the project are borne by the supplier

Key Decision: No

Background Papers: None

## Decision under Delegated Powers

### Officer Making the Decision

Strategic Director of Environmental & Corporate Services

### Recommendation

That the policy for the operation of the Business Grant Funds, created to support businesses during the November to December 2020 national lockdown and periods of local restrictions, be approved as set out at Appendix A.

### Reason

To take action in relation to a matter which would otherwise have been submitted to Cabinet.

### Authority for Decision

*Delegation of Executive functions*\_- (Section 8.3 of the Constitution states that the Chief Executive, Strategic Directors and Heads of Service can take such action as is required in the case of an emergency or urgency subject to:

- (i) consultation with the Leader (or, in the Leader's absence, the Deputy Leaders);
- (ii) consultation with the Chief Executive and relevant Strategic Directors in each case; and
- (iii) a report on the action taken being made to the next meeting of the Cabinet.

### Decision and Date



18 November 2020

## **Background**

Following a surge in Coronavirus infections in autumn 2020, the government announced a suite of Business Grants to support businesses during the November to December 2020 national lockdown and periods of local restrictions. These Grants are summarised below:

### *Local Restrictions Support Grant (Closed) – Original Scheme*

This Grant is for businesses that were required to close under Local Covid Alert Level 'Very High' restrictions (LCAL 3). The Grant is targeted at businesses that were open as usual and providing in-person services to customers from their business premises and then required to close for a consecutive period of no less than 14 days as a result of regulations made, such as pubs, restaurants and non-essential retail businesses.

LCAL 3 has been superseded by the National Lockdown imposed from 5 November 2020. This Grant has not so far been generally applicable to businesses in Charnwood as the Borough has not, to date, been the subject of 'Very High' restrictions. However, this Grant Scheme may become applicable should Charnwood be designated LCAL 3 following the cessation of the period of National Lockdown. In this case the Scheme, which has no discretionary element], would be administered in accordance with the extant guidance.

### *National Restrictions Support Grant (Closed)*

An Addendum to the Closed Scheme guidance provides conditions that supersede the original Closed Scheme and, in effect, introduces equivalent payments to businesses that have to close in the period of National Lockdown.

Businesses that are eligible for this Grant (*National Restriction Closed*) are those that have been mandated to close by Government and include non-essential retail, leisure, personal care, sports facilities and hospitality businesses.

Grant payments are prescribed on a sliding scale based on the rateable value of property occupied as follows:

- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on the date of the commencement of the widespread national restrictions will receive a payment of £1,334 per 28-day qualifying restriction period
- Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on the date of the commencement of the widespread national restrictions will receive a payment of £2,000 per 28-day qualifying restriction period.

- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or above on the commencement date of the widespread national restrictions, will receive £3,000 per 28-day qualifying restriction period.

There is no discretionary element to this scheme.

The Government will fund this Scheme in full, topping up original local authority allocations if required.

#### *Additional Restrictions Grant*

The Addition Restrictions Grant (*ARG*) is discretionary in nature. Under the ARG, local authorities will receive a one-off lump sum payment amounting to £20 per head of population (representing £3.7m for Charnwood) when LCAL 3 or widespread national restrictions are imposed. Local authorities can use this funding for business support activities which the Government envisage will primarily take the form of discretionary grants, but could also be used for wider business support activities.

The Scheme commenced from 14 October 2020 and applies from when LCAL 3 or National Lockdown restrictions apply; the latter is the case for Charnwood giving an effective commencement date for the Scheme of 5 November 2020.

The ARG funding can be used across Financial Years 2020/21 and 2021/22. It seems highly likely from the guidance available at this date that no additional ARG funding over and above the initial £3.7m allocation will be available.

Based on feedback from local businesses to the effect that businesses would prefer to receive cash as soon as possible, rather than in a more graduated way, the policy for the operation of the Business Grant Funds will address the initial distribution of ARG which is intended to disburse 75% of the Charnwood allocation (ie. approximately £2.7m).

#### *Local Restrictions Support Grant (Open)*

This Grant (*LRSO Open*) targets businesses that were still open but severely impacted by Local Covid Alert Level 'High' (LCAL 2) and 'Very High' (LCAL 3) restrictions. This strand of support was announced 22 October 2020 to help kickstart recovery for businesses that are not legally required to close. This Grant is retrospective, applying from 1 August 2020, but ceased to apply when the National Lockdown commenced. In the case of Charnwood this Grant applied immediately prior to the National Lockdown and covered the period 30 October to 4 November 2020 inclusive.

Local Authorities will receive funding based on the number of hospitality, hotel, bed & breakfast and leisure businesses there are in their area. Funding is calculated on a guideline award for these businesses plus a 5% top-up, reflecting a recognition that businesses not falling within the above definitions

will also be severely impacted. However, whilst the Government would expect the funding to be targeted at hospitality, hotel, bed & breakfast and leisure businesses, local authorities have the freedom to determine the precise eligibility criteria for these grants.

Given the short time period for which this Grant Scheme applied, it is intended that the Charnwood allocation will be distributed with the initial tranche of ARG funding.

#### *Local Restrictions Support Grant (Sector)*

This Grant (*LRSB Sector*) is intended to support businesses – nightclubs and similar - that have been required to close nationally since 23 March 2020 in all 314 business rate billing local authorities. The Grant applies only from 1 November 2020 and is not retrospective.

Grants are payable as follows:

- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £15,000 or under on the date of the commencement of the national restrictions will receive a payment of £667 per 14-day qualifying restriction period
- Businesses occupying hereditaments appearing on the local rating list with a rateable value over £15,000 and less than £51,000 on the date of the commencement of the national restrictions will receive a payment of £1,000 per 14-day qualifying restriction period.
- Businesses occupying hereditaments appearing on the local rating list with a rateable value of exactly £51,000 or above on the commencement date of the national restrictions will receive a payment of £1,500 per 14-day qualifying restriction period.

Subject to State aid limits, businesses will be entitled to receive a grant for each eligible hereditament per 14-day period of national restrictions that require them to close from 1 November 2020. Businesses may receive more than one grant where they have more than one eligible hereditament

The Government will fund this Scheme in full, topping up original local authority allocations if required.

#### *Grant administration process*

There are very few businesses in Charnwood which qualify for the LRSB Sector Grant and the grant payments will be managed by making direct contact with these businesses.



As a result of the consultation it is concluded that the recommendation of this report is both necessary and urgent.

## **Risk Management**

There are unavoidable inherent risks within the discretionary elements within these Grant schemes around the prioritisation of different business sectors and the rationing of grant payments (hence it is inevitable that there will be disappointed applicants) but there are no specific risks associated with this decision.

Key Decision:	Yes
Date included on Forward Plan	Special Urgency Notice and exemption from Call In approved by the Chair of Scrutiny Commission on 16 November 2020
Background Papers:	None
Appendix A	Charnwood Business Grants (November 2020) policy
Appendix B	Assessment and scoring matrix

## APPENDIX A

# **CHARNWOOD BOROUGH COUNCIL** **BUSINESS GRANT SUPPORT POLICY**

### 1. Background to Business Grants

- 1.1 The Covid-19 pandemic is unprecedented and has had an immediate and significant impact on the borough of Charnwood. On Wednesday 28 October 2020, the Government announced that in order to curb rising infection rates, Charnwood Borough had been placed into a High alert level (Tier 2) which came into force on Friday 30 October 2020. This meant that support became available for businesses in the hospitality, hotel, bed & breakfast and leisure sector that remained open but were significantly impacted by the Tier 2 restrictions.
- 1.2 Furthermore, in response to the increasing infection rate recently experienced across the nation as a result of Coronavirus Pandemic a 28-day national lockdown came into force as of 00:01 on the 5th November and will be in place until the 2nd December.
- 1.3 As a result, the Government has now provided guidance and funding for several grants, which the Council is administering, covering different time periods and different business sectors as follows:

<b>Time Period</b>	<b>Name of Fund</b>	<b>Description</b>
30 Oct 2020 to 04 Nov 2020	<b>Local Restrictions Support Grant (Open)</b>	Support for businesses in the hospitality, hotel, bed & breakfast and leisure sectors that have remained open under Tier 2 restrictions of up to £2,100 for 4 weeks
01 Nov 2020 to 04 Nov 2020	<b>Local Restrictions Support Grant (Sector)</b>	Support for businesses that were required to close in March 2020, and which have never been able to re-open (for example nightclubs) of up to £3,000 for 4 weeks.
05 Nov 2020 to 02 Dec 2020	<b>National Restrictions Support Grant (Closed)</b>	Support for businesses that have legally been forced to close under the conditions of the national lockdown of up to £3,000 for 4 weeks
05 Nov 2020 - onwards	<b>Additional Restrictions Grant</b>	Support for businesses affected by reduced trading conditions experienced during national lockdown. Focusing on the hospitality, accommodation, beauty and leisure sectors, and non-essential retail.

Not yet invoked	<b>Local Restrictions Support Grant (Closed)</b>	Support for businesses in the hospitality, accommodation, beauty and leisure sectors that have legally been forced to close under Tier 3 restrictions of up to £3,000 for 4 weeks
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1.4 Details are of the grants are set out below:

1.5 **Local Restrictions Support Grant (Open)** - for hospitality, accommodation and leisure businesses that could remain open under Tier 2 and Tier 3 restrictions but are significantly affected

An eligible business may receive a payment for each 28-day period for as long as Tier 2 or Tier 3 restriction are in place.

If the eligible business occupies a property with a rateable value (RV) as follows:

- RV less than £15,000 – Grant of up to £934 per 28-day period
- RV is between £15,000 and less than £51,000 – Grant of up to £1,400 per 28-day period
- RV is over £51,000 - Grant of up to £2,100 per 28-day period

If the applicable period for the grant is less than 28 days, the Council reserves the right to pro-rata the grant accordingly

1.6 **Local Restrictions Support Grant (Closed)** - for businesses forced to close due to COVID restrictions under Tier 3 or national lockdown conditions

If the eligible business occupies a property with a rateable value as follows:

- RV of less than £15,000 - Grant of £667 for each 14-day period the business is closed in the qualifying restriction period.
- RV of between £15,000 and less than £51,000, Grant of £1000 for each 14-day period the business is closed in the qualifying restriction period
- RV of £51,000 or above - Grant of £1,500 for each 14-day period the business is closed in the qualifying restriction period

Grants will be based on the rateable value of the property on the first full day of local lockdown restrictions.

Grants will be paid every 28 days under the conditions of a national lockdown, and every 14 days under localised tier 3 conditions. If the applicable period for the grant is different the value of the award will be pro-rata'd accordingly.

**1.7 Local Restrictions Support Grant (Sector)** - businesses that were required to close in March 2020, and which have never been able to re-open (for example nightclubs)

If the eligible business occupies a property with a rateable value as follows:

- RV of less than £15,000 - Grant of £667 for each 14-day period the business is closed in the qualifying restriction period.
- RV of between £15,000 and less than £51,000, Grant of £1000 for each 14-day period the business is closed in the qualifying restriction period
- RV of £51,000 or above - Grant of £1,500 for each 14-day period the business is closed in the qualifying restriction period

Grants will be based on the rateable value of the property on the first full day of local lockdown restrictions.

Grants will be paid every 28 days under the conditions of a national lockdown, and every 14 days under localised tier 3 conditions. If the applicable period for the grant is different the value of the award will be pro-rata'd accordingly.

There is no back-dating of the scheme, with payments applicable from 1 November 2020. Businesses will be contacted directly by the Council if they meet the criteria for this scheme.

The Local Restrictions Support Grants (both Open and Closed) apply from when the Council is informed of its 'tier status' as a result of Covid. All grants are subject to sufficient government funding being made available and are capped at the respective funding levels.

**1.8 The Additional Restrictions Grant Fund** - Support for businesses affected by reduced trading conditions experienced during national lockdown and Tier 2 and Tier 3 restrictions. It will be up to Local authorities to develop discretionary grant schemes to help those businesses which – while not legally forced to close – are nonetheless severely impacted by the restrictions put in place to control the spread of Covid-19. This could include – for example – businesses which supply the retail, hospitality, and leisure sectors, or businesses in the events sector and those outside the business rates system, which are effectively forced to close – for example market traders.

**2.0 Local Discretionary Support Grant** (also known as Additional Restrictions Grant)

**2.1** The grant fund for the Charnwood Borough area is being managed by Charnwood Borough Council, which is responsible for delivering grants to eligible businesses and charities. The Council must follow the

guidance set by the Government. The Council has authority to make these payments under Section 1 of the Localism Act 2011.

- 2.3 The Council has decided to set out the scope of the LDSG scheme on their website, providing clear guidance on which types of business are being prioritised, as well as the rationale for the level of grant to be provided.
- 2.4 The Government intends that this grant scheme widens access to support to businesses that are struggling to survive due to the latest shutdown or tier restrictions. Local authorities are asked to make payments as quickly as possible to support struggling businesses. Once applications have been received. Charnwood Borough Council will progress these payments as a matter of urgency but recognise the need to undertake a thorough assessment and appropriate due diligence before grants are paid.
- 2.5 Due to the very compressed timescales to meet these expectations of the Government and businesses, the Council has only been able to complete limited consultation with external partners on the development of this policy but has liaised fully with neighbouring local authorities to inform it. The Council has taken full account of the requirements of Government (as set out in the guidance received on the 3rd Nov 2020) and the issues and questions that have arisen locally and nationally through the delivery of previous grant schemes.

Potential applicants will be/are asked to note that:

1. Businesses that have already received grant payments that equal the maximum levels of State aid permitted under the de minimis and the Covid-19 Temporary State Aid Framework will not be eligible for this grant scheme (as identified in para 29 of the guidance). The Council does not have the discretion to vary this position
2. Grants under this scheme will be subject to tax in line with the applicant's tax arrangements. For businesses, the Government advises this is only where there is an overall profit for the tax year once this award is included.
3. Grants awarded under this scheme will not generally affect the Council's business ratings list or any rates charges payable by the recipient.
4. Notwithstanding this, any applicant who should in fact be added to the rates list will be, which may result in a rates bill.

### **3.0 Total funding available**

- 3.1 The Government has allocated £3.71m towards this funding and that is to stretch to cover this lockdown period and any future potential lockdown periods or tier 2 and 3 restrictions. Due to this it is expected that a proportion of funding will be set aside to support businesses through any future lockdowns or tiered restrictions should they be put into place. It is expected this will be around 25% of the total allocation.
- 3.2 As per para 13 of the guidance Local Authorities can use this funding for business support activities. The Council envisages that this will primarily take the form of discretionary grants. However, the Council reserves the right to commit a proportion of this funding for wider business support activities should it be viewed that this would be of more benefit.
- 3.3 As is likely to be the case in the Charnwood area, over subscription to the funding available for this scheme will require local authorities to prioritise which types of businesses will receive funding, the Government states it will be at the local authority's discretion as to which types of business are most relevant to their local economy. There will be no penalty for local authorities because of their use of discretion to prioritise some business types.

### **4.0 Who may benefit from Charnwood's Local Discretionary Support Grant?**

- 4.1 The Government suggests that local authorities may wish to consider collaborating as they design their discretionary schemes to ensure consistency where they are working across a functional economic area, notably here the Leicester and Leicestershire Local Enterprise Partnership (LLEP) area; and to ensure alignment and reduce duplication with any other local discretionary business grants that may have been established. The councils within the LLEP area are mindful of this suggestion, however the extent to which this can be achieved in practice will be limited by the significant time constraints and by local priorities.
- 4.2 As set out by the Government, the LDSG is to be primarily and predominantly allocated taking into consideration the following points.
- Ongoing fixed costs
  - The amount of staff they employ
  - Losses incurred as a result of lockdown
  - Ability to trade online during the lockdown period

- 4.3 National priorities - Nationally the Government's guidance has encouraged that this fund is used to help businesses that were not forced to close but severely impacted (e.g. suppliers to the retail, hospitality, leisure or events industry).

The LDSG is available both to eligible businesses that plan to continue operating and, in a different way, to those that are required to close for the period of these restrictions (at least four weeks).

- 4.4 Other eligibility criteria that must be met to be able to access this grant are that the business:

- Can't be insolvent
- Can't be in administration
- Can't have a striking off notice
- Must adhere to state aid requirements by receiving the funding

- 4.5 Charnwood Borough Council (CBC) wishes to support those businesses that adhere to the priorities as set out in section 4 and can demonstrate significant hardship is being experienced as a result of the recent lockdown. In order to assess against this CBC has set up an application process that applicants will be required to fill in. This will be explored further in section 5.

## **5. Application Process and Timescale**

- 5.1 The Government recognises that local authorities will need to run some form of application process as the potential beneficiaries are highly unlikely to be known directly by the local authorities. Also, the Council must manage the process in a fair and equitable manner within the funding available.

- 5.2 In order to make this process as easy as possible for businesses the Council intends to run 1 application form for the LRSF and LDSG. Once received the Council will then assess which grant businesses are eligible and allocate the funding this way.

The Council invites applications via its website [www.charnwood.gov.uk](http://www.charnwood.gov.uk)

Any applicant who is unable to apply via the website should contact [DFG@charnwood.gov.uk](mailto:DFG@charnwood.gov.uk) to request support in completing an application

5.3 Applications can be made from 19<sup>th</sup> Nov to midnight on 3rd December. Potential applicants should assume that this window will not be extended, although the Council reserves the right to do so.

5.4 The Council's website will set out the information required from applicants, which will be the minimum reasonably required to establish eligibility and enable a fair and equitable assessment of grant entitlement. Applicants will be asked to evidence or demonstrate the following:

- Compliance with the scheme eligibility requirements
- Ongoing fixed business-related costs
- Identification of the business and the person making the application
- Evidence of trading at 5 November 2020
- Evidence that the bank account into which any grant will be paid properly relates to the business, charity, etc.

Depending on the status of the applicant, applicants may also be asked to demonstrate:

- A significant fall in income due to the COVID-19 crisis
- Number of jobs directly supported by the business or charity
- Whether any other grants or financial support has been received

5.5 The Council will individually assess and validate applications as they are received and may request further information should it be required. The pre-payment checks will include confirming eligibility, checks against Companies House and other government websites.

5.6 Applicants would also be asked to confirm that by accepting payments they are in compliance with State Aid rules, that to the best of their knowledge they are eligible for the scheme, and acknowledge that the council reserves the right to recover any funding made in error or as the result of misleading information being submitted and that they are happy for their information to be stored in adherence to the relevant GDPR regulations. The Council's website will require applicants to confirm acceptance of various compliance statements through tick boxes.

5.7 The Council will undertake written post payment assurance around compliance, in particular State Aid as per the request set out in the guidance provided by national government for post payment monitoring and reporting

- 5.8 There is no right to appeal, and the decision of the Council is final. The Council's interpretation of this document is at its own discretion and it will be the final arbiter of the definitions contained within this policy.
- 5.9 The Local Discretionary Support Grant Scheme applies initially for a 28-day period. If the lockdown arrangements are extended or tiered restrictions are imposed, and additional Government funding is made available, further consideration will be given as to how the funds will be distributed for example further tranches of the scheme.

## **6.0 How will the value of grants be calculated?**

6.1 The Government guidance states that in taking decisions on the appropriate level of grant, local authorities may want to consider the level of:

- Fixed costs faced by the business in question,
- The number of employees,
- Whether businesses have had to cease trading and are unable to trade online
- The consequent scale of impact of this lockdown on income

6.2 The Council has considered this statement and has developed an application process and assessment criteria that take these considerations into account.

In addition, Charnwood Borough Council will also consider:

- Independent locally owned businesses with a longstanding commitment to Charnwood
- Any previous grant or financial support businesses may have already received during the pandemic

6.3 Charnwood Borough Council has determined that the value of any grants awarded will be in the following bandings:

- £1,000
- £2,500
- £5,000
- £10,000
- £20,000

The value of the grant awarded will be dependent on the outcome of the scoring of the application against the criteria as set out in 6.1 and 6.2. The value of the grant awards may be pro rata'd should the

qualifying number of applications exceed the funding pot available.

- 6.4 As allowed within the guidance, the Council reserves the right to award a higher level of funding to support larger businesses that are important to our local economy. This allocation will be determined on a case by case basis.
- 6.5 The emphasis of this fund will be on making meaningful payments to those in significant need, rather than paying as many businesses as possible small amounts. Due to this, grants will be determined on a case by case basis following careful consideration of the information provided. Therefore, an application to this grant scheme does not guarantee that a grant will be received.
- 6.6 We reserve the right to modify and/or withdraw each grant award and its associated conditions, particularly to ensure that public money is spent well. This may be in response to changes in national legislation, local economic and health conditions and changes in funding circumstances. Any payments made outside of the payment cycles will be pro-rata'd accordingly.

## **7.0 Managing the Risk of Fraud**

- 7.1 The Council and the Government will not accept deliberate manipulation and fraud. Any business or person caught falsifying their records or the information submitted to gain a grant award will face prosecution and any funding issued will be subject to clawback, as may any grants paid in error.
- 7.2 The Government's grants management and counter fraud functions will provide local authorities with access to 'Spotlight', a digital assurance tool. This tool will also assist the Council with pre and post payments assurance, including identification of high-risk payments. There will also be joint working across councils and government departments in preventing fraud.
- 7.3 The Council also reserves the right to use any details submitted by businesses to check against national records and databases to highlight any potentially fraudulent activity.

## **8. Policy Review**

- 8.1 This policy has been written in line with Government guidance. It will be subject to dynamic review as circumstances dictate and in line with future clarifications and changes that may be announced by the Government.

*Strategic Director of Environmental & Corporate Services*

*Charnwood Borough Council*

*November 2020*

## APPENDIX B

### CHARNWOOD ADDITIONAL RESTRICTIONS GRANT: SCORING MATRICES & GRANT ALLOCATIONS v.1.0.

Grants in the following categories are awarded based on eligibility, and then calculated according to algorithm set out within the policy, as follows:

Score	0	1	2	3	4
<b>Maintain and support employment in Charnwood</b> Each owner / director and full-time jobs counts as ONE; each part-time job counts as HALF		Jobs supported: 2 or fewer jobs	Jobs supported: 2.5 – 10 jobs	Jobs supported: 10.5 – 20 jobs	Jobs supported: Above 20 jobs
<b>Have relatively high on-going fixed costs</b> Include things such as overheads, insurance etc..	Ongoing fixed business costs £0 - £999	Ongoing fixed business costs £1,000 - £10,000	Ongoing Fixed business costs £10,001 - £25,000	Ongoing Fixed business costs £25,001 - £51,000	Ongoing Fixed business costs £51,000+
<b>Can demonstrate that they have suffered a significant fall in income due to the COVID-19 crisis</b> Assess based on self-certification and understanding of the business Consider whether business could mitigate CV19 losses via – e.g – home working (Examples where we would not generally expect significant impact include professional services such as accountants, lawyers, etc, or where we think businesses could / should have operated effectively on-line)	No income loss to business	Some loss of income due to CV19 appears likely: 0-25% loss	Significant loss of income due to CV19 appears likely: 26 - 50% loss	Major loss of income due to CV19 appears likely 51-75% loss	Total loss of income due to CV19 appears likely 76 -100% loss

Score	0	1	2	3	4
<b>Independent locally owned businesses/charities with a commitment to Charnwood</b> Actual base of operations is deciding factor; registered offices may be ignored if essentially just a post box for statutory services	Not an independent locally owned business/charity	Independent, locally owned business/charity based within Charnwood			
<b>Online Trading</b> Does the business solely trade online, have a mixed model or only offer in person services		Online business model	Mixed business model (online and face to face)	Business only offers in person services	
<b>Has the business received any previous business grants or financial support?</b> May have received previous business grants or loans – furlough or SEISS are disregarded for this purpose	Yes, previous grant or financial support received	No previous support received			

<b>Grant allocations:</b>	
<b>Score 16 – 18</b>	Standard award of £20,000 (No restriction possible)
<b>Score 14 – 15</b>	Base award of £10,000 Restrict pro rata if number qualifying result in funding pot being exceeded
<b>Score 11 - 13</b>	Base award of £5,000 Restrict pro rata if number qualifying result in funding pot being exceeded
<b>Score 8 – 10</b>	Base award £2,500 Restrict pro rata if number qualifying result in funding pot being exceeded
<b>Score 6 -7</b>	Base award £1,000 Restrict pro rata if number qualifying result in funding pot being exceeded
<b>Score 0 – 5</b>	No award