



SCRUTINY COMMISSION

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To: Councillors Bolton, Hadji-Nikolaou, Brookes, Grimley, Hamilton (Vice-Chair), Ranson and Seaton (Chair) (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Scrutiny Commission to be held in on Tuesday, 6th April 2021 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

25th March 2021

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 12
To approve the minutes of the meeting of the Commission held on 8th March 2021.
3. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS
4. DECLARATIONS OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES
11.16
- No questions were submitted.
6. RECOVERY UPDATE 13 - 79
- A report of the Strategic Director for Community, Planning, Housing and Health To provide the Commission with an update on the work of the Community and Economic recovery cells.
7. DRAFT ANNUAL SCRUTINY REPORT 2019-21 80 - 104
- A report of the Head of Strategic Support to consider the Draft Annual Scrutiny Report 2019-21 with a view to it being recommended to Council for approval.
8. AIR QUALITY REPORT 2019-21 105 - 115
- A report of the Head of Regulatory Services to consider the update of the annual ASR and receive a summary of the monitoring of air quality across the Borough.
9. AUDIT COMMITTEE UPDATE
10. PRE-DECISION SCRUTINY OF ANY SPECIFIC FINANCIAL MATTERS TO BE CONSIDERED BY CABINET
- There are no items of this nature on the Cabinet agenda for the Commission to consider.
11. CABINET ITEMS FOR PRE-DECISION SCRUTINY
- The following item has been identified for pre-decision scrutiny from the Cabinet agenda for 8th April 2021 in order to make recommendations to Cabinet:
- (a) Charnwood Local Development Scheme 2021 116 - 134
- A report of the Head of Planning and Regeneration to seek approval of the revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.
12. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE 135 - 136
- A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.
13. SCRUTINY COMMISSION WORK PROGRAMME 137 - 152
- A report of the Head of Strategic Support to enable the Commission to review its own work programme, including considering the list of forthcoming Executive Key Decisions in order to schedule items for pre-decision scrutiny.

For information, further meetings of the Group are scheduled as follows:

4th May 2021

24th May 2021 (scrutiny work programme workshop)

1st June 2021

28th June 2021

SCRUTINY QUESTIONS

What topics to choose?

- What difference will scrutiny make?
- Is this an area of concern – public/performance/risk register?
- Is this a corporate priority?
- Could scrutiny lead to improvements?
- What are the alternatives to pre-decision scrutiny?

Pre-decision scrutiny

- What is Cabinet being asked to agree?
- Why?
- How does this relate to the overall objective? Which is ...?
- What risks have been identified and how are they being addressed?
- What are the financial implications?

- What other options have been considered?
- Who has been consulted and what were the results?
- Will the decision Cabinet is being asked to take affect other policies, practices etc.?

Basic Questions

- Why are you/we doing this?
- Why are you/we doing it in this way?
- How do you/we know you are making a difference?
- How are priorities and targets set?
- How do you/we compare?
- What examples of good practice exist elsewhere?

SCRUTINY COMMISSION 8TH MARCH 2021

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

Councillor Morgan (Leader of the Council),
Rollings (Cabinet Lead Member for
Transformation) and Harper-Davies (Cabinet Lead
Member for Community Support and Equalities)

Chief Executive
Head of Customer Experience
Head of Leisure and Culture
Organisational Development Manager
Information Technology Delivery Manager
Leisure Contract and Business Manager
Democratic Services Manager, Democratic
Services Officer (NC) and Democratic Services
Officer (SW)

The Chair stated that the meeting would be recorded and the sound recording subsequently made available via the Council's website. She also advised that, under the Openness of Local Government Bodies Regulations 2014, other people may film, record, tweet or blog from this meeting, and the use of any such images or sound recordings was not under the Council's control.

130. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 8th February 2021 were approved.

131. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

132. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

133. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

134. SCRUTINY COMMITTEE STRUCTURE

A report of the Head of Strategic Support to present proposals for amendments to the Scrutiny Committee structure, to enable the Scrutiny Commission to make recommendations to full Council (item 6 on the agenda filed with these minutes).

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

- i. Concerns were raised that the reduction in scrutiny committees within the Council would mean a reduction in quality scrutiny. It was highlighted that a good level of scrutiny would continue at the Council, as the scrutiny panels commissioned would continue, with a total of four at any one time, to include the Budget Scrutiny Panel. It was recognised that the work of scrutiny panels and the recommendations developed had been valuable in the past.
- ii. It was acknowledged that the Scrutiny Commission had been operating with seven members for a number of years and that this had worked well in order to deliver a good level of scrutiny. It was considered that there was not a need to increase the number of members on the Scrutiny Commission.
- iii. It was considered that the proposal of 15 members sitting on the Finance and Performance Scrutiny Committee in option two was too great and may result in unmanageable meetings. It was also acknowledged that this committee would potentially cover a substantial amount of work. It was suggested that a total of nine members would work well in a Committee of this nature.
- iv. It was suggested that following Council approval of the Scrutiny Commission's preference in the revised Committee structure on 26th April 2021, a workshop be scheduled to allow members of the Commission to develop and align their work programme to reflect the new scrutiny structure. This would then be reported back into the Scrutiny Commission for transparency.
- v. It was acknowledged that the Scrutiny Commission had provided a good level of scrutiny, including pre-decision scrutiny, and a full work programme throughout the pandemic and that this was appreciated by the Cabinet and the Council in general.

RESOLVED

1. That it be recommended to Council that, with effect from the 2021/22 civic year:
 - 1a. The Scrutiny Committee structure be amended to consist of the following two standing scrutiny committees, with the responsibilities, functions and membership as set out in Appendix B, with the amendment that membership of the respective committees:
 - Scrutiny Commission (Membership 7)
 - Finance & Performance Scrutiny Committee (Membership 9); and
 - 1b. Delegated authority be given to the Monitoring Officer to make any consequential amendments to the Constitution that may be required.

2. That it be noted that the Monitoring Officer will request that the Independent Remuneration Panel consider the special responsibility allowances for the Chair and Vice-chairs of the two committees, and that appropriate recommendations will then be made to Council to amend the Scheme of Member Allowances accordingly.
3. That a workshop be scheduled following the Council meeting on 26th April 2021 to allow members of the Scrutiny Commission to develop and align their work programme to reflect the new scrutiny structure. This would then be reported back into the Scrutiny Commission for transparency.

Reasons

1. To amend the Scrutiny structure following the review that has been undertaken.
2. To ensure that the Scheme of Member Allowances is kept up to date and relevant.
3. To ensure the work programmes of the newly established scrutiny committees were appropriate for the delivery of good scrutiny.

135. AUDIT COMMITTEE UPDATE

A scheduled meeting of the Chairs and Vice Chairs of the Scrutiny Commission and Audit Committee had taken place on 5th March 2021. The discussion focussed on the potential changes to the scrutiny structure at the Council and highlighted the importance of scrutiny panels in maintaining a good level of scrutiny on a variety of topics.

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

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

137. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items were identified for pre-decision scrutiny from the Cabinet agenda for 11th March 2021.

138. ICT STRATEGY 2021-23

A Cabinet report of the Head of Customer Experience to present the proposed Information and Communication Technology (ICT) Strategy for the period 2021-2023 (item 9a on the agenda filed with these minutes).

The Lead Member for Transformation, the Head of Customer Experience and the Information Technology Delivery Manager attended the meeting to assist with the consideration of this item. The following summarised the discussion:

- i. The Council was committed to supporting people to utilise online functions and also to provide services to those not online. There was a requirement to make online services as easy and accessible as possible to encourage participation. The provision of traditional services would remain.
- ii. There had been an unanticipated funding increase as a result of the Covid-19 pandemic used to support the workforce in remote working. Specific costing information was not available but would be circulated following the meeting. It was acknowledged that teams working within the ICT service at the Council had worked exceptionally hard to rollout the remote working capability across the organisation quickly and effectively.
- iii. The ICT Strategy 2021-23 was flexible and adaptable to meet further challenges and new ways of working should this be required. This included the possibility for hybrid meetings. There was an existing budget set aside for much of the work, including cloud migration and further projects would be considered based upon return on investment and the potential for maximising investments.
- iv. The ICT Strategy 2021-23 had considered security implications and best practice across many different organisations. Progress against the strategy would be routinely monitored at the SWAP Board.
- v. There was an aim to add value and innovation and to demonstrate the benefits of the initiatives undertaken. This measure would be based on the removal of barriers, improvements to interactions with the Council, ease of use and customer satisfaction.

RESOLVED

1. that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Customer Experience.
2. That the Head of Customer Experience circulate information to the Scrutiny Commission outlining the unanticipated funding costs to support the workforce in remote working during the Covid-19 pandemic.

Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To ensure the Commission was kept informed on the costs associated with the rollout of remote working across the organisation during the Covid-19 pandemic.

139. CORPORATE DELIVERY PLAN 2021-22

A Cabinet report of the Chief Executive to propose the Council's Corporate Delivery Plan for 2021-22 (item 9b on the agenda filed with these minutes).

The Leader of the Council, the Chief Executive and the Organisational Development Manager attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. The Council would continue to aim towards carbon neutrality. Changes in working practices as a result of the Covid-19 pandemic meant that there was potential to decrease carbon emissions across the organisation through the reduction of office space and fleet usage.
- ii. The recommendations of the 'Generating Commercial Income' scrutiny panel had been considered. It was recognised that the report of the panel had been developed prior to the pandemic and that there would be value in revisiting the recommendations.
- iii. Projects associated with the Loughborough Town Deal and the 800-year anniversary of the Loughborough Market and Fair were prominent within the Corporate Delivery Plan 2021-22. There were also a range of services and projects which focussed on other areas across the Borough.
- iv. The Council was aware of a potential increase in housing needs across the Borough as a result of the pandemic and were actively working to prepare for this. More information on the detail of these plans could be made available following the meeting.
- v. It was appreciated that the format and layout of the Corporate Delivery Plan 2021-22 was straightforward and accessible.
- vi. The hard work of the Officers involved in developing the Corporate Delivery Plan 2021-22 was acknowledged by the Chief Executive.

RESOLVED

1. that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Chief Executive.
2. that the recommendations of the 'Generating Commercial Income' scrutiny panel be revisited by officers following the pandemic.
3. that more information be provided to members of the Commission on the plans in place to support a potential increase in housing needs.

Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To consider the recommendations of the panel following the pandemic.

3. To inform members of the Commission on the plans to facilitate a potential increase in housing needs following the pandemic.

140. EXEMPT - LEISURE CENTRE CONTRACT RECOVERY UPDATE

An exempt Cabinet report of the Head of Leisure and Culture was circulated to Members and was considered under item 14 on the agenda.

141. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Commission on pre-decision scrutiny items (item 10 on the agenda filed with these minutes).

RESOLVED that the Cabinet's responses to the Commission's recommendations be noted.

Reason

The Commission was satisfied that it added value where appropriate and welcomed the Cabinet's consideration of the Commission's views and recommendations as part of its decision making process.

142. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support to enable the Commission to review items from the paused Scrutiny Work Programme. This includes items for discussion highlighted by members of the Directorate-based Scrutiny Committees (item 11 on the agenda filed with these minutes).

The Democratic Services Manager assisted with the consideration of this item.

The Commission did not add any items to its work programme. It was recognised that following approval of the new scrutiny structure at Full Council on 26th April 2021, the following would need to be scheduled and considered as part of a work programming workshop:

- i. Revenue Monitoring (General Fund and HRA) – Corporate Services Scrutiny Committee (July outturn annual item, September period 4 annual item, December period 7 annual item).
- ii. Resolutions of the Cabinet following the consideration of the report of the Budget Scrutiny Panel (Cabinet 11th February 2021, minute reference 84 2020/21);
 - that in respect of Panel Recommendation 1, in order to better reflect true asset performance, reports are submitted to the Audit Committee and/or Scrutiny Commission on a quarterly basis, after the quarter days where rent payments are made;

- that in respect of Panel Recommendation 5, Scrutiny Commission consider maintaining a record of savings made directly as a result of scrutiny work;
- that in respect of Panel Recommendation 8, the issue of continuity in the Budget Scrutiny Panel membership is considered by the Scrutiny Commission.

RESOLVED that the items highlighted be scheduled within the new scrutiny structure and be raised at a workshop following approval of the structure at Full Council on 26th April 2021;

Reason

To ensure timely and effective scrutiny of the matter/subject.

143. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Strategic Support to enable the Commission to review its own work programme, including considering the list of forthcoming Executive Key Decisions in order to schedule items for pre-decision scrutiny (item 12 on the agenda filed with these minutes).

The Democratic Services Manager assisted with the consideration of this item.

The Commission did not add any items to its work programme.

The programming of the pre-decision scrutiny item – Charnwood Local Plan Pre-Submission Consultation and Submission was queried. The item had been deferred from the Cabinet agenda for its meeting on 11th March 2021 and would be rescheduled in due course.

RESOLVED

1. That forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted.
2. That the Commission's current work programme be noted.
3. That the work programme be updated in accordance with the items highlighted.

Reasons

- 1&3. To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public service providers and partners were operating effectively for the benefit of the Borough.

2. To ensure effective and timely scrutiny.

144. EXEMPT INFORMATION

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

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

145. LEISURE CENTRE CONTRACT RECOVERY UPDATE

An exempt Cabinet report of the Head of Leisure and Culture was considered for pre-decision scrutiny (exempt item 9c on the agenda filed with these minutes).

The Lead Member for Community Support and Equalities, the Head of Leisure and Culture and the Leisure Contract and Business Manager attended the meeting to assist with the consideration of this item. A summary of the Commission's discussion on this matter is provided in the exempt minute (Scrutiny Commission Minute 145E. 2020/21).

NOTES:

1. No reference may be made to these minutes at the Council meeting on 26th April 2021 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Commission.

<i>REPORT TO:</i>	Scrutiny Commission
<i>SUBJECT:</i>	Community and Economic Recovery Post Covid -19
<i>LEAD OFFICER:</i>	Eileen Mallon
<i>CABINET LEAD MEMBER:</i>	Cllr. J Morgan
<i>ORIGIN OF ITEM:</i>	At its meetings on 16 th November and 7 th December Scrutiny Commission considered the latest position in relation to the Community and Economic Recovery Cells in response to the Covid -19 pandemic. This report is the latest update on that activity.
<i>BRIEF FOR THE COMMITTEE</i>	To provide the Commission with an update on the work of the Community and Economic recovery cells.

1. Introduction

- 1.1 At its meetings on the 16th November and 7th December, Commission received update reports regarding the Community and Economic Recovery Cell activity.
- 1.2 It had been agreed previously that these updates would be received at alternate meetings on an ongoing basis. However, the heightened activity that had been prevalent during the initial stages of the pandemic and throughout the subsequent lockdown periods had subsided by the end of the year, and the activities being undertaken had reverted to an almost 'business as usual' level, as the response activities became more routine in their delivery.
- 1.3 In recognition of this, the recovery group meetings moved to a monthly cycle and the focus became more on the ongoing delivery of all the work that had been put in place, especially as the new national lockdown was invoked towards the end of the year.
- 1.4 This work has been ongoing, and this report gives a summary of the activity since the last meeting and looks ahead to the easing of restrictions as we move through the roadmap announced by Government on 22nd February 2021.
- 1.5 The impact on the Council activities is considered, along with an outline of any new measures we will need to put in place.
- 1.6 The medium to longer term recovery plan in relation to the local economy is also discussed, and in particular the joint working that is happening between the Council and other Local Authorities and the Leicester and Leicestershire Enterprise Partnership (LLEP), to aid economic recovery.

- 1.7 In recognition of the anticipated increased activity, meeting cycles have now reverted to fortnightly, and additional actions included in the work plans of the group. The latest work programmes for each recovery cell are attached at Appendix A and B for information.

2.0 Report

Economic Recovery

- 2.1 The work programme for the Economic Recovery cell is attached at Appendix A. Most of the activity for this cell is focussed on supporting businesses through the various requirements of the regulations in terms of both operational activity and financial support. The ongoing support for businesses in a post-covid environment is also being considered along with our partners at the LLEP, which is leading on an economic recovery plan for the county and city.
- 2.2 Working with business and the Loughborough BID throughout has been critical in trying to ensure that compliance with the regulations is met, and also that businesses can withstand the impact on their financial viability as much as possible. Much of the work has been around advice and support, and looking at alternative ways in which businesses can continue to trade throughout the period of lockdown.

2.3 Business Regulation, Compliance and Enforcement

Since the last Scrutiny Commission update, there have been significant changes to the regulatory controls that are in place for businesses. During December Charnwood went from National Tier 2, to Tier 3 and then Tier 4 restrictions as part of the National Lockdown 3. Business compliance and enforcement work has continued during the whole of this period to ensure that the relevant business is either closed or 'Covid Secure' in line with the legislation.

This critical work has been led and co-ordinated by the Regulatory Services Team and through the Covid Compliance and Enforcement Group, involving Regulatory Services, Leisure & Culture, Community Safety, Communications and the Corporate Improvement and Development Team. Officers have also been involved on a Regional and National level.

The Regulatory Services Covid Response Team, which includes the Food Safety Manager, Health & Safety and Business Engagement Manager, EHOs and Enforcement Officers, have been on the frontline undertaking checks, dealing with and responding to complaints. The following table outlines a summary of the COVID 19 work:

Covid Work Information	Apr 20	May 20	Jun 20	Jul 20	Aug 20	Sep 20	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21
No.Service requests	48	48	137	192	76	143	163	183	85	127	72
No.Covid monitoring checks to business	0	15	323	97	4	1	110	63	33	38	144
No.Covid enforcement visits	2	23	10	22	20	34	30	44	27	67	24
No.Specific covid advice emails	15	17	94	180	53	20	71	72	51	51	131
No.General business update emails	0	350	681	300	268	466	649	491	539	556	1088
No.Social media posts	33	20	21	26	2	10	12	12	12	9	12

The Covid monitoring checks have been undertaken at essential retail, such as supermarkets and mixed retail, corner shops, markets along with other workplaces. Business compliance across Charnwood has been good but where necessary the Team have undertaken the following Enforcement actions since November 2020:

- 49 premises formally advised.
- 16 formal written warnings issued.
- 8 prohibition notices.
- 3 premises formally closed.

Regulatory Services has worked in partnership with the Health & Safety Executive on the HSE Covid Spot Checks of over 400 businesses and workplaces across the borough. This involves telephone assessments and then follow up checks by officers to ensure COVID secure requirements are in place.

Through the internal Covid Compliance and Enforcement Group, the Council has managed to deploy Ambassadors, Stewards and High Street/Charnwood Helpers to undertake checks and feedback intelligence on high risk locations in the towns, villages, and hospitality.

In addition to this enforcement work, the Food Safety Team has also supported Public Health colleagues in investigating specific local Covid outbreaks at schools, businesses, and workplaces across the borough.

The Government provided the Council with a Covid Compliance and Enforcement Grant, (£72,582), which was used to employ additional EHOs, Stewards, Helpers, and the Ambassadors, along with overtime for existing EHOs. This funding ended in February 2021. However, the Council has been able to secure additional funding through the Contain Outbreak and Management Fund to ensure these resources can continue to be deployed as part of the Government's Covid 19 Road Map Plan. The compliance and enforcement work has been allocated £127k to enable the ongoing deployment of officers (EHOs, Enforcement Officers, Ambassadors, Helpers, Stewards and Support staff) through the late spring and early summer.

A 'Compliance and Enforcement Road Map Plan' has been developed by the Team in conjunction with the Police to ensure the re-opening is undertaken with relevant support and compliance checks in place for retail, hospitality, hairdressers, gyms, close contact services, events and workplaces.

The 'Road Map' includes:

- Advice and guidance packs for retail and hospitality.
- Key comms messages for stay safe.
- Retail and hospitality Covid secure checks.
- Stewards visits and checks to restaurants and pubs.
- Targeted joint visits with Police to pubs.
- HSE spot checks on gyms and hairdressers.
- Ambassadors and Helpers at high street locations.
- Review of all relevant events Covid secure requirements.
- Responding to complaints and outbreaks.

In addition to this significant work around COVID 19 the Regulatory Services Teams continue with other statutory work, including dealing with food safety, health & safety, environmental protection, Licensing, enviro-crime, dog control and car parking to support both businesses and residents.

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2.4 Supporting the Local Economy

In the report of the 7th December, members were advised of the Shop Safe, Shop Local campaign to support local businesses across the Borough.

The Shop Safe Shop Local artwork has been refreshed and has replaced the Christmas campaign on tourist information points (TIPs), posters and digital collateral. The new artwork encourages people to support local high streets, markets and online businesses and is still in line with the Covid-secure messages to reassure the public that they are following and enforcing government guidance on hands, face, space, and other requirements. Further signage includes:

- The new Shop Safe Shop Local messages are now also displayed on the digital board on Leicester Road, Loughborough until May 11, 2021.
- 50 x Bollard covers have been fixed to posts in high streets throughout the borough to reinforce the hands, face, space messaging.

- 70 x Social distancing signs have been attached to benches around the borough to encourage people to adhere to the 2M rule if they need to take a rest.

Business resource packs with Covid-safety posters and social media images have been produced to support local businesses and are available as printed packs or to download from the website. They give access to free messaging which can be displayed inside the premises or on their own social media channels.

A reopening checklist has been created and circulated to all local businesses which outlines various aspects all businesses should be thinking about as they prepare to reopen after lockdown.

An ecommerce site (Shop Local in Charnwood) has been commissioned and developed by We Are Locals. It offers an opportunity for businesses to sell products or be listed as a directory on a digital high street. Residents can continue to shop local and safely buy shopping online via the site using delivery or click & collect options. It is free for businesses to sign up and to date 94 businesses have signed up, 38 of these have their pages live on the site. Sales are increasing each month and February figures totalled £2145.23 from 44 purchases. The businesses who have signed up are receiving ongoing support with offers to assist setting up, including a 6-step guide to go live and advice on how to gain more exposure with a social media toolkit.

Working alongside the BID, plans are ongoing to produce new lamppost banners to replace the Bloom artwork with Shop Safe Shop local messages. The designs will promote local support of high streets, markets, online and dining.

Communications to the hospitality sector have been ongoing with targeted emails, keeping them informed of new restrictions, advice and guidance and how to reopen safely.

2.5 Town Deal

A revised Town Investment Plan (TIP) for Loughborough was submitted to the Government on 26th February 2021. It takes account of the appraisal by the Ministry of Housing, Communities and Local Government (MHCLG) of the original October 2020 plan and makes the case for £25 million of government funding via a Town Deal. If Loughborough Town Deal Board is successful in securing the full £25 million it would act as a catalyst for other investment in the town worth over £100 million. The Plan addresses both long-term structural challenges which hold back economic growth and newer challenges,

such as a hollowing out of the town centre, which have been brought to the fore by the Covid-19 pandemic.

There are 15 projects within the TIP which are linked to 5 key thematic areas and a Vision for the town:

Addressing the Hollowing out of Loughborough town centre,

Securing regeneration and place improvements,

Improving connectivity across neighbourhoods,

Protecting and enhancing our heritage,

Improving the health and life opportunities for our residents.

The Vision is: “Loughborough will be a great place to live, learn, work, and grow - offering residents, communities, businesses, the University and college, opportunities to participate fully in the town’s development. It will be digitally, culturally and physically connected, providing industries for the future, cherishing its heritage, with healthy neighbourhoods and opportunities for all.”

Details of the projects and the full TIP can be viewed at [https://www.loughboroughtowndeal.co.uk/uploads/loughborough-town-investment-plan-\(tip\)-complete-version.pdf?v=1614685756](https://www.loughboroughtowndeal.co.uk/uploads/loughborough-town-investment-plan-(tip)-complete-version.pdf?v=1614685756)

The Town Deal Board is now awaiting final appraisal of its proposals. An outcome is expected sometime between late March and the summer.

One of the projects contained within the TIP is the Loughborough Careers and Enterprise Hub. This has already commenced due to an award of £750,000 of ‘accelerated funding’ from the Towns Fund. Completion of the building is due by the end of March and it is expected to commence being operational shortly thereafter.

The Hub building is in Market Place and was formerly occupied by Crawshaw butchers. It will be a facility where people can access learning, training and support services. The project is led by Loughborough College in partnership with Charnwood Borough Council (which has purchased the freehold of the building) and Loughborough University. The Hub has two over-arching elements: Skills (led by the College), and Enterprise (led by the College with support from the University).

The Skills element will be attractive to people in who are not traditionally participants in learning and development. It will provide flexible (including weekend and evening) access to skills advice, learning related employment opportunities, including apprenticeships and the Government’s new Kickstart initiative and involve the direct

delivery of bite size and introductory units of learning to all audiences on a structured and drop-in basis.

The Enterprise element will facilitate and encourage business start-ups and business growth in the town. It will bring together problem solvers, innovators and aspiring entrepreneurs into one space. People with business ideas will be able to access specialist expertise and facilities at Loughborough University by initially accessing services at the Hub. The Hub building will provide an anchor for collaborative enterprise activities, facilitating interaction and engagement between the university and local communities, and a place where advice can be sought on the formation of new enterprises.

The most unique proposal contained within the TIP is that of a 'Hope Bell'. It is a key element of a wider project called Lanes and Links, which aspires to improve the appearance and use of alleyways and gateway points across the town centre. The Hope Bell memorial would mark the impact of the coronavirus pandemic on local communities by commemorating the lives lost to Covid-19, honouring key workers who have helped battle the pandemic and be a symbol of hope for the future.

The Hope Bell would be part of a clock chime installation with four smaller bells, all made by Taylor's Bell Foundry in the town, the last bell foundry in the country. Queen's Park is currently earmarked as the possible location for the landmark. The Hope Bell installation would be positioned to create enhanced public realm and an attractive vista across to the Carillon, where 47 Taylor's bells can already be found. The Hope Bell would fittingly link Loughborough's heritage with a new era of sustained hope and renewal.

Once the Government has declared how much funding it is willing to give Loughborough via a Town Deal, it will be necessary for all MHCLG approved projects to have full and final business cases developed. Once those business cases are approved funding will be released to enable project delivery.

2.6 Visitor Economy

Charnwood Museum

During lock down staff have created and developed a programme of online activities which are posted weekly to the website and promoted through social media.

Following a successful funding application to Museum Development East Midlands (EDEM), the Museum were awarded £10,000 to develop a standalone website for Charnwood Museum which would also include funding to create digital content in the form of short videos

(see Chronicles of Charnia). The web site is due to be launched at the beginning of April.

'The Chronicles of Charnia', a series of short, engaging videos features key stories of Charnwood history will be released on a regular basis and put on the website, the videos will also be accessed on gallery too to increase interactivity post-Covid.

Exhibition preparation has continued throughout the lockdown. The Black Lives Matter exhibition was installed in November and the Markets 800 exhibition is on schedule to open in July 2021. This exhibition supported by a public engagement project which curates' memories of local people as part of its content.

Carillon Tower

Charnwood Museum staff are assisting the Carillon Trust in the application of an Arts Council Grant to develop interpretation plans for the Carillon Museum. Two further grants have been secured from Museums Development East Midlands (MDEM) to appoint a freelance museum professional to work with the Trust to write the ACE bid and a further professional to conduct a governance review.

The stages above will ensure the resilience of the organisation moving forward and prepare the ground for a National Lottery Heritage Bid which is due to be submitted in February 2022. A further grant of £2,500 has been secured by Charnwood to support the reopening of the ground floor of the Carillon Tower in the Summer.

Taylor's Bell Foundry

Have successfully secured over £5 million, £3.5 of this from the National Lottery to support the restoration of the historic Grade II* Taylor's Bell Foundry. The project aims to save the last major Bell Foundry in Britain and to create a new Bell Museum with increased and improved access, interpretation, and educational facilities

This new museum continues to add to the growing number of unique tourist attractions which includes the Great Central Railway all with the ability to bring increased visitor spend in the town.

We are actively working with Leicester City Council and Leicestershire County Council on the delivery of the Leicester and Leicestershire Tourism Growth Plan and the place marketing campaign – Uncover the Story, which is designed to boost the areas profile as a tourism destination of choice.

Taylor's Bell foundry and 800yrs of Loughborough Market and Fair are two unique stories that we put forward for consideration as part of this campaign. The Great Central Railway is already included. Uncover the story is in place to raise awareness and knowledge of our tourism offer particularly among those who haven't visited before.

Town Hall Recovery

LTH has now rescheduled almost all shows in the Artistic Programme up to 20th June 2021, with only 3 remaining to be confirmed. This is expected to be finalised in the next couple of weeks. Most shows have been moved to either the Autumn 2021, or Spring 2022 seasons with only a handful of shows having to be cancelled since March 2020.

It is currently planned that LTH will host its first full capacity show on 4th September 2021. This is assuming Government Roadmap dates are not changed. LTH's Autumn season will include's shows from Jasper Carrott, Henning Wehn, Clare Teal, The Nutcracker (performed by the Russian National Ballet) and this year's pantomime adventure Aladdin

Weddings and parties are currently booked in from early July onwards. LTH continues to plan for their delivery.

LTH managers have begun early discussions about a possible soft launch/test event to take place in August. Further details and event options are being explored, but it is expected to include the venue's popular 'Show in a Week' workshops for children.

2.7 Business Grants Payments

Over the past year the Council has set up a dedicated team to administer the Government's Business Grant Schemes. Since the introduction of the tiered restrictions in October 2020 and the ongoing National Lockdown periods, the Business Grants Team has administered over 10 different grant schemes. The Team has developed an online application form to allow businesses to apply for grants in a quick and easy way and wherever possible we have made automatic payments to thousands of businesses removing the need for them to make an application and speeding up the rate at which we could distributed these much needed funds.

In addition, the Council has designed a local Discretionary Grant scheme to support businesses across Charnwood that have been unable to access other grant funding. The design of the scheme has ensured those businesses suffering the greatest financial hardship as a result of the pandemic could access support grants of between £1,000- £20,000.

Since October, the Business Grants Team has made over 6,500 payments to businesses with a total value of £17.5 million, bringing the total grant funding delivered to businesses over the course of the whole pandemic to nearly £50m.

2.8 Future Covid-19 Economic Recovery Strategy

Through the Local Resilience Forum, the Leicester and Leicestershire Enterprise Partnership (LLEP) has co-ordinated a wide range of partners in the development of an Economic Recovery Action Plan addressing short and long-term interventions required to support economic recovery. The Action Plan can be viewed at:

<https://llep.org.uk/app/uploads/2020/12/Covid-19-Economic-Recovery-Action-Plan-FINAL.pdf>

The plan sets out priority actions for recovery during 2021 to be implemented by the LLEP and partners to mitigate against the immediate impact of the pandemic.

The plan is supported by an unpublished “recovery matrix” identifying specific actions required to address the priority areas under the five strategic themes:

- People, employment and skills,
- Business Support,
- Innovation,
- Green Recovery, and,
- Infrastructure.

For each priority specific partners are allocated lead responsibility for delivery. Typically, because the priorities span a broad range of interventions, a wide range of partner agencies are identified: LLEP, Business Gateway, Invest Leicester, Leicestershire County Council, higher and further education institutions, East Midlands Chamber, Regional Entrepreneurship Acceleration Programme (MIT REAP), Sustrans and private sector businesses.

Where a delivery role for the district and borough councils has been identified the Economic Growth Officer Group (EGOG), comprising strategic directors from the six shire districts within the LLEP, has devised a series of interventions where the authorities have the capacity to make a direct contribution to the recovery programme. The relevant interventions are set out in the attached table (Appendix C), which will provide a standard template for the purpose of submitting quarterly monitoring reports to the LLEP.

The reports will be collated by the Regeneration and Economic Development Team with the assistance of nominated personnel across the Council who have been engaged in the process and appraised of their role

in the exercise. The initial report is due on 1 April for the 1st quarter of the calendar year.

In January 2021, the LLEP commenced the development of a long-term Economic Recovery Strategy which will be aligned with the draft Local Industrial Strategy, together with the need to address other priorities and opportunities as the economic impacts of the pandemic become more apparent.

3.0 Community Recovery

The work programme for the Community Recovery cell is attached at Appendix B. Most of the work has been focussed on the Community Hub and the ongoing need for support to those in need, and Homelessness provision for those who need assistance

3.1 Community Hub

Charnwood Community Action (CCA) Hub

The CCA Hub has continued to provide support to the most vulnerable residents across the borough. Reviews of the commitment to the Hub have been regularly held and Council staff continue to be redeployed to support the CCA.

The Food Bank between March 23rd, 2020 and 28th February 2021 has delivered / had collected over 21,000 parcels from the CCA hub. This equates to over 84,000 meals for families, couples, and singles. The food and toiletries continue to be supplied through grants, funding, and donations.

Several reviews and reassessments have taken a place over the last 5 months resulting in some people no longer requiring the support and others now collecting. Deliveries continue for those outside of Loughborough and those that are considered vulnerable. Currently 400 parcels are going out per week with some daily parcels to those of no fixed abode.

Support has been given to those identified as critically extremely vulnerable (CEV) and continues for those that are also struggling with hardship.

Members of the Food Poverty Group continue to deliver across the Borough and work closely with the CCA Hub through the Food Poverty Officer employed by The Bridge.

Food Bank Recovery Plan

Plans are currently taking place to look at the way forward for the CCA, this could include the setting up of a small social supermarket. John Storer House (with the support of their trustees) will host the shop alongside a reduced food bank, with the support of the Food Poverty Group and Council

officers. The proposal is for those currently receiving parcels from the food banks to move towards a membership of the social supermarket accessing subsidised food.

The continuation of food support will be initially supported through the allocation of £120,000 as part of the Contain Outbreak Management Funding that has been allocated to LCC, with a proportion allocated to Borough / District Councils for a range of covid related interventions including continuation of support through the local Hubs, alongside donations and FareShare. Work is currently taking place to look at support from many local supermarkets as part of the reduce food waste campaigns. A hub and spoke model is being considered which will create similar access in other areas of the borough including community pop up shops.

Members will have a personalised plan to help them to manage their circumstances better and support will be given through a number of programmes including support through Strategic Partners such as CAB and Clockwise.

More details will be provided in the coming months as plans become more developed.

Befriending and low level mental health support

A recent recruitment for more befriender volunteers has created an increase in capacity and support is given to many who are in isolation and who may feel vulnerable. Those that require more support are referred to the Loughborough Wellbeing Café team for low level mental health support.

Neighbourly Support

In the very early months of the pandemic Loughborough Against Corona created a bank of volunteers who could offer a wide range of support to those shielding across the borough. Those that have wished to continue are now part of the Volunteer Support programme managed through John Storer House as part of the CCA. Over 50 people are now fully registered and continue to shop and support those shielding and vulnerable.

3.2 Homelessness Support

Homelessness remains a considerable challenge for the Council. The Housing Options Team are seeing an increase in customers fleeing domestic abuse and private landlords serving Notice to Quits.

There are currently 91 cases in temporary accommodation and a further 8 rough sleepers for whom the council accommodated under the emergency provisions.

The CBC Lettings Team are working with private sector landlords and lettings agents, housing authorities and registered providers across Leicestershire and Rutland to identify long-term accommodation for rough sleepers and persons at imminent risk of rough sleeping, including those

who have been temporarily accommodated on a discretionary basis during the COVID-19 emergency period, and assist them to access accommodation and support services.

8 individuals have been assisted by CBC Lettings to secure long-term accommodation under the Rapid Rehousing Pathway:

- 5 x customers have moved into council accommodation (5 x Charnwood Borough Council cases)
- 2 x customers have moved into private rental accommodation (1 x Charnwood Borough Council case, 1 x North West Leicestershire case).
- 1 x customer have moved into Registered Provider accommodation (1 x Charnwood Borough Council case)

The Council is working with partners across the LLR to submit bids for additional funding for support and accommodation for rough sleepers.

3.3 Recreation, Sport and Open Spaces

Parks and Open Spaces have been very busy in recent months. Residents have been unable to travel too far from their homes which has led them to visit the open spaces that are more accessible to them. Signage is in place to provide visitors with advice about the current guidelines.

The increased visitor numbers have presented some challenges, particularly around the amount of litter being deposited in bins or generally discarded. Additional resources have been put in place to manage this.

The Outwoods and Charnwood Water have been particularly busy which has led to the deployment of stewards at weekends and during school holidays. Their presence has been seen as a positive by most visitors.

Outdoor Gyms, Multi-Use Games Areas (MUGAs), Tennis Courts and the Golf Course have been closed and our sport pitches have been made unavailable as per the current guidelines. Facilities will reopen as and when the guidance allows this to happen

Looking forward, the Visitor Centre/Café construction has started at the Outwoods with the aim of having the facility open in the summer holidays. The creation of a new woodland in Hathern, and a Tiny Forest in Loughborough are on track to be completed over the autumn/winter planting season.

4.0 Planning for the Roadmap

On 22 February 2021 the Government announced the 4 step roadmap for the lifting of all restrictions by the end of June at the earliest. The role of the council in relation to implementation/support for the main re-openings in the 'Roadmap' is summarised in table below.

Step	Date (earliest)	Planned pre and post Comms	Covid Checks and other
Step 1a 2 people and household, Schools	8 th March	Weekly meetings with Loughborough University and Loughborough College. General Comms. message through Social Media reminding public of rules whilst enjoying parks and open spaces.	Env Health (EH) reactive response to specific Outbreaks. CBC 'Helpers' deployed at Outwoods, Queens Park and Town Centre at weekends. Ambassadors visit other localities in borough.
Step 1b 6 people, 2 households and some sport	29 th March	General Comms. message through Social Media reminding public of rules whilst enjoying parks and open spaces. Stay Safe Shop Local media comms messages.	Env Health (EH) reactive response to specific Outbreaks. CBC Helpers within Town Centre at weekends.
Step 2	12 th April		
Retail		Shop Safe Shop Local information and business advice packs emailed out. Web Site info and posters to download. Posters, stickers, street banners and covers deployed.	Covid spot checks of all main retail areas in Towns and Villages over a 5 week period. Approx. 400-500 checks. EHOs follow up on issues and undertake inspections as necessary. CBC Helpers in Town Centre during opening Mon-Sat and supported by Ambassadors
External Hospitality (Pubs & Restaurants)		Shop Safe Shop Local information and business advice packs emailed out. Web Site info and posters to download. Updated Pub and Restaurant Guides e-mailed out.	200 COVID checks by EHOs for Pubs and Restaurants. Stewards employed for first week and then Fri-Sat to undertake evening checks on hospitality sector. Helpers and Ambassadors in Towns to pass on intelligence and issues.
Gyms & hairdressers		Targeted comms for re-opening checks for gyms and close contact services.	100 HSE Spot check project for gyms and hairdressers. EHOs follow up on issues.
Step 3	17 th May		
6 people & 2 households indoors, external gatherings >30		General Comms message through Social Media reminding public of rules to stay safe. Stay Safe and Shop Local message to continue.	Refer issues to Police as necessary.
Indoor Hospitality		Targeted comms for re-opening checks for pubs and restaurants, including re-issuing specific guidance for COVID Secure and Customer Track & Trace.	COVID checks by EHOs for Pubs and Restaurants on-going. Stewards first week and then Fri-Sat to undertake evening checks on hospitality sector. Helpers and Ambassadors in Towns to pass on intelligence and issues.

Outdoor entertainment and Indoor with Limits		Collate information on Events and guidance on web site. Respond to Event Notifications and call Safety Advisory Group as required. Advise on COVID Secure.	Targeted checks as necessary, depending on Event, Scale, Risk using Stewards.
Hotels and Guest Houses		General Comms message through Social Media for stay safe & COVID Secure.	EHOs follow up on complaints.
Step 4 – Restrictions removed	21st June	To be Determined – Details yet to be published on exact removal of restrictions and requirements.	EHOs, Stewards and Helpers used as required.

A Compliance and Enforcement Road Map Plan has been developed by the Team in conjunction with the Police to ensure the re-opening is undertaken with relevant support and compliance checks in place for retail, hospitality, hairdressers, gyms, close contact services, events and workplaces.

The Road Map includes:

- Advice and guidance packs for retail and hospitality.
- Key comms messages for stay safe.
- Retail and hospitality Covid secure checks.
- Stewards visits and checks to restaurants and pubs.
- Targeted joint visits with Police to pubs.
- HSE spot checks on gyms and hairdressers.
- Ambassadors and Helpers at high street locations.
- Review of all relevant events Covid secure requirements.
- Responding to complaints and outbreaks.

In preparation for the reopening of the high streets at step 2 of the roadmap, a professional video company have been tasked to produce a powerful video, welcoming shoppers back to Charnwood high streets and letting them know they can shop safely. Thirteen businesses from a variety of sectors around the borough have participated in the filming and the video will be ready to launch as soon as non-essential shops can reopen.

The Council will continue to work with partners across the LLRF through the various sub-groups to support the re-opening of businesses and hospitality as we move through the plan.

Appendices: Appendix A Economic Recovery Work Programme
Appendix B Community Recovery Work Programme.
Appendix C Economic Recovery Cell Matrix

Background Papers:
Officer(s) to contact:

None
Eileen Mallon
Strategic Director of Community, Planning
and Housing
tel. 01509634662
email eileen.mallon@charnwood.gov.uk

Title:	Economic Recovery Cell: Workplan Five	Date:	March 2021
Scope:	We will: <ul style="list-style-type: none"> ▪ facilitate opportunities for short/medium/long term economic development and regeneration across the Borough. ▪ support economic recovery by assessing finances, seeking and embracing opportunities for additional finance and identifying potential projects that will benefit local businesses across the Borough. ▪ develop improved networks of support and inclusivity by working in partnership with other agencies to support return to the 'new normal' in a safe way. ▪ Inform and shape how we prioritise and deliver services in the future. 		

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE	
A) BRINGING BACK HOSPITALITY, NIGHT-TIME ECONOMY & STEP 3 BUSINESSES					
A.1	Coordinate and maximise opportunities for residents to access centres across the Borough.	Through Market Town group and bus operator groups embed public transport requirements/ safety procedures.	S. Wright	January 2021	<p>IN PROGRESS: Lack of progress from the Market Town Group. Sylvia has asked for this to be progressed outside of the meeting.</p> <p>ADDITIONAL UPDATE 24/11/2020: LCC Highways have confirmed that they continue to work closely with the bus operators to ensure that the safety procedures are in place and there is a high level of awareness across transport providers.</p> <p>COMPLETE</p>
A.2	Coordinate and maximise opportunities for the return of hospitality businesses and	Continue to implement "Shop Safe, Shop Local" campaign and associated actions (including work with BID; activity in marketplace etc.)	M. Roberts/ S. Wright	March 2021	<p>UPDATE 11/01/2021: Shop local in Charnwood online site The Online shopping site stats have been updated and can be found here. RHSS/Documents/Comms/Shop Local In Charnwood Site stats.xlsx</p>

	<p>plaza development.</p>	<p>Communications to businesses (also covered by ERDF fund)</p>		<p>All signed up businesses have been emailed encouraging them to start populating their pages and offering more help. Over the coming weeks a social media campaign will be put in place to promote each business with live products, allowing them to recommend their favourite products while sharing the shop safe shop local message.</p> <p>Emails Email have been sent to hospitality about the new lockdown restrictions relating to food and drink (also, the online site sign up link) Stats can be found here: RHSS/Documents/Comms/Analytics/Mailchimp</p> <p>Social Small campaign #NewWaysToShop using SSSL artwork, which is scheduled over the next few weeks, it includes new safe ways of shopping: online, delivery, using the footfall app, planning and restricting journeys etc. The stats for the SSSL Twitter page are here: RHSS/Documents/Comms/Analytics/ This will be updated at the end of every month. 73 businesses signed up so far.</p> <p>UPDATED Jan 25: Bollard covers with Hands Face Space messaging are being installed in all the key service areas and Loughborough. Complete: Loughborough, Anstey, Barrow-Upon-Soar, Mountsorrel, Quorn, Rothley Wk comm. Jan 25: Thurmaston, Syston, Sileby and Birstall</p>
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TIPs and posters planned with refreshed Shop Safe Shop Local messages to replace the Christmas artwork. Designers are working on the 1st proofs

A resource pack for retailers is being produced containing handy posters in Shop Safe Shop Local branding. Planning to give away 100 packs and make them available online to download. PR planned.

Distancing markers / stencils - Hotspots being identified, stencils ordered, paint investigated

Comms underway on latest Biz grants, waiting for info on discretionary scheme

Confirmation that “Click and Collect” is eligible under Strand 2 of the RHSSF funding has been received.

Work under Strand 2 re procurement of business support has temporary been put on hold whilst clarity on the current time limit for expenditure is confirmed. Due to the lock- down it is difficult to make direct contact with businesses that have closed.

					<p>ADDITIONAL UPDATE FEB 22: RHSS funding likely to continue for three months. Awaiting confirmation. Refreshed artwork going up in TIPs and other town/villages Business resource packs being handed out and PR issued Bench signs at Shepshed, parks, other locations Shop Local website continues to be refined (removing some inactive traders). Looking at options for post March 31 Coming up: Reopening checklist businesses / leaflets for businesses re hands, face, space, shop local website and leaflets for residents (HFS, social distancing) Professional videos – Shop Safe, Shop Local – company commissioned to feature local businesses highlighting high street safety / encourage to shop local.</p> <p>ADDITIONAL UPDATE March 8: Shop Safe, Shop Local website will continue post March 31 at no extra cost to the Council. We will continue to promote, particularly while we have RHSS funding until June, and probably after that. New sign-ups will be directly supported by We Are Locals 34 traders live or selling or a directory (92 signed up but not live, trying to encourage them to go live) Increasing usage: In February Charnwood website received 44 orders at a value of £2145.23. Social Media toolkit sent to website traders. Shop Safe Shop Local video being produced (planned release to coincide with April 12 (TBC). 13 businesses from a variety of sectors around the borough high streets and 2 market traders have been filmed. Lamp post banners Digital advertising sign Refreshed artwork TIPs / posters Resource Pack (posters) coverage in Echo</p>
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		<p>Continue to monitor visitor figures at the museum and implement activity to ensure business is sustained.</p>	<p>S. Wright</p>	<p>December 2020</p>	<p>UPDATE 11/01/2021: Museum remains closed to stay in line with the lock down. Work continues in the development of a Museum standalone website which will allow the collections of social media statistics to be collated once up and running.</p> <p>Maintenance programmes planned for January have been modified but continue in preparation for the museum to reopen when allowed.</p> <p>Outreach and community engagement include a public call out inviting people to share their stories and memories of Loughborough market and fair. The results to contribute to the Blockbuster exhibition planned to celebrate 800 years of the market and fairs charter. Exhibition to run July – November 2021</p> <p>UPDATE 25/01/2021 Museum continues to implement on- line plan providing activities aimed at different client groups. Work on the stand- alone Museum Web site continues</p> <p>ACTION 25/01/2021 SW to provide metrics</p> <p>UPDATE 22/02/2021</p> <p>Museum online subscribers 9,017. Twitter follows currently at 849, target to increase by 5%. Face book followers 1,688, target to increase 5%.</p> <p>Due to museum closure visitor numbers not currently, recorded annual yearly target achieved is circa 40,000 visitors. The target</p>
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				<p>for 2021/22 still to be determined due to COVID pandemic and reduced opening hours to meet budget savings.</p> <p>The first online Friends lecture has now been announced. Booking to this and other online activity via Booking live has been very popular to date and will now also be reportable.</p> <p>Chronicles of Charnia’ (currently in progress): using the collections on display as well as local stories to entertain and inspire. Several short videos under the collective title, ‘The Chronicles of Charnia’ will be regularly released online through the new website and social media channels showcasing these stories.</p> <p>The videos (externally funded) will involve actors and local drama groups who will help to create entertaining short videos bringing to life some of the stories behind the Museum collections. These will be laced with historical facts and figures. The resulting videos can be used on social media channels and within the Museum displays to enhance visitor experience once the Museum reopens.</p> <p>Work continues in relation to exhibition development and related events in partnership with LCC. Other partners engaged inc: Friends of the Museum, Carillon Trust, Charnwood Arts, Loughborough Library Local Studies Volunteers, Loughborough Archaeological and Historical Society and RADA. Major exhibition to mention is the 800 years of the Market and Fair due to open in July.</p> <p>Work with the Great Central Railway, Taylors Bell Foundry and the National Forrest is also a priority in relation to tourism targets and strategic development.</p> <p>Work continues with; standalone website development, online sales, updating of interpretation panels</p>
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					<p>in permanent gallery, exhibition and event preparation and the delivery of online activity to targeted demographics.</p> <p>The Museum is now taking a lead role with the Carillon Trust on the ACE grant application for the Carillon Tower to later facilitate a Heritage Lottery bid to improve the Carillon Tower experience and Museum ready for the Centenary celebrations in 2023. A recovery grant funding application has been made to LCC to enable the ground floor of the Carillon to open in line with COVID guidance when it is safe to do so.</p> <p>UPDATE 08/03/2020 All of the activity in the February update continues. Plans are now being made for the opening of the Museum in line with the Government's roadmap.</p>
		<p>Develop alternative business offer at the Town Hall to enable it to reopen.</p>	<p>S. Wright</p>	<p>December 2020</p>	<p>UPDATE 11/01/2021: The programme to reopen with reduced audiences will be pushed back as shows are April and March shows are rescheduled.</p> <p>UPDATE 25/01/2021: Comms confirming no shows in April. Continuing to review on a monthly basis, working in tandem with promoters to manage liability risks.</p> <p>UPDATE 08/02/2021: Bar stock take completed and with finance. Programme movement and development continues, shows are now being cancelled and moved from May 2021 to the following year. Due to show movement, we now have bookings in place and strong advanced ticket sales for shows up until September 2022.</p> <p>UPDATE 08/03/2021:</p>

					<p>The Town hall is now working towards announcing an Autumn programme now many of the agents/promoters have now confirmed that shows programmed up until June 2021 will be moved to later in the year or 2022. To balance the increase in shows in the autumn and once the town hall can open in accordance with the Government's road map, summer months will be dedicated to supporting a wide range of bookable events e.g., weddings and parties. Staff will also be able to contribute to the running of a Plaza if this is approved as early as 12 April.</p>
		<p>Utilise open spaces to support hospitality sector. To include food stalls; entertainment in park; twilight markets etc.</p>	<p>ERC</p>	<p>December 2020</p>	<p>UPDATE 08/02/21: Plaza still on hold but temporary road closure requests will be submitted from June onwards to ensure that the events can be held is still required.</p> <p>UPDATE 22.22.2021: TRO Applications have been actioned</p> <p>UPDATE 08/03/2021: Plaza discussions have restarted, and it could be in operation as early as 12 April 2021 if a TTRO request is brought forward from May. A meeting is planned today to agree membership of subgroup to move this forward. A request has been made for the release of the staff from the HUB to assist with the planning and running of the plaza. The town centre dressing, banners and bunting procured to celebrate the 800 years of the market will provide a colourful backdrop for the plaza. The Government has just announced its support re the reopening of outdoor hospitality re extension of pavement licences into 2022 and support for outdoor events etc which will need to be considered alongside the plaza which is restricted to non-market days.</p> <p>ACTION 08/03/2021:</p>

					Produce invites to relevant people and determine name/location and offering of Plaza.
	Utilise open spaces to support hospitality sector. To include food stalls; entertainment in park; twilight markets etc.	Easter celebration/ community celebration event to be explored and developed for 2021.	S. Wright	Easter 2021	<p>UPDATE 11/01/2021: Easter is still considered a risk, due to the new COVID strain. The current focus is now on the development of a yearlong programme of events and activities to celebrate the 800 years of the Market and Fairs Charter.</p> <p>The programme starts with a social media event the reading of the market Charter. 800years ago on the 22nd of January 2121 the charter was signed. The Charter will be read out in the marketplace by an actor dressed as the Sheriff of Leicestershire and the highlights of the programme will be announced, a link will be provided once the programme has been loaded to the Councils webs site.</p> <p>UPDATE 25/01/2021: Concentrating on 800-year charter event and involvement of community groups.</p> <p>ACTION 25/01/2021: SW to provide list of activities</p> <p>UPDATE 08/02/2021: A list of activities is currently being finalised for the Market and Fair Charter. The next, town centre dressing with festive market charter lights, switch on will be filmed for release on social media.</p> <p>UPDATE 22/02/2021: Updated list of events, spreadsheet with activity for charter for the Town Hall/Fair</p>

					<p>UPDATE 08/03/2021 Event organisers are currently being contacted following the release of the Government Road map. Many event organisers have already cancelled events that are usually held during the summer months, but we are in discussion with local showmen and entertainment companies to check the demand for the use of open space.</p> <p>The plans associated with the celebration of the 800 years of the Market and Fair Charter continue to be developed and firmed up.</p> <p>ACTION 08/03/2021: SW to share work diary to the meeting area (monthly).</p>
		Horse Fair Event		June 23 rd - 26 th	<p>UPDATE 08/03/21 CBC do not authorise or approve this event, communication taking place with the Police.</p>
A.3	Support our businesses to re-open safely.	Ensure that CBC effectively responds to Local COVID 19 Outbreaks and supports businesses as part of the Leicestershire COVID 19 Outbreak Control Plan.	A. Twells	Ongoing	<p>UPDATE 11/01/2021: EHO's have been checking essential retail and following up on complaints. Working with ambassadors to carry out checks and high street helper's role shas been changed slightly to include visitor parks. Few issues with car washers and dog groomers remaining open. Footfall In town is low but essential retail is high. Car park numbers are down.</p> <p>UPDATE 25/01/2021: Retail inspections with supermarkets and mixed retail ongoing. Ambassadors and Helpers continue to remain visible. Meeting regarding Asda to take place as several complaints were received regarding COVID guidelines.</p>

					<p>Second HSE project on going – checking 130 businesses – Council checked and was signed off. EHO’s Checking lower-level retail premises 75% compliance across the board Ongoing enforcement with businesses who are pushing boundaries RE lockdown restrictions.</p> <p>Steward availability being pulled together for readiness with retail opening. Ambassadors continue to operate. Comms plan being produced for retail re-opening. Enforcement plan for checks that will be carried out.</p> <p>UPDATE 08/03/21: On-going response to complaints and inspections by EHOs. 100 small retailer inspections completed. Visiting Supermarkets and Mixed Retail premises.</p> <p>HSE Spot check project on-going. 150 business checks and follow ups. Further 25 Warehouse premises added to check list for a Leicestershire Wide project.</p> <p>Helpers and Ambassadors checking high streets, Outwood's and Parks. Planned to continue until 29th March then concentrate on High Streets.</p> <p>Compliance and Enforcement ‘Road Map’ planned to be developed for the LRF.</p> <ul style="list-style-type: none"> • Step 1 – Helpers and Ambassadors at High Street and Parks/Open spaces. EHOs spot checks and comms for Step 2 • Step 2 – Comms and visits to Hospitality and close contact services. Enforcement Officers visits to Retail locations. Stewards' visits to Hospitality Sector.
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					<ul style="list-style-type: none"> • Step 3 – EHO visits to Hospitality Sector and Event Responses. Stewards continue to visit Fri/Saturdays. • Step 4 – June 21 – Possible events, hospitality
		<p>Develop appropriate mechanisms to close businesses down that should not be open in line with the national lockdown.</p>	A. Twells	December 2020	<p>IN PROGRESS: Team working on new guidance that has been issued to adopt a new approach. Two prohibition notices issued to date, but high levels of compliance overall.</p> <p>UPDATE 11/01/2021: No enforcement or closure action currently</p> <p>UPDATE 25/01/2021: COVID marshals meeting still ongoing weekly.</p> <p>UPDATE 22/02/2021: Additional pot of contained funding, being looked at - Will support extra EHO's agencies and stewards.</p> <p>UPDATE 08/03/21: See above for update. CONTAIN fund for tranche 2 approved (£50k), awaiting confirmation for tranche 3 (£77k). This will determine level of EHO, Stewards, Helpers and Ambassadors.</p> <p>ACTION 08/03/2021 Need to secure resource from SPA or source alternative suppliers.</p>

		<p>Look to cancel/stand down booked services and activities that don't fit within the governments acceptable list under the lockdown regulations.</p> <p>Link to business group and how they will react to the changes. Utilise the BID to support these businesses.</p>	S. Wright	December 2020	<p>UPDATE 11/01/2021: The work programme for the Ambassadors has been reviewed and amended slightly with more emphasis on business engagement and support. High Street Helpers are also supporting the work of the Ambassadors providing eyes and ears in our public open spaces.</p> <p>New signage will replace the Christmas campaign signage, enforcing the HANDS, FACE, SPACE message and the NHS – Poster information – public summary of lockdown information.</p> <p>UPDATE 11/01/2021: Reviewing submissions for RDF funding with one being a database for Charnwood businesses. 3 applications received, one being from the BID.</p> <p>ACTION 11/01/2021: SW to update workplan with 2 briefs/notes</p> <p>UPDATE 25/01/2021: Work on hold with businesses and looking at extending time frame.</p> <p>UPDATE 22/02/2021 Picked up with ERDF funding</p>
A.4	Create a thriving and safe town centre environment destination during the day, evening and night-time.	<p>'Operation Influence' will form the basis of an intelligence led deployment plan, which will also utilise all partners available, such as Street Pastors to Engage and Explain to individuals the</p>	J. Robinson	Ongoing	<p>UPDATE 11/01/2021: Currently not meeting, night-time eco shut.</p> <p>UPDATE 25/01/2021: Same as the above. In touch with Universities in relation to Student Issues (no underlying issues being reported)</p>

		need to comply with COVID guidelines			<p>UPDATE 22/02/2021: Night-time Eco remains closed. University meetings still going ahead.</p> <p>UPDATE 08/03/2021: Meetings restarting next week. Asked to provide updated plan to County/Police/Uni.</p>
		The Civil Injunction Enforcement days will target persistent perpetrators of street related ASB, with particular attention on those beggars breaching social distancing.	J. Robinson	Ongoing	<p>IN PROGRESS: We continue to monitor and action when/ where necessary. Specific work with individuals also taking place, to combat issues.</p> <p>UPDATE 11/01/2021: Some beggars are still around, warrant out for arrest of one due to injunction breach. Back in court on Friday and in two weeks to extend injunctions to end of December.</p> <p>UPDATE 25/01/2021: Few persistent beggars, back in court 5th Feb to review injunctions. One warrant out for an arrest.</p> <p>UPDATE 22/02/2021: Few Court cases ongoing. Implications with SWISS case regarding humans' rights. Everything else on hold until clarified.</p> <p>UPDATE 08/03/2021 Awaiting further update from Legal.</p>
		Meeting to be held with University regarding approach to Freshers and linking in with local businesses. Will need to	J. Robinson	January 2021	<p>IN PROGRESS: Attended a meeting on Friday. The University are considering a gradual process for return of students. Freshers likely to be 70% virtual. Moving forward, likely to be only 30% on campus. Next meeting scheduled for 03/08/20 and will continue to engage on an ongoing basis.</p>

		dovetail into Op Lexical plan.			<p>UPDATE 11/01/2021: 2,500 students have returned to campus (approx.) Testing is to take place for these returning to campus. Majority of students will not return until Mid- Feb.</p> <p>UPDATE 25/01/2021: 3000-3500 back in campus</p> <p>UPDATE 22/02/2021: 4,000 4,500 Students have returned to Loughborough. No anti-social behaviour issues due to proactive work being done by the University.</p> <p>UPDATE 08/03/2021: University have been invited to night-time Economy meetings moving forwards. Pubs and clubs have started to be approached for comments on activities. Night Clubs can open but only following the same guidance and restrictions that pubs need to follow.</p>
A.5	Develop communications to support the return of hospitality, night-time economy and Step 3 Businesses.	Continue to promote key messages and events relating to the student population/Loughborough University, where appropriate.	M. Roberts	December 2020	<p>IN PROGRESS: MR to complete evaluation form and continue to promote messages, where appropriate.</p> <p>UPDATE 11/01/2021: MR has shared University Comms across all channels.</p> <p>UPDATE 08/03/2021: Uni are putting out message for return of students, have supported with comment and will share.</p>

<p>A.6</p>	<p>Support business in the Leisure Sector to re-open safely.</p>	<p>Continue to develop plans and associated activity to bring back the wider leisure sector offer (in line with Government guidance).</p>	<p>S. Wright</p>	<p>December 2020</p>	<p>IN PROGRESS: Draft contract variation is with legal to review. This also includes the associated business plan and activity plan. To be progressed further.</p> <p>UPDATE 11/01/2021: A leisure centre grant application will be submitted before the end of the week in line with the Government guidance. The funding is in place to support the Leisure provider for the financial year 2020/2021. It also required the Leisure provider to produce a financial profile for 2021/2022.</p> <p>UPDATE 25/01/2021: Grant application submitted successfully, should hear back within couple of weeks with award outcome. Most Fusion staff are furloughed. Maintenance in place with Leisure Centres.</p> <p>UPDATE 08/02/2021: Cabinet Report - March Cabinet, will provide a review of progress to date re COVID recovery, variation of contract and recommendations to ensure future options can be considered in a timely manner re future leisure provision.</p> <p>UPDATE 22/02/2021: Cabinet reports has been uploaded – Contract variation is needed as current runs out end of March. Recommendation to delegate authority to sign off another variation to contract. Outside space in Queens Park has been assigned to the Leisure Centre.</p> <p>UPDATE 08/03/2021:</p>
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					<p>Cabinet reports at scrutiny 08/03/2021 ahead of Cabinet on Thursday.</p> <p>Outside space in Queens Park has been assigned to the Leisure Centre.</p>
<p>B) FOCUSING ON LONG TERM ECONOMIC RECOVERY</p>					
<p>B.1</p>	<p>Utilise the Town Deal as an opportunity/ vehicle to support economic recovery.</p>	<p>Progress the town deal to implementation.</p>	<p>R. Bennett</p>	<p>March 2021</p>	<p>IN PROGRESS: Consultant (David Marlow) appointed to progress implementation.</p> <ul style="list-style-type: none"> ▪ There is a Town Deal Board meeting scheduled for 12 June. Board agreed initial approach. On target for end of July for end of July. ▪ A consultation & engagement group will meet 15-16 June. ▪ Member engagement is scheduled for 22 June. ▪ Research company are undertaking public consultation on Town Deal, on our behalf. <p>UPDATE 11/01/2021: Board meeting planned for 22nd Jan to consider first re-draft of TIP. No further announcements for further Town Deals currently.</p> <p>UPDATE 25/01/2021:</p>

					<p>Gone through check and challenge, presented the revised wording of the TIP. Looking at sign-off within the next few weeks.</p> <p>UPDATE 22.02.2021: Reduced to £25 Million due to reduction in scale of some projects. Due to be submitted by Friday 26th Feb. Reduction of scale in some projects includes Electric Loughborough. No new announcements nationally of any awards being given since last June.</p> <p>UPDATE 08/03/2021: Waiting for decision Board meeting end of march</p>
		Respond to the implementation of Bedford Square Public Realm Project	R. Bennett/D. Hankin	October 2021	<p>UPDATE 11/01/2021: 2 appointments and scheme are on track to commence as planned. There is noise from businesses regarding the location of the contractors' compound and discussion is still ongoing as to which site to use. (Bedford Square North or Southfields Road).</p> <p>UPDATE 25/01/2021: Final details of legal agreement are being progressed. Issues with container shortage (granite). Could result in cost increase. Working on JIT for granite deliveries. Working with Severn Trent Water on diverting water supplies. Start date 15th Feb. Any delays may impact the fair (high risk)</p> <p>UPDATE 22/02/2021: Work has started 22nd Feb</p>

					<p>Compound has been set up within Southfields Extension Carpark. Severn Trent Upgrading water main within Ward's end will put pressure on parking for the next 6 weeks.</p> <p>UPDATE 08/03/2021: The works are currently under way with supplies expected today, including a delivery of granite.</p>
B.2	<p>Inform and shape how we prioritise and deliver services in the future by commissioning qualitative research to ascertain the medium/ long term needs of businesses in the local area.</p>	<p>Undertake direct research with businesses across the borough to understand the support they require, including using social media contacts to seek views on support required.</p>	D. Hankin	December 2020	<p>IN PROGRESS: Partner agencies (LLEP, East Midlands Chamber, FSB, Love Loughborough BID and Town/Parish Councils) to be engaged to share intelligence on business requirements to avoid overloading individual businesses with requests for information. In touch with all businesses but nothing yet returned. LPL and BID providing one to one advice to businesses. SLA through LPL also allows for the offer of 1-1 advice.</p> <p>UPDATE 11/01/2021: Matrix has been received and are currently mapping against the matrix. Resourcing interventions on the Matrix could be an issue.</p> <p>UPDATE 25/01/2021: Matrix is reaching final stages. 17 measures. Will circulate a document to various colleagues to update and monitor.</p> <p>UPDATE 22/02/2021: District ECO Cell have produced indicators and have been shared with those involved.</p>

					<p>Will be reported on quarterly – 1st meeting in April.</p> <p>ACTION 22/02/2021: DH to provide a couple of paragraphs to scrutiny report.</p> <p>UPDATE 08/03/2021: Report sent to EM. Monitoring to commence from mid-March.</p>
C) THE COUNCIL'S ECONOMIC RESILIENCE					

C.2	Re-examine the Capital Programme for the Council, revise budgets and identify potential projects to support recovery.	Develop and administer the new local restrictions support grant.	L. Tansey	December 2020	<p>IN PROGRESS: £3k to be made available for eligible businesses who are forced to close during lockdown. To be paid through us. It is a one-off payment grant- £3million of funding.</p> <p>UPDATE 11/01/2021: Work in progress with new grants. Complicated set of criteria which is causing business confusion.</p> <p>UPDATE 25/01/2021: Working on essential spreadsheet with money coming in. SLT will review 300,000. Track and trace enquiries are being received regarding pay-outs (653 app, 254 paid).</p> <p>UPDATING 22/02/2021: Unaware of any new support grants coming in. Have received 400K+ funding received for Leisure Centre, will be coding separately from the normal COVID Coding. MHCLG have submitted 115K bid for Town Deal, will be used to maintain posts.</p> <p>UPDATE 08/03/2021 Third tranche of contained funding has been approved. Funding sent to MR.</p>
		Maximise opportunities for investment that benefit the wider recovery of the Charnwood area.	SLT	Ongoing	<p>IN PROGRESS: One investment property purchased to date which will bring in rental income, with other purchases in the pipeline. Included in Cabinet report for MTFS figures.</p> <p>UPDATE 11/01/2021:</p>

				<p>Scunthorpe has been completed with £2.5 Million left to spend. So far, all investments made should contribute £900,000 net.</p> <p>UPDATE 25/01/2021: Investments are largely finished. Cabinet have approved sale of land in Sileby (Cemetery Road). Approx. 1 Mill value</p> <p>UPDATE 22/02/2021: Careers and enterprise HUB are progressing and the Capital strategy has been sent out, funding has been spent.</p> <p>UPDATE 08/03/2021: Moving forward with careers centre. Due to be completed by the end of financial year.</p> <p>CLOSED</p>
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Title:	Community Recovery Cell	Date:	March 2021
Scope:	We will: <ul style="list-style-type: none"> ▪ help the Charnwood community emerge from the coronavirus pandemic stronger than ever, building on the experiences and challenges that have been faced together and overcome in a positive and creative way. ▪ develop improved networks of support and inclusivity through our partners in the voluntary sector and other agencies. ▪ ensure that our towns and villages can return to being vibrant, safe and welcoming places where over time we can come together to enjoy shared events. ▪ ensure no-one is left behind, and those self-isolating for longer are supported and cared for as valued members of our community. 		

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE	
1. BUILDING STRONGER COMMUNITIES					
1.1	Facilitate community initiatives to enable the community to reconnect and support return to the 'new normal' in a safe way.	Landlord Services/ ICS to collaborate re: digital inclusion project and to also see what other organisations across the County are doing, to find an alternative solution to alleviate ICT issues for tenants.	P. Oliver	June 2020	<p>IN PROGRESS: Currently liaising with tenants re: IT access. Status updated to be provided at next HMAB.</p> <p>ADDITIONAL UPDATE 02/03/21: 3 out of the 4 laptops are ready to be distributed and now looking at funding the broadband access for the users. Broadband is being installed and tested at all sheltered accommodation this week.</p> <p>UPDATE 16/03/2021 All 4 laptops in process of being distributed. Broadband lines in, routers being installed. PO to check on appropriate user guides.</p>

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
		Review Safe Spaces approach to open, green and Town space, including the current safe spaces scheme. Work with partners to promote key messaging and review whether additional locations need to be included.	M. Bradford J. Robinson V. Brackenbury	Ongoing	<p>IN PROGRESS: Review existing safe space schemes and promotion, ensuring key places and locations where residents can go for safety are clear and if any additional places should be included.</p> <p>UPDATE 16/03.2021: Review to take place following discussion at meeting on 16.03.21 where the action was raised.</p>
Page 52 1.2	Support the community in recovery by co-ordinating living displays in various locations across the Borough, to encourage community cohesion and pride in the local area.	Community Reflection Gardens [and planting] across the Borough in green spaces.	M. Bradford	<p>Stage 1: November 2020</p> <p>Stage 2: Spring/Summer 2021</p>	<p>IN PROGRESS: Looking to determine specific sites. Investigating options for community art installation. Landlord Services have identified areas in the estates for Community Reflection Gardens. List collated of potential locations and sent to M. Bradford.</p> <p>UPDATE 05/01/2021: Hathern Forest is still awaiting funding. Funding received for Tiny Forests from EWR.UK on Holt Road.</p> <p>UPDATE 02/02/2021 Still waiting on funding bid from forestry commission.</p> <p>UPDATE 02/03/2021: Two projects so far 1) Tiny Forest 2) Hathern Woodland. Plus, Loughborough in Bloom is planned again. Seeking opportunities for additional projects towards the south of the borough.</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
				<p>UPDATE 16/03/21: Funding for the Hathern Woodland Project has been achieved. Currently working on the planning application for change of use and the community consultation.</p> <p>Tiny forest project is on track to be delivered this year. Project to commence in November 2021. Link between Town and Forest being considered.</p>
Page 53		<p>Continue to strengthen community engagement in Cultural and Heritage projects to support the town centre's recovery. Key ongoing projects include:</p> <ul style="list-style-type: none"> • ACE funded educational and outreach project in partnership with LCC. • Grant funded development of a stand-alone and dedicated Museum web site. • Community engagement projects including an exhibition to celebrate 800years of the market and fairs charter • Working with the Carillon Trust and other partners including the Bell Foundry to develop, an improved Museum offer 	S. Wright	<p>UPDATE: 05/01/21 Brief for educational project agreed with LCC.</p> <p>Web site developer procured and work now underway.</p> <p>Call to action – press release circulated requesting photos and memories of Loughborough Fair for exhibition and film.</p> <p>Action plan developed to support partnership approach.</p> <p>UPDATE 02/02/21 UPDATE: 02/02/2021 - Most of the Museums regular groups are now supported online along with ongoing online activities open to all users. See below for detail.</p> <ul style="list-style-type: none"> • 'Wednesday Wotsits' Five fantastic facts about key objects not already shared • Tiny Tuesday's Simple craft activities created in picture form with simple instructions

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
	<p>in the lead up to celebration of Carillons Centenary in 2023.</p>			<ul style="list-style-type: none"> • Fun Fridays – been continuing through reopening, weekly release of quizzes and games for all ages • Do You See What I See? Online Gallery of exhibition objects that would have been on display in the Community Case now – being released weekly • #CV19IsolatedButInspired Collecting people’s experiences and thoughts on the current situation and what they are doing to create a digital time capsule • Online Activities – to ensure a range of activities for all ages – Make Its, Quizzes, Games • Website Development • Home School with Charnwood Museum • Chronicles of Charnia • Work on the stand-alone website continues • Charter 800 project launched and received good media coverage including Midlands today and BBC Leicester radio • A grant application has been made by Charnwood Museum to assist with the reopening of the Carillon when allowed to support audience development work required for a Heritage Lottery grant. <p>UPDATE 02/03/2021: Next step is to link the Roadmap dates to the planned events above.</p> <p>UPDATE 16/03/2021: online activity continues as outlined above Twitter</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE												
				<p>January 2021 Total number of tweets: 7 Profile Views: 384 Interactions: 3,252</p> <p>February 2021 Total number of posts: 6 Profile Views: 538 Interactions: 3,006</p> <p>March 2021 Total number of posts: 2 Views: 174 Interactions: 1,020</p> <p>Facebook (Taken from the LCC reports)</p> <table border="1" data-bbox="1487 616 2130 794"> <thead> <tr> <th>Month</th> <th>Facebook Reactions</th> <th>Facebook Shares</th> <th>Facebook Comments</th> </tr> </thead> <tbody> <tr> <td>Jan-21</td> <td>84</td> <td>13</td> <td>12</td> </tr> <tr> <td>Feb-21</td> <td>50</td> <td>16</td> <td>54</td> </tr> </tbody> </table> <p>Web site will be ready for testing next week.</p> <p>An Action plan has been developed to support the opening of the Charnwood Museum on 19 May. The Museum while COVID guidelines continue will operate along the same lines and hours as before, prior to the last lockdown.</p> <p>Plans for the exhibition that celebrates the 800 years of the market in partnership with LCC continues and is on track for its opening planned for July 2021. The community engagement project that is currently underway will contribute to the overall exhibition.</p> <p>The Action plan for the delivery of the improved Carillion Museum and experience has now been developed and has 5 clear stages to lead up to</p>	Month	Facebook Reactions	Facebook Shares	Facebook Comments	Jan-21	84	13	12	Feb-21	50	16	54
Month	Facebook Reactions	Facebook Shares	Facebook Comments													
Jan-21	84	13	12													
Feb-21	50	16	54													

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
					the Application to the National Lottery Heritage Fund in Feb 2022. The initial stages include an Organisation Health Review, and a Collections review.
2. BUILDING SAFE SPACES					
2.1	Manage potential issues with ASB arising from young people, social distancing, crowds in town centres and opening up of night-time economy through the Community Safety Plan.	Link with the work of the Community Safety Recovery Plan in respect of youth related ASB/daytime economy issues in relation to social distancing/ASB and night-time Economy.	J. Robinson/ CSP	Ongoing	<p>ADDITIONAL UPDATE 05/01/21: NTE venues all shut – no issues reported – NTE meeting currently on hold unless any issues to report – agencies communicating as needed outside meeting – court dates in Dec 20 and Jan 21 in relation to begging and extending the Town Centre Injunction</p> <p>ADDITIONAL UPDATE 02/02/21: NTE venues remain closed – no issues to report – meetings on hold still – been to court with individual and overall Injunction.</p> <p>ADDITIONAL UPDATE 02/03/21: NTE venues remain closed – plan is to bring the NTE meeting back just prior to reopening to look at what needs to be done etc. Some of the beggars continue to be persistent – awaiting legal advice re way forward.</p> <p>ADDITIONAL UPDATE 15/03/21: NTE venues remain closed – the first NTE meeting is scheduled for 16/3, prior to reopening to look at what needs to be done etc. This links in with the LRF NTE group – Vision and plan been circulated. Draft local NTE plan in the process of being finalised – will be discussed at meeting on the 16/3. Some of the beggars continue to</p>

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
					be persistent – awaiting legal advice re way forward.
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 57</p> <p>2.2</p>	<p>Work with the Voluntary & Community Sector, by developing improved networks of support to build a better Charnwood.</p>	<p>Work with Charnwood Food Poverty Group (CFPG) to look at future of Foodbank Hub location and organisation and getting individual foodbanks up and running safely.</p>	<p>J. Robinson / V Graham / CCA</p>	<p>Ongoing</p>	<p>IN PROGRESS: Conversation has taken place with CFPG / some individual foodbanks regarding sustainably, funding etc. Discussions have also begun with JSH around what might be sustained to support people on a more long-term basis. Shepshed Food Bank likely to be the first to start again shortly, outside of JSH. Looking at a transitional plan with Food Poverty Group. The Food Poverty Group are currently advertising for a Food Poverty Officer (replacement post).</p> <p>ADDITIONAL UPDATE 05/01/2021: all food parcels delivered / collected over Xmas period – JSH reviewed risk assessment and bubbles in light of Covid-19 variant - funding in place until end of March 2021 – potential increase in demand due to lockdown – Shielding is to recommence – need to determine with LCC whether any input required. Financial hardship becoming an increasing issue. All in receipt of food parcels will be reassessed within the next couple of weeks.</p> <p>We are awaiting clarification from County re: Shielding provision and resourcing. Risk assessments are ongoing at community HUB. Size of bubbles have been reduced.</p> <p>ACTION 05/01/2021: JR to identify a contingency squad to cover those who may go off sick with COVID (10 days Isolation period).</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
				<p>ADDITIONAL UPDATE 02/02/21: other inds identified – medium to longer term plan for Hub been developed linked to Community Shop and one stop shop for helping inds and families away from food poverty / financial hardship – proposal in Contain Funding – number of food parcels has increased to over 400 per week.</p> <p>ADDITIONAL UPDATE 02/03/21: Contain funding been allocated to keep community hub running – proposal for medium to longer term plan for Hub been developed linked to Community Shop and one stop shop for helping inds and families away from food poverty / financial hardship – DD to be drafted – number of food parcels has increased to over 400 per week - review of need being done and move to more people collecting.</p> <p>ADDITIONAL UPDATE 15/03/21: Contain funding been allocated to keep community hub running – proposal for medium to longer term plan for Hub been developed linked to Community Shop and one stop shop for helping inds and families away from food poverty / financial hardship – DD to be drafted – number of food parcels has increased to over 400 per week - review of need being done and move to more people collecting. Proposals currently being developed – alongside social supermarket and development of personalised plans for inds / families etc.</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
	Administer £500 grants, in line with national government COVID hardship scheme.			<p>IN PROGRESS: A new recovery cell has been developed to administer the £500 payments for individuals isolating. To continue to be established and process agreed. To be linked to the Hub as consistency is required for support questions. Low consistent numbers.</p>
	Assess increase food demand and supply and assist Charnwood Food Poverty Group to meet this increased demand.			<p>IN PROGRESS: Discussions ongoing as part of the above. Food parcels continuing to rise, in line with the regional picture. Continuing to assess the needs of individuals every four weeks.</p> <p>ADDITIONAL UPDATE 05/01/2021: demand for food parcels still outstripping capacity of existing foodbanks – looking at a plan for beyond March 2021 – but funding and capacity an issue.</p> <p>ADDITIONAL UPDATE 02/02/21: increased demand at all food banks – CFPG collating that data to enable discussions and how can work together – see above re JS proposals.</p> <p>ADDITIONAL UPDATE 02/03/21: increased demand at all food banks – CFPG collating that data to enable discussions and how can work together – see above re JS proposals – collective discussions taking place to look at how CFPG can continue to support – Members Grants been directed to support some local food banks.</p> <p>ADDITIONAL UPDATE 15/03/21: increased demand at all food banks – CFPG collating that data to enable discussions and how can work together – see above re JS proposals –</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Page 60</p>				<p>collective discussions taking place to look at how CFPG can continue to support – looking at hub and spoke model – Members Grants been directed to support some local food banks e.g., Community Fridge at Mountsorrel – looking to ensure CFPG as co-ordinated as can be.</p>
	<p>VCS Forum to be retitled Charnwood Community Action Forum – meeting to be held to discuss how best to achieve more co-ordinated approach/improved network.</p>			<p>IN PROGRESS: Discussions continue to take place with VCS Forum members.</p> <p>ADDITIONAL UPDATE 02/02/21: discussions ongoing as to how other agencies can feed into the Community Hub proposals – to develop one stop shop.</p> <p>ADDITIONAL UPDATE 02/03/21: discussions ongoing with some organisations as to how other agencies can feed into the Community Hub proposals – to develop one stop shop – been more difficult as some organisations have been closed / limited opening during lockdown.</p> <p>ADDITIONAL UPDATE 15/03/21: discussions ongoing with some organisations as to how other agencies can feed into the Community Hub proposals – to develop one stop shop to enable the development of personalised plans and ensure support is in place for financial hardship / budgeting etc – been more difficult as some organisations have been closed / limited opening during lockdown.</p>
	<p>Work with VCS partners to create a partnership offer of services aimed at developing</p>			<p>IN PROGRESS: Discussions have taken place with some VCS organisations regarding this approach. As above. Press/ comms to be issued</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
	individual personal development plans to support wellbeing.			<p>to promote the funding received by those across the Borough.</p> <p>ADDITIONAL UPDATE 05/01/2021: additional personal wellbeing / befriending support put in place via JSH and the Wellbeing Centre.</p> <p>ADDITIONAL UPDATE 02/02/21: as above – proposals included within Contain funding – and discussions with mental health pathfinder project re support to VCS for low level mental health.</p> <p>ADDITIONAL UPDATE 02/03/21: as above – funding allocated within Contain funding – and discussions with mental health pathfinder project re support to VCS for low level mental health - these are ongoing.</p> <p>ADDITIONAL UPDATE 15/03/21: as above – funding allocated within Contain funding – and discussions with mental health pathfinder project re support to VCS for low level mental health - these are ongoing. £20k has come in via Health through Getting Help in Neighbourhoods (GHIN) to be passported to John Storer, Loughborough Wellbeing and the Falcon Centre. Stacey to support and promote initiative.</p>
	Re launch locality PACT meetings to assess how local organisations can help meet resident needs.			<p>IN PROGRESS: Discussions taken place re: suitable platform to host these meetings – Loughborough East meeting already been held.</p> <p>ADDITIONAL UPDATE 5/01/2021: online meetings will continue – but all low-level patch walks / community engagement will be suspended during lockdown.</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
				<p>ADDITIONAL UPDATE 02/02/21: as above</p> <p>ADDITIONAL UPDATE 02/03/21: as above – some meetings have continued online – Safer Streets / Bell Foundry place meetings, plus Charnwood Mental Health Network.</p> <p>ADDITIONAL UPDATE 15/03/21: As above</p>
	<p>Community Centres Meeting to be held on regular basis to share good practice and ensure co-ordinated approach.</p>			<p>IN PROGRESS: First community centres meeting has been held – will be held regularly to discuss a range of related issues. Money signed off for next phase- up to September. Bi- weekly meeting currently taking place.</p> <p>ADDITIONAL UPDATE 05/01/2021: Community Centres have to reclose during lockdown except for very limited exemptions – guidance been circulated this morning.</p> <p>ADDITIONAL UPDATE 02/02/21: as above – with some supporting vulnerable individuals in their local community – plus Gorse Covert CC to be used as local testing centre.</p> <p>ADDITIONAL UPDATE 2/3/21: as above – with some supporting vulnerable individuals in their local community – Community Centres listed as part of the 12 April date – will be working collectively to look at reopening.</p> <p>ADDITIONAL UPDATE 15/03/21: As above</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
<p>Assess the impact of the pandemic and the resource implications upon our VCS Partners.</p>	<p>Work with our strategic partners to understand the potential impact on their financial viability and implications for the continued delivery of services.</p>	<p>J. Robinson / V Graham / CCA</p>	<p>30 June 2020</p>	<p>IN PROGRESS: Discussions ongoing with individual organisations. VCS Development Officer continues to work with VCS Partners. Table developed to capture the discussion and requested needs of VCS Partners.</p> <p>ADDITIONAL UPDATE 05/01/2021: some additional monies have come into CAB to look at financial hardship – LCC running further round of grants – Strategic Partner discussions are ongoing – any issues will be identified as raised.</p> <p>ADDITIONAL UPDATE 02/02/21: as above – plus asking LCC for clarification on which VCS orgs they have given Contain funding too – assisting with identifying external funding opportunities.</p> <p>ADDITIONAL UPDATE 02/03/21: as above – plus asking LCC for clarification on which VCS orgs they have given Contain funding too / LCC communities funding – assisting with identifying external funding opportunities and signposting.</p> <p>ADDITIONAL UPDATE 15/3/21: As above</p>
	<p>Work with our strategic partners to open and operate safely.</p>	<p>J. Robinson</p>	<p>September 2020</p>	<p>IN PROGRESS: Discussions ongoing as part of the survey and with individual organisations.</p> <p>ADDITIONAL UPDATE 05/01/2021: as above – with the exception that community centres need to reclose due to lock down.</p> <p>ADDITIONAL UPDATE 02/02/21: As above</p> <p>ADDITIONAL UPDATE 02/03/21: As above</p>

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
Page 64					<p>ADDITIONAL UPDATE 15/03/21: As above</p>
		<p>Support strategic partners / VCS to access funding.</p>	<p>J. Robinson</p>	<p>July 2020</p>	<p>IN PROGRESS: All relevant funding information as identified has been circulated to both Strategic Partners and wider VCS. Discussions also taking place with some funding bodies.</p> <p>UPDATE 05/01/2021: Signposting to additional funding is being provided.</p> <p>ADDITIONAL UPDATE 2/2/21: as above</p> <p>ADDITIONAL UPDATE 2/3/21: as above – new grants scheme goes to Cabinet 11 March – less grants budget available – signposting to external funding.</p> <p>ADDITIONAL UPDATE 15/3/21: as above – new grants scheme went to Cabinet 11 March – less grants budget available – signposting to external funding. Scheme was approved at Cabinet – will be advertised.</p>
<p>2.4</p>	<p>Support our housing partners to tackle increased demand and any changes to housing priorities created by the pandemic.</p>	<p>Work with Rough Sleepers to provide advice and assistance under Part 7, including issuing a letter to all applicants and ensure all eligible applicants have been referred to the Bridge for support and accommodation and request confirmation on whether they have been assessed and accepted as a case.</p>	<p>A. Simmons</p>	<p>March 2021</p>	<p>IN PROGRESS: The Housing Options team have provided advice and assistance to 65 individuals since lockdown following the Government request to provide accommodation for all those rough sleeping or at imminent risk of rough sleeping. Referrals have been made to the Bridge for the RSI Pathway. We are working with Bridge to understand why a number of the referrals are being refused.</p> <p>ADDITIONAL UPDATE 05/01/21 - Homes England agreement signed and sealed and</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
				<p>returned. Private Sector Housing Grants Policy amended and approved through DD process to provide match funding. Properties to be found, purchased and ready for use 1st April 2021. Looking at buying 3 properties one 5 bed and two 1 beds.</p> <p>ADDITIONAL UPDATE 02/02/21 - Incorrect figures included in the Homes England Agreement. Agreement being resigned, sealed and sent off.</p> <p>Discussions with Homes England request has been made to extend the completion date to the 30th June 2021.</p> <p>ADDITIONAL UPDATE 02/03/2021: Property valuations and surveys underway. Discussions have been held with support providers. Update to be provided to Homes England.</p> <p>ADDITIONAL UPDATE 16/03/21: As above.</p>
		<p>Identify available support, private rented, registered provider and our own stock as move on from emergency accommodation. Match eligible applicants to accommodation and retain emergency accommodation for those not eligible to arrange a planned exit from emergency accommodation.</p>	<p>A. Simmons</p> <p>March 2021</p>	<p>IN PROGRESS: Charnwood nominated the lead for the LLR to provide accommodation as part of the Recovery Process. CBC Lettings are leading on the daily coordination of the emergency, supported and private sector properties that are available across the LLR.</p> <p>ADDITIONAL UPDATE 05/01/21: Interviews completed, and 2 applicants offered 3-month role, start date to be confirmed.</p>

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
		Liaise with support providers on capacity to assist applicants in securing and sustaining accommodation.			<p>ACTION 05/01/2021: AS to provide numbers still requiring emergency housing, and requirements for hot food provision for next meeting.</p> <p>ADDITIONAL UPDATE 02/02/21: there are currently 18 singles accommodated in Bed and Breakfast. Food parcels and hot being provided for those in the accommodation.</p> <p>ADDITIONAL UPDATE 02/03/31: there are currently 20 singles accommodated in Bed and Breakfast. Contained funding received for additional Officers.</p> <p>ADDITIONAL UPDATE 16/03/21: COVID Vaccinations for homeless completed on the 15th March 2021 at the Charnwood Council Vaccination Centre.</p>
3. BUILDING COMMUNITY CONNECTIONS					
3.1	Alongside our partners heighten support for our most vulnerable residents, including those suffering domestic abuse, financial hardship etc.	Maintain activity in relation to hospital and prison discharge to support a smooth transition into the community.	A. Simmons	August 2020	<p>ON HOLD: Documents signed off, awaiting a launch date. To be discussed at next CHOG meeting.</p> <p>ADDITIONAL UPDATE 05/01/21: Review of Prison Release Protocol underway, being led by Harborough.</p> <p>ADDITIONAL UPDATE 02/02/21: review being progressed, completion date to be confirmed.</p> <p>ADDITIONAL UPDATE 02/03/21: date still to be confirmed.</p>

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
					<p>ADDITIONAL UPDATE 16/03/21: date still to be confirmed.</p>
<p>Page 67 3.2</p>	<p>Support our residents across the Borough to continue to build healthy minds and active bodies.</p>	<p>Embracing opportunities to keep people active and sustain levels of activity.</p>	<p>J. Robinson</p>	<p>Ongoing</p>	<p>IN PROGRESS: Plan put together to keep people active. Comms included in Members Bulletin.</p> <ul style="list-style-type: none"> - Bringing small scale walks back. - Packs/ equipment to encourage people to exercise. - Fusion- ongoing activity virtually. <p>Working on risk assessments about what can be undertaken and mitigate any issues. Looking to get activity up and running on a smaller scale.</p> <p>ADDITIONAL UPDATE 05/01/2021: all in person activities have been suspended – online programmes continue to be delivered – contact being made with all GP Ref / Cardiac Rehab participants – to try and maintain activity through delivery of activity packs and equipment.</p> <p>UPDATE 02/02/2021 Continuing to deliver content, 96 have contacted for GP/Rehab. 2580 views online for activity videos.</p> <p>UPDATE 02/03/2021: Continuing to deliver content, 10 online sessions now being delivered, including falls prevention, choose to move, inclusive seated exercise, yoga – stats below as of mid Feb:</p> <ul style="list-style-type: none"> • Total number of older people's packs distributed - 1,111

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
Page 68					<ul style="list-style-type: none"> • Total number of phone calls made to GP referral/cardiac Rehab participants - 96 • Total number of adults accessing CBC's Walks Programme - 224 participants (1,487 attendances across 61 walks delivered by 25 active volunteers), programme currently suspended • Total number of adults accessing Online live exercise sessions - 2,518 views & 12,563 impressions (65 videos) • Total number of adults accessing ESOL sessions 26 <p>ADDITIONAL UPDATE 15/3/21: as above – continuing to deliver and expand online sessions – Contain funding to be used to support delivery and provision of activity. Reviewing roadmap to see what activities can return and when.</p> <p>ACTION 16/03/2021 Timetable to be produced detailing future activities and key dates. Stacey to work with JR and MB to promote this.</p>
		<p>Review open space provision and update activities in line with government guidance. Fusion also likely to be using this.</p> <p>Consider indoor/ outdoor and new regulations.</p>	<p>M. Bradford/ S. Wright</p>	<p>Ongoing</p>	<p>IN PROGRESS: Lots of demands on parks and open spaces. Discussed a way forward on allocation of space. A range of potential options available. Determine options/ spaces for outdoor exercise (internal activity as a priority first). Potential to charge under Charging Policy. To also include spaces in each of the parishes. Currently not viable due to national guidelines.</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
				<p>UPDATE 02/02/2021: Monitoring guidance and signage has been ordered. Revised outdoor gym guidance, remain closed.</p> <p>UPDATE: 02/03/2021: As above</p> <p>UPDATE: 16/03/21: Monitoring guidance and reviewing signage at open spaces. Sports facilities to be opened when the guidance allows.</p> <p>Fusion have confirmed that they require the use of outside space to support their operational plans to reopen in line with the Government's roadmap and are working with MB.</p>
	<p>Look at the use of the Council's sports facilities and how they may be opened and used in the future.</p>	<p>S. Wright/ M. Bradford</p>	<p>In line with Government guidance</p>	<p>IN PROGRESS: Open in line with government guidance - golf courses, fishing, Outwoods, tennis courts etc. Initial signage in place but follow up work is required to progress further. Alternative payment method at golf course also to be progressed. Expecting most to open but monitoring closely. Risk assessments continuing to be undertaken.</p> <p>UPDATE 05/01/2021: Leisure Centres closed due to lockdown. Online service only now.</p> <p>UPDATE 02/02/2021 Leisure Centre grant has been submitted to Sport England. Cabinet report going in March to outline route forward.</p> <p>UPDATE 02/03/2021: Ongoing challenges with litter. Continuing with Stewarding. Better weather has seen and big increase in visitor</p>

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
					<p>numbers to open spaces especially, Outwoods, Beacon Hill, Bradgate Park & Southfield Park. Will be moving to summer opening times next week. Multi-agency approach being applied and continuing to put messages out on social media re guidelines and restrictions. Agreeing a framework to close carparks if necessary is a decision to be made.</p> <p>UPDATE 16/03/21: Outdoor sports pitches being opened in line with Government guidance, this includes golf and tennis from the 29th March.</p>
<p>4. BUILDING A LASTING LEGACY</p>					
<p>4.1</p>	<p>Utilise the environmental benefits sustained throughout the pandemic to enhance the Councils carbon neutral agenda.</p>	<p>Actions from carbon neutral action plan.</p>	<p>M. Bradford</p>	<p>TBC</p>	<p>NOT YET STARTED. This is on hold due to the possible review of the Carbon Neutral Budget. Focussing on tree elements now.</p> <p>UPDATE 02/03/2021: MB to speak to RB re transport strategy.</p> <p>UPDATE 16/03/2021 MB to chase progress. LCC have completed the active travel survey which CBC Comms have shared.</p>
<p>5. ACTIVITY TO SUPPORT THE NEW NORMAL</p>					

	<p>Support the re-opening of the Museum; Indoor Leisure Centre; Town Hall and tourism venues across the Borough.</p>	<p>Support the re-opening of the Indoor Leisure Centres.</p>	<p>S. Wright</p>	<p>TBC</p>	<p>IN PROGRESS: Financial options from Fusion anticipated on 07/07/20. Paper to be taken to Cabinet in due course.</p> <p>UPDATE 02/03/2021: Action plan for re – opening of indoor Leisure centres.</p> <ol style="list-style-type: none"> 1. Secured National Leisure Recovery Grant application - £420,000 - Condition of grant is to establish and agree collation and submission of participation data for a period of 2 years. Ability to retain subsidy payments from Dec 20 – March 21 with balance paid over to Fusion. 2. Cabinet approval for variation of Contract and extension of Contract by minimum of 2 years – 11 March Cabinet 3. Government Road Map allows opening of Gym and Swimming from the 12 April with fitness classes from the 17 May. 4. Arrangements are underway for Fusion to open Leisure Centres to open in line with guidance. Steps include: <ul style="list-style-type: none"> • Ongoing building inspections to support swift reopening • Receive and approve Fusions 2021 – 2022 operation financial forecast • Confirmation of opening arrangements • Agree communication plan • Update website • Update risk assessments and staff training
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- Refresh business plan and reporting arrangements taking into account the Government Health and Wellbeing targets
- Review post COVID -19 hygiene regimes

UPDATE 16/03/2021:

Cabinet approved all 6 recommendations to support the reopening and future arrangements of the Leisure centre in the short term. The next variation of contract can now be drafted to be reviewed again in August.

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
	<p>Phase 1- Re-open the Town Hall for meetings.</p> <p>Phase 2- Development of programme for shows and events.</p>	S. Wright	TBC	<p>IN PROGRESS: To decide on the pantomime ASAP and take into consideration alternative provision based on government guidance. To be mentioned in Cabinet report but not assessed as an event.</p> <p>UPDATE 02/02/2021: Stock has been submitted to finance. Town Hall programmes moved to April.</p> <p>ACTION 02/03/2021: Phase 1- Re-open the Town Hall for meetings.</p> <p>1. Government Road Map allows the opening of indoor entertainment and attractions from the 17 May. The town hall will be used for staff meetings only until this time.</p> <ul style="list-style-type: none"> • Postal vote counting for May Elections booked in Victoria Room • Summer bookings are being taken for weddings and community use these will only be confirmed in line with Government guidance • Virtual meetings continue to take place with organisation that are regular users of the town hall facilities to support future programming. • Consideration is being given to staging the Town Hall- Show in a week, junior theatre school productions. <p>1. Phase 2- Development of programme for shows and events.</p>

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
				<p>Arrangements are underway for the Town Hall to open to the public in line with guidance. Steps include:</p> <ul style="list-style-type: none"> • Ongoing building inspections and maintenance to support swift reopening • Finalise revised business plan to support financial targets • Confirmation of opening arrangements with customers and key stakeholders • Development and agree a communication plan and update of website • Update risk assessments and provide staff training • Refresh procedures informed by Government guidance • Review post COVID -19 hygiene regimes • Finalise Pantomime arrangements • All shows in the diary up to 20 June have been rescheduled to later in 2021 or 2022 (promoters are resistant to operating whilst social distancing could impact on audience numbers) • Full capacity shows to start in September • Room bookings and targeted events will be planned in line with the Government guidance • A new programme of evening themed events including dining and entertainment will be launched

OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
				<ul style="list-style-type: none"> Staff to support Market Place Plaza from May <p>UPDATE 16/03/2021 Staff are currently working on plans for Town Hall opening, mainly looking in terms of shows for limited audiences. Many shows have moved to Autumn which now has twice as many scheduled. Weddings are planned for July and meeting commitments for Elections are in place where the Victoria Room will be used for Postal Vote counting.</p>
	Consider progressing Heritage Grants for Bell Foundry and Carillon.	S. Wright	TBC	<p>IN PROGRESS: Work continues on both. Grant schemes now opened up, to progress further. Application submitted as part of Town Deal process and also a further one for the Bell Foundry. Progressing Carillon bid for Heritage grant. Supported grant application.</p> <p>Carillon: National grant on hold until January 2021. Progressing Carillon bid for Heritage grant through supporting the grant application.</p> <p>Bell Foundry: Secured COVID Recovery Grant.</p> <p>Taylor's Bell Foundry have been successful in their Heritage Lottery Grant and discussions on the Heritage offer and a possible Hope Bell are in the early stages.</p> <p>UPDATE re Hope Bell 02/03/2021: A press release has been issued to update residents and interested parties on the Councils proposals for the Hope Bell as part of the Town Deal, linked to the Councils Lanes and Links</p>

	OBJECTIVE	TASK	LEAD OFFICER	COMPLETION DATE	UPDATE
Page 76					<p>project. The final location is still to be confirmed but Queens Park is currently favoured.</p> <p>If eligible, will look at linking to the Sir Cpt Tom Moore memorial.</p> <p>UPDATE 02/03/2021: re progress on Carillon Heritage lottery bid. Several small grants have been secured to support the organisational development of the Carillon Trust and support the submission of an Audience development bid to the Arts Council have been successful. In addition, a roadmap to submit the Arts Council and Heritage lottery grant has been agreed with the Carillon Trust. It is expected that the Heritage Lottery bid will be ready to be submitted in Feb 2022.</p> <p>UPDATE 16/03/2021: As Above</p>
		Into the Outwood's Sculpture Trail 2021	M.Bradford	May/September 2021	<p>UPDATE 02/02/2021: Sculpture trail in Outwood's set to go ahead May/September 2021</p> <p>Update 16/03/21: No change.</p>

Charnwood Borough Council - Economic Recovery Cell Matrix

Return for 3 Month Period Ending:

	Row	Priority	Indicator	Measure	Guidance Notes	Nominee
People, Employment & Skills	5	Augment the national Kickstart programme through the delivery of local enhancements to maximise young people’s prospects of securing employment.	No. of “Kickstart” Placements provided within the Council	Number	This should be simple to monitor as the Council will be providing placements with the assistance of a Kickstart Gateway partner (Loughborough College)	Kevin Brewin / HR
		As above	No. of Kickstart Placements delivered through Gateway partners (Placements within businesses operating within the Borough)	Number	Only to be included if we can get a breakdown by District from an external agency: i.e. DWP	To be determined
	9	Develop an area-wide Apprenticeship Strategy with input from businesses and key delivery partners	No. of Apprenticeships provided within the Council	Number	The Council will have records of the no. of apprentices directly employed by the authority.	Kevin Brewin / HR
Business Support	7	Provision of ongoing advice and support to business on both Covid19 and EU transition through a range of channels feeding into the Business Gateway Growth Hub	No. of proposed significant interventions	Number	“Significant Interventions” are defined as events such as business breakfasts / networking events, Forums for SMEs, Work & Skills Fairs.	David Hankin
	9	Respond to an anticipated increase in demand for start-up support through the development and	No. of start up business supported	Number	This measure is unique to Charnwood and relates to the “Restocking the Business Base” project to be delivered in	David Hankin

	Row	Priority	Indicator	Measure	Guidance Notes	Nominee
		coordination of a cohesive local framework for start-up support			partnership with Loughborough University. Reporting will be set against delivery of agreed milestones via the LLEP Verto returns	
	14	Utilise discretionary funding to extend availability of Business Grants to a greater number of SMEs	No of Covid related Grants allocated	Number	Information on discretionary grant awards to be accessed from Delta returns to the government (depending on the flexibility of the data submitted figures may need to be cumulative)	Karey Barnshaw
		As above	Amount of Covid related Grant money distributed	£	As above	Karey Barnshaw
	16	Utilising established channels, further invest in place marketing, with outputs which play to the strengths of the area, mitigating against any residual negative image resulting from Covid-19 and connecting and communicating effectively to new markets and visitors alike.	Investment in Place Marketing Campaign	£	Measure agreed but to be finalised with Place Marketing Organization as a blend of project investment but also District spend. A local e.g. would be the spend in promoting the 800 th anniversary of Loughborough's market charter.	Sylvia Wright
		As above	No. of planned events and campaigns	Number	Any/all events being delivered by each LA	Sylvia Wright
	19	Provide support to enable digital transformation in SMEs across a range of sectors.	Participation in 'We are local' feasibility study	Yes / No	It is understood that Love Loughborough BID has been a leading partner in providing	Sylvia Wright

	Row	Priority	Indicator	Measure	Guidance Notes	Nominee
					connections to the “We are Local” portal.	
Green Recovery	6	Set out the investment requirements for our local zero carbon development needs and work with partners to match the associated training and skills routes and business opportunities.	Council investment in Green Agenda – (budget / spend per annum)	£	This will be difficult to monitor until the CBC Carbon Neutral Plan 2030 refresh has been completed to bring proposed interventions within restricted budget envelope.	Maria French
		As above	Reduction in Carbon Use in each Council’s footprint year on year.	%	The measure has been agreed but detail to be finalised by the Green Officer Group	Maria French
	7	Promotion of sustainable transport options and promotion of green modes of travel including walking and cycling.	Planned cycle lane or cycle infrastructure improvements	Narrative	Collate information from local authority projects and S106 obligations (e.g. SUE commitments)	Liz Hopwell
		As above	Proposed number of EVC Points to be installed in local authority assets	Number	Charging points in CBC car parks etc.	Alan Twells
		As above	Total number of EVC Points in District (i.e. in addition to LA installations	Number	Measure agreed if information can be provided through interrogating a 3 rd party information source	Alan Twells
Infrastructure	7	Leverage existing natural capital assets to drive a green economic recovery through the development of a Natural Capital Plan	Participation in development of Natural Capital Plan	Yes / No	CBC is represented on the LCC Natural Capital Group	Rupert Simms

SCRUTINY COMMISSION – 6TH APRIL 2021

Report of the Head of Strategic Support

ITEM 7 DRAFT ANNUAL SCRUTINY REPORT 2019-21

Purpose of Report

To consider the Draft Annual Scrutiny Report 2019-21 with a view to it being recommended to Council for approval.

Action Requested

1. That the Commission notes that the Draft Annual Scrutiny Report 2019-20 be submitted with the Draft Annual Scrutiny Report 2020-21.
2. That delegated authority be given to the Democratic Services Manager, in consultation with the Chair and Vice-chair of the Scrutiny Commission, to format and amend the draft report to include reference to matters raised at the meeting;
3. That it be recommended to Council that the Annual Scrutiny Report 2019-21, including any amendments made following the meeting as per recommendation 1, above, be approved.

Reasons

1. To ensure the Commission considers the Draft Annual Scrutiny Report 2019-20 following its deferral as a result of the Covid-19 pandemic.
2. To ensure that additional and updated information be incorporated into the final Annual Report before its submission to Council, including amendments to the information in respect of the Scrutiny Commission if required.

1&3. To report annually, as required, on the operation and workings of Scrutiny.

Policy Context

In accordance with Section 6.3(e) of the Council's Constitution, Scrutiny Commission must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally. During the 2019/2020 civic year, the Draft Annual Scrutiny Report was not reviewed by the Scrutiny Commission due to the Covid-19 pandemic and the subsequent cancellation of meetings. It was agreed by the Scrutiny Commission at its meeting on 12th October 2020 (minute reference 67, 2020/21) that the Draft Annual Scrutiny Report 2019-20 would be submitted to the Commission, along with the Draft Annual Scrutiny Report 2020-21 at its meeting on 6th April 2021.

Background

The information contained within the draft report was informally approved by the chairs of each scrutiny body prior to it being submitted for consideration to the Commission. Should the Commission agree the report it will be considered by Council on 26th April 2021.

Financial and Legal Implications

None

Risk Management

No risks have been identified in connection with this report.

Appendices: Appendix 1 – Draft Annual Scrutiny Report 2019-20

Appendix 2 – Draft Annual Scrutiny Report 2020-21

Background Papers: None

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Charnwood

Annual Scrutiny Report 2019/20

Scrutiny Commission

Introduction from the Chair of the Scrutiny Commission

Following a detailed review by the Centre for Public Scrutiny (CfPS) of the scrutiny function at the Council, a new scrutiny function based around the Council's directorate structure was approved by Council in February 2019 and came into effect at the start of the 2019/20 civic year.

Detailed information on the Scrutiny Commission's purpose can be found in Section 11.1 of the Council's Constitution. The Commission consists of seven members selected on a politically balanced basis and performs a number of roles including setting, managing and controlling the scrutiny work programme and coordinating scrutiny generally, identifying items to review from forthcoming Cabinet agendas in order to make recommendations to the Cabinet, establishing and overseeing scrutiny task-and-finish panels, based upon the requirements of the Council and its residents, and determining their scope and considering councillor 'call for actions'.

During 2019/20, the Commission:

- Reviewed the Statutory Guidance on Overview and Scrutiny in Local and Combined Authorities and modified the Council's Scrutiny Protocol as a result.
- Requested an amendment to the contract agreements made by the Council, requiring contractors to supply information to scrutiny, or to appear before the Commission, where appropriate.
- Continually reviewed the scrutiny work programme for timely and effective scrutiny, to ensure important decisions are acknowledged in good time and to eliminate duplication.
- Reviewed the process of the Draft Local Plan 2019-36 consultation, and the consultation responses when these became available.
- Welcomed Cabinet Lead Members and Officers to assist with the consideration of agenda items to ensure Commission members are presented with information sufficient for effective scrutiny.

As part of Cabinet pre-decision scrutiny, during 2019/20 the Commission scrutinised:

- The Charnwood Dog Control Public Space Protection Order 2019
- Bulky Waste Collections, recommending that the review period for the implementation of the bulky waste collection charge be undertaken in 6 months instead of 12 months' time
- The Corporate Plan – Annual Report 2018-19
- The Shared Internal Audit Service with North West Leicestershire District Council and Blaby District Council
- The Transformation Programme, recommending that the Commission becomes more involved in the project
- The Funding Bid for Shepshed Public Realm Improvements, recommending that the Planning Service consider the timings of future development initiatives. They also recommended an improvement in the way that proposed planning work was communicated to residents
- The Tenancy Support Policy 2019-2024
- The Virement – Planning and Regeneration Service
- The Disposal of Land Holding Known as Plot 5 Weldon Road, Loughborough
- The Homelessness and Rough Sleeping Reduction Strategy 2019-2022
- The Corporate Plan 2020-2024
- The Private Sector Licencing Scheme, recommending that the Housing Planning, Regeneration and Regulatory Services Scrutiny Committee review the Private Sector Licencing Scheme Update report, when available
- The Design Supplementary Planning Document
- Charnwood Grants Strategic Partners 2020/21 – 2021/22.

Scrutiny Commission

In addition, the Commission has supported the work of scrutiny groups by:

- Continually monitoring the new scrutiny framework, and the relationship between committees, in order to ensure timely and effective scrutiny, and to identify any issues not previously considered
- Suggesting research sources to scrutiny panel Chairs, sharing knowledge and offering advice and guidance on topics where appropriate
- Reviewing and approving the report of the Budget Scrutiny Panel and requesting that the Corporate Services Scrutiny Committee monitor progress against the recommendations on a quarterly basis
- Adding the Scrutiny Tracker onto its work programme in order to monitor the recommendations of the scrutiny bodies and to ensure these are being actioned
- Approving and monitoring a number of task and finish scrutiny panels, including 'Generating Commercial Income', 'Digitisation and Transformation of Services', 'Funding for Small Businesses', 'Waste Services and Waste Management', 'Child Mental Health and Obesity', 'Combatting Loneliness' and 'Promoting Tourism in Charnwood'.



The Scrutiny framework, and the Scrutiny Commission itself, remains a relatively new function at the Council and over the past year, Members and Officers have worked hard to support the processes involved. I feel the work of the Commission has had an important impact on the services that the Council provides, providing constructive challenge, amplifying the concerns of residents, encouraging transparency and demonstrating accountability, and this is evidenced in the work of the Commission set out in the minutes, which you can find [online](#). I am confident that the Scrutiny Commission will continue to add value and further improvements in the year ahead.

Councillor Shona Rattray, Chair of the Scrutiny Commission 2019-20



Corporate Services Scrutiny Committee

The Corporate Services Scrutiny Committee's areas of work are set out in detail in Section 6.1 of the Council's Constitution. All services delivered by the Corporate Services Directorate are within the Committee's scrutiny remit, including finance and budgets, property and asset management, revenues and benefits, information and communication services, customer services, corporate projects, democratic services and mayoralty, support services (legal, HR, audit, insurance, elections and land charges), and emergency planning/community resilience.

Following a review of the Council's scrutiny structure, the Committee has been in operation for its first year during 2019/20. In doing so, it has welcomed attendance at its meetings by relevant Cabinet Lead Members, alongside officers, to assist its scrutiny. The Committee has agreed that the Chair and Vice-chair will review the Committee's work programme, pending availability of the Corporate Plan 2020-24 and the Corporate Delivery Plan 2020/21 (Business Plan), the aim being to ensure that scrutiny reflects the priorities of the Council, is more effective and prioritised, and that the Committee can be a better critical friend.

Pending the outcome of the above review of its work programme, the Committee has worked to monitor the Council's revenue and capital position during 2019/20, considering the 2018/19 outturn position for both, and subsequently discussing the revenue monitoring position at periods 4, 7 and 9 in 2019/20. There has also been a focus on Performance Monitoring, looking at performance information in respect of the 2016-20 Corporate Plan objectives and key performance indicators within the Committee's remit at Quarter 4 2018/19 (year end) and Annual Report, and at Quarter 1, 2 and 3 2019/20. Following a request of the Chair and Vice-chair, the Committee has also been updated on the financing of the purchase of fleet as part of the Environmental Services Contract and has asked the funding ratio and reason for that be reported to it, once decided.

During the above scrutiny, the Committee has discussed many issues and requested various clarification, further information or assurances, detailed in the minutes of its four meetings during 2019/20, available [here](#).



Corporate Services Scrutiny Committee

During the above scrutiny, the Committee has discussed many issues and requested various clarification, further information or assurances, detailed in the minutes of its four meetings during 2019/20, available [here](#). Particular examples include:

- Seeking reassurance that the new planning service structure and its financing were sufficient given the large overspend in the service in 2018/19 and also informing the Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee of that concern;
- In response to a pattern of significant underspend over recent years, recording its intention of being a better critical friend to the Council in respect of a realistic and deliverable capital programme moving forward;
- Following a decision of the Scrutiny Commission on 3rd June 2019, deciding that budget scrutiny warranted a separate scrutiny panel to ensure a focused, detailed and comprehensive consideration, rather the Committee itself undertaking that scrutiny, and proceeding on that basis.
- Noting that the Committee hoped to involve the public in its work;
- Supporting the Council's continued aspiration to improve the Percentage of Council Tax Collected performance and acknowledging the importance of that;
- Requesting explanation of how finding budgeted for managed savings (Managed Savings Budget Non Salaries, £300k) in 2019/20 was in hand;
- Requesting the position with late in year virements of budgets be checked, to ensure that the Council was working to avoid those, where possible;
- Asking for information on the work being undertaken to increase numbers of Flood Wardens in the Borough.
- Inviting the Head of Planning and Regeneration to discuss additional planning fee income not being realised in 2019/20, given the revenue impact of the matter and the Committee's role in scrutinising the revenue position;
- Considering a useful scope for the Digitisation and Transformation of Services Scrutiny Panel for subsequent agreement by the Scrutiny Commission.
- Recommending to the Scrutiny Commission that scrutiny of the Council's draft budget continues to be undertaken via a Budget Scrutiny Panel in 2020/21, with an additional, earlier Panel meeting in June to commence budget scrutiny at an earlier stage and to consider the previous year's outturn position (the Panel being an appropriate body to do that having scrutinised the original budget).

Councillor Geoff Parsons, Chair of the Corporate Services Scrutiny Committee 2019-20

Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee

The Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee was set up in June 2019 following the Scrutiny Review completed by the Centre for Public Scrutiny. It was decided that scrutiny would operate a directorate-based system and this new committee is led by the Strategic Director for Housing, Planning and Regeneration and Regulatory Services who is the Lead Officer for the Committee.



The Committee has met on a quarterly basis over the year to scrutinise different topic areas and to review the Council's performance in key areas.

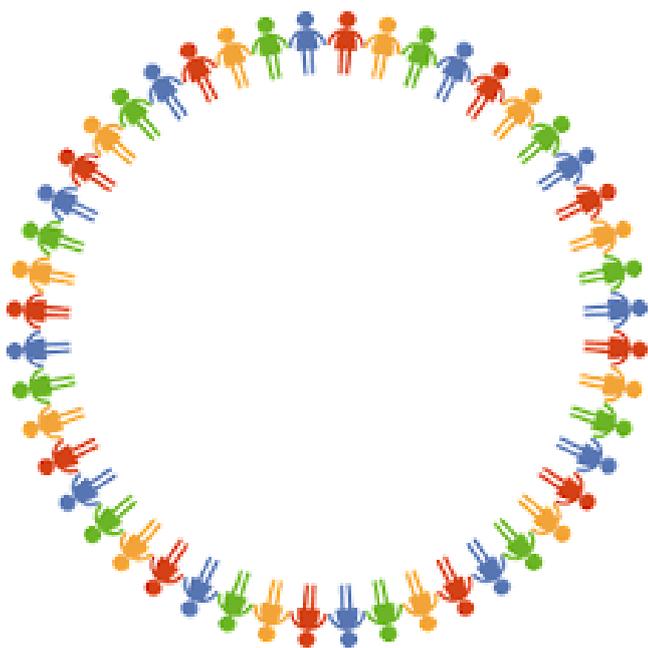
The Committee also discussed the following topics:

- Five Year Housing Land Supply – the Committee monitored the level of housing available as part of the Council's commitment to the five-year housing land supply as prescribed by central government. The supply level remained over five years which the Committee was pleased with and would continue to monitor.
- Climate Change Strategy – the Committee scrutinised how the strategy had been implemented. They discussed how environmental programmes could be publicised to schools to improve engagement in environmental issues. The Committee resolved to carry out further investigation into the school's programmes.
- Housing, Homelessness and Empty Homes Strategy – the Committee undertook scrutiny of the strategy delivery and commented on the action plans in place. There was praise for the Council's Lightbulb project as it was receiving a high level of satisfaction from residents and proving to be a success. The Committee also questioned the new guidelines for providing housing assistance and how the Council were helping rough sleepers.
- Universal Credit Implementation – the Committee received an update on the progress of the implementation and how it was affecting tenants and rent arrear levels. The Committee ensured that the resources were in place to support tenants through the migration and reach as many tenants as possible.

Councillor Daniel Grimley, Chair of the Housing, Planning and Regeneration and Regulatory Services Scrutiny Committee.



Neighbourhoods and Community Wellbeing Scrutiny Committee



The Neighbourhoods and Community Wellbeing Scrutiny Committee reviews services falling within the Neighbourhoods & Community Wellbeing Directorate by scrutinising performance, policies and relevant outside bodies. Since its inception the Committee has met four times.

It also has an additional function acting as the Council's crime and disorder committee by scrutinising the discharge of crime and disorder functions by the Council and other agencies through the Community Safety Partnership. The Committee receives a Community Safety Partnership Update at least every six months and in September 2019 considered the reduction in the total for 'all crime' in the first quarter of 2019/20 was very encouraging, whilst recognising that further work was required, for example tackling 'County Lines' drug related issues. At a further update in March 2020, the Committee welcomed the introduction of a Youth Joint Action Group and implementation of a drug strategy and appreciated that the reduction in the total for 'all crime' remained stable.

The Committee receives performance reports on a quarterly basis to monitor progress against agreed targets. To date it has scrutinised six performance and business plan indicators that have not met its targets with support from officers and Cabinet Lead Members.

It has also considered the following matters:

- Charnwood Community Lottery – the Committee noted that there was an opportunity for ward councillors to support the promotion of the lottery to good causes and that safeguards were in place to discourage gambling.
- Charnwood Grants Scheme – the Committee welcomed the number of grants being awarded across the Borough and felt that although the scheme was easy to understand, the number of different grants could be confusing.
- Leisure Provision and Performance – the Committee considered that the success of the Town Hall should be balanced against the Council's current financial climate. The Lead Member was asked to review steps being taken to reduce the overheads of the venue and manage its subsidy to improve income. The Committee noted that the Leisure Centre Contract was under review prior to it coming up for renewal.
- Improving Waste and Recycling Performance – the Committee understood that improving its performance in this area was challenging, but that it was in line with national trends. If the Government chose to mandate food waste collection from 2023 it was possible that the Council could improve its performance further by implementing this collection, although it was noted that the Council was already working to further improve its current collection rates.
- Children and Families Wellbeing Service – the Committee welcomed partnership working with the County Council in this matter and appreciated clarification regarding how the two councils interacted to support Leicestershire children and families.

Councillor Jewel Miah, Chair of the Neighbourhoods and Community Wellbeing Scrutiny Committee

Scrutiny Panels

Scrutiny panels can be established in order to undertake short, sharp scrutiny reviews and ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less;

Longer-term task and finish reviews are also possible, with perhaps six or seven meetings spread over a number of months when scrutiny needs to dig into a complex topic in significant detail.

A standing panel' reflects a necessity to keep a watching brief over a critical local issue, for example Budget Scrutiny Panel.



Budget Scrutiny Panel

Following a decision of the Scrutiny Commission at its meeting on 3rd June 2019 and a decision of the Corporate Services Scrutiny Committee at its meeting on 25th June 2019, a Budget Scrutiny Panel has undertaken scrutiny of the Council's draft budget for 2020/21. The Panel met between September 2019 and January 2020 to accord with the Council's timetable for setting its Medium Term Financial Strategy 2020-23 and General Fund and Housing Revenue Account (HRA) Budget 2020/21.

The Panel's deliberations focused not only on the proposed Medium Term Financial Strategy 2020-23 and the draft General Fund and HRA Budget 2020/21, but also on the approach taken by the Council to budget setting and more detailed analysis of the General Fund budget 2019/20, to better understand gross expenditure and budget challenges. The Panel also considered the draft Capital Plan 2020/21 to 2022/23.

Budget Scrutiny Panel

The Panel recognised the budget pressures and the uncertain funding climate facing the Council and highlighted the determined effort that was required in respect of the Council's finances moving forward. The Panel's made several recommendations, including in summary:

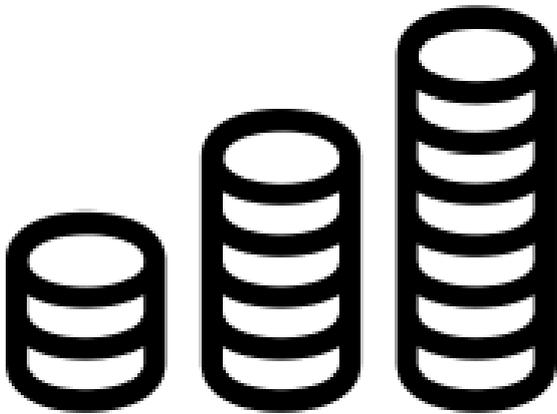
- The need for greater clarity of the direction of travel to assist scrutiny and the possibility of a longer budgetary timeframe to allow for the scale of change required;
- The importance of transformation to realising savings and increased income;
- The need for significant effort to effectively communicate the budget position to all;
- That suggestions for reduction in controls from staff would be welcomed;
- That investment amounts be matched with returns and at the level required;
- Ensuring appropriate skills and culture change;
- Several matters in 2019/20 that impacted on the 2020/21 budget, detailed in the Panel's report;
- That HRA loan liabilities and repayment timeframes were, at present, being adequately planned for;
- The continued issue of annual underspend on the Capital Plan.



The Panel's report was considered by the Scrutiny Commission in January 2020, with the Commission resolving to submit that report to the Cabinet when it considered that General Fund and HRA Budget 2020/21 at its meeting on 13th February 2020. A copy of the Panel's report can be seen [here](#) and sets out the recommendations made by the Panel and a foreword by the Chair.

Councillor Geoff Parsons, Chair of the Budget Scrutiny Panel

Commercialisation Scrutiny Panel



Following a decision of the Scrutiny Commission at its meeting on 14th October 2019 it was resolved that the Panel to scrutinise how the Council could generate commercial income be a formal Panel.

The Panel met four times between November 2019 and March 2020 to undertake scrutiny on ways in which the Council could generate commercial income.

The Panel's deliberations focused not only on the proposed investment in commercial property, but how the council could generate commercial income from existing assets, creating the commercialisation mindset within the Council, streamlining the decision making process and allowing for appropriate scrutiny, and future commercialisation opportunities.

The Panel made 16 recommendations and 4 observations. It identified a need for all assets owned by and Services provided by the Council to be assessed to identify revenue and sale opportunities. It recommended that the Council considered its commercialisation strategy to include upskilling of staff, methods implemented by which opportunities were monitored and a limit set by which decisions over a certain monetary value were available for pre-decision scrutiny. In particular, the Panel was keen to recommend that for future commercial property investment decisions, the Council considered its own overall strategic objectives, and purchased some properties within the borough. It was also keen to encourage the Council to consider other investments beyond commercial property, in the longer term.

The Panel's report will be considered by the Scrutiny Commission in April 2020, with the Commission resolving to submit that report to the Cabinet. A copy of the Panel's report can be seen [here](#) and sets out the recommendations made by the Panel and a foreword by the Chair.

Councillor Paul Baines, Chair of the Commercialisation Scrutiny Panel

Reflection and Looking Forward

The Scrutiny function has been in place since the implementation of the Local Government Act 2000, its practices have been interpreted widely and with varying degrees of effect nationally.

Essentially overview and scrutiny exists to ensure the Council's Executive is publicly held to account for its decisions and actions, and to promote open and transparent decision-making and democratic accountability. It has a wide remit to explore how the Council and its partner organisations could improve services for the residents of Charnwood. When evidence shows there could be a better way of doing things, overview and scrutiny can make recommendations for change.

The Parliamentary Select Committee report into Overview and Scrutiny in Local Government, published in December 2017, made interesting and timely reading. The Select Committee gathered a range of evidence from councillors, civil servants and scrutiny officers, and put forward a number of recommendations about how the scrutiny function could be improved and championed within local authorities. A review of the Select Committee's report shows that Charnwood Borough Council was already compliant with many of the recommendations put forward; providing assurance that the Council's scrutiny arrangements were reflective of best practice.

However, Members recognised that there was room for improvement in terms of impact and the areas for development identified by the Centre for Public Scrutiny (CfPS) in February 2018 were fully evaluated by members of the Scrutiny function and Cabinet.

One significant change identified was to the structure of the scrutiny committees with the aim of making them more outcome focussed. Full Council on 25th February 2019 approved a new scrutiny structure based on service directorates, overseen by a Scrutiny Commission Committee. This new structure will come into effect immediately after the May 2019 elections and was a catalyst for making a real difference to the lives of local people.

Members were also keen to review how the public can be better involved in the Scrutiny process, recognising that this is an area for improvement.

Following the elections in May 2019, members were offered training on effective questioning and listening skills which is vitally important for effective scrutiny. Likewise members were offered development opportunities on how to use scrutiny effectively and how it can be focussed on the most appropriate and important topics.

Members involved in the revised scrutiny structure have embraced their role and shown dedication in delivering quality scrutiny. The training and development will continue where needed and officers will endeavour to support the process. I look forward to observing the new structure in action!

Karen Widdowson, Democratic Services Manager

Get Involved!

There are many opportunities for members of the public and representatives of organisations to get involved in the work of Scrutiny. The Scrutiny Members would welcome an increase in the number of people attending either to watch the meeting in action or ask a question on notice. Meetings are usually held at 6.30pm and details of location can be found on the [Council's web-site](#).

- Attend meetings of the Scrutiny Committees and standing panels, except in instances where confidential information is to be discussed. Details of these meetings are on our website, [here](#)
- Ask a question on notice on any agenda item. Email Democratic Services for more information, democracy@charnwood.gov.uk
- Suggest a topic for Scrutiny to consider by getting in touch with the Democratic Services team either through email democracy@charnwood.gov.uk
- Raise issues with your local Ward Councillor and request that Scrutiny considers this as part of a Councillor Call for Action, or add it to their Scrutiny Work Programme
- Watch out for consultations, surveys and requests for evidence by registering at <https://www.charnwood.gov.uk/pages/currentconsultations>

More Information?

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Democratic Services
Telephone: 01509 634785
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Charnwood

APPENDIX 2

Annual Scrutiny Report 2020/21

Scrutiny Commission

Introduction from the Chair of the Scrutiny Commission

The 2020-21 Council year has been unlike any other. The impact of the Covid-19 pandemic on all areas of the Council was remarkable and the role of scrutiny was no different. For a temporary period Committee meetings were postponed until legislation was passed allowing Council's to run virtual meetings. The Centre for Public Scrutiny (CfPS) and the Local Government Association (LGA) issued guidance to Councils, concerning the challenges associated with carrying out scrutiny during the Covid-19 pandemic. Following this, the Commission met virtually for the first time on 1st June 2020 and considered a temporary structure for the delivery of scrutiny during the Covid-19 pandemic.

The following was agreed (Scrutiny Commission min ref 5, 2020/21);

“RESOLVED

- *that the current cycle of directorate-based Scrutiny Committee meetings and Scrutiny Panel work be suspended for six months until 30th November 2020 with a review in September or October 2020;*
- *that option 1 as set out in the report of the Head of Strategic Support be applied, using the Scrutiny Commission with existing membership and monthly cycle of meetings as the temporary single Scrutiny function;*
- *that a single substantive agenda item for each meeting concentrate on one of the recovery cells; organisational recovery, economic recovery and community recovery;*
- *that the relationship between the Scrutiny Commission and the Audit Committee be strengthened as set out in the report;*
- *that the Council actively promote the use of ‘Questions under Scrutiny Committee Procedure 11.16’ as set out in the Constitution.”*

This would ensure that the Council satisfied CfPS guidance, that the Council maintained robust and member-led scrutiny proportionate to the constrained resources that the Council had during the Pandemic and that the scrutiny function at the Council was able to effectively scrutinise the Council's approach to recovery.

Scrutiny Commission

Following the review of the temporary scrutiny structure in October 2020 (Scrutiny Commission minute reference 60, 2020/21), it was agreed that the arrangements continued until a further review in March 2021. In addition, at that meeting the Commission agreed to allow Directorate-based Scrutiny Committee members to highlight important items from the respective Scrutiny Committee work programmes for consideration at Scrutiny Commission meetings. This would ensure that members involved in the wider scrutiny structure continued to maintain a voice within the Council's scrutiny function. At its meeting on 8th March 2021, the Scrutiny Commission again reviewed the scrutiny structure as the Chief Executive had made changes to directorates and the services that fall within them, and so the original scrutiny structure pre-pandemic was no longer relevant. The review was timely in light of the ongoing pandemic and the significant ongoing financial challenges faced by the Council. The following was agreed, subject to Full Council approval on 26th April 2021 (min ref 134 22020/21):



'RESOLVED

That it be recommended to Council that, with effect from the 2021/22 civic year:

- 1a. The Scrutiny Committee structure be amended to consist of the following two standing scrutiny committees, with the responsibilities, functions and membership as set out in Appendix B, with the amendment that membership of the respective committees:*

*Scrutiny Commission (Membership 7)
Finance & Performance Scrutiny Committee (Membership 9); and*

- 1b. Delegated authority be given to the Monitoring Officer to make any consequential amendments to the Constitution that may be required.*
- 2. That it be noted that the Monitoring Officer will request that the Independent Remuneration Panel consider the special responsibility allowances for the Chair and Vice-chairs of the two committees, and that appropriate recommendations will then be made to Council to amend the Scheme of Member Allowances accordingly.*
- 3. That a workshop be scheduled following the Council meeting on 26th April 2021 to allow members of the Scrutiny Commission to develop and align their work programme to reflect the new scrutiny structure. This would then be reported back into the Scrutiny Commission for transparency.'*

Scrutiny Commission

Despite the significant and prolonged challenges experienced throughout the pandemic, the Council has made every effort to adapt and maintain a valuable and constructive scrutiny function. This is evident in the detail of the Scrutiny Commission's work in 2020/21, which included;

- Innovating the use of a virtual meetings platform quickly and before many other Councils, in order to ensure scrutiny could continue throughout the pandemic.
- Trialling and testing of new software in order to provide the most appropriate virtual meetings experience.
- Intensive training of members and officers in a short space of time to familiarise virtual meetings protocols. Members were engaged in this process and embraced the challenge.
- Incorporating an inclusive structure, allowing for members of the wider scrutiny function to participate through members of the Commission.
- Enabling the opportunity to scrutinise work programme items from the three paused directorate-based scrutiny committees.
- Encouraging public participation in virtual meetings through live streaming (resulting in 217 YouTube views of Scrutiny Commission meetings as at 17th February 2021.)
- Continuous and thorough scrutiny of the Council's Covid-19 recovery efforts, including the Community, Economic and Organisational recovery cells.
- Developing stronger links with the Audit Committee through regular Chairs' and Vice Chairs' meetings and routine reporting at Committee meetings.
- Routine review of it's own agenda and work programme to reassess the impact of the pandemic and to ensure Council resources were being used most effectively
- Reviewing the work of the Children and Families Wellbeing Service.
- Reviewing the work of the Generating Commercial Income scrutiny panel
- Scrutiny of the implications of the pandemic on the Council's IT service
- Scrutiny of the retrospective review of Commercial property purchases
- Scrutiny of the five year housing land supply update (resulting in the recommendation that Parish Councils which have adopted Neighbourhood Plans be informed of the implications of the five-year housing land supply update in relation to potential development applications in their areas).
- Review of the Budget Scrutiny Panel report
- Scrutiny of the Bulky Waste Collection Charges review
- Scrutiny of the planning fee income – revenue impact

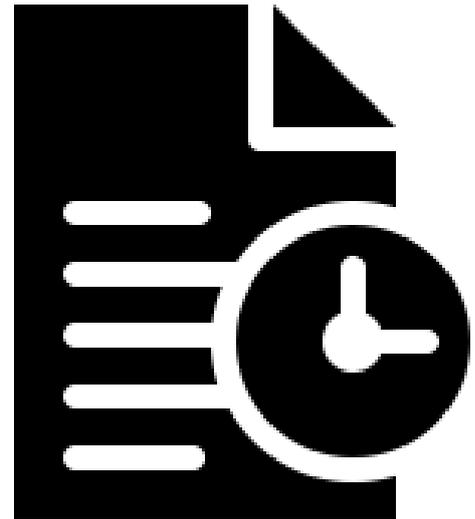
Scrutiny Commission

In addition to these fundamental achievements, the Scrutiny Commission continued to conduct effective pre-decision scrutiny of selected items from Cabinet agendas on a monthly basis throughout 2020/21. This included;



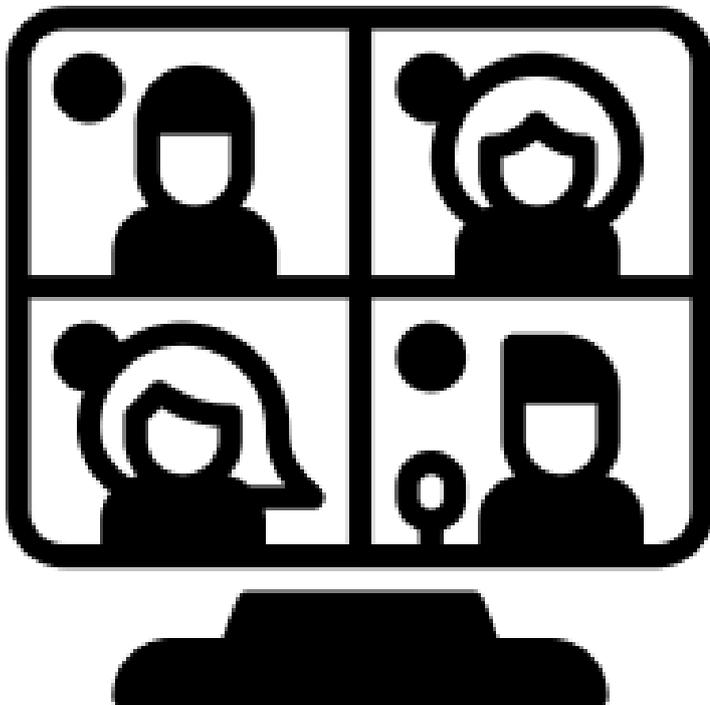
- Leisure Centre Contract Recovery and subsequent updates
- Capital Plan Outturn Report 2019/20
- General Fund and HRA Revenue Outturn 2019/20 and Carry Forward Budget
- Enterprise Zone Update
- Options for the 2020 Loughborough Remembrance Parade, Loughborough Fair, Loughborough Christmas Lights Switch on and Town Hall Pantomime
- Annual Health and Safety Report 2019-20
- Charnwood Community Lottery Review (resulting in the recommendation that the Head of Neighbourhood Service reviewed the way in which the Council communicates to its lottery supporters on its impact within the community)
- Public Space Protection Order (PSPO Loughborough Town Centre resulting in the recommendation that the reasoning in recommendation 2 of the report included a clearer rationale for the requirement of the delegated authority)
- Changes to the Procurement Service
- Commercialisation Position Statement
- Review of the Community Safety Partnership
- Shepshed Town Centre Public Realm Improvement Project
- Building Control Alternative Service Delivery Project
- Discretionary Private Sector Licencing Scheme
- Equality, Diversity and Inclusion (EDI) Strategy 2020-2024
- Bedford Square Gateway Public Realm Project
- People Strategy 2021-24
- Loughborough Business Improvement District (BID) 3rd Term
- Future Arrangements for the Delivery of Planned Works, Voids and Associated Works
- ICT Strategy 2021-23
- Corporate Delivery Plan 2021-22.

Scrutiny Commission



The importance of robust scrutiny has been highlighted during the 2020/21 Council year. The challenges faced have been unprecedented and all areas of the Council have been required to adapt quickly to meet the needs of the services provided. Existing practices which would usually require little scrutiny have been affected by the pandemic, meaning the remit of scrutiny at the Council has increased. Our role on the Scrutiny Commission has ensured that these new initiatives and ideas are appropriate and deliver the most effective outcomes. I am profoundly proud of what we have achieved and overcome in the past year and appreciate the true commitment and dedication and of my fellow committee members in delivering quality scrutiny. We have scrutinised a remarkable diversity of topics, details of which you can find in the minutes and recordings available [online](#). I feel that the Scrutiny Commission has added real and genuine value to the work of the Council and in the response to the pandemic and it's recovery, ensuring our residents have been supported and informed throughout and I am confident that this will continue. The structure of the scrutiny function will change during the 2021/22 Council year and I look forward to seeing how services can be influenced and improved further by the transparent and thorough scrutiny valued by the Council.

Councillor Brenda Seaton, Chair of the Scrutiny Commission 2020/21



Scrutiny Panels



Scrutiny panels can be established in order to undertake short, sharp scrutiny reviews and ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less;

Longer-term task and finish reviews are also possible, with perhaps six or seven meetings spread over a number of months when scrutiny needs to dig into a complex topic in significant detail.

A standing panel' reflects a necessity to keep a watching brief over a critical local issue, for example Budget Scrutiny Panel.

During the Covid-19 Pandemic, the Scrutiny Commission decided to temporarily pause all scrutiny panels, with the exception of the Budget Scrutiny Panel.

Budget Scrutiny Panel

Following a decision of the Cabinet at its meeting on 13th February 2020 and a decision of the Scrutiny Commission at its meeting on 10th August 2020, a Budget Scrutiny Panel has undertaken scrutiny of the Council's draft budget for 2021/22.

The Panel met between September 2020 and January 2021 to accord with the Council's timetable for setting its Medium-Term Financial Strategy 2021-23 and General Fund and Housing Revenue Account (HRA) Budgets and Council Tax 2021/22.

The Panel's deliberations focused on the proposed revised Budget 2020-21 and the revised Capital Plan 2020 to 2023. They also considered the previous Panel's report and the 2019-20 outturn accounts to inform its scrutiny.

Budget Scrutiny Panel

The Panel recognised the significant impact that the Coronavirus pandemic had on the Council's finances and in particular noted the uncertainties in the 2021/22 budget with regard to Government Settlement payments and unknown factors such as the New Homes Bonus and Business rates reductions. The Panel were particularly concerned with the use of reserves to meet the identified shortfall. The Panel made several recommendations, including in summary:

- A review of the scrutiny committee structure going forward as the directorate organisation had changed. As this recommendation was within the Scrutiny Commission remit it was considered by the Commission at its meeting on 11th January 2021 and was not put forward as a recommendation to the Cabinet at its meeting in February;
- A method to estimate savings made directly as a result of scrutiny;
- The need for regular monitoring of income from Commercial Investments as its income was considered crucial in maintaining safe and appropriate levels of reserves;
- Highlighting concerns regarding the use of underspend to balance the budget and understanding what financial stresses would trigger action regarding budget performance;
- The need for a more detailed breakdown of overall numbers within future budgets and continuity of Panel membership to encourage greater understanding of Council finances;
- An analysis of potential austerity reductions over a 5-year period be undertaken to support planning local services,
- That Building Control fees overspend be monitored considering the new Building Control Service and ensuring an effective advertising campaign is undertaken for the new service.

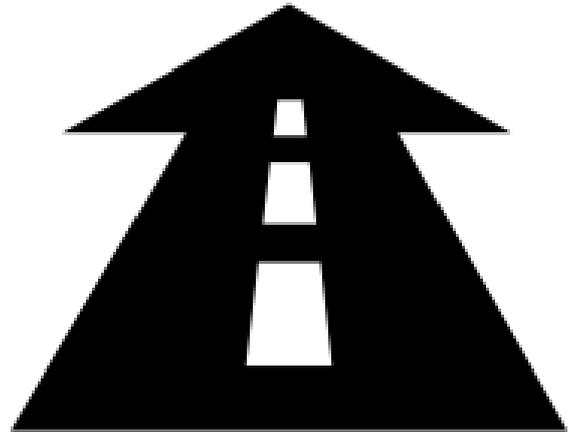
The Panel's report was considered by the Scrutiny Commission in January 2021, with the Commission resolving to submit that report to the Cabinet when it considered that General Fund and HRA Budget 2021/22 at its meeting on 11th February 2021. A copy of the Panel's report can be seen [here](#) and sets out the recommendations made by the Panel and a foreword by the Chair.

Councillor Leon Hadji-Nikolaou, Chair of the Budget Scrutiny Panel

Reflection and Looking Ahead

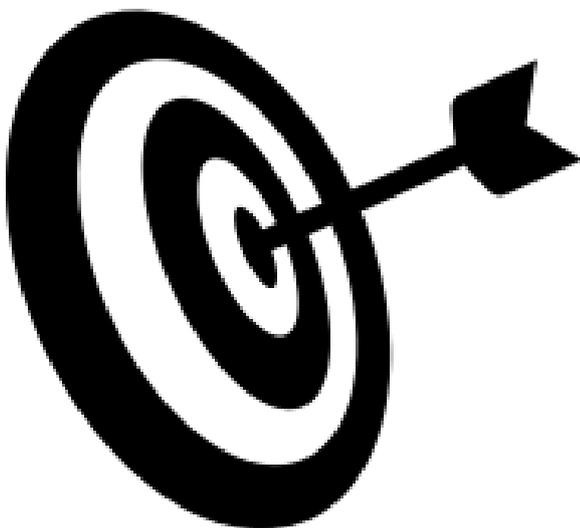
The Scrutiny function has been in place since the implementation of the Local Government Act 2000, its practices have been interpreted widely and with varying degrees of effect nationally.

Essentially overview and scrutiny exists to ensure the Council's Executive is publicly held to account for its decisions and actions, and to promote open and transparent decision-making and democratic accountability. It has a wide remit to explore how the Council and its partner organisations could improve services for the residents of Charnwood. When evidence shows there could be a better way of doing things, overview and scrutiny can make recommendations for change.



The 2020-21 Council year has been unlike any other. The impact of the Covid-19 pandemic on all areas of the Council was remarkable and the role of scrutiny was no different. For a temporary period scrutiny meetings like all committee meetings were postponed until legislation was passed allowing Council's to run virtual meetings.

During the Pandemic the Council maintained robust and member-led scrutiny proportionate to the constrained resources and the scrutiny function was able to effectively scrutinise the Council's approach to recovery. This style of approach was strongly advocated by Centre for Public Scrutiny and Governance (CfPSG) and the Local Government Association (LGA).



At its meeting on 8th March 2021, the Scrutiny Commission reviewed the scrutiny structure as the Chief Executive had made changes to directorates and the services that fall within them, and so the original scrutiny structure pre-pandemic was no longer relevant. The review was timely in light of the ongoing Pandemic and the significant ongoing financial challenges faced by the Council.

Reflection and Looking Forward



Subject to Full Council approval with effect from the new civic year 2021/22 the *Scrutiny Committee structure will be amended to consist of two standing scrutiny committees:*

- *Scrutiny Commission (Membership 7)*
- *Finance & Performance Scrutiny Committee (Membership 9)*

Task-and-finish' scrutiny panels will continue on the same basis with up to four running at any one time, including the Budget Scrutiny Panel.

Following the Annual Council meeting when the annual appointments are made, a work programme workshop will be held to map out the new scrutiny work programme and task and finish panel topics. Scrutiny members will also be offered development opportunities

on how to use scrutiny effectively and how it can be focussed on the most appropriate and important topics.

Overall, there are many challenges ahead and the new structure is being seen as a catalyst for making a real difference to the lives of local people.

Karen Widdowson, Democratic Services Manager



Get Involved!

There are many opportunities for members of the public and representatives of organisations to get involved in the work of Scrutiny. The Scrutiny Members would welcome more public participation in scrutiny meetings. You can find out more about upcoming meetings, and view recordings of previous meetings on the [Council's website](#). You can get involved by;

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SCRUTINY COMMISSION – 6TH APRIL 2021

<i>REPORT TO:</i>	Scrutiny Commission
<i>SUBJECT:</i>	2019 Air Quality Annual Status Report
<i>LEAD OFFICER:</i>	Alan Twells
<i>CABINET LEAD MEMBER:</i>	Cllr. Shona Rattray Executive Member for Business Support
<i>ORIGIN OF ITEM:</i>	Following a question on the status of the Council's 2019 Air Quality Annual Status Report (ASR), raised by Councillor Draycott in December 2019, the Environmental Protection Team agreed to provide an update on air quality across the borough and to clarify any questions Members had on the Council's current air quality monitoring programme. This report was initially requested pre-Covid but was deferred to the meeting on 6 April 2021.
<i>BRIEF FOR THE COMMITTEE</i>	To consider the update of the annual ASR and receive a summary of the monitoring of air quality across the Borough.

1. EXECUTIVE SUMMARY

- 1.1 The Government's requirements for Local Air Quality Management (LAQM) are set out in Part IV of the Environment Act (1995). This legislation places an obligation on all local authorities to regularly review and assess air quality in their areas and take action to improve air quality when objectives for specific pollutants, set out in regulation, cannot be met.
- 1.2 Under the LAQM process the Council are legally required to submit an Annual Status Report (ASR) to DEFRA by 30 June each year. This report (in the form of a mandatory template) must report on three main pollutants: Nitrogen Dioxide (NO₂), Particulate Matter (PM₁₀) and Sulphur Dioxide (SO₂); provide a summary of the local strategies employed to improve air quality and detail any progress that has been made.
- 1.3 There is also a requirement for a further four pollutants to be considered, these are Benzene, Lead, 1,3-Butadiene and Carbon Monoxide, however historic monitoring and desktop studies have ruled out the likelihood of these being significant in Charnwood.

- 1.4 The Council's ASR 2019 was submitted to DEFRA on 28th June 2019. Due to the annual averaging requirements this summarised the air quality data from monitoring undertaken in 2018.
- 1.5 Once ratified by DEFRA the report is published on the Council's website and this was accepted and completed in December 2019.
- 1.6 The Council's latest ASR was submitted to DEFRA in August 2020 (following an authorised extension to the submission timetable due to the Covid pandemic) and summarised the air quality data undertaken in 2019. This has now also been ratified by DEFRA and published on the Council's website. The full summary of the findings and monitoring undertaken are detailed in Appendix 1 to this report.

2. PURPOSE

- 2.1 The purpose of this report is to update Scrutiny Commission of the Council's air quality Annual Status Report 2019 (ASR), outlining the monitoring methodology, a summary of the monitoring data and an explanation of the results used to prepare the annual report for submission to DEFRA.
- 2.2 The Commission is asked to note that since the initial request the Council's ASR for 2020 has been prepared and published and this report therefore updates members on the latest findings.

Appendices: Appendix 1- Summary of Air Quality Annual Status Report 2019

Background Papers: Annual Status Report
https://www.charnwood.gov.uk/files/documents/2020_annual_status_report_asr/Charnwood%20ASR%202020.pdf

Public Health Joint Strategic Needs Assessment
<http://politics.leics.gov.uk/ieListDocuments.aspx?CId=135&MId=5998&Ver=4>

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1.0 Background

- 1.1 Air pollution is associated with a number of adverse health impacts. It is recognised as a contributing factor in the onset of heart disease and cancer. Additionally, air pollution particularly affects the most vulnerable in society: children and older people, and those with heart and lung conditions.
- 1.2 The Local Air Quality Management (LAQM) process places an obligation on all local authorities to regularly review and assess air quality in their areas, and to determine whether or not the air quality objectives are likely to be achieved. Where an exceedance is considered likely the local authority must declare an Air Quality Management Area (AQMA) and prepare an Air Quality Action Plan (AQAP) setting out the measures it intends to put in place in pursuit of the objectives.
- 1.3 Current guidance from DEFRA, requires Annual Status Reports (ASRs) to be submitted every year. The ASR should include information about action to improve air quality, monitoring data and any new sources of emissions. If a risk of an air quality objective is identified at a relevant location, the local authority is required to declare an AQMA; either through a fast-track process or following gathering of additional evidence. Likewise, if an AQMA could be revoked, this would also be reported in the ASR.
- 1.4 At the core of LAQM delivery are three pollutant objectives; these are:
- Nitrogen Dioxide (NO₂),
 - Particulate Matter (PM₁₀) and
 - Sulphur Dioxide (SO₂).
- 1.5 These pollutants are principally the products of combustion from motor vehicle traffic, space heating and power generation. All current Air Quality Management Areas (AQMA) across the UK are declared for one or more of these pollutants, with NO₂ accounting for the majority.
- 1.6 The air quality objectives are based on concentrations of pollutants, over a given time period, which are considered to be acceptable in terms of what is scientifically known about the effects of each pollutant on health and on the environment. The Air Quality Objectives for England are summarised in Table 1 below:

Table 1 – Air Quality Objectives in England

Pollutant	Air Quality Objective	
	Concentration	Measured as
Nitrogen Dioxide (NO ₂)	200 µg/m ³ not to be exceeded more than 18 times a year	1-hour mean
	40 µg/m ³	Annual mean
Particulate Matter (PM ₁₀)	50 µg/m ³ , not to be exceeded more than 35 times a year	24-hour mean
	40 µg/m ³	Annual mean
Sulphur Dioxide (SO ₂)	350 µg/m ³ , not to be exceeded more than 24 times a year	1-hour mean
	125 µg/m ³ , not to be exceeded more than 3 times a year	24-hour mean
	266 µg/m ³ , not to be exceeded more than 35 times a year	15-minute mean

The units are in microgrammes of pollutant per cubic metre of air (µg/m³).

- 1.7 The Air Quality Objectives apply at locations where members of the public might be regularly exposed to pollutants, such as building façades of residential properties, schools, hospitals, care homes etc. The Council's monitoring points are therefore situated at receptor locations considered to represent 'worse case'. The focus for road traffic sources are, therefore, locations close to busy roads, narrow congested streets with residential properties close to the kerb, busy junctions, built up areas where the road is canyon-like with the buildings either side restricting dispersion and dilution of the emission and roads with a high proportion of buses or HGVs. Our focus for industrial sources are installations with significant contained or fugitive emissions likely to lead to elevated short-term concentrations.
- 1.8 During 2018 four automatic (continuous) real-time monitoring sites were used to monitor NO₂, SO₂ and PM₁₀. In addition, non- automatic (passive) diffusion tube monitoring was undertaken at a further 48 sites for NO₂. Diffusion tubes are a reasonably low-cost monitoring device which take samples over approximately a 1 month period. They are therefore useful for assessing compliance against the annual mean objective but can't monitor against the short-time means. To improve the accuracy of the tubes, the results must be bias corrected, based on data for the same period from local or nationally located referenced analysers and the results annualised if the data capture is less than 75% (due to missing or spoilt tubes).
- 1.9 Since the inception of LAQM a number of AQMAs have been declared and revoked in Charnwood and there are currently 4 declared in the district (as described in Table 2). These are all locations where residential properties are near to roads, or local industrial sources.

Table 2- Charnwood AQMAs

Number	Name	Objective	Year Declared	Description
AQMA 1	Loughborough	NO ₂ annual mean	2001 (amended in 2004)	Around town centre from road traffic emissions
AQMA 2	Syston	NO ₂ annual mean	2001 (amended in 2004)	Along Melton Road and Sandford Road, from road traffic emissions
AQMA 3	Mountsorrel	PM ₁₀ 24-hour mean	2011	Around Granite Way for fine particulate matter from the Mountsorrel quarry
AQMA 4	Great Central Railway	SO ₂ 15-minute mean	2001	Around Wolsey Way from steam locomotive emissions

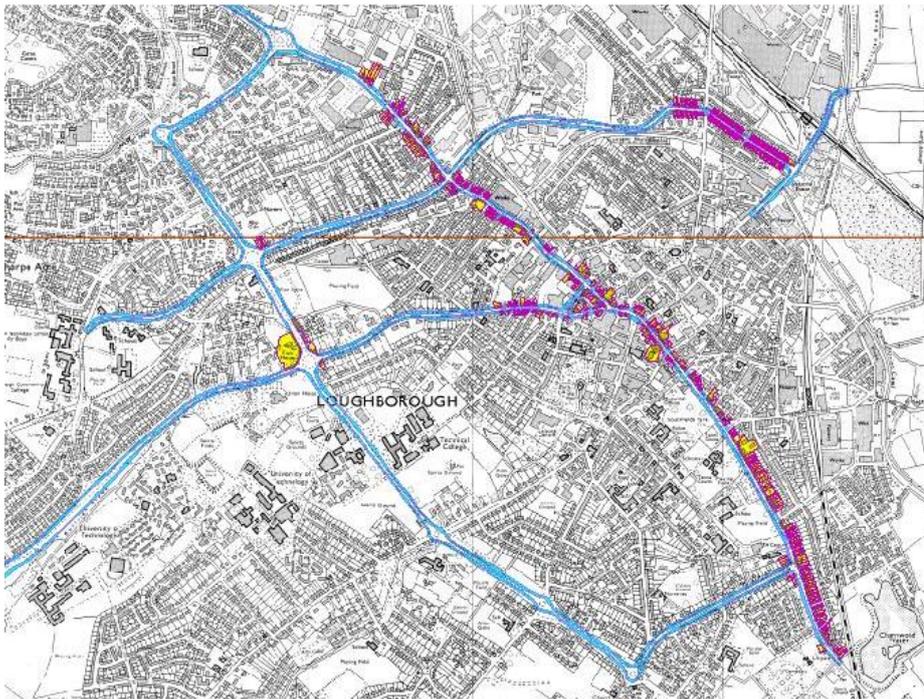
2.0 Existing Air Quality

- 2.1 Charnwood Brough Council carries out monitoring of nitrogen dioxide (NO₂) concentrations using a network of diffusion tubes and at four continuous real-time monitoring sites for NO₂, Sulphur dioxide (SO₂) and particulate matter (PM₁₀).
- 2.2 Maps showing the location of the monitoring points are included in the ASR but the general areas of monitoring are summarised in Figure 1 below.

Figure 1- location of monitoring sites.



3.0 Loughborough (AQMA 1)



- 3.1 Monitoring of NO₂ in Loughborough is conducted using a network of non-automatic diffusion tubes and an automatic analyser located on Baxter Gate.
- 3.2 As shown in Figure 2 below, concentrations at High Street and Baxter Gate exceeded the Air Quality Objective before 2013, but have been consistently below the objective since 2014. This coincides with the opening of the Inner Relief Road in November 2014.
- 3.3 There has been a similar reduction in concentrations over time at all Loughborough sites with no exceedances of the relevant objectives recorded in 2018 or more recently in 2019.
- 3.4 As these diffusion tube sites represent worst case locations and most are closer to the road than relevant receptors, we are confident that no residents are being negatively impacted.

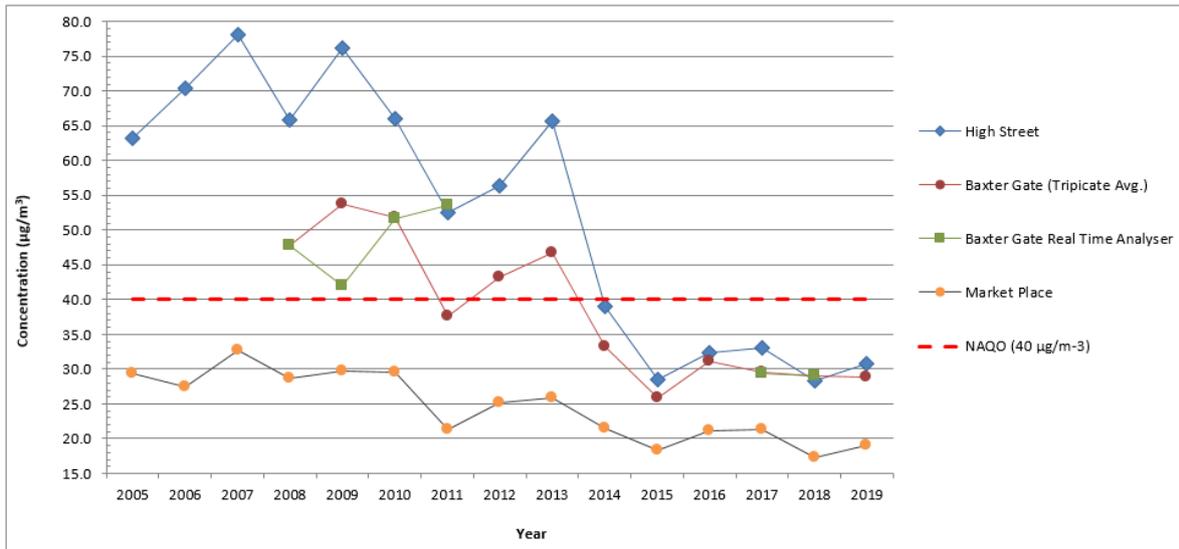


Figure 2- Annual Mean NO2 concentrations in Loughborough AQMA

4.0 AQMA 2- Syston



- 4.1 Monitoring of NO₂ in Syston is conducted using non-automatic diffusion tubes and an automatic analyser located on Melton Road.
- 4.2 As shown in Figure 3 below, concentrations at Melton Road and High Street remain consistently beneath the Air Quality Objectives and supports the Council's view that revocation of this AQMA should be actioned as a priority.

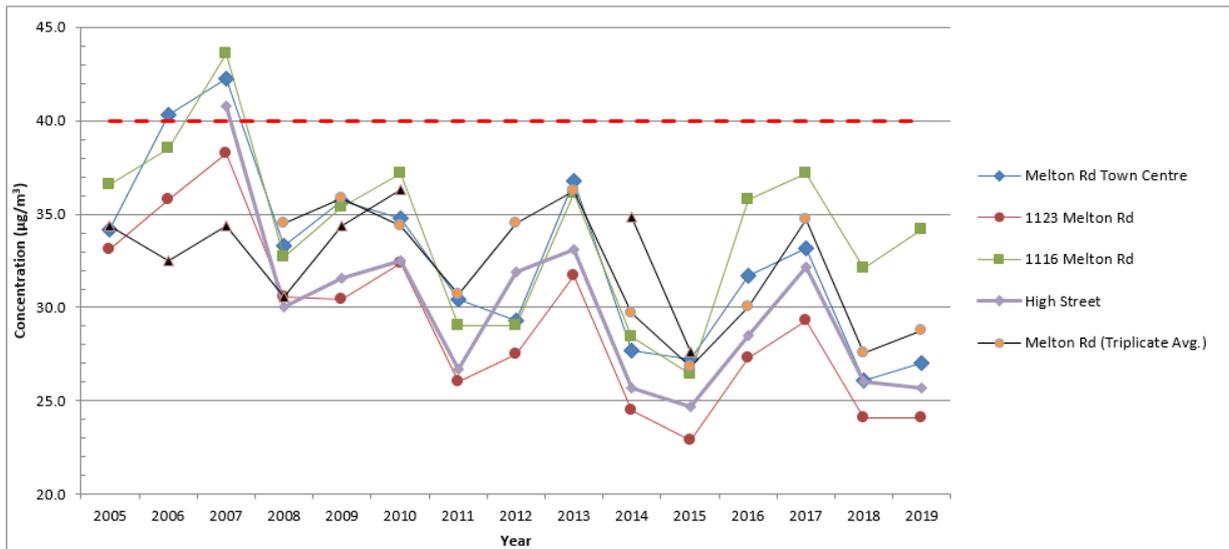
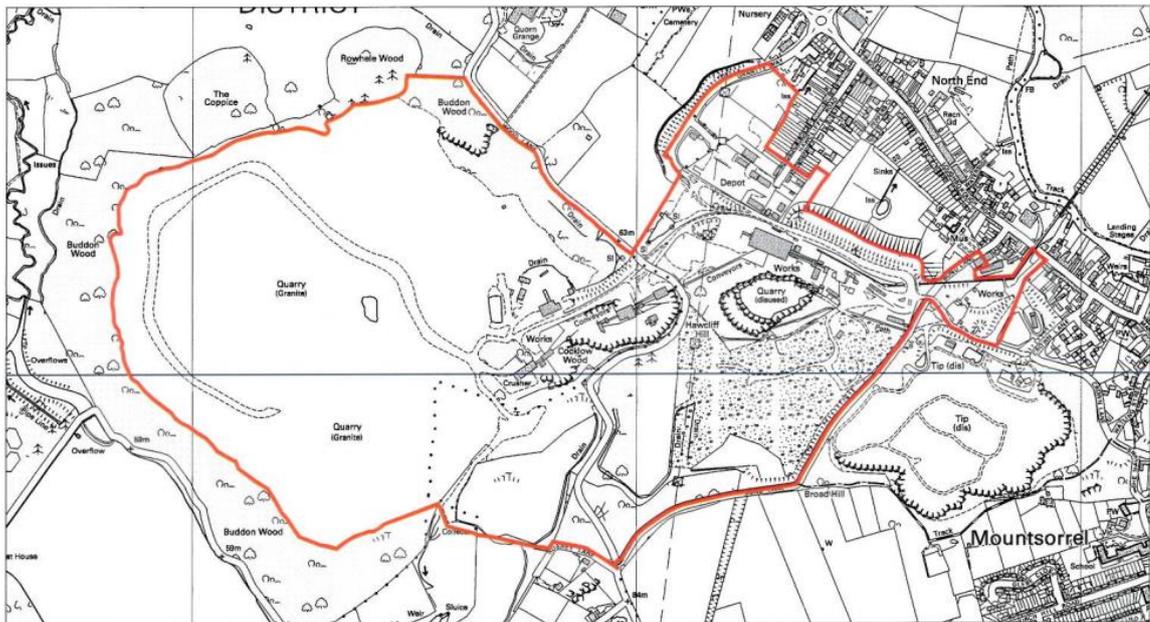


Figure 3- Annual Mean NO2 concentrations in Syston AQMA

5.0 AQMA 3-Mounstorrel



- 5.1 Automatic monitoring for fine particulate matter (PM₁₀) is undertaken at Hawcliffe Road Mounstorrel using a Partisol analyser.
- 5.2 PM₁₀ around Mounstorrel Quarry has markedly lowered since the introduction of the quarry's Dust Management and Monitoring Plan (DMMP), with concentrations averaging around 25% lower than those observed prior to the declaration of the Air Quality Management Area (AQMA) in 2011. The DMMP continues to be regularly reviewed with the quarry management team to identify and refine operational activities so as to reduce fugitive dust impact on the local community.

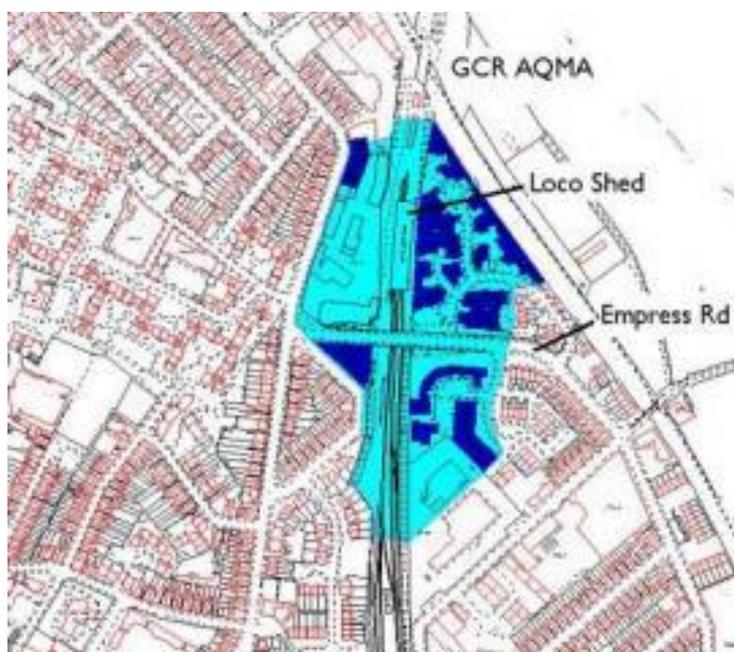
- 5.3 In 2018 the site recorded an annual mean of 24.7 $\mu\text{g}/\text{m}^3$, below the Air Quality objective of 40 $\mu\text{g}/\text{m}^3$, and no exceedance of the 24-hour mean objective. This continued in 2019 when the site recorded an annual mean of 22.6 $\mu\text{g}/\text{m}^3$, again significantly below the objective.

Figure 4- PM concentrations in Mountsorrel

Site ID	Air Quality Objective	2015	2016	2017	2018	2019
CM1	PM ₁₀ Annual Mean Concentration (40 $\mu\text{g}/\text{m}^3$)	27.09	24.65	24.84	24.66	22.6
CM1	PM ₁₀ 24-hour Mean Concentration (50 $\mu\text{g}/\text{m}^3$)	49.0	46.8	46.9	46.2	43.1

Exceedances of the PM₁₀ annual mean objective of 40 $\mu\text{g}/\text{m}^3$ are shown in **bold**

6.0 AQMA 4- Great Central Railway



- 6.1 Sulphur Dioxide (SO₂) is recorded using an automatic analyser close to Great Central Railway (GCR) engine sheds. The monitor is co-located alongside 3x sulphur dioxide tubes that are changed on a monthly basis. 3 further 'background' diffusion tubes have also been located throughout the Borough to allow a comparison of concentrations against the site of interest.
- 6.2 Results for 2018 indicated no exceedances of the 15-minute, 1-hour or 24-hour objectives for this particular pollutant, however we will continue to monitor levels to build a longer-term picture of concentrations at this site.

Figure 5- SO2 concentrations in Great Central Railway AQMA

Site ID	Year	15-minute Objective (266 µg/m ³)	1-hour Objective (350 µg/m ³)	24-hour Objective (125 µg/m ³)
CM2	Number of Exceedances 2018 (percentile in bracket)	0 (61.6)	0 (41.4)	0 (24.9)
CM2	Number of Exceedances 2019 (percentile in bracket)	0 (66.09)	0 (46.94)	0 (22.05)

7.0 Summary of ASR 2019

7.1 All monitoring results during 2018 showed compliance with the air quality objectives, both inside and outside of the existing AQMAs. Overall trends for NO₂ remained downward and the work committed to at Mountsorrel Quarry continued to achieve PM₁₀ concentrations averaging around 25% lower than those observed when compared to results during 2009/10, prior to the declaration of the Air Quality Management Area (AQMA).

7.2 A second set of monitoring data was reported from our SO₂ monitor located close to the Great Central Railway engine sheds. Whilst results again suggested that concentrations were within the required objective levels of this particular pollutant, it was our stated intention to continue to monitor levels as we were aware that there has been some disruption to the monitoring over the past 2 years with both equipment and 'server-side' enhancements taking the monitor off-line for extended periods.

7.3 During both 2018 and 2019 we have reviewed the location of our monitoring sites following a number of queries from Members. Whilst we had no reason to believe there were any areas of concern we have, where appropriate and practicable, re-sited a small number of existing diffusion tubes to specific areas which were not previously covered by our network, this included areas in Anstey and Fredrick/William Street Loughborough.

8.0 Future Developments and Collaborative Working

8.1 The legislative framework underpinning air quality assessment in the UK has remained relatively consistent throughout the last decade. However, recent developments have meant that this may change due to the ever-increasing scrutiny on climate change, in the wake of the declared climate emergency in the UK. In the future, as nitrogen dioxide concentrations decrease, greater emphasis is likely to be placed on Particulate Matter (PM) which is less locally controllable, but is a more important metric in relation to health effects.

8.2 Particulate matter is different from the gaseous pollutants in that it is not a clearly defined chemical compound. It can be expressed in a number of ways, by size, composition, origin or other metrics. PM₁₀ and PM_{2.5} are the most commonly used units. We will therefore be reviewing our monitoring requirements as new legislation dictates, e.g. the new Environment Bill. This also aligns with the Public Health agenda following production of the Joint Strategic Needs Assessment (JSNA) and associated action plan which went to Leicestershire County Council Cabinet on 20 October 2020. Within the JSNA there is an air

quality chapter and the Environmental Protection team will work closely with the County Council to ensure that the action plan is implemented. One of the aims of the JSNA Action Plan is to assess background concentrations of PM_{2.5}, and implement measures to both reduce exposure to PM and reduce overall concentrations of PM_{2.5}.

- 8.3 Since the 2019 ASR we have sought to increase our ability to monitor PM levels within the borough by purchasing a relatively low cost mobile monitoring unit (a Zephyr). We will seek to deploy this unit at a suitable location to assess background levels or assess trends at locations where future Air Quality Objectives may be at risk due to new or local industrialised sources. Further work is required on this before a monitoring strategy and locations are agreed on.
- 8.4 Another area for collaborative work is ensuring that any updates to the Local Plan have fully considered air quality. External consultants have been undertaking an Air Quality Study as part of the Charnwood Local Plan and we will review any suggestions on Key Priority Areas to ensure air quality considerations and interventions are targeted most effectively.
- 8.5 Providing information to the public is an area which may also need to be prioritised, both as part of the Action Planning process, and more generally through work with Public Health. Ensuring clear messages for the public is difficult for a technical area such as air quality. The messaging should also link in with climate change aspirations. For example, communication around measures such as active travel will assist in modal shift away from private vehicles. Following the Coronavirus lockdown, utilising messages at national level to reiterate local advice may provide a useful opportunity to retain and enhance levels of cycling and walking.

CABINET - 8TH APRIL 2021

Report of the Head of Planning and Regeneration Lead Member: Councillor Richard Bailey

Part A

ITEM CHARNWOOD LOCAL DEVELOPMENT SCHEME 2021

Purpose of Report

To seek approval of the revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.

Recommendations

1. That the revised programme for the preparation of local development documents as set out in the Local Development Scheme attached to this report be approved;
2. That the Local Development Scheme comes into effect and is published on 16th April 2021;
3. That authority is delegated to the Head of Planning and Regeneration in consultation with the Lead Cabinet Member for Planning to make any minor typographical/graphical amendments to the Local Development Scheme prior to its publication.

Reasons

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

Policy Justification and Previous Decisions

The Local Development Scheme (LDS) is a statutory document that sets out the programme for the production of the Charnwood Local Plan. The last LDS was published in April 2020 following Cabinet approval in March 2020 (minute 92 19/20 refers).

The Local Plan will be an important tool in helping to deliver key aspects of the Corporate Strategy and its vision for the borough, particularly in relation to 'Caring for the environment', 'Healthy communities' and 'A thriving economy'.

An up to date local plan is the primary means to encourage new jobs and businesses, ensure that growth in homes and infrastructure benefits residents, and to protect the environment for future generations. An up to date local plan will also support the Council's work to increase tourism and support initiatives to help our towns and villages to thrive and provide sports facilities and green spaces.

The legislative provisions for the Local Plan are set out in the Planning and Compulsory Purchase Act 2004 and the Localism Act 2011. Further regulation is provided by the Town and Country Planning (Local Development) (England) Regulations 2004. Amendments to the 2004 Act and Regulations in 2008, 2009 and 2012 provide further specificity around the requirements for LDS and Local Plan production. The Localism Act 2011 requires the LDS to be made available to the community and other interested parties so they understand what policy work will be done and when it is programmed to take place. This then helps them to time their own activities around engagement and promote their objectives at the appropriate time.

The form and content of local plans are shaped by the National Planning Policy Framework (NPPF) and Planning Policy Guidance (PPG) as appropriate.

Implementation Timetable including Future Decisions and Scrutiny

A revised version of the LDS is attached in the appendix and covers the three-year period to 31st March 2024 and would come into effect on 16th April 2021. The programme responds to the strategic planning matters for Leicester and Leicestershire and allows for local development need and supply factors to be considered over an appropriate timescale. The programme is necessary to set out the next stages in the preparation of local planning policy for Charnwood.

Development Plan Documents must be based on credible and robust evidence if they are to be found 'sound' by the Planning Inspectorate. The revised LDS includes a programme that focuses on the preparation of a Local Plan for Charnwood in this context. The LDS also signals the intention to prepare a Supplementary Planning Document to help guide the Council's policies on developer contributions.

Report Implications

The following implications have been identified for this report.

Financial Implications

Provision of £280.6k has been made in the budget for 2021/22 for the work required on the final elements of the evidence base, consultation and examination to enable work identified by the Local Development Scheme to progress in 2021/22. Potential costs of the detailed programme of activity under years two and three will be identified ahead of the appropriate budget setting periods, taking into account the relevant Local Development Scheme review and prevailing circumstances. These will be identified as one-off budget pressures in the relevant budget rounds in line with normal working practice.

The total costs of producing a Local Plan consist of the consultancy costs and establishment staff costs over the period of plan preparation and the costs of the

Planning Inspectorate. Members should be aware that the LDF draws on staff resources from across the council and that staff in the Planning and Regeneration Service are engaged in other tasks, so it is difficult to establish exact costs. However, a response has previously been given to Council (Item 6:6.3 on 29 June 2015) in respect of the last local plan process dating back to 2007 of around £1.5m in staff costs (or an average of about £190k a year over the eight year period) (minute 16.3 15/16 refers). The consultancy costs amounted to c£1m over the same period although it should be noted that these costs were high due to changes in circumstances as the plan progressed. The costs of the Planning Inspectorate are set by Regulation. The examination of the Core Strategy, which ended in November 2015, cost £111k.

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 publish a Local Development Scheme prejudices the effective programming of planning documents and the timely preparation of a sound Local Plan.	Unlikely (2)	Significant (2)	Low (4)	Maintain effective project management through the LDF Project Board

Key Decision: Yes

Background Papers: None

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Part B

Background

1. Local planning authorities are required to prepare a Local Development Scheme (LDS) setting out a 3-year programme for the preparation of local development documents and to keep it under review.
2. The Council adopted its first LDS in October 2005 and revisions have been made a number of times since. The LDS is now reviewed on an annual basis and presented to Cabinet.
3. The review of the LDS sets out the programme for preparing a Local Plan and signals the intention announced in the Core Strategy to prepare a further supplementary planning document. It is essential that work on the Local Plan continues to be given high priority to maintain a positive planning framework for growth and to engage positively in strategic planning matters for Leicester and Leicestershire.

Progress made on the Local Plan

4. Following the adoption of the Core Strategy in November 2015, the 2016 LDS signalled the commencement of a single Local Plan to cover the period to 2036 to respond to the Leicester and Leicestershire Strategic Growth Plan and the government's priority to significantly boost housing delivery.
5. Consultation on the Draft Charnwood Local Plan took place in November and December 2019. The long-term programme proposed for the preparation of the new Local Plan is:
 - Pre-submission Consultation – July 2021
 - Submission – October 2021
 - Inspector's report published – September 2022
 - Adoption of Local Plan – October 2022
6. This programme has been amended since the publication of the 2020 LDS to take account of significant extra work to overcome infrastructure constraints, and to respond to representations on the Draft Local Plan. This has been alongside pressure from competing priorities particularly related to supporting Neighbourhood Planning, supporting the delivery of strategic developments and contributing to and influencing strategic planning matters.
7. The proposed timetable is based on a detailed work programme which maps out the key tasks required ahead of publishing the plan for Pre-Submission consultation to satisfy legal requirements, the National Planning Policy Framework and tests of soundness.
8. The later stages of the programme have also been amended to reflect research undertaken on the length of time the Planning Inspectorate are currently taking to examine a submitted plan, hold hearings and prepare a report. Data from the Planning Inspectorate for the authorities in the East Midlands suggests that it

likely it will take approximately 16 months to progress a plan from pre-submission consultation to adoption.

9. The programme for the Local Development Scheme will be monitored through the Authority Monitoring Report. Managing performance against this programme is important given community and stakeholder expectations and powers available to the Secretary of State to intervene in poor performing authorities.

Supplementary Planning Documents (SPD)

10. The LDS proposes a Supplementary Planning Document on Planning Obligations that will be worked on in the three-year period to provide guidance on the interpretation and use of Core Strategy Policy CS24: Infrastructure and Delivery and subsequently the policy proposed for the Charnwood Local Plan.
11. The Council expects to complete the Planning Obligations SPD within the three-year programme of this Local Development Scheme. The individual programme for the SPD will be prepared and managed to allow the timely preparation of the Charnwood Local Plan.

Appendices

Appendix: Charnwood Local Development Framework Local Development Scheme – April 2021 to March 2024

CHARWOOD LOCAL PLAN
LOCAL DEVELOPMENT SCHEME

APRIL 2021 TO MARCH 2024

APRIL 2021

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1. Introduction

- 1.1. The Charnwood Local Development Scheme sets out the Council's programme for preparing the Charnwood Local Plan.
- 1.2. Local plans are the key to delivering sustainable development that reflects the vision and aspirations of local communities. They set the development strategy and policies for delivering the vision of the area. Having an up to date local plan is important because applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. In this respect, local plans provide clarity for development proposals and a degree of predictability for the community.
- 1.3. Charnwood Borough Council is committed to maintaining an up to date local plan in accordance with National Planning Policy Framework. The programme set out in this Local Development Scheme covers the period 2021 to 2024. It identifies the stages the local plan will go through and the timetable for key activity.

2. Local Plans

- 2.1. The adopted development plan for Charnwood is made up of the Core Strategy (2015) and the detailed 'saved' policies from the Borough of Charnwood Local Plan (2004)¹. The Core Strategy sets the strategic planning framework for Charnwood for the period 2011-2028.
- 2.2. Whilst the proposals in the Core Strategy provide for the period up to 2028, and the strategic growth sites contained within it will continue beyond 2028, the Council has a duty to maintain an up to date local plan. As a consequence, the Council is preparing a single Charnwood Local Plan document to replace the Core Strategy and to replace the remaining 'saved' policies from the Borough of Charnwood Local Plan.
- 2.3. The Core Strategy also signals our intent to prepare Supplementary Planning Documents to provide guidance on how policies should be interpreted, and these are included in this programme.
- 2.4. Progress made on the Charnwood Local Plan is published each year in the Council's Authority Monitoring Report. The Authority Monitoring Report for 2021 will provide details on the Council's work towards the programme set out in this Local Development Scheme.
- 2.5. The planning system uses a raft of technical names for different documents and the status they enjoy. Although every attempt has been made to avoid technical terminology there are occasions where names which have a legislative meaning are used. Where this is the case a glossary of terms is provided at Appendix C to assist the reader. The relationship between different documents is shown in Appendix A.

¹ The minerals and waste local plans prepared by Leicester City and Leicestershire County Councils, and made neighbourhood plans, also form a part of the development plan for Charnwood

3. Programme of work for 2021-2024

Local Plan

- 3.1 The Council's priority within the three-year period is to prepare and submit a new Local Plan and see it examined by the Secretary of State.
- 3.2 The Local Plan will build on the strategy contained within the Core Strategy, setting out the strategic and detailed policies to deliver the Council's vision for Charnwood up to 2037. It will take account of the commitments for housing, employment and other developments across Charnwood, including the existing strategic allocations for Sustainable Urban Extensions and the Loughborough Science and Enterprise Park. It will identify and allocate further sites in the borough needed to meet the needs of the community, including specific sites for development, and designations that reflect special character or that require protection. It will also set out specific policies and criteria against which planning applications for the development and use of land and buildings will be considered. The Local Plan will include a policies map for the whole Borough.
- 3.3 Full details of the Local Plan and its milestones are set out at Appendix B. The Local Plan has been prepared to respond to the Leicester and Leicestershire Strategic Growth Plan which has been approved by all ten partner organisations. The Growth Plan was approved by this Council at the Council meeting on 5th November 2018. Consultation was undertaken on the scope of the new Local Plan in 2016 (in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. In April 2018 an informal consultation was undertaken on the issues and options available for the new plan; titled 'Towards a Local Plan for Charnwood'. A Draft Local Plan was then prepared and consulted upon in November 2019 and is available to view here:

www.charnwood.gov.uk/pages/draft_charnwood_local_plan_2019_36 .

- 3.4 The next stage in the preparation of the Local Plan will be the preparation of a Pre-submission Local Plan for further consultation prior to submission. The long-term programme for the preparation of the Local Plan is:
- Pre-submission consultation – July 2021
 - Submission to the Secretary of State – October 2021
 - Inspector's Report published – September 2022
 - Adoption – October 2022

Leicester and Leicestershire Strategic Growth Plan

- 3.5 Charnwood is part of the wider housing market for Leicester and Leicestershire and all of the Councils in this area work together to understand the need for homes and jobs and how to plan for them through their local plans in a coordinated way. A Strategic Growth Plan has been prepared which sets out the amount of homes and jobs needed and the agreement on their distribution across Leicester and

Leicestershire between 2011 and 2050. A Strategic Growth Statement was published in Summer 2016 and a draft plan was the subject of consultation in Spring 2018. Following consultations with residents, businesses, organisations and other key stakeholders the plan was approved by all Councils at a series of meetings held during November and December 2018.

- 3.6 The relationship between the Charnwood Local Plan and the Strategic Growth Plan is an important one, as the local plan takes its lead from the Growth Plan's broader strategy and the numbers of homes and jobs required in Charnwood. The development strategy for Charnwood is a key component of the local plan and can only be identified and tested now the Strategic Growth Plan has been approved. The Council will continue to be heavily engaged in this strategic work during the period covered by this Local Development Scheme, including a Statement of Common Ground, which is currently being prepared with the other authorities in the HMA and the programme for the Charnwood Local Plan reflects this. The relationship between the Charnwood Local Plan and the Strategic Growth Plan is recognised in the risk assessment in Section 5.

Supplementary Planning Documents

- 3.7 Supplementary Planning Documents provide guidance on how existing planning policy should be used and interpreted when developing proposals and taking decisions on planning applications. The Core Strategy identified a need for three Supplementary Planning Documents and the first of these, a Housing SPD was adopted in May 2017. The second, a Design SPD was adopted in January 2020. The remaining SPD is to provide guidance on:

- **Planning Obligations:** to provide guidance on the interpretation and use of Core Strategy Policy CS24: Infrastructure and Delivery

- 3.8 The Council expects to significantly advance the Planning Obligations SPD within the three year programme of this Local Development Scheme.

Community Infrastructure Levy (CIL)

- 3.9 The Council has previously explored the potential for introducing a Community Infrastructure Levy charging schedule and infrastructure list. The Community Infrastructure Levy is a charge that local authorities can levy on most types of new development in their areas based on the size, type and location of the development proposed. The funding secured can be used towards delivery of infrastructure set out on the infrastructure list. However, the Council's major growth proposals set out in the existing Core Strategy are supported by individual Section106 legal agreements to secure the infrastructure necessary to mitigate their impacts. As a result, the benefits of a CIL Charging Schedule are much reduced. The Council will consider whether CIL is necessary to deliver the proposals set out in the new Local Plan, but substantive work is not programmed within the three-year programme set out in this Local Development Scheme.

Statement of Community Involvement

- 3.10 A Statement of Community Involvement (SCI) sets out how a Council intends to consult and involve the community in the preparation and review of local development documents and in development management decisions. The Charnwood Statement of Community Involvement has recently been updated and was adopted in January 2021.

Neighbourhood Development Plans

- 3.11 The Localism Act makes provisions for Neighbourhood Development Plans to be prepared. More commonly referred to simply as Neighbourhood Plans, they are a community-led document initiated through a Parish/Town Council or Neighbourhood Forum and ultimately adopted by the Council as part of the development plan.
- 3.12 Several parishes have or are in the process of producing Neighbourhood Plans. The Council provides support to Neighbourhood Forums to help them prepare these plans and will work with Town and Parish Councils and other designated groups to accommodate this work within the existing and emerging policy framework. This Local Development Scheme does not prescribe a timetable for those documents as they are community led by the appropriate Neighbourhood Forum and not Charnwood Borough Council. However, within the three-year period covered by this Local Development Scheme significant work is anticipated for at least four Neighbourhood Plans for Anstey, Cossington, Rearsby, and Woodhouse. These plans have the potential to join the Neighbourhood Plans for Thurstaston and Cropston, Barrow upon Soar, Quorn, Sileby and Thrusington as being 'made' by the Council and forming part of the development plan for the relevant parish area. Alongside these plans, Neighbourhood Plans for Queniborough, Rothley and The Wolds Villages have all been through examination with the examiner concluding that, subject to a series of recommended modifications, they meet all the necessary legal requirements and can proceed to referendum; however, these are currently delayed due to Covid 19 restrictions.

4. Project Management and Resources

- 4.1. The Local Plan is managed day to day by the Group Leader of the Plans, Policy and Place Making Group under the direction of the Head of Planning and Regeneration. The Local Development Framework Project Board (LDF Board) provides oversight and is made up of the Chief Executive, the Strategic Director for Community, Planning and Housing, the Cabinet Lead Member for Planning and the Leader of the Council.
- 4.2. The Planning Policy Team provides the bulk of the Council's resource to progress the Local Plan but specialist expertise is drawn from across the Plans, Policies and Place-making Group and elsewhere across the Service when required. The close relationship between the Local Plan and the Council's corporate priorities allows additional support to be drawn from across the Council on specific corporate activities.

- 4.3. Budgetary provision is sought on an annual basis based on the Service Delivery Plan and Local Development Scheme programme. Specific costs relating to the submission of documents and the Examination process are identified in the Council's Medium Term Financial Plan.
- 4.4. The challenge of delivering growth is recognised. The Council is delivering the Local Development Scheme in a project managed environment, supported by appropriate resources.

5. Risk Assessment

- 5.1. An assessment has been carried out of the factors that could affect the ability of the council to deliver the Local Plan in accordance with the indicated programme. Actions to manage these risks have been identified.

Risk Identified	Likelihood/Impact	Management Action
Programme slippage	<p>Medium/Medium</p> <p>The Council is expected to meet the milestones in the Local Development Scheme. Failure to deliver against the key milestones will be damaging to the reputation of the local planning authority and the absence of up to date planning policies will hamper the realisation of the Council's vision and lead to unplanned developments in the Borough. The deadlines for preparing the Local Plan are very challenging given the emphasis on community engagement and the potential for development industry interest.</p>	<p>The Local Development Framework Project Board will carefully monitor progress and give priority to achieving the key milestones set out in the Local Development Scheme.</p>
Staff resources	<p>Low/High</p> <p>The Planning Policy Team currently has a stable and experienced staff resource. However, staff changes will impact on the production of the local plan.</p>	<p>Ensure that sufficient staff resources with the necessary experience and expertise are available for the production of the local plan, supplementary planning documents and manage competing work priorities, utilising agency resources as required</p>
Financial resources	<p>Low/High</p> <p>Sufficient financial resources are required to prepare the local plan and supplementary planning documents including for</p>	<p>Ensure the Local Development Scheme informs the council's Medium Term Financial Plan.</p>

Risk Identified	Likelihood/Impact	Management Action
	consultancy support, consultation and the examination process.	
Competing work priorities	<p>High/Medium</p> <p>The Planning and Regeneration Service is involved in a wide range of spatial policy work. Work to implement the Core Strategy, engage and support the Strategic Growth Plan, Neighbourhood Plans and any major unplanned developments will weigh heavily on staff resources especially with respect to appeals.</p>	<p>The high priority of the Local Plan is recognised and at certain times other work will have to take a much lower priority. Where this is not possible consideration is given to outsourcing work to other local planning authorities or consultants.</p>
Level of public interest cause delays	<p>Medium/High</p> <p>Public interest in the Local Plan has been high during previous consultations.</p>	<p>Resources are drawn from across the Planning and Regeneration Service at appropriate times to ensure representations are dealt with.</p>
Lack of capacity of statutory agencies to respond and/or engage	<p>Low/High</p> <p>Decisions taken nationally to change the resources of statutory agencies, and their capacity to manage local plan consultations and other work, may cause delays to the programme</p>	<p>The Local Development Scheme provides forward notice of the council's Local Plan programme. Maintain contact with key agencies to minimise prospect of slippage</p>
Change in national policy/legislation	<p>Medium/High</p> <p>Changes to the statutory process or new substantive policy which affects the content and direction of local policy preparation and decisions may cause delays to the programme.</p>	<p>The Council will carefully monitor new policy and legislation and give priority to managing any impacts on the key milestones set out in the Local Development Scheme</p>
Slippage in strategic evidence/planning or Duty to Cooperate Matters	<p>Medium/High</p> <p>Strategic evidence for homes, jobs and transport will help define the relationship between Charnwood and the wider housing market area and the role of the Charnwood Local Plan. Any delays to this strategic work may cause Duty to Cooperate issues and cause delays to the programme.</p>	<p>The Council will be represented in this strategic work and will carefully monitor and give priority to managing any impacts on the key milestones set out in the Local Development Scheme. A Statement of Common Ground is currently being prepared with the other authorities in the HMA.</p>

Appendix A: Charnwood Local Plan and Supporting Documents



Appendix B: Local Plan Profile

Overview	
Title	Charnwood Local Plan
Role and content	<p>Sets out the strategic policies to deliver the Council's vision for Charnwood up to 2037 within the strategic framework set by the Strategic Growth Plan 2011 - 2050</p> <p>Addresses the spatial implications of strategies prepared by other key bodies including the Strategic Growth Plan for Leicester and Leicestershire to be prepared jointly by the local authorities for the area.</p> <p>Identifies land use sites needed to meet development needs to 2037.</p> <p>Sets out specific criteria against which planning applications will be considered.</p> <p>Provides land use designations for the protection and management of natural resources.</p> <p>Includes a proposals map on ordnance survey base to identify specific policies and proposals for development or use of land.</p>
Coverage	Borough wide
Status	Development Plan Document
Chain of Conformity	In accordance with legislation, case law and national planning policies.

Timetable	
Start	April 2016
Scoping and Issues (Regulation 18)	July/August 2016
Draft plan consultation	November 2019
Publication (Pre-Submission Consultation) (Regulation 27)	July 2021
Submission (Regulation 30)	October 2021
Examination hearings	Spring 2022
Adoption and publication of the DPD	October 2022

Management arrangements	
Organisational Lead	Head of Planning and Regeneration Services
Lead Officer	Group Leader Plans, Policies and Place-making
Management Arrangements	LDF Project Board; Cabinet and Full Council; Growth Advisory Group

Resources required	Charnwood Senior & Core Leadership Team; Planning and Regeneration Service; Housing Service; Neighbourhood Services; Open Space and Waste Service; Leisure and Culture Service; Finance and Property Services; Strategic Support Service; Leicestershire County Council including Highway Authority and Education Authority; Leicester City Council including Highway Authority and Education Authority.
Community and Stakeholder involvement	Parish and Town Councils, partner organisations, and others as identified in the Regulations and the Statement of Community Involvement.
Monitoring and review	Authority Monitoring Report

Appendix C: Glossary of Terms

Authority Monitoring Report (AMR) (formerly the Annual Monitoring Report)	An annual document that reports the progress made on plan preparation compared to the Local Development Scheme and the delivery of local plan policies including housing and employment delivery.
Core Strategy	A statutory planning document setting out the spatial vision and strategy for the Borough including key policies, proposals and strategic allocations to deliver the vision.
Development Plan Document (DPD)	Statutory documents prepared by the local planning authority with rigorous community involvement and consultation. They are subject to an examination in public by an independent Planning Inspector appointed by the Secretary of State.
Development Plan	Any adopted Development Plan Documents make up the Development Plan. Under the Planning Acts the Development Plan is the primary consideration in deciding planning applications.
Local Development Framework (LDF)	A binder of documents that provide the planning policies for the area.
Local Development Scheme (LDS)	A document that outlines the Council's three year programme for preparing the Local Development Framework.
Local Plan	The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be considered to be development plan documents, form part of the local plan. The term includes old policies which have been saved under the 2004 Act.
Neighbourhood Development Plan	The Regulatory title for a planning document which may be initiated and prepared by Parish and Town Councils or Neighbourhood Forums.

	Following robust consultation, independent examination and a local referendum they become 'made' (essentially adopted) by the Council as part of the statutory development plan. They are generally referred to as Neighbourhood Plans and must be prepared in general conformity with the Local Plan.
Spatial planning	A more comprehensive approach to town planning than simple 'land-use' planning, it coordinates the development and use of land with other policies and programmes to benefit places and how they function.
Statement of Community Involvement (SCI)	A document outlining the approach of the authority to involving the community in preparing planning policy and considering significant planning applications.
Strategic Growth Plan	A non-statutory planning document that sets out the spatial planning framework for Leicester and Leicestershire.
Supplementary Planning Documents (SPD)	Documents that provide guidance on how to use and interpret planning policies when developing proposals or taking decisions.
Sustainability Appraisal (SA)	An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. Will ensure that proposals contribute to the achievement of sustainable development.
Sustainable development	Meeting our own needs without prejudicing the ability of future generations to meet their needs.

SCRUTINY COMMISSION – 6TH APRIL 2021

Report of the Cabinet

ITEM 12 SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

Purpose of Report

To set out the Cabinet's responses to the recommendations of the Commission on pre-decision scrutiny items.

Action Requested

To note the Cabinet's responses to the recommendations submitted by the Commission on items considered for pre-decision scrutiny.

Policy Context

One of the principles of effective scrutiny, identified by the Centre for Public Governance and Scrutiny, is "provide a constructive critical friend challenge to the Executive".

Pre-decision Scrutiny

Since the meeting of the Commission on 8th February 2021, the Cabinet has considered the following items on which the Commission undertook pre-decision scrutiny:

- A. ICT STRATEGY 2021-23
- B. CORPORATE DELIVERY PLAN 2021-22
- C. EXEMPT – LEISURE CENTRE CONTRACT RECOVERY UPDATE

Details of the Commission's consideration of the items as reported to the Cabinet on the 11th March 2021 can be found in the minutes from the Commission's meeting on 8th March 2021.

The Chair of the Commission, Councillor Seaton, attended the Cabinet's meeting on the 11th March 2021 to present the Commission's reports to the Cabinet.

Cabinet Response

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

ICT Strategy 2021-23

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

Corporate Delivery Plan 2021-22

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

Exempt – Leisure Centre Contract Recovery Update

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

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

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Democratic Services Officer
01509 634969
sally.watson@charnwood.gov.uk

SCRUTINY COMMISSION – 6TH APRIL 2021

Report of the Head of Strategic Support

ITEM 13

SCRUTINY COMMISSION WORK PROGRAMME

Purpose of Report

To enable the Commission to review its own work programme, including considering the list of forthcoming Executive Key Decisions in order to schedule items for pre-decision scrutiny.

Work Programme

The Commission's current work programme is attached at Appendix 1. Currently the work programme consists of items concerned with the Commission's roles in overseeing the scrutiny function and undertaking pre-decision scrutiny.

At its meeting on 12th October 2020 the Commission resolved to review the temporary arrangements at its meeting on 8th March 2020.

As a result, the Commission's Work Programme would focus on the following in the interim period:

- Updates on the Council's recovery cells; economic recovery and community recovery,
- A strengthened relationship between the Scrutiny Commission and the Audit Committee (a meeting was scheduled between the Chair of the Scrutiny Commission and the Chair of the Audit Committee on 9th November 2020),
- The use of 'Questions under Scrutiny Committee Procedure 11.16' as set out in the Constitution.
- The ordinary pre-decision scrutiny of scheduled Cabinet items.

At its meeting on 8th March 2021, the Commission added no items to its work programme.

The Commission will recommend to Council on 26th April 2021 that the Scrutiny Committee structure be amended to consist of the following two standing scrutiny committees;

- Scrutiny Commission (7 members)
- Finance & Performance Scrutiny Committee (9 members);

Following the Annual Council meeting on 17th May 2021 a scrutiny work programming planning workshop will take place in order for scrutiny committee members to decide their programmes of work moving forward.

Since the meeting of the Scrutiny Commission on 8th March 2021, in agreement with the Chair and Vice Chair, the following items were removed from the work programme;

- Pre-decision Scrutiny – Enterprise Zone Forward Funding – Loughborough University Science and Enterprise Park (removed from the Forward Programme).
- Performance Information – Corporate Services Scrutiny Committee (will be submitted to the Finance & Performance Scrutiny Committee when scheduled).

Key Decisions

To enable the Commission to be aware of the Key Decisions to be taken by the Cabinet over the coming months and to determine which, if any, of these items should be programmed for pre-decision scrutiny, details of forthcoming Exempt and Key Decisions to be taken by the Cabinet are attached as Appendix 2.

Items dated prior to this meeting have been removed from the Appendix to avoid confusion.

Appendices: Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers: None

Officer to Contact: Karen Widdowson
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(01509) 634785
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**SCRUTINY COMMISSION WORK PROGRAMME TEMPORARILY REVISED UNTIL 8 MARCH 2021
(Agreed Scrutiny Commission 12 October 2020, minute reference 60 2020/21)**

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	6 April 2021 (standard item)	Questions under Scrutiny Committee Procedure 11.16	In response to the CfGS guidance to scrutiny during the Covid-19 pandemic, this existing function will be promoted to encourage public participation.			Agreed Scrutiny Commission 1 June 2020, min ref 5 2020/21
Scrutiny Commission	6 April 2021 (if applicable, standing item)	Pre-decision scrutiny of any specific financial matters to be considered by Cabinet		To ensure pre-decision scrutiny of any out-turn reports, virements and in-year service pressures, particularly when they are related to additional costs arising from decisions by other agencies to reduce services.	K.Widdowson (report) Lead Officer (meeting)	Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019). To be identified from
Scrutiny Commission	6 April 2021 (standing item)	Cabinet items for pre- decision scrutiny		To allow identification of items from the latest Key Decisions Notice for pre- decision scrutiny by the Commission.	K.Widdowson (report) Lead Officer (meeting)	Items may also be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added

Scrutiny Commission Work Programme

Scrutiny Commission	6 April 2021 (standing item)	Pre-decision scrutiny – Cabinet Response		To consider the response of Cabinet to recommendations by the Commission on pre- decision scrutiny items.	K.Widdowson (report) Lead Officer (meeting)	Scrutiny Commission
Scrutiny Commission	6 April 2021 (standing item)	Scrutiny Work Programme and Requests from Scrutiny Committees	To enable Directorate-based Scrutiny Committee members to highlight important items from the respective Scrutiny Committee work programmes currently paused.		Karen Widdowson	Agreed Scrutiny Commission 12 October 2020 min ref 60 2020/21
Scrutiny Commission	6 April 2021 (standing item)	Audit Committee Update	CfGS guidance to scrutiny during the Covid-19 pandemic recommends that the relationship between scrutiny and audit be strengthened. Following the Annual Council appointments this matter will be reviewed and a report setting out the approach will be produced.			Agreed Scrutiny Commission 1 June 2020, min ref 5 2020/21

Scrutiny Commission Work Programme

Scrutiny Commission	6 April 2021	Draft Annual Scrutiny Report 2019-21 (annual item)	Draft Annual Scrutiny Report 2019-20 not received by the Commission due to Covid-19 implications. Report to represent two years as opposed to one.		Karen Widdowson	Agreed Scrutiny Commission 12 October 2020, min ref 67 2020/21
Scrutiny Commission	6 April 2021	Recovery Cell Updates	In response to CfGS guidance to scrutiny during the Covid-19 pandemic, one recovery cell will update at each meeting of the Scrutiny Commission (Community/Economic)		Eileen Mallon	Agreed Scrutiny Commission 8 February 2021, min ref 127 2020/21.
Scrutiny Commission	6 April 2021	Air Quality Review and Assessment Report 2019		Update on the Council's Air Quality Plan for 2019.	Alan Twells and Lead Officer	Item deferred from 9 March 2020 at the Scrutiny Commission meeting on 10 February 2020. Agreed Scrutiny Commission 11 January 2021, min ref 115 2020/21.

Scrutiny Commission Work Programme

Scrutiny Commission	To be programmed	Pre-decision scrutiny – Charnwood Local Plan Pre-Submission Consultation and Submission	To recommend to Council: that the draft plan be approved for pre-submission consultation, that following the consultation the draft plan be submitted to the Secretary of State for examination, that officers be given various delegated powers to undertake the consultation, submission and examination.		Richard Bennett	Scrutiny Commission 11 January 2021, min ref 115 2020/21.
Scrutiny Commission	24 May 2021	Scrutiny Work Programme Workshop	To allow scrutiny committee members to decide on their work programmes going forward.		Karen Widdowson	Agreed Scrutiny Commission, 8 March 2021, min ref 134
Scrutiny Commission	November 2020 (Standing item)	Scrutiny Work Programme and Requests from Scrutiny Committees		<p>To review the Commission's Work Programme.</p> <p>To consider the Scrutiny Work Programme in its entirety to ensure the Commission's role in managing that programme is undertaken.</p> <p>To consider any requests from scrutiny committees that items be added to the work programme which are not within their own remit or that scrutiny panels be established.</p>	<p>K.Widdowson (report)</p> <p>Lead Officer (meeting)</p>	

Scrutiny Commission Work Programme

Scrutiny Commission	November 2020 (standing item)	Progress with Panel Work		To review progress with Scrutiny Panels.	K Widdowson	
Scrutiny Commission	January 2021 (Quarterly)	Scrutiny Tracker		Allow the Commission to review the Scrutiny Tracker	Democratic Services Manager	Agreed by the Commission at its meeting on 13th January 2020.

Formal Scrutiny Panels

Due to officer capacity there is an agreement that no more than 4 scrutiny panels (Formal and Express) should be convened during any given period.

Scrutiny panels currently suspended until 2021-21 civic year (agreed Scrutiny Commission 8 March 2021, minute reference 134 2020/21).



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

**Published
10th March 2021**

What is a Key Decision?

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £150,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases, the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

What is a Private Meeting?

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

Representations

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

Karen Widdowson
Democratic Services Manager
Charnwood Borough Council,
Southfield Road, Loughborough, Leicestershire, LE11 2TX
Tel: 01509 634785
Email: democracy@charnwood.gov.uk

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Leisure Centres	To provide update on Leisure Centres position following Council financial support, provide details of projected year end position for 20/21 financial year and info on plans for 21/22.	Cabinet	11th March 2021	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 sylvia.wright@charnwood.gov.uk
ICT Strategy 2021-23	To approve the ICT Strategy 2021-23.	Cabinet	11th March 2021	Report	Yes	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 karey.barnshaw@charnwood.gov.uk
Annual Procurement Plan 2021/22	To seek approval to the Annual Procurement Plan for 2021/22.	Cabinet	11th March 2021	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	11th March 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Corporate Delivery Plan 2021/22	To set out the Council's principal activities in delivering the Corporate Strategy for the Council Year 2021/22.	Cabinet	11th March 2021	Report	Yes	Helen Gretton Organisational Development Manager Tel: 01509 634556 helen.gretton@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	8th April 2021	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Insurance Arrangements for 2021/22	To consider a further year's extension to the Council's existing long-term agreement for insurance.	Cabinet	8th April 2021	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 adrian.ward@charnwood.gov.uk
Procurement of Supplies and Services for the Installation, Repair and Maintenance of Communal Doors and Entry Systems	To authorise Head of Landlord Services to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for the supply, installation, repair and maintenance of communal doors and entry systems for a period of up to 4 years.	Cabinet	6th May 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Procurement of Contractor for Heating and Hot Water System Servicing	To authorise Head of Landlord Services to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for heating and hot water system servicing for a period of up to 4 years.	Cabinet	6th May 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Declaration of Land as Surplus to Requirement and Authorisation to Advertise for Sale	To declare the Council owned land at Humphrey Close as surplus to requirement and delegate authority to Strategic Director; Commercial Development, Assets and Leisure to advertise and complete sale of said land at market value.	Cabinet	3rd June 2021	Report	No	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2021/22.	Cabinet	3rd June 2021	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Outturn 2020/21	To report the Council's capital expenditure results for 2020/21 subject to audit.	Cabinet	1st July 2021	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2020/21) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2020/21 subject to audit.	Cabinet	1st July 2021	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	1st July 2021	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	16th September 2021 8th November 2021	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	16th September 2021	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Medium Term Financial Strategy 2022-2025	To present a revised MTFs to Cabinet and Council for approval.	Cabinet Council	18th November 2021 17th January 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Draft Capital Plan (2022-23 to 2024-25)	To seek approval to the draft Capital Plan for consultation.	Cabinet	9th December 2021	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Draft General Fund and HRA 2022-23 Budgets	To seek approval to the Draft Revenue Budget for 2022-23 as a basis for consultation.	Cabinet	9th December 2021	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	9th December 2021 17th January 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	9th December 2021	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Charnwood Grants - Strategic Partners (2022/23 – 2023/24)	To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	13th January 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	10th February 2022 21st February 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
New Capital Plan (2022-23 to 2024-25)	To approve the Capital Plan.	Cabinet Council	10th February 2022 21st February 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2022-23	To seek approval to a Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2022-23 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	10th February 2022 21st February 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2022-23 General Fund and HRA Revenue Budgets and Council Tax and Medium-Term Financial Strategy 2022-25	To seek approval to the Revenue Budget for 2022-23 and to propose the Council Tax for approval by Council, also the Medium-Term Financial Strategy 2022-25.	Cabinet Council	10th February 2022 21st February 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

The following items are due to be considered by the Council's Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Leisure Centres	To provide update on Leisure Centres position following Council financial support, provide details of projected year end position for 20/21 financial year and info on plans for 21/22.	Cabinet	11th March 2021	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 sylvia.wright@charnwood.gov.uk
Declaration of Land as Surplus to Requirement and Authorisation to Advertise for Sale	To declare the Council-owned land at Humphrey Close as surplus to requirement and delegate authority to Strategic Director; Commercial Development, Assets and Leisure to advertise and complete sale of said land at market value.	Cabinet	3rd June 2021	Report	No	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
 - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
 - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

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