



**SCRUTINY COMMISSION**

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To: Councillors Bolton, Brookes, Hamilton, Murphy, Parton, Popley 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 the Preston Room, Woodgate Chambers, Loughborough on Monday, 13th September 2021 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

3rd September 2021

**AGENDA**

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 13  
To approve the minutes of the meeting of the Commission held on 28th June 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. AUDIT UPDATE

7. CHARNWOOD GRANT APPLICATIONS

14 - 23

A report of the Head of Neighbourhood Services to provide an overview and summary of the Charnwood Community Grants schemes and to include detail on successful applications and support given to voluntary and community sector organisations.

8. 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.

9. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the Cabinet agenda for 16th September 2021.

(a) Charnwood 2030 Carbon Neutral Plan 24 - 98

A Cabinet report of the Head of Planning and Regeneration to seek approval for the Charnwood 2030 Carbon Neutral Plan and a short-term action plan.

(b) Corporate Anti-Social Behaviour and Hate Incident Policy 2021-25 99 - 128

A Cabinet report of the Head of Landlord Services, the Head of Neighbourhood Services and the Head of Regulatory Services to seek Cabinet approval for a new Corporate Anti-Social Behaviour and Hate Incident Policy to cover the period 2021-2025.

(c) Feasibility Work on Southfields Extension Car Park 129 - 133

A Cabinet report of the Strategic Director of Commercial Development, Assets and Leisure to seek approval and delegation to begin the exploratory works required to construct a new Council office.

10. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE 134 - 135

A report of the Cabinet setting out its responses to recommendations of the

Committee on pre-decision scrutiny items.

11. PROGRESS WITH PANEL WORK 136 - 142

To consider updates on the work of scrutiny panels.

12. SCRUTINY WORK PROGRAMME 143 - 147

A report of the Head of Strategic Support enabling the Commission to review and agree the scrutiny work programme.

13. SCRUTINY COMMISSION WORK PROGRAMME 148 - 163

A report of the Head of Strategic Support setting out the list of forthcoming Executive Key Decisions and the Group's Work Programme for consideration, in order to identify items for future scrutiny.

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

11th October 2021  
15th November 2021  
6th December 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 28TH JUNE 2021

PRESENT: The Chair (Councillor Seaton)  
The Vice Chair (Councillor Ranson)  
Councillors Brookes, Hamilton, Parton and Popley

Councillor Mercer (Cabinet Lead Member for  
Private Housing)

Head of Strategic and Private Sector Housing  
Head of Cleansing and Open Spaces  
Head of Strategic Support  
Democratic Services officer (EB) and Democratic  
Services Officer (SW)

APOLOGIES: Councillor Bolton

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.

### 7. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 7th June 2021 were approved.

### 8. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

The following disclosure was made:

- i. Councillor Hamilton – a personal interest in item 7a on the agenda (Nanpantan Cemetery) – the Ward that he represents is mentioned in the report.

### 9. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

### 10. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

### 11. AUDIT COMMITTEE UPDATE

There had been no meeting of the Chairs and Vice Chairs of the Scrutiny Commission and Audit Committee and therefore there was no update to provide.

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

The following item was identified for pre-decision scrutiny from the Cabinet agenda for 1st July 2021:

13. NANPANTAN CEMETERY

A Cabinet report of the Head of Cleansing and Open Spaces to approve virements within the existing Capital Programme 2020-2023 to support the construction of the new cemetery adjacent to Nanpantan Road Sports Ground. As some of the virement exceed £50k this requires Cabinet approval (item 7a on the agenda filed with these minutes).

The Head of Cleansing and Open Spaces attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. The £60k Capital virement identified to support the Nanpantan Cemetery project was from the Open Spaces Strategy within the most recent Capital Programme and this was intended to improve the open spaces assets within the Borough. £78k of the Capital virements identified was surplus to a previous Green Spaces Programme.
- ii. There had been an underspend of £23k from a completed project to resurface Park Road Car Park. This underspend had been identified to support the Nanpantan Cemetery project.
- iii. It was not anticipated that the progression of the Nanpantan Cemetery project would cause delays to other projects or services. Following Cabinet approval of the virements highlighted, the project would commence with a predicted completion date of March 2022.
- iv. If the project was not able to progress at this stage, this would cause a break in service and a situation whereby members of the public would be required to find alternative locations for burial.
- v. A total budget of £70k had been allocated for tree planting initiatives. £40k of this total amount was intended to support tree and shrub planting at the new cemetery. A residual amount of £30k would remain to support other tree planting initiatives.
- vi. The initial budget allocated to the Nanpantan Cemetery project was £950k as stated in the Capital Programme in October 2020. The budget for the project was informed by engaging with specialists and cost estimates. The increased budget as a result of the proposed virements was a result of further expenditure identified which had no been identified by advisors in the budget planning process.
- vii. There had been negotiations with contractors which had resulted in reducing the initial costs of the project and redesigning where appropriate.

- viii. It would not be financially reasonable to progress the project with a phased approach. There was a significant amount of infrastructure work to undertake initially, such as road construction and drainage and a large car park was required to support interments.
- ix. There had been a number of measures considered to to deter antisocial activities within the Cemetery spaces, including timed barriers and ball stop fencing.

**RESOLVED** that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Cleansing and Open Spaces.

Reason

The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.

14. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following item was identified for pre-decision scrutiny from the Cabinet agenda for 1st July 2021:

15. ADDITIONAL AND SELECTIVE LICENSING SCHEME - LICENCE CONDITIONS

A Cabinet report of the Head of Strategic and Private Sector Housing to approve the licence conditions for the introduction of an Additional Licensing Scheme across the Borough and Selective Licensing Scheme in Hastings and Lemyngton wards (item 8a on the agenda filed with these minutes).

The Lead Member for Private Housing and the Head of Strategic and Private Sector Housing attended the meeting to assist with the consideration of this item. It was highlighted the start of the consideration of this item that there was an error in the representation of the survey responses on page 20 of the agenda. The report stated that 43% of respondents opposed the 'External Areas' condition and that 44% of respondents supported the 'Property Conditions' condition. These figures should read that 43% of respondents supported the 'External Areas' condition and that 44% of respondents opposed the 'Property Conditions' condition. The following summarises the discussion:

- i. It was emphasized that the proposed policies would improve the Southfields ward and that many residents within the Southfields ward would appreciate the policies.
- ii. In the event that the Licence Holder failed to ensure that any garden, forecourt, yard or passageway within the HMO's curtilage is kept in a reasonably clean and tidy condition, the Council could issue a notice and ultimately issue a civil penalty against the Licence Holder. The enforcement of the Council would depend on the individual situation. The Council was able to retain funds from the issuing of the civil penalties.

- iii. In the event that antisocial behaviour had taken place, despite the terms of any tenancy or licence agreement including provisions concerning anti-social behaviour, the Council would assess each case on its work merits and the actions that had to be taken. The Council would be required to identify whether it was the landlord or the tenant at fault and would proceed in the appropriate manner. It was emphasized that antisocial behaviour was subjective and difficult to define, however the Council had a number of measures in place to identify antisocial behaviour. These included advising record-keeping, providing noise capturing equipment and collecting evidence.
- iv. The Council would monitor compliance with the proposed schemes and work with partners in order to ensure that the policies worked effectively.
- v. A structure to deliver the proposed schemes had been established and Cabinet had approved a budget to initially recruit two members of staff to implement the schemes. The number of staff members supporting the scheme could increase if service needs required.
- vi. Issues identified that related to bin allocations would be addressed by informing the Landlord of the appropriate action. This could include advice on what information to provide to tenants in relation to recycling and arranging additional bins or additional collections.
- vii. The proposed schemes were cost neutral. The licence fee could cover the costs of administering the licence process, inspections, granting licences and enforcement of licence conditions.
- viii. Landlords and Letting Agents were required to obtain references for prospective tenants. This was to ensure that tenants were more likely to comply with the licencing conditions within the proposed schemes.
- ix. Following the consultation period, the responses were analysed and amendments had been made to the Licence Conditions. This was the result of identifying conditions which were covered by the legislation and therefore did not need to be included as a Licence Condition.
- x. Condition 24 of the Houses in Multiple Occupation Licensing Scheme stated that Landlords were required to undertake training covering the law and any legal requirements relating to managing privately rented housing. A list of external training providers was detailed in Appendix 3 of the Houses in Multiple Occupation Licence Conditions.
- xi. Members acknowledged that substantial amount of work in developing the proposed licensing schemes and thanked the Officers and Lead Members involved. Members recognised that the schemes would make a significant positive difference to residents within the wards concerned.

**RESOLVED** that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Strategic and Private Sector Housing.

### Reason

The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.

#### 16. 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 9 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.

#### 17. SCRUTINY WORK PROGRAMME WORKSHOP

A report of the Head of Strategic Support to outline suggestions made at the Scrutiny Work Programme Workshop held on 24th May 2021 regarding the Scrutiny Commission work programme, the Finance and Performance Scrutiny Committee work programme and scrutiny panels (item 10 on the agenda filed with these minutes).

The Head of Strategic Support assisted with the consideration of this item.

- i. At the first meeting of the Finance and Performance Scrutiny Committee, it was recommended that a separate Budget Scrutiny Panel be established to scrutinise the Council's 2021-22 budget and that membership be decided in accordance with the Council's Constitution, but that the Committee wished the Budget Scrutiny Panel membership to be between 4-6 members and comprise of members from the Finance and Performance Scrutiny Committee and the Scrutiny Commission, with an emphasis on continuity of members from previous panels. The Commission felt that it would be beneficial for the Budget Scrutiny Panel to retain a membership of between 5-7 members for more thorough scrutiny. Regarding the membership of the Budget Scrutiny Panel, it was also suggested that priority be given to previous and existing members of the Budget Scrutiny Panel, members of the Finance and Performance Scrutiny Committee and members of the Scrutiny Commission. If seats remained available following this process, any non-executive member of the Council could express an interest in Budget Scrutiny Panel membership.
- ii. Regarding action (3) of the report, it was suggested that a record of savings made directly as a result of scrutiny committee and panel work not be included within the Scrutiny Work Programme as the aim of scrutiny work was not to save money.

## RESOLVED

1. That the Scrutiny Commission approves the outcomes of the Scrutiny Work Programme Workshop in relation to the Finance and Performance Scrutiny Committee, as outlined in Annex A.
2. That the Scrutiny Commission approves the progression of the scrutiny panels as outlined in Annex B.
3. That the Scrutiny Commission does not maintain a record of savings made directly as a result of scrutiny committee and panel work.
4. That the Budget Scrutiny Panel membership for 2021/22 be comprised of 5-7 members, with priority be given to previous and existing members of the Budget Scrutiny Panel, members of the Finance and Performance Scrutiny Committee and members of the Scrutiny Commission.
5. That the Annual Scrutiny Report be considered by the Scrutiny Commission after the first Thursday in May each year.
6. That the Scrutiny Commission adds the Bulky Waste Collection Charges Review to its own work programme.

### Reasons

- 1&6. To ensure the most relevant and significant matters be scrutinised effectively.
2. To ensure the most relevant topics affecting the Borough be scrutinised in the most efficient way.
3. To ensure scrutiny work did not focus on saving money.
4. To ensure the knowledge and experience of Budget Scrutiny Panel members be retained for consistently effective scrutiny and to ensure the budget is scrutinised more thoroughly.
5. To ensure pre-election periods are avoided.

### 18. PROGRESS WITH PANEL WORK

A report of the Head of Strategic Support to review and agree the suggested progression of scrutiny panels as discussed at the Scrutiny Work Programme Workshop on 24th May 2021 (item 11 on the agenda filed with these minutes).

The Head of Strategic Support assisted with the consideration of this item.

- i. The Constitution stated that in order to Chair a Scrutiny Panel, a member must also be a Chair or a Vice-Chair of a Scrutiny Committee. Given the updated scrutiny structure which included two scrutiny committees, as opposed to four

- previously, this meant that there were only four members that would be eligible to Chair scrutiny panels. It was therefore suggested that the Scrutiny Commission approved a temporary suspension of this aspect of the Constitution, pending the next Constitution review.
- ii. It was suggested that the appointed Chair of the Budget Scrutiny Panel for the year 2021/22 was also a member of the Finance and Performance Scrutiny Committee, which would ensure the Finance and Performance Scrutiny Committee was kept updated on the Budget Scrutiny Panel.
  - iii. Proposed chairmanship of the scrutiny panels outlined were suggested as follows;
    - Budget Scrutiny Panel 2021/22 (formal) – Councillor Miah
    - Waste Services and Waste Management (formal) – Councillor Ward
    - Digitisation and Transformation of Services (formal) – Councillor Brookes
    - Combatting Loneliness (informal) – Councillor Parton
    - Promoting Tourism in Charnwood (informal) – Councillor Popley
    - Crime, ASB and Youth Crime (tbc) – Councillor Bolton
  - iv. The scrutiny panels identified for progression included three formal panels, two informal panels and one panel that was yet to be determined in terms of the type of panel. The Council allowed for four formal scrutiny panels to run at any one time and therefore, work on scrutiny panels may commence simultaneously.

## **RESOLVED**

1. That the Scrutiny Commission reviewed and agreed the suggested progression of scrutiny panels as discussed at the Scrutiny Work Programme Workshop on 24th May 2021.
2. That the proposed Chairs identified for scrutiny panels as outlined be notified, and following this, Chairs may commence work on scrutiny panels.
3. That the Scrutiny Commission approves a temporary suspension of the aspect of the Constitution which states that members Chairing Scrutiny Panels must be a Chair or Vice Chair of a Scrutiny Committee be granted, pending the next Constitution review.

### Reasons

- 1&2 To ensure timely and effective scrutiny of the matter/subject.
3. To enable the most appropriate members to Chair scrutiny panels and to increase the pool of eligible members for Chairing scrutiny panels.

## 19. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support to enable the Commission to review and agree the Scrutiny Work Programme. This included reviewing the changes made by the Finance and Performance Scrutiny Committee and adding items to their work programme (item 12 on the agenda filed with these minutes).

The Head of Strategic Support assisted with the consideration of this item.

It was highlighted that legislation required the Community Safety Partnership to be reviewed on an annual basis, as opposed to the bi-annual basis which had previously been adopted. It was agreed that the Finance and Performance Scrutiny Committee should make this change to their work programme.

## **RESOLVED**

1. That the Commission reviewed and agreed the Finance and Performance Scrutiny Work Programme and make any amendments the Commission feel necessary.
2. That the Commission agreed that the Finance and Performance Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during this meeting:
  - That the Community Safety Partnership Review take place on an annual basis as required by legislation.

## Reasons

1. To ensure timely and effective scrutiny of the matter/subject.
2. To ensure that the information contained within the Work Programme is up to date.

## 20. 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 13 on the agenda filed with these minutes).

The Head of Strategic Support assisted with the consideration of this item. The Commission added the following items to the work programme:

- i. The Commission felt that an information report detailing previous and present successful Charnwood Grant applications would be beneficial in order for members to support future applications. It was agreed that a report containing this information be received by the Scrutiny Commission at their meeting in August or September 2021.
- ii. Pre-decision Scrutiny – Carbon Neutral Plan – 9th August 2021

- iii. Pre-decision scrutiny – Charnwood Grants – 15th November 2021
- iv. Pre-decision scrutiny – Charnwood Grants – Strategic Partners (2022/23 – 2023/24) – 10th January 2022
- v. Bulky Waste Collection Review – timing to be confirmed.

## 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 as follows;
  - Previous/present successful Charnwood Grant Applications (August/September 2021)
  - Pre-decision Scrutiny – Carbon Neutral Plan – 9th August 2021
  - Pre-decision scrutiny – Charnwood Grants – 15th November 2021
  - Pre-decision scrutiny – Charnwood Grants – Strategic Partners (2022/23 – 2023/24) – 10th January 2022
  - Bulky Waste Collection Review – timing to be confirmed.

## 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.

## NOTES:

1. No reference may be made to these minutes at the Council meeting on 6th September 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.

## SCRUTINY COMMISSION – 13TH SEPTEMBER 2021

### Report of the Head of Neighbourhood Services

#### ITEM 7 CHARNWOOD COMMUNITY GRANTS

##### **Purpose of Report**

To provide an overview and summary of the Charnwood Community Grants schemes and to include detail on successful applications and support given to voluntary and community sector organisations.

##### **Action Requested**

That Scrutiny Commission note the contents of the report and the information provided.

##### **Background**

###### Charnwood Community Grants Schemes and Criteria

Cabinet at its meeting on the 17th December 2015 approved the revision of the Grants Criteria, to reflect the new Corporate Plan for 2016-2020. The application forms were revised against the Corporate Plan objectives and used for all future applications until 2020/21.

In February 2017 a report went to Policy Scrutiny to review the outline assessment criteria for Charnwood Grants. The report provided the information about the different types of grants that were available, what the criteria for them were and where people could find that information. Information on how those who were unsuccessful were supported to help find alternative funding or improve future applications was also discussed. Policy Scrutiny approved the report which can be found along with the minutes of this meeting on this link:

[https://www.charnwood.gov.uk/committees/policy\\_scrutiny\\_group?paper\\_q=&paper\\_classification=&paper\\_startDate=2017-02-07&go=Search](https://www.charnwood.gov.uk/committees/policy_scrutiny_group?paper_q=&paper_classification=&paper_startDate=2017-02-07&go=Search)

On 12<sup>th</sup> April 2018 Cabinet approved the establishment of the Member Grants scheme for Charnwood to support the local voluntary and community sector. The proposal was approved, and Member Grants went live in June 2018 with each Councillor allocated £1000. The report and minutes of this meeting can be found on this link:

[https://www.charnwood.gov.uk/committees/cabinet?paper\\_q=&paper\\_classification=&paper\\_startDate=2018-04-12&go=Search](https://www.charnwood.gov.uk/committees/cabinet?paper_q=&paper_classification=&paper_startDate=2018-04-12&go=Search)

###### Charnwood VCS Covid-19 Recovery Grants 2020/21

In response to Covid-19, Cabinet at its meeting on the 9 July 2020 approved the amalgamation of the Charnwood Community Development & Engagement (including environmental) and the Loughborough Community Grant Schemes in 2020/21 into a single grants scheme renamed Charnwood VCS COVID-19 Recovery Grants, in order

to respond to the needs of the voluntary and community sector as they responded and recovered from the pandemic. In addition, it was agreed that £26,000 of the Members Grants was reallocated to support the Charnwood Community Action Hub response to the pandemic. Resulting in Member Grants being £500 per Councillor in 2020/21. Cabinet also approved the grants criteria; the application form and the associated guidance note. Further details can be found at:

<https://charnwood.moderngov.co.uk/ieListDocuments.aspx?CId=137&MId=301>

In total £117,868 was allocated to 39 organisations from the borough. Details of those grants awarded can be found at Appendix A.

### Revised Charnwood Community Grants Schemes 2021/22

At its meeting on 11 March 2021 Cabinet approved the proposals for the revision of the Charnwood Community Grants, Community Facilities, Sports and Member Grants schemes. Following the 2021/22 budgets being agreed at Cabinet on 11th February 2021, the grants scheme was reviewed, and changes made, resulting in the new combined grants scheme called Charnwood Community Grants, changes to the Community Facilities Grant scheme were made including the inclusion of certain sports related projects. These revisions came into effect for round 1 of the 2021/22 grants scheme. Details of those grants awarded at Cabinet on the 9<sup>th</sup> July in Round 1 can be found at Appendix A.

Approval was also given to change the allocated grant to each Elected Member from £1000 to £500.

The associated report and minutes of the 11 March Cabinet meeting can be found at the below link which includes the revised application forms and guidance notes:

<https://charnwood.moderngov.co.uk/ieListDocuments.aspx?CId=137&MId=551>

The following link takes you to the Grants page of the Council's website where all the application forms and Guidance Criteria can be found.

<http://www.charnwood.gov.uk/pages/charnwoodgrants>

The following is a summary of all the current Charnwood Grants and the amounts available for 2021/2022

Grant	Amount 2021/22
Charnwood Facilities Grant	Opening rolling balance £150,300 - after Round 1 £130,300
Community Grants	£50,000 – after Round 1 £20,600
Members Grant	£26,000 (£500 per Councillor)

All Community Grant information including the organisations that have been awarded grants is available on the Charnwood Borough Council Website :

<https://www.charnwood.gov.uk/pages/charnwoodgrants>

## **Voluntary & Community Sector (VCS) Development Officer Support**

At its meeting on 5th January 2015 the Budget Scrutiny Panel supported the proposal to fund a 12 month Voluntary and Community Sector (VCS) Development Officer post through both the Loughborough Special Rate and the General Fund. At its meeting on the 25<sup>th</sup> November 2015 it was recommended to Cabinet that the post should continue to be funded and on the 3<sup>rd</sup> January 2017 it was agreed the post would be funded on an ongoing basis.

[https://www.charnwood.gov.uk/files/papers/bsp\\_03\\_january\\_2017\\_item\\_07\\_supplementary\\_information\\_vcs\\_development\\_officer/BSP%2003%20January%202017%20Item%2007%20Supplementary%20Information%20VCS%20Development%20Officer.pdf](https://www.charnwood.gov.uk/files/papers/bsp_03_january_2017_item_07_supplementary_information_vcs_development_officer/BSP%2003%20January%202017%20Item%2007%20Supplementary%20Information%20VCS%20Development%20Officer.pdf)

The VCS Development Officers continue to provide support in a variety of ways :

- to VCS groups including an initial 'health check' to identify any areas of need or development (see Organisational Support details below)
- with specific focus given to supporting identified Strategic Partners through the next application round and then ongoing through their business and sustainability planning.
- with support to organisations who apply for Charnwood Grants including additional support for external funding applications
- with suggestions for funding sources and a guidance resource on ensuring that organisations maximise the potential of their applications.
- by attending all Charnwood Grants Panels in an advisory capacity
- Delivering workshop/networking events with specific areas of focus including successful applications, monitoring and evaluation and trustee development

During the Pandemic the VCS Development Officers supported the Covid 19 Recovery Grants programme in response to meeting the needs of the local voluntary and community sector to recover from the impact of the COVID-19 pandemic for the period up to 31 March 2021. In addition to a press release being published, the programme was promoted on Facebook and via the Communities & Partnerships mailing list. A total of £117,625.88 was awarded to 39 organisations. 75% of applications received were from organisations who had consulted with the VCS Development Officers before submitting their application. In addition, all the applications were reviewed to ensure enough information was available to panel members for scoring. Unsuccessful applicants were contacted to discuss other funding opportunities and support with applications if required.

The new Charnwood Community grants and the Community Facilities grant programmes were launched on 6<sup>th</sup> April 2021. The VCS Development Officers continue to provide a wide range of support to ensure that the applicants can complete their application forms and enable them to meet the criteria. In addition to a press release being published, the programmes were promoted on Facebook and via the Communities & Partnerships mailing list. The Facebook post reached over 8000 people and had 38 shares.

As part of the launch, grant surgeries were offered to potential applicants and took place with 25 organisations. 10 organisations were supported with their applications for round one.

Leicestershire Youth Sailing Association was one of the organisations supported in the Round 1 and were awarded both a facilities grant and a community grant. *“I would like to comment on the excellent help and support that our organisation has had over many years from the VCS development officers.... Over the last 3 years we have transformed our sailing centre facilities... from a few old sheds and a portable toilet, to a proper building with running water electricity showers and toilets. It has been a struggle, but without the support ... I doubt that we would have reached this point.....”*  
Jill Magee

Organisations that were unsuccessful have been contacted by the VCS Development officers to arrange a follow up. Where possible, they have been signposted to other sources of funding. Support is available to those applicants who were unable to secure all the funding from our programme to identify alternative sources of funding and support with writing applications.

The VCS Development officers have worked to establish positive relationships with external funders including The National Lottery, Leicestershire & Rutland Community Foundation and Shire Grants. During the challenging times of 2020/21, this partnership working helped to support many organisations to successfully secure additional funding to sustain their organisations and their service delivery. In 2021/22 this support continues, £60,350 of external funding has been secured for organisations in the first Quarter of this year.

An example of this is Albert Street Artists who were awarded a partial grant through Round 1 of the Charnwood Community grants programme. Due the groups limited capacity, the VCS Development officer took the lead in liaising with the Shire grants officers and a subsequent application resulted in £5000 being awarded to the organisation. *“All of us are delighted with your dedication and support to the Group ... and the input you have given us to stop closure of Albert Street Artists...yours Paul Dexter”.*

### **Charnwood Community and Facilities Grants**

All grants have a set of guidance notes that provide the applicants with all the information they require to complete the form. A copy of the guidance notes can be found at : [https://www.charnwood.gov.uk/pages/grants\\_guidance\\_notes](https://www.charnwood.gov.uk/pages/grants_guidance_notes)

- The guidance notes inform the applicants of how to complete the form in order to ensure they provide as much relevant detail as possible
- Once submitted the grants team will check the applications and follow up on any additional information required ensuring that as much detail is provided to give the application the best chance.

In addition, they can

- contact the Grants Team for further support,
- attend the grant surgeries
- submit application for a pre-read (if provided in a timely fashion)

### **What makes a Good Application?**

Successful applications :

- organisationally meet the eligibility criteria set out and that the activity/project/service benefits the residents in Charnwood
- provide detailed information about the activity/project/service including how they will measure expected out comes
- provide evidence of any potential joint working opportunities
- evidence the community need and support for this activity/project/service eg; consultation, review of similar activities
- evidence inclusivity to wider community when relevant
- provide detailed costings of the project including any additional funding to ensure the activity/project/service can be delivered

Unsuccessful applications :

- don't meet the organisational eligibility criteria eg are not constituted, no bank account
- cannot demonstrate the significant need for the proposed activity/project/service
- can't demonstrate community benefit
- provide costings that are considered inflated/expensive or unrealistic
- cannot show how any additional funding required will be secured to ensure delivery

As can be seen from the information provided, the majority of applications received are successful for some level of grant award. On the whole, this is due to the pre work undertaken by the VCS Development Officers and the wider grants team. As outlined, if an application is unsuccessful, this is followed up by the VCS Development Officers who provide support to look at other funding options if possible.

### 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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## APPENDIX A

### Grants Awarded 2020/21 VCS Covid-19 Recovery Grants and 2021/22 Community Grants and Community Facilities Grants

A list of the applications awarded in 2020/21 as part of the VCS Covid-19 Recovery Grants and to date in 2021/22 as part of the Charnwood Community Grants and the Community Facilities Grants can be found below.

Further information is provided for each grant scheme and the number of applications received, awarded and the number of new organisations submitting grant applications.

The Voluntary and Community Sector (VCS) Development Officer is providing guidance to the groups and organisations to help improve the standard of applications and increase the number of successful applications. As a result of this support there has been an increase in successful grant awards including a significant number of first time applicants.

#### 2020/21 – VCS Covid-19 Recovery Grants Summary

A total of 42 applications were received in of which 39 were awarded grants. Of the 42 applications, 3 were declined due to not meeting the eligibility criteria. Of the 25 applications, 11 of the organisations were new to applying for a grant

Applicant	Project description	Amount applied for (£)	Amount awarded (£)
Twenty Twenty	Love4Life Charnwood	5,000	5,000
Glenmore Centre	Glenmore Re-opening Project	3,856	3,856
SMART Inclusive SEN	Roll-out Phase 1	5,000	0
Polish Community Centre	Re-activation of community centre	4,930	4,930
Dialysis Freedom CIC	Swap scheme	5,000	0
Haddon Way Residents Association	Re-engagement post-lockdown	1,480	1,000
Steps Conductive Education Centre	Steps online	5,000	1,000
Falcon Support Services	Recovery week	1,339	1,332
Grange Park Centre	The Arc re-opening	3,525	3,525
Mountsorrel Methodist Church	Covid-19 Recovery	3,650	2,500
Age UK	Men and Women in Sheds	5,000	1,500
Walton Village Hall	Covid-19 Recovery	850	850
Newtown Linford Village Hall	Project re-opening	2,925	2,700

Ulverscroft Camera Club	Covid-19 Recovery	445	445
Citizens Advice Charnwood	Face to face Recovery	3,339	3,339
Barrow upon Soar Community Library	Reopening Project	3,280	2,700
Wymeswold Memorial Hall	Recovery due to closure	3,500	3,300
Anand Mangal	Session's re-start	600	600
Leslie Edwards Trust	Lipreading classes	2,140	1,200
MTC	Reopening Project	2,465	2,465
ARECA	Reopening The Hut	3,645	3,645
Proactive Community Endeavours	PACE Community Hub	5,000	5,000
Loughborough Wellbeing Project	Wellbeing Café	5,000	5,000
Equality Action	Moving from Lockdown	3,000	3,000
Peter Le Marchant Trust	Back to the waterway	5,000	5,000
Age Concern Syston	Age Concern	5,000	4,000
Shepshed Toy Library	Covid Secure	5,000	4,000
New Life Community Church	Loughborough Foodbank and CAP Debt Centre	5,000	4,500
John Storer Charnwood	JSC Recovery Plan	3,907	3,907
Fearon Hall	Covid secure cleaning	3,309	3,309
Albert Street Artists	Reopening Safely	4,596	4,596
Charnwood Drawing and Painting Club	Sustainability Programme	4,950	3,750
Passion	Passion Youth	3,775	3,775
The Baldwin Trust	Putting Safety First	5,000	5,000
African Caribbean Club	Covid Recovery	3,398	250
Three Close Tenants Community Group	Covid Recovery	1,600	1,000
Syston and District Volunteer Centre	Post Covid Recovery	5,000	4,500
Ambient Support	Sensory Garden	5,000	0
Friends of Outwoods Edge School	Post Covid Communication and PPE	2,272	400
Little Bird SOS	Revive Live	4,979	4,500
Shree Ram Krishna Community Project	Covid-19 Support	4,863	4,500
Warwick Way Action Group	Covid-19 Recovery	2,414	1,750
<b>Totals:</b>		<b>£155,032</b>	<b>£117,624</b>

### Community Facilities Grant Applications Round 1 2021/22

A total of 3 applications were received of which 2 were awarded a grant and 1 was declined.

Applicant	Project description	Amount applied for (£)	Amount awarded (£)
Soar Valley Bowls Club	Heating, low-energy lighting and refurbishment of toilets	20,000	10,000
Leicestershire and Rutland Youth Sailing Association	Refurbishment costs, disabled access	10,377	10,000
Yogi Divine Society UK	Refurbishment of Thurmaston Old School Community Centre	20,000	0
<b>Total:</b>		<b>50,377</b>	<b>20,000</b>

### Community Grants Applications Summary Round 1 2021/22

A total of 17 applications were received of which 13 were awarded a grant and 4 declined.

Applicant	Project description	Amount applied for (£)	Amount awarded (£)
Sileby District Guiding	Play / Sports Equipment	500	500
The Baldwin Trust	Recruiting and training new volunteers	5,000	750
Rectory Wildlife Gardeners	Accessible seating	4,660	1,400
New Life Community Church	Family Support worker	3,960	3,900
Peter Le Marchant Trust	Mental Health & Well-being project	5,000	1,200
Albert Street Artists	General running costs	4,470	£1,200
Leicestershire Youth Sailing Association	Volunteer training courses / qualifications and equipment	4,355	2,500
PACE	PACE Camp	5,000	2,000
PCM Loughborough (Polish Community Centre)	Healthy Body, Healthy Mind Project	5,000	4,000

Quetzal	Counselling for survivors of childhood sexual abuse	4,598	1,750
FC Seagrave	Coaching qualifications and football goals	3,415	2,700
Go-Getta CIC	Loughborough Youth Motivators	5,000	5,000
Barkby United Cricket Club	New furniture / oven for club house	4,378	2,500
Steps Conductive Education Centre	Installation of new heating system	1,500	0
Outwoods Edge Primary School PTA	Bike shelter and outdoor play equipment	3,250	0
Above and Beyond	Phoenix Youth Group	5,000	0
Thurmaston DPC FC	Start-up costs for Ladies' Football Team	4,550	0
	<b>Total:</b>	<b>£69,636</b>	<b>29,400</b>

## Members Grants

In 2020/21 each Councillor had £500 to award to an organisation/project/service that worked directly in their wards. All Councillors were offered training on the process and eligibility criteria. The criteria ensures that the applicant receives support for their application prior to it being formally submitted. In 2020/21 67 organisations received funding from their Ward Councillors through the Members Grant scheme.

In 2021/22 five Member grants have been awarded to date.

Awarded Member Grants can be found at :

[https://www.charnwood.gov.uk/files/documents/member\\_grants\\_2020\\_21\\_amount\\_awarded\\_by\\_councillor/Member%20Grants%202020-21%20-%20Awarded%20by%20Councillor%20%28April%202021%29.pdf](https://www.charnwood.gov.uk/files/documents/member_grants_2020_21_amount_awarded_by_councillor/Member%20Grants%202020-21%20-%20Awarded%20by%20Councillor%20%28April%202021%29.pdf)

## CABINET - 16TH SEPTEMBER 2021

### Report of the Head of Planning and Regeneration Lead Member: Councillor Roy Rollings

#### Part A

#### ITEM CHARNWOOD 2030 CARBON NEUTRAL PLAN

##### Purpose of Report

To seek approval for the Charnwood 2030 Carbon Neutral Plan and a short-term action plan.

##### Recommendations

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

##### Reasons

1. To set out the overall direction and plan of the Council in relation to its climate change commitment to be carbon neutral by 2030.
2. To enable projects for reducing the Council's carbon footprint to be progressed.
3. To enable the plan to be kept up to date and amendments to be made as necessary to reflect changing circumstances, opportunities, and Council priorities.

##### Policy Justification and Previous Decisions

A climate change motion was approved by Full Council on 24 June 2019 to note the findings from the International Panel on Climate Change published in October 2018 (minute 23.1 19/20 refers). The report concluded that we have less than 12 years to act to avoid the worst impacts of climate change. The motion set an aspiration for the council to achieve carbon neutrality from its own operations by 2030. The Council also committed to work with residents, businesses and other public bodies across the borough and region to deliver this ambitious goal through all relevant technologies, strategies and plans.

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

The Carbon Neutral Plan includes a baseline carbon footprint from 1<sup>st</sup> April 2018 and covers the period up to December 2030. Implementation of the plan will need to be a whole Council activity embedded in Service Team Plans and decision making. The implementation of the Carbon Neutral Plan will be overseen and reviewed by the Carbon Neutral Project Board.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

The costs of providing strategic management for the implementation of the Carbon Neutral Plan are currently met from within the Planning and Regeneration Service budget. There will be a need for concerted action from across the Council to successfully implement the Carbon Neutral Plan and additional resources will be required to ensure the Council achieves the commitment to be carbon neutral by 2030.

There are a number of projects contained within the Carbon Neutral Plan relating to the period to December 2030. These projects will either be funded from funding opportunities, where available, existing budgets of individual service areas or by the Carbon Neutral Fund as approved by the capital budgeting process.

#### *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
Service areas across the Council not sufficiently engaged to deliver projects, resulting in failure to achieve targets	Likely (3)	Serious (3)	Moderate (9)	Ensure there is a corporate response and engagement with key stakeholders throughout the organisation to deliver the Carbon Neutral Plan. Project Board in place to monitor.
Resources unavailable to achieve actions identified	Likely (3)	Serious (3)	Moderate (9)	Influence service planning and resources & prioritise projects identified if necessary.
The Council fails to meet carbon neutral 2030 target outlined within its policy commitments	Unlikely (2)	Significant (2)	Low (4)	Project Board in place to review performance throughout the plan period.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Reputational risk to authority for not pursuing or meeting carbon reduction targets	Unlikely (2)	Significant (2)	Low (4)	Ensure there is a corporate response and engagement with key stakeholders throughout the organisation to deliver the Carbon Neutral Plan. Project Board in place to monitor.
Carbon neutrality not seen as a strategic priority by the Council	Unlikely (2)	Significant (2)	Low (4)	The intention for carbon neutrality is reflected the Corporate Strategy. Ensure this is carried forward in future reviews of the strategy.
Potential for an increase in energy demand due to changes in the Council estate and services threatening the ability to meet the carbon neutral target	Likely (3)	Significant (2)	Moderate (6)	Recalculate carbon baseline if necessary, to account for changes.

### *Equality and Diversity*

None

### *Crime and Disorder*

None

### *Sustainability*

The Carbon Neutral Plan will provide a significant contribution towards Sustainability.

Key Decision: Yes

Background Papers: None

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## Part B

### Background

1. The Charnwood Carbon Neutral Plan will set out a road map to meeting the Council's commitment to be carbon neutral from its own operations by 2030. In October 2019 Urban Foresight in Partnership with De Courcy Alexander (DCA) were commissioned, following an open tender process, to assist the Council in preparing a Carbon Neutral Plan. The plan aims to provide guidance and information on how to address all aspects of the Council's current carbon emissions so as to achieve the target for carbon neutrality by 2030. Although the main focus of the plan is the Council's carbon footprint, an assessment of the opportunities for the Council to promote meaningful carbon reductions across the wider community in Charnwood is also provided.
2. A Carbon Neutral Board was set up in November 2019 to oversee the preparation and implementation of the Carbon Neutral Plan. The Board Members are Cllr Tom Barkley, Lead Member for Finance and Property, Cllr Roy Rollings, Lead Member for Transformation, Cllr Needham, Climate Change Champion, Eileen Mallon, Strategic Director for Community, Planning and Housing, Lesley Tansey, Head of Financial Services, Richard Bennett, Head of Planning and Regeneration and Justin Henry, Strategic Director for Commercial Development, Asset and Leisure.
3. The preparation of the plan has been informed by engagement with officers from across the key service areas. The work was introduced to the Corporate Leadership Team on 6th November 2019 and on 12th November 2019 a stakeholder workshop was undertaken with key members of staff and a Project Team was established including officers from all the key service areas. The workshop focused on identifying a road map for delivering carbon neutrality. A Member Workshop event was held on 4th February 2020 to introduce the work and explain the role of Members.
4. In February 2020 a Carbon Neutral Action Fund was awarded a three-year annual block sum of in £500k in the Capital Plan 2020/21 to 2022/23 to support the delivery of carbon reduction projects. This budget informed the plan prepared. In May 2020 the Carbon Neutral Board endorsed a draft Carbon Neutral Plan but it was agreed that the plan would not be presented to Cabinet for approval in light of the impact of the COVID-19 pandemic on Council priorities and budgets. The pandemic has had a significant impact on the Council's finances causing uncertainty about the availability of funding and the potential changes which may result from the review of the Council's assets including Southfields Office.
5. The capital plan three-year annual block sum of £500k for a Carbon Neutral Action Fund was revised in October 2020 to £100k for the financial year 2020/21. In consultation with Property colleagues, a range of carbon reduction projects were funded including the mayoral car electric charging point, Pest Control electric charging point, Beehive Carpark LED flood lights and signage illumination, Barrow and Quorn car park LED and Nanpantan Sports Ground LED outdoor lighting.

6. In February 2021 the Board agreed that work to refresh the Carbon Neutral Plan should be commissioned based on the Council assets as they are now with flexibility built into the plan to accommodate the uncertainties. Consultants Urban Foresight and DCA were reengaged to refresh the plan with relevant service areas. Between April and May 2021 video meetings were conducted with service leads to understand how council services have had to adapt operationally and financially due to COVID, and any impacts this has had on progress made on previously planned carbon neutral priority activities. These insights have been incorporated into the 2030 Carbon Neutral Plan, reflecting the current policy priorities and funding restrictions that are in place.

### Carbon Footprint Baseline

7. A new baseline for this Plan has been calculated for the Council's operations in 2018/19. This provides an understanding of the Council's carbon footprint and will allow the Council to measure reductions in carbon emissions as a result of this Plan. Targets and performance in reducing emissions are measured against this figure as a percentage of the baseline value.
8. The baseline figure covers emissions in buildings and activities that the Council has management control and influence over, this includes the buildings the Council owns and occupies, the emissions from Council owned vehicles including the waste fleet and open spaces services. The footprint also includes the purchase of renewable electricity making a direct impact on reducing the carbon footprint of the energy used.
9. The total carbon baseline for 2018/19 was 1,130 tonnes of CO<sub>2</sub> equivalent (tCO<sub>2</sub>e). This is the baseline figure for working towards carbon neutrality by 2030. In 2019/20 the carbon footprint was 1,378 tCO<sub>2</sub>e representing an 18% increase in emissions. This included a rise of 24 tonnes CO<sub>2</sub>e in buildings and 138 tonnes CO<sub>2</sub>e in transport. However, the biggest impact on the Council's footprint comes from a change in the way the sequestration of carbon emissions is calculated following the publication of new data on carbon storage by Natural England in 2021. Natural England undertook a major review of the scientific evidence for sequestration from different land uses and collated the latest information on how, for example, planting trees has a positive impact on carbon emissions. The report also brought in more evidence of the impact of other aspects of the land use change, including the impact on soil. The positive benefit we get from sequestration is better understood but overall, the effect is less by 86 tonnes CO<sub>2</sub>e.
10. In 2020/21 the carbon footprint was 1,092 tCO<sub>2</sub>e representing a 3% decrease from the baseline in 2018/19. This follows a significant decrease of 286 tonnes CO<sub>2</sub>e or 21% from 2019-2020. Net emissions from all sources have fallen. Transport emissions were impacted by Covid-19. There was a reduction in fuel use by refuse collecting vehicles with a suspension of the garden waste collection. Staff travel was heavily reduced with reported mileage driven 50% less than the baseline year. The nature of the Council's buildings means the impact of Covid-19 energy use and carbon emissions has

been different across the buildings. The combination of changes in working practice meant that water use was also 61% down on the baseline.

### Carbon Neutral Plan

11. The Carbon Neutral Plan recognises that reducing carbon emissions is a whole council activity. The plan highlights the importance of dedicated resources and the need to embed carbon reduction in decision making.
12. The tracking of the Council's carbon footprint highlights three priorities to be addressed to achieve carbon neutrality by 2030. These are:
  1. decarbonisation of the waste fleet;
  2. reducing or eliminating gas use; and
  3. investment in zero carbon energy generation.

There are two key challenges in tacking the Council's carbon footprint. The first is the age and the second is the design of those buildings with the highest energy consumption of gas and the challenges in improving or renovating them. The Carbon Neutral Plan includes a small number of more feasible projects to make progress where we can but eliminating gas use is unlikely to be possible by 2030. The second challenge is the waste collection fleet was only recently purchased (2019) and therefore replacing these vehicles cannot be justified in the short or medium term. There are however opportunities to decarbonise the other fleet vehicles which will be investigated. As most emissions are from the fleet and buildings, and given the uncertainties regarding Council assets, the Carbon Neutral Plan considers what can be achieved in these areas as well as other options. This includes sequestration, which will be important but have a limited impact in reducing carbon emissions, and opportunities for renewable energy generation.

### Carbon Neutral Plan Projects

13. The projects identified within the Carbon Neutral Plan have been broken into three distinct themes:
  1. Buildings
  2. Transport
  3. Carbon Positive

The projects within these themes will be a mixture of new stand-alone activities and additional "top-up" activities. Stand-alone projects are those yet to be scheduled into council's planned activities, for example, solar projects. The "top-up" projects are those that accelerate or enhance existing low carbon projects already being delivered, for example, boiler upgrades.

14. A number of projects in each theme will require feasibility studies to ensure they can be moved forward. Overall, the projects will combine both highly visible changes and some that will be behind the scenes. Technological changes may change the nature of the projects, or even create new opportunities that have not been included in this plan. The current economic situation created by COVID will also likely have a long-lasting influence on the funding opportunities and prioritisation decisions made by the Council.

15. The projects presented are designed to complement and build on existing budget plans to reduce the Council's carbon footprint. Making corporate decisions which enable and encourage all service areas to reduce carbon emissions will be the way forward in achieving this Plan. Council wide collaboration will be needed to deliver the Carbon Neutral Plan.

### Short Term Action Plan

16. Based on the Carbon Neutral Plan it is proposed that the immediate priorities are as follows:
  - Dedicated resources are identified to deliver the plan.
  - Decision making procedures are reviewed.
  - Pest Control electric vehicles are facilitated.
  - Zero carbon gas tariff procurement is investigated.
  - Smaller energy efficiency projects for Council owned buildings progressed.
  - Smart bins study undertaken.
  - Tree planting continued.
  - Feasibility study undertaken for solar farm on council owned land.
17. Delivering carbon neutral projects will need dedicated resources for owning and delivering projects. The resource implications of the plan will need to be assessed and addressed through the appropriate budget processes as an immediate priority. Embedding climate change in Council decision making will enable joined up decision making to effectively work towards reducing carbon emissions. An immediate priority will be to work with the necessary Service Areas to review the decision making and procurement procedures to ensure there is an assessment of potential carbon impact. Many projects are cross-directorate and will require consideration as part of the planning stages to ensure opportunities are realised.

### Communication

18. The Carbon Neutral Plan will be made publicly available on the Council's website and communicated to all staff. Progress updates will be reported to the Project Board and to staff via One Charnwood. To raise staff awareness of the Carbon Neutral Plan and the actions it contains an on-line environmental induction module is available to all new and current members of staff. The Green Rewards programmes will also enable staff and Members to take actions to reduce their individual carbon footprint.

### Conclusion

19. It is essential to have a plan in place to ensure the Council can achieve the challenging target of net zero in its operations by 2030 and to ensure there is an action plan in place. The plan has been prepared with the knowledge that priorities may change over the next ten years. It is to be expected that not all projects will come to fruition and other opportunities may present themselves.

Therefore, this plan will be subject to change whilst moving towards the aim of reaching net zero by 2030.

## Appendix

Appendix A – Charnwood Carbon Neutral Plan



# Charnwood 2030 Carbon Neutral Plan

**Charnwood Borough Council's  
ambition and action plan to be a  
carbon neutral council by 2030**





## Summary

In June 2019, the UK Government amended the Climate Change Act (2008) to commit the UK to “reducing greenhouse gas emissions by at least 100% of 1990 levels by 2050”. This means the UK Government now has a legally binding target for the UK to be generating net zero carbon emissions per year by 2050. This followed on from the findings of the International Panel on Climate Change (IPCC) report published in October 2018.

Having considered the IPCC report, and to show we are keen to be part of the UK response to climate change, Charnwood Borough Council has committed to achieving carbon neutrality for the Council’s own operations by 2030. The Council made this commitment in June 2019. This builds on the success of our 2015-2020 Carbon Management Plan, which saw us reduce our carbon footprint by 37% between 2012 and 2018. Since then, our footprint has fallen by a further 3%.

Soon after making our June 2019 commitment to work with colleagues across the Council to fulfil our goal to reach carbon neutrality by 2030, an initial 2030 Carbon Neutral Plan was prepared in conjunction with Urban Foresight and DCA.

However, faced with the unexpected challenge of COVID-19, the Council has had to adapt operationally and financially, creating both new priorities and new ways of working. Previous projects identified had either become less pertinent in terms of impact and priority, whilst new project opportunities have arisen.

The most significant challenge will be the financial situation the UK economy, the public sector and Charnwood Borough Council face following the current Covid-19 crisis. These market challenges will impact on the funding available for projects beyond 2021. The Council recognises the challenges we, and our communities will be facing and the need to use its available funding accordingly.

Therefore, Charnwood Borough Council have updated the 2030 Carbon Neutral Plan and projects in context of the new economic and logistic realities post-COVID. This includes reflecting the new policy and funding context.

## A Living Carbon Neutral Plan

The menu of projects presented in this document is a 'point in time' menu of options for the Council, reflecting the situation we are currently in.

It is important that the Carbon Neutral Plan is treated as a living document which evolves over time. As the funding, policy and technology environment changes over time new projects will emerge which will need to be included in the Plan. Similarly, as feasibility studies are delivered projects may be changed or removed from the Plan.

One vital reason for us needing to be adaptable and flexible is uncertainty over the future of how and where the Council will work. In light of COVID-19, we are still reviewing our office estate and home working procedures. These considerations will influence which projects are added or removed from the Plan in future years.

Therefore, rather than being the end of a process or a fixed set of actions the Council is bound to, this 2030 Carbon Neutral Plan is the start of our 10-year journey. The activities outlined are not a fixed plan and will be reviewed regularly as we move through the next ten years and continually consider the best and most cost-effective ways of reducing our carbon footprint.

The projects and activities delivered by the Carbon Neutral Programme will be a mixture of newly conceived "stand-alone" activities and additional "top-up" activities. The "stand-alone" projects are those where carbon neutral funding available will be used to finance brand new low carbon project yet to be scheduled into council's planned activities. The "top-up" projects are those where carbon neutral funding available will be used to accelerate or enhance an existing low carbon project already being delivered.

Overall, the projects will combine both highly visible changes and some that will be behind the scenes. We will be making changes to the way that we use our buildings, how we operate our vehicles and how we generate our energy.

The 2030 Carbon Neutral Programme is overseen by a Project Board and has been created in collaboration with a number of Council services. This means the planned investment and efforts being made by different parts of the Council are taken into account to ensure the 2030 Carbon Neutral Plan compliments and adds to what is already planned. This 2030

Carbon Neutral Plan provides a realistic yet ambitious set of projects we can start delivering.

## Charnwood's Regional Role

Eliminating the carbon footprint of the Council's assets, operations and services is not about, and cannot be about, one area of Council activity pursuing a stand-alone agenda. Making corporate decisions which enable and encourage all services to reduce carbon emissions will need to become the new normal during the course of this plan and, as such, is a whole Council activity. As a Council we are well placed to make the corporate and cultural changes needed to deliver the Carbon Neutral Plan. Our Lead Member for Transformation sits on the Council's Cabinet with a remit including the Environment and Climate Change agenda. The Council also has a climate change champion Member to promote the Council's objectives.

Looking beyond the Council's own operations and activity, our 2030 Carbon Neutral Plan is an opportunity to outline our vision to further inspire the community of Charnwood to implement other projects that can drive the Borough to become zero carbon. We hope the Council's endeavours will demonstrate how business operations can become net zero, and help our residents reduce both their emissions and their energy costs.

Charnwood is at the geographic centre of an expanding list of local Councils and other organisations that are working towards reaching net zero carbon emissions and we also have potential local allies such as the University of Loughborough and local businesses who are active in the low carbon economy. This 2030 Carbon Neutral Plan presents options for how we can inspire local and regional action whilst reducing our own carbon footprint.

# Table of Contents

Charnwood 2030 Carbon Neutral Plan.....	1
A Living Carbon Neutral Plan.....	3
Charnwood’s Regional Role.....	4
Why do we want to be carbon neutral?.....	7
UK response to climate change.....	7
Charnwood Borough Council’s responsibility.....	9
Building on our 2015-2020 success.....	13
Our carbon footprint.....	15
Defining our carbon footprint.....	15
2018-2019 Baseline.....	16
2019-2020 Carbon Footprint & Sequestration Value Change.....	20
2019-2020 footprint.....	20
Change against 2018-2019.....	20
2020-2021 Carbon Footprint and COVID-19 Impact.....	23
2020-2021 footprint.....	23
Change against 2019-2020 footprint.....	24
Forming the Carbon Neutral Plan.....	27
First engagement (pre-COVID).....	27
Face-to-Face Meetings with building managers and Heads of Service.....	27
Workshop with Heads of Services and building managers.....	28
Members briefing event.....	28
Corporate Leadership Team and Board Meetings.....	28
Second engagement (during COVID).....	29
Video Meetings with building managers and Heads of Service.....	29
Delivering the Plan.....	30

Managing and delivering projects .....	30
Reducing emissions is a whole Council activity .....	30
Roles and Responsibilities .....	33
Prioritising Projects .....	34
Funding and Partnerships .....	37
External funding.....	37
<b>Carbon Neutral Plan.....</b>	<b>40</b>
Strategy.....	40
The Energy Hierarchy.....	40
The Path of Least Regret.....	41
Main Challenges.....	41
1. Reducing net emissions from buildings.....	42
2. Reducing net emissions from transport.....	45
3. Investing in carbon positive activities.....	48
Actions recap.....	50
<b>Inspiring change: partnership &amp; leadership .....</b>	<b>56</b>
<b>Appendix 1: Menu of actions and details.....</b>	<b>60</b>
Reducing net emissions from buildings.....	61
Reducing net emissions from transport .....	63
Investing in carbon positive activities.....	64

# Why do we want to be carbon neutral?

Charnwood Borough Council has committed to achieving carbon neutrality for the Council's own operations by 2030. The Council made this commitment in June 2019, having considered the findings of the International Panel on Climate Change (IPCC) report published in October 2018.

This 2030 Carbon Neutral Plan presents options for how we can do this. Of course, we are very aware that types and costs of low carbon technology will change during the next ten years, as will government policy and legislation. These changes may create new opportunities or priorities which are not featured in this plan. Similarly, the Council's own finances and ways of working may change, especially as we support Charnwood's businesses and communities recover from Covid-19.

Therefore, this 2030 Carbon Neutral Plan is not a fixed plan and will be reviewed regularly as we move through the next ten years and continually consider the best and most cost-effective ways of reducing our carbon footprint.

## UK response to climate change

Global scientific consensus, as reported in the 2018 IPCC report, indicates that human activities have caused global temperatures to rise by an estimated 1.0°C above pre-industrial levels. Looking to the future, the same evidence suggests that if the global economy maintains business as usual, then global temperature rise will reach 1.5 °C at some stage between 2030 and 2052.

In response to scientific consensus, the United Nations Framework Convention on Climate Change (UNFCCC) Paris Agreement of 2016 commits the global community to act. At the time, Prime Minister David Cameron called the Paris Agreement "a huge step forward in helping to secure the future of our planet" and Secretary of State for Energy and Climate Change Amber Rudd declared it as "vital for our long-term economic and global security". This agreement pledges to restrict the rise in global average temperature to well below 2°C above pre-industrial levels and, ideally, limit the global temperature increases to 1.5°C.

To restrict global warming to below 2°C or 1.5°C, cumulative carbon emissions from human activity need to be kept below a threshold, referred to as a carbon budget. The IPCC state that the global carbon budget needed to stay below a 2°C increase is 900GtCO<sub>2</sub> – or 900 million tonnes.

## Charnwood Carbon Neutral Plan 2030

In June 2019, the UK Government amended the Climate Change Act (2008) to commit the UK to “reducing greenhouse gas emissions by at least 100% of 1990 levels by 2050”. This means the UK Government now has a legally binding target for the UK to be generating net zero carbon emissions per year by 2050.

The UK Government’s 2050 target builds on the Committee on Climate Change’s (CCC) 2019 recommendations in the report *Net Zero – The UK’s contribution to stopping global warming*. Furthermore, the CCC provided recommendations on carbon budgets for the UK divided into 5-year periods, which have also been translated into legally binding targets in the amended Climate Change Act. The current and future carbon budgets, presented in megatonnes (Mt), specified in the Climate Change Act (cumulative over each five-year period) are:

- 2018-2022: 2,544 MtCO<sub>2</sub>e
- 2023-2027: 1,950 MtCO<sub>2</sub>e
- 2028-2032: 1,725 MtCO<sub>2</sub>e

### Definition: carbon emissions

In this plan we use the phrases ‘carbon emissions’, ‘carbon footprint’, ‘carbon’ and carbon dioxide equivalent (CO<sub>2</sub>e).

In the context of this plan, we use the terms interchangeably. Carbon dioxide, released into the atmosphere from burning fossil fuels, is one of several greenhouse gases (GHGs) which contribute to climate change. Rather than talk about each GHG individually, we use the phrase ‘carbon dioxide equivalent (CO<sub>2</sub>e)’.

The Council’s carbon footprint is the volume of carbon dioxide equivalent (CO<sub>2</sub>e) created by our operations and assets. In order to reduce our carbon footprint, we need to reduce the volume of our CO<sub>2</sub>e emissions – or for short, carbon emissions.

These carbon budgets represent milestones towards a net zero 2050. Whilst latest monitoring indicates that the UK is on course to meet the 2018-2022 carbon budget, the CCC forecasts that the 2027-2032 budget will not be met without more ambitious action. This will require strong policy from national government and action from local authorities like Charnwood, both to reduce our own contribution to the carbon budget and climate change, and to inspire action from our communities and business.



## Charnwood Borough Council's responsibility

The Committee on Climate Change's (CCC) 2019 recommendations outlined that:

*“Local authorities are well placed to understand the needs and opportunities in their local area. ....they have important roles on transport planning, including providing high-quality infrastructure for walking and cycling, provision of charging infrastructure for electric vehicles, and ensuring that new housing developments are designed for access to public transport. They can improve health outcomes for people who live and work in the area by implementing clean-air zones that discourage use of polluting vehicles and other technologies.”*

The scientific evidence shows that climate change is likely to lead to more extreme weather, whether that be high winds and storms, higher peak temperatures in summer or more rain and flooding. In Charnwood, colder winters and warmer summers will put vulnerable people at risk, with the River Soar having already demonstrated the damaging consequences of flooding. Changing climate may also have significant impacts on agriculture and our rural economy.

Although the Climate Change Act did not include a statutory target for local authorities to reduce carbon emissions, other parts of the UK have done so. For example, the Welsh Government has set a target of achieving a carbon neutral public sector by 2030. Whilst Charnwood Borough Council do not face such government targets, like all councils around the country we will have to act to reduce our carbon footprint.

This is for two reasons. Firstly, local authorities contribute significantly to the UK carbon footprint and the 2050 target will not be achieved unless all councils act. Secondly, as a visible local institution, it is equally important that Charnwood Borough Council shows

leadership and develops policies to that support businesses and citizens in reducing their carbon emissions as well.



Action on climate change will not only reduce negative climate impacts, but it also has the potential to increase prosperity, happiness and social cohesion in the Borough. For example, studies have shown that investment in renewables typically provides 27% more jobs than investment in fossil fuels. In fact, the green economy has recently contained many of the fastest growing sectors in the UK. In addition, many of the projects that achieve carbon neutrality promote green spaces, reduce air pollution and create energy.

As part of the UK Climate Change Act there are national targets which relate to our activity and the lives of Charnwood's residents and businesses. The Government have legislated to end sales of new petrol and diesel cars and vans by 2035. This won't just impact on the Council's own fleet vehicle purchasing. It also means we must ensure our employees, residents and businesses have the infrastructure needed to support the transition to electric vehicles. For example, the CCC estimated that the UK will require 3,500 rapid and ultra-rapid chargers near motorways to enable longer journeys, and 210,000 public chargers in towns and cities to meet the 2035 target.

HGVs and large vehicles are currently not subject to this target, but these will need to decarbonise too. For Charnwood Borough Council this means planning to reduce emissions from our waste collection vehicles in the long-term and supporting development of zero carbon refuelling of HGVs, buses and taxis. This is particularly for vehicles that have key routes through Charnwood, including Junction 23 of the M1 Motorway.

Similarly, March 2020 saw the announcement of the proposed new Future Homes Standard. Proposed revisions to Part F and L of the Building Regulations, require that from 2025 all new homes built must have 80% lower carbon emissions than today. At the time of writing, no changes have been made whilst the Government review the findings of a second round of consultation which took place from 18<sup>th</sup> January to 13<sup>th</sup> April 2021. As a Council we will have to monitor policy changes and then help enable these to happen, both through the homes we build and through those we give planning permission for.

The Committee on Climate Change (CCC) said in its report *UK Housing: Fit for the Future (2019)* “Buildings constructed now should not require retrofit in 15 years' time. Rather, they should be highly energy efficient and designed to accommodate low-carbon heating from the start.”

More energy efficient homes and local energy generation will help Council's meet national fuel poverty targets. In England, the Government target is for all homes to have a minimum energy efficiency rating of Band C. Charnwood Borough Council take this one step further, with our Housing Strategy 2015-2020. This strategy details how our own Charnwood Standard is committed to ensuring our sheltered accommodation and social housing exceeds national standards. We also have a role to play, alongside organisations like National Energy Action, in helping residents to reduce their energy bills. Our Home Energy Conservation Act Progress Report 2017-2019 outlines the action we have taken during the last two years.

Linked to reducing the carbon emissions of transport and housing is the need to decarbonise electricity generation. March 2020 saw the UK Government reverse legislation banning onshore windfarms, providing Councils with large rural areas like Charnwood the ability to influence renewable energy generation through the planning system or by investing in and developing windfarms themselves. This is something many Councils already do for solar energy generation.



It is this combination of changing our operations in response to the global challenge, and international and national policy, whilst also enabling and encouraging others to do so, which is at the heart of our Carbon Neutral Plan.

This is also reflected in a series of our other policies. As a Council we will encourage and enable residents, businesses and other public bodies across the Borough and region to deliver this ambitious goal through relevant technologies, strategies and plans.

Our [Climate Change Strategy 2018-2030](#) seeks to minimise the environmental impacts of our own activities and contribute to the improvement of the wider environment through local action. We play a significant role in protecting and enhancing the environment of Charnwood and the strategy sets out how we will meet the challenges and opportunities of climate change. It outlines three strategic priority areas for action to protect the environment for future generations:

- raising awareness
- reducing our impact on climate change
- resilience.

Our Corporate Strategy (2020-24) sets out our commitment to be a carbon neutral organisation by 2030 and this carbon neutral plan is part of that action, laying out how we can achieve this ambition.

Our commitment to reducing carbon emissions, mitigating and adapting to climate change is reflected across our strategic policies including our Open Spaces Strategy 2018-2036, Local Plan Core Strategy and our new Draft Local Plan. The local plan sets out a vision and a framework for the future pattern, scale and quality of development in Charnwood. It outlines policies for mitigation measures which reduce our impact on

climate change and looks to ensure our built and natural environments are resilient and can adapt to climate change over the short and longer term.

Our commitment in the Corporate Strategy to ensure 100,000 trees are planted in the Borough is also underway. The carbon savings from sequestration by these trees will be factored into the final year of this Carbon Neutral Plan, to consider the time taken to complete the planting programme and for the trees to reach maturity.

## Building on our 2015-2020 success

In 2015, Charnwood Borough Council developed a Carbon Management Plan which aimed to achieve a 15% reduction in carbon emissions by 2020 against a 2012-13 baseline.

### Definition: What is a carbon emissions baseline?

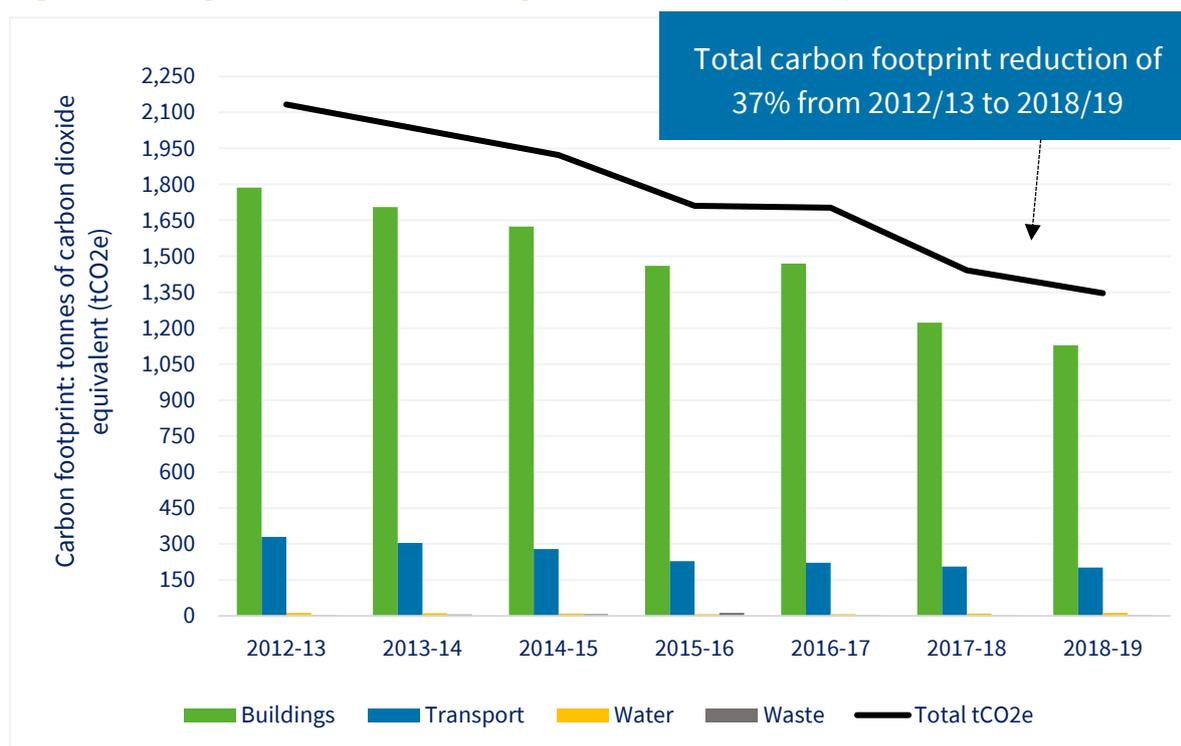
The baseline for the Carbon Management Plan refers to the total carbon emissions the Council created in the final year before we started developing the plan.

The baseline was used to show what the Council's total emissions would be each year if our operations and activity continued without implementing any projects to reduce emissions. To measure reductions in our carbon emissions resulting from projects, we compare how our emissions have changed compared to the baseline.

Within a year from 2015-16, as a result of energy savings across the Council operations, we achieved and surpassed that target and recorded a 21% decrease in emissions. Progress continued as more energy saving projects across our buildings were implemented.

As a result, the most recent monitoring report for the Carbon Management Plan shows that carbon emissions from Council operations fell by 37% in comparison to the 2012-13 baseline – well in excess of the 15% target. In absolute terms this was a reduction of 787 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e) (Figure 1). This is the equivalent of heating and lighting nearly 200 households based on Committee on Climate Change latest figures (2014).

Figure 1: Change in Charnwood Borough Council’s carbon footprint over time



Not only did the projects implemented as part of the Carbon Management Plan achieve significant carbon reductions, but they also delivered financial savings to the Council. Despite a rise in the price of energy, the projects within the Carbon Management Plan helped reduce energy and fuel costs by a cumulative total of over £280,000.

Energy and fuel costs in 2018/19 were £33,000 less compared to 2012/13. This is equivalent to 3% of our 2019/2020 budget for maintaining parks, sports grounds, and public spaces in Loughborough, and would pay for the maintenance of Carillion Tower more than twice over.

The biggest changes in energy use, carbon emissions and costs came earlier on in the programme, with fewer projects being delivered in 2018/19. The new Carbon Neutral Plan 2030 will therefore help renew the momentum and impetus the 2015-2020 Carbon Management Plan created.

# Our carbon footprint

The target of reaching net zero emissions by 2030 is challenging, but we have already shown that we can act decisively and effectively to reduce carbon emissions. As a council we have been reducing our carbon emissions for many years through our Carbon Management Plan and are building on a solid record of success.

Despite the achievements of the Carbon Management Plan, there is much more that the Council must do to achieve carbon neutrality. To this end, a new baseline for this plan has been calculated for the Council's operations. This provides an understanding of the Council's current carbon footprint and will allow the Council to measure reductions in our carbon emissions as a result of this plan.

## Defining our carbon footprint

### What are the GHG Protocol and PAS 2060 standards?

**GHG Protocol** establishes comprehensive global standardized frameworks to measure and manage greenhouse gas (GHG) emissions from private and public sector operations, value chains and mitigation actions. Building on a 20-year partnership between World Resources Institute (WRI) and the World Business Council for Sustainable Development (WBCSD), the GHG Protocol is used by governments, industry associations, NGOs, businesses and other organizations.

**PAS2060** is an international standard of carbon neutrality. Published by the British Standards Institution, it aims to create transparency and accountability around declarations of carbon neutrality to build trust and confidence. The standard is widely used by organisations across the world to demonstrate validated evidence of carbon neutrality.

In keeping with the globally recognised GHG Protocol, we have broken down carbon emissions into Scope 1, Scope 2 and Scope 3 emissions.

### Understanding different scopes:

**Scope 1** emissions are those created within buildings owned and occupied by the Council, such as the Southfields offices, and fleet vehicles owned and used by the Council.

**Scope 2** includes any emissions created on the Council's behalf. For example, through the purchase of electricity generated from gas-fired power stations.

**Scope 3** covers the other emissions that are the consequence of actions of the Council which are not included in Scope 1 or Scope 2 – this includes outsourced services, employee commuting, and the use of employees' personal cars for Council activity.

Our footprint also includes some of our procurement, such as how we purchase electricity. Purchasing more renewable electricity reduces the carbon footprint of the energy we use, making a direct impact on our footprint.

A long-term goal of many organisations is to reach a level on a par with globally recognised carbon neutral standards, such as PAS 2060. For the Council to achieve this will require a full audit of our procurement processes and to measure the emissions resulting from every product and service we purchase. At this stage in the Council's journey however, it has been decided to focus on emissions we can directly control. This means for example, that the electricity used in our own buildings is counted, but electricity used by our tenants in buildings that we own, but do not occupy, is not.

## 2018-2019 Baseline

2018-2019: our carbon footprint was 1,130 tCO<sub>2</sub>e

To demonstrate the impact of our decision to purchase renewable electricity we have presented the emissions of our electricity consumption calculated using both a location-based and market-based methodology (see below box).

### A new methodology for a new plan:

**Location based method:** the location-based method for calculating carbon emissions from electricity use is based on the carbon impact of the local electricity grid. In the UK our electricity is generated from both fossil fuel, zero-carbon, and renewable energy. The location-based method takes Charnwood Borough Council's electricity use and calculates the carbon emissions based on the national mix of how electricity is generated. **The location-based method was used in the 2015-2020 Carbon Management Plan.**

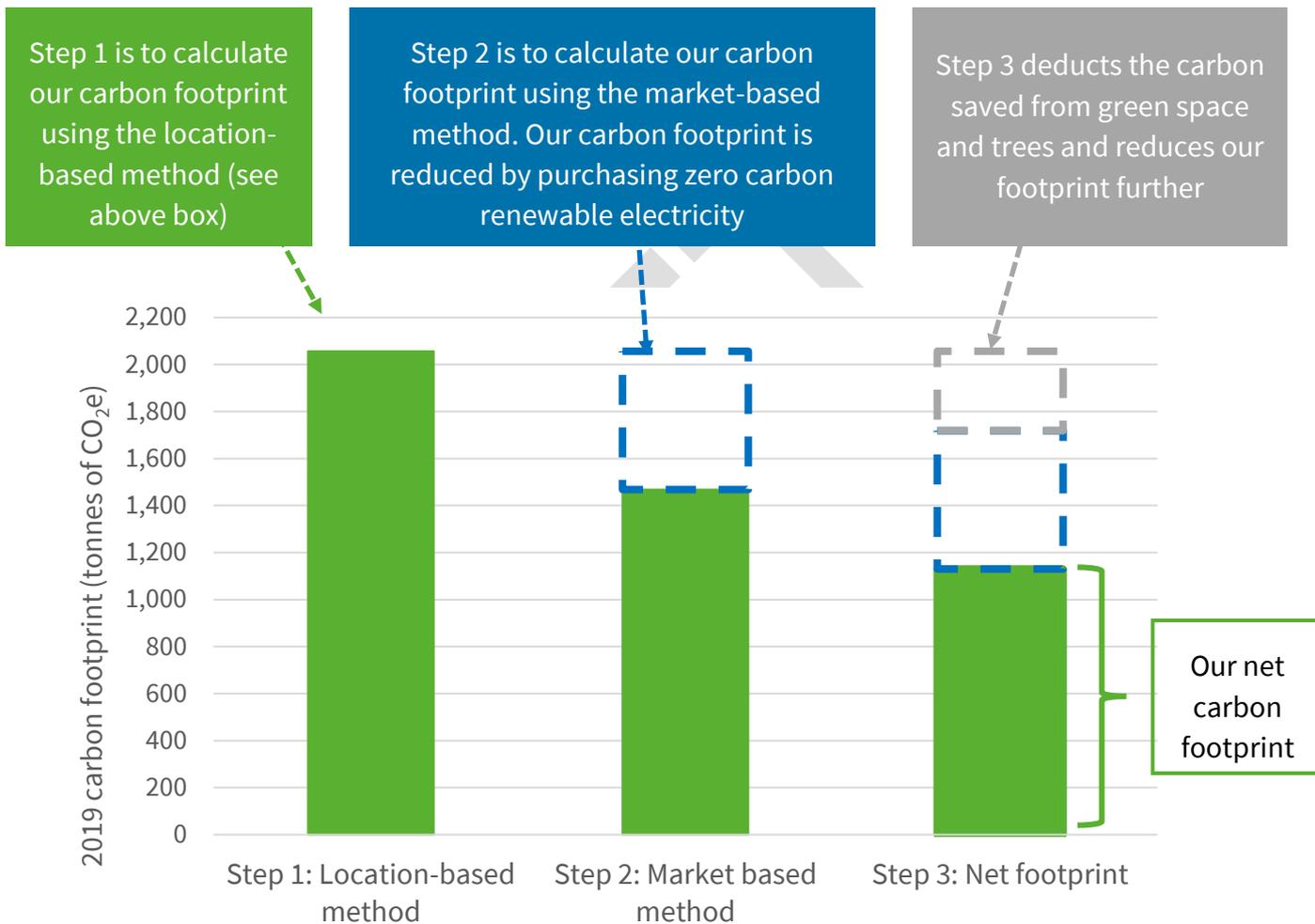
**Market based method:** Our 2020 baseline for the **Carbon Neutral Plan 2030** uses the **market-based method** to calculate emissions from electricity use. This method takes into consideration how the energy the Council actually purchases is generated. If we procure more 100% renewable energy, our footprint goes down.

The location-based methodology is the first step in a three-step process to calculating our carbon footprint based on our total gas and electricity consumption. The market-based method is the second step, which accounts for the fact we use 100% renewable electricity at Council buildings meaning this electricity use creates zero carbon emissions.

The third step is to calculate the net footprint – which is the emissions we generated and calculated at Step 2 minus any emissions we offset. We offset emissions by reducing the carbon emissions by activities that either take carbon dioxide directly out of the

atmosphere or reduce the carbon impact of others more than would happen without our involvement. This accounts for the positive impact of green spaces and trees throughout Charnwood on absorbing carbon dioxide from the atmosphere (a process known as sequestration) and carbon positive activity like producing renewable energy.

### Overview of the three steps



### Step 1: Gross carbon footprint using location-based method

Using the location-based methodology to calculate the emissions from electricity consumption the gross carbon footprint in 2019 is 2,056 tCO<sub>2</sub>e (Table 1). This is the same method used in the Carbon Management Plan 2015-2020.

Table 1: Step 1 – Gross 2018-2019 carbon footprint of the Council operations by scope using location-based method

Source	Emissions (tCO <sub>2</sub> e)			Total emissions
	Scope 1: emissions directly from Council owned and operated activity	Scope 2: emissions created through energy supply	Scope 3: emissions from outsourced services and grey fleet	
Building	298	542	46	886
Transport	123	0	1,026	1,149
Waste	0	0	6	6
Water	0	0	16	16
<b>Total</b>	<b>421</b>	<b>542</b>	<b>1,093</b>	<b>2,056</b>

## Step 2: Gross carbon footprint using market-based method

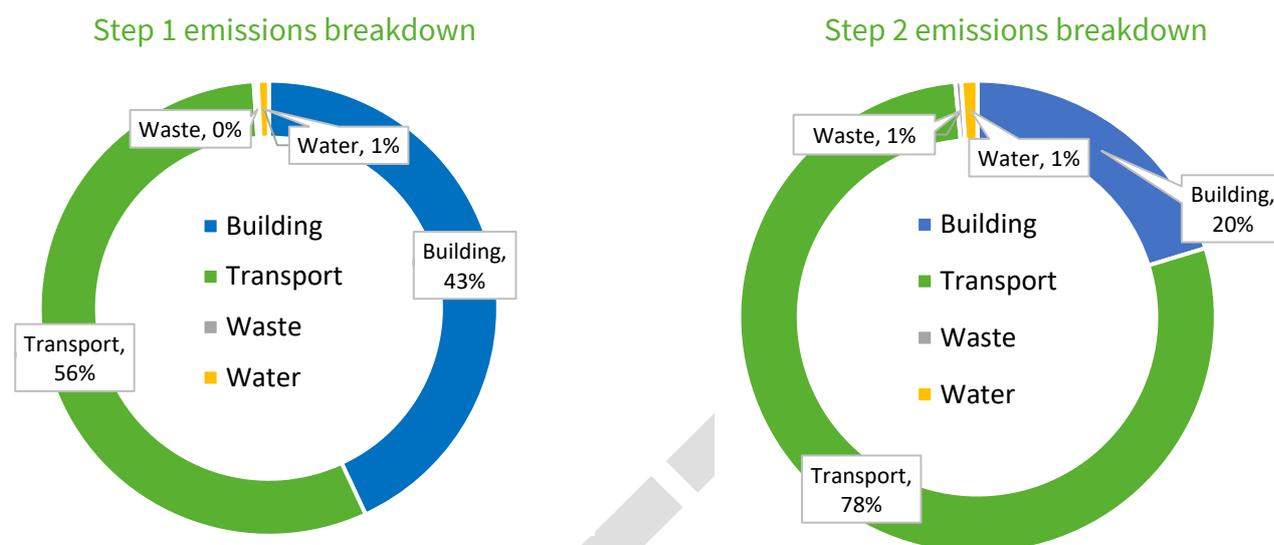
Adopting the more accurate market-based method for calculating emissions from electricity shows that any electricity used at Council buildings does not create any carbon. The Council’s positive procurement choice to purchase renewably sourced electricity for all its own operations saves 588 tonnes of carbon dioxide equivalent (tCO<sub>2</sub>e), reducing the carbon footprint by 35% to 1,468 tCO<sub>2</sub>e (Table 2).

Table 2: Step 2 -Gross 2018-2019 carbon emissions of the Council operations by Scope, using market-based method (gross emissions taking account of renewable energy purchase)

Source	Emissions (tCO <sub>2</sub> e)			Total emissions
	Scope 1: emissions directly from Council owned and operated activity	Scope 2: emissions created through energy supply	Scope 3: emissions from outsourced services and grey fleet	
Building	298	0	0	298
Transport	123	0	1,026	1,149
Waste	0	0	6	6
Water	0	0	16	16
<b>Total</b>	<b>421</b>	<b>0</b>	<b>1,468</b>	<b>1,468</b>

The impact of adopting the market-based method is to reduce Scope 2 & 3 emissions from our buildings. The fact that these buildings use 100% carbon zero renewable energy means that the only emissions from buildings are through fossil-fuelled heating and cooling. The change in the make-up of emissions at Step 1 compared to Step 2 is shown in Figure 2.

Figure 2: breakdown of emissions by source



### Step 3: Net carbon footprint

The final step to complete our carbon footprint calculation is to subtract our carbon-positive activity from built and land assets we own. This includes sequestration by trees and green space or renewable energy that we generate in our own renewable energy installations and then export to the National Grid.

Across the Borough’s owned green space and natural assets, 338 tCO<sub>2</sub>e was sequestered or removed from the atmosphere in 2018/19. Subtracting this from the emissions we generate means that in 2019 our carbon footprint was 1,130 tonnes of tCO<sub>2</sub>e (Table 3).

Table 3: Step 3 – 2018-2019 Net- carbon emissions of the Council operations

Source	Total tCO <sub>2</sub> e (location-based method)	Total tCO <sub>2</sub> e (market-based method)	Total tCO <sub>2</sub> e sequestered
Building	886	298	
Transport	1,149	1,149	
Waste	6	6	
Water	16	16	
<i>Total emissions</i>	<i>2,056</i>	<i>1,468</i>	
Sequestration			338
Renewable generation			0
<i>Total offset</i>			<i>338</i>
<b>Total net baseline</b>			<b>1,130</b>

## 2019-2020 Carbon Footprint & Sequestration Value Change

2019-2020: our carbon footprint was 1,377 tCO<sub>2</sub>e

### 2019-2020 footprint

Our 2019-2020 energy use shows the important positive impact our decision to purchasing 100% renewable electricity. In fact, purchasing renewable electricity has reduced the carbon emissions from our buildings by 70%, saving 737 tonnes of CO<sub>2</sub>e (Table 4).

Table 4: 2019-2020 carbon footprint

Source	Total tCO <sub>2</sub> e (location-based method)	Total tCO <sub>2</sub> e (market-based method)	Total tCO <sub>2</sub> e sequestered
Building	1,059	322	
Transport	1,279	1,279	
Waste	6	6	
Water	23	23	
<i>Total emissions</i>	<i>2,233</i>	<i>1,496</i>	
Sequestration			-252
Renewable generation			0
<i>Total offset</i>			<i>-252</i>
<b>Total net baseline</b>			<b>1,377</b>

### Change against 2018-2019

Our carbon footprint has increased compared to 2019. This includes a rise of 24 tonnes CO<sub>2</sub>e in buildings and of 138 tonnes in transport (Table 5).

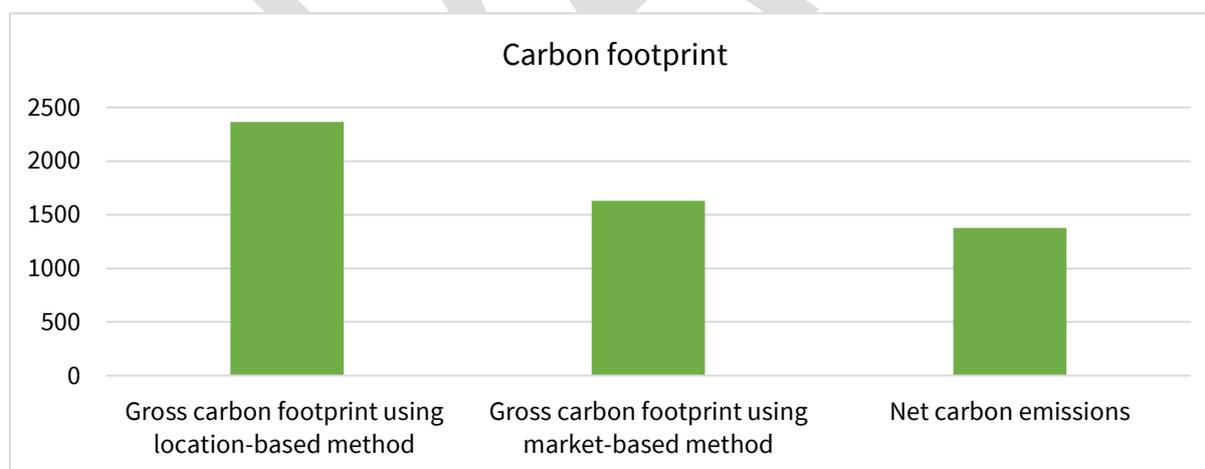
However, the biggest impact on our footprint comes from a change in the way the sequestration of carbon emissions is calculated following the publication of new data on carbon storage by Natural England in 2021. Natural England undertook a major review of the scientific evidence for sequestration from different land uses and collated the latest information on how, for example, planting trees has a positive impact on carbon emissions. However, the report also brought in more evidence of the impact of other aspects of the land use change, including the impact on soil. The positive benefit we get from sequestration is better understood but overall the effect is less by 86 tonnes CO<sub>2</sub>e.

Table 5: 2019-2020 carbon footprint compared to 2018-2019 baseline.

Source	tCO2e generated (market-based method)		
	2018-2019	2019-2020	% Change
Buildings	298	322	7%
Transport	1,149	1,279	10%
Waste	6	6	0%
Water	16	23	30%
<i>Total emissions</i>	1,468	1,496	2%
Sequestration <sup>1</sup>	-338	-252	-34%
Renewable generation	0	0	0%
<i>Total offset</i>	-338	-252	25%
<b>Total net baseline (Emissions minus offset)</b>	<b>1,130</b>	<b>1,378</b>	<b>18%</b>

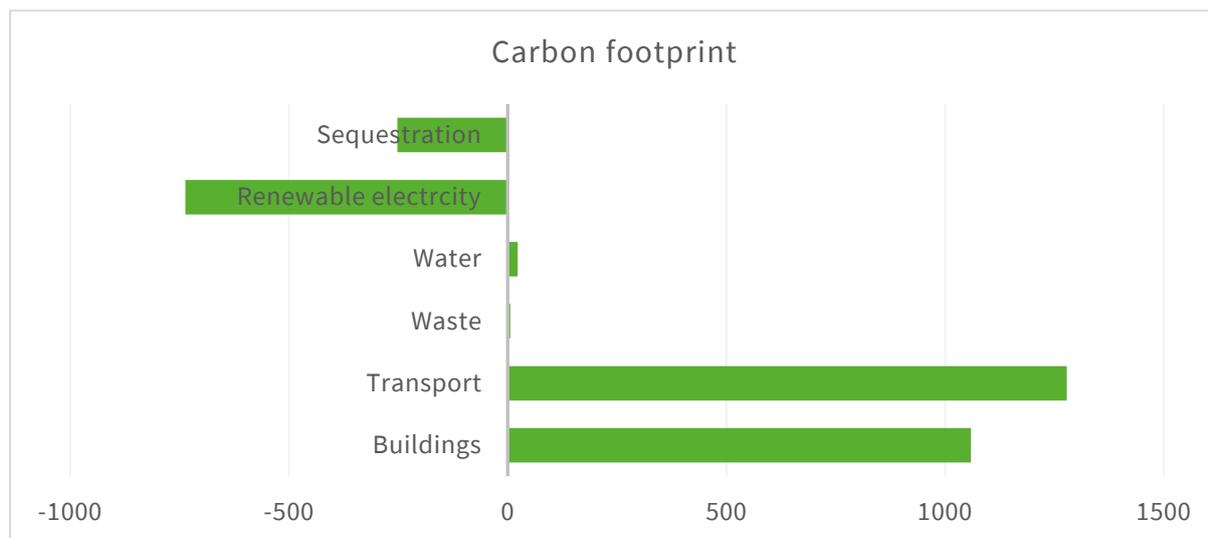
The 2020 carbon footprint uses the same three-step method developed in 2019. The impact of the Council’s decision to purchase renewable electricity, and the carbon sequestration of trees and green space is shown in Figure 3 and Figure 4.

Figure 3: The three steps to calculate the 2020 carbon footprint



<sup>1</sup> Sequestration values are impacted by a newly updated Natural England conversion factor used for 2020 and 2021

Figure 4: The impact of renewable electricity and carbon sequestration



## 2020-2021 Carbon Footprint and COVID-19 Impact

2020-2021: our carbon footprint is 1,092 tCO<sub>2</sub>e

### 2020-2021 footprint

Our 2020-2021 energy use shows the important positive impact made by our decision to purchase 100% renewable electricity. In fact, purchasing renewable electricity has reduced the carbon emissions from our buildings by 76%, saving 631 tonnes of CO<sub>2</sub>e (Table 6).

Since September 2020, as part of the COVID-19 pandemic response, the NHS have leased the ground floor of the Southfields Road building. The Council do not have access to this space, and as such, the emissions generated need to be excluded from the buildings carbon footprint for 2020-2021. However, the building is not sub-metered meaning there is no definitive record of energy consumed by the NHS. Therefore, an estimate has been made using floor space leased and operational hours. The emissions of the NHS have been estimated based on the NHS using 32% of the buildings operational time (calculated as square metres an hour per week).

Table 6: 2020-2021 carbon footprint

Source	Total tCO <sub>2</sub> e (location-based method)	Total tCO <sub>2</sub> e (market-based method)	Total tCO <sub>2</sub> e sequestered
Building	833	202	
Transport	1,133	1,133	
Waste	6	6	
Water	9	9	
<i>Total emissions</i>	<i>1,981</i>	<i>1,350</i>	
Sequestration			-258
Renewable generation			0
<i>Total offset</i>			<i>-258</i>
<b>Total net baseline</b>			<b>1,092</b>

## Change over time

Our 2020-2021 carbon footprint has reduced by 3% compared to 2018-2019 (Table 7). There has been a larger decrease 286 tonnes CO<sub>2</sub>e or 21% from 2019-2020 (Transport emissions were impacted by COVID-19, as staff travel was heavily reduced. Reported mileage driven was 50% less than baseline. Similarly, there was a reduction in the use of some contracted vehicles, including a reduction in fuel use by refuse collecting vehicles.

The nature of the Council's buildings means the impact of COVID-19 energy use and carbon emissions has been different across the buildings. These differences can be seen in Table 9. The combination of changes in working practice and, particularly, the closure of some leisure facilities, meant that water use was also 61% down on the baseline.

Table 8). Net emissions from all sources have fallen.

Table 7: 2020-2021 carbon footprint compared to 2018-2019 baseline.

Source	tCO <sub>2</sub> e generated (market-based method)		
	2018-2019	2020-2021	% Change
Buildings	298	202	-32%
Transport	1,149	1,133	-1%
Waste	6	6	0%
Water	16	9	-44%
<i>Total emissions</i>	<i>1,468</i>	<i>1,350</i>	<i>-8%</i>
Sequestration <sup>2</sup>	-338	-258	24%
Renewable generation	0	0	0%
<i>Total offset</i>	<i>-338</i>	<i>-258</i>	<i>24%</i>
<b>Total net baseline (Emissions minus offset)</b>	<b>1,130</b>	<b>1,092</b>	<b>-3%</b>

Transport emissions were impacted by COVID-19, as staff travel was heavily reduced. Reported mileage driven was 50% less than baseline. Similarly, there was a reduction in the use of some contracted vehicles, including a reduction in fuel use by refuse collecting vehicles.

<sup>2</sup> Sequestration values are impacted by a newly updated Natural England conversion factor used in 2020 and 2021.

## Charnwood Carbon Neutral Plan 2030

The nature of the Council's buildings means the impact of COVID-19 energy use and carbon emissions has been different across the buildings. These differences can be seen in Table 9. The combination of changes in working practice and, particularly, the closure of some leisure facilities, meant that water use was also 61% down on the baseline.

Table 8: 2020-2021 carbon footprint compared to 2019-2020.

Source	tCO <sub>2</sub> e generated (market-based method)		
	2019-2020	2020-2021	% Change
Buildings <sup>3</sup>	322	202	-37%
Transport	1,279	1,133	-11%
Waste	6	6	0%
Water	23	9	-61%
<i>Total emissions</i>	<i>1,496</i>	<i>1,350</i>	<i>-10%</i>
Sequestration	-252	-258	2%
Renewable generation	0	0	
<i>Total offset</i>	<i>-252</i>	<i>-258</i>	<i>2%</i>
<b>Total net baseline (Emissions minus offset)</b>	<b>1,378</b>	<b>1,092</b>	<b>-21%</b>

Table 9: Changes in emissions from gas use before and during the COVID-19 pandemic

Building	Tonnes CO <sub>2</sub> e from energy use (market-based method)			Notes
	2018- 2019	2019- 2020	2020- 2021	
Southfields	88	99	69	The NHS have leased the ground floor of the Southfields Road office as part of the response to COVID-19. Their estimated contribution to the building's emissions have been removed from the 2020-2021.
Loughborough Town Hall	113	118	86	Building closed since Monday 16th March 2020.

<sup>3</sup> Buildings and renewable electricity analysis include more stock in 2020 and 2021 compared to 2019

Building	Tonnes CO <sub>2</sub> e from energy use (market-based method)			Notes
	2018-2019	2019-2020	2020-2021	
Woodgate Chambers	51	55	35	Building occupancy was impacted by COVID-19 resulting in an overall decrease in energy usage in last year. Many tenants work with vulnerable people which meant Glebe House, CAB and Aspire Life Skills being fully or partially closed, under LCC guidance.
Charnwood Museum	30	27	20	Building closed since Monday 16th March 2020. Park-facing café has been open for takeaway between 4 <sup>th</sup> June 2020 and 15 <sup>th</sup> November 2021 and opening again in Spring 2021. Energy consumption is not metred separately.
ICS Building	12	13	16	The ICS building continued to be in operation during the pandemic. It is speculated that the small increase energy usage could have been caused by more continuous connection of remote workers IT equipment to the servers.
The Oak	4	4	5	Building remained open to tenants. Heating supplied centrally from one boiler, so occupancy does not affect gas use.
Other locations	4	5	4	Locations include Public Conveniences, Shelthorpe Golf Course, Queen's Park Bowling Club, Nanpantan Sports Ground, Limehurst Depot.
<b>Total</b>	<b>302</b>	<b>322</b>	<b>235</b>	

# Forming the Carbon Neutral Plan

Building the Carbon Neutral Plan has required consultation with all parts of Charnwood Borough Council. There were two stages of internal stakeholder engagement both pre-COVID and during COVID. These required different parts of the Council being engaged to ensure our projects match the ambition of the Council, are aligned with service delivery plans and budgets, and are financially prudent.

The Pre-COVID stakeholder engagements occurred between November 2019 and May 2020. The more recent engagement occurred between April and May 2021, which revisited many of the stakeholders to understand progress and priority changes to their respective Carbon Neutral projects plans.

## First engagement (pre-COVID)

### Face-to-Face Meetings with building managers and Heads of Service

In November and December 2019, multiple visits were made to Charnwood Town Hall, Charnwood Museum, Woodgate Chambers, the Oak Business Centre, the Ark Business Centre, and our Southfield Road and ICS building complex.

Building managers played an important role in providing information and data to inform our projects, as well as describing what they would like to happen and the challenges they face. A carbon footprint and energy audit has been prepared for each of the buildings. These include technical details on the projects in this plan, and a number of other potential projects which have been ruled out.

Meetings with corporate and delivery services have taken place throughout the project, starting in November 2019 and continuing to April 2020. This has been to ensure the projects we propose complement existing plans rather than conflict with them, and to inform the timeline of project delivery.

## Workshop with Heads of Services and building managers



In 2019 a half-day workshop was held with around 20 staff from Charnwood Borough Council, representing a range of delivery and corporate services and building managers.

Working in groups, participants created a vision statement for how to achieve a net carbon neutral Council. Then, reflecting on achievements so far, participants brainstormed and prioritised a number of projects and delivery actions. The range of projects in this plan match those identified in the workshop and the roadmap designed by each group. A key area of focus from each group was the importance of culture change at a Corporate Leadership level to enable large and impactful projects to happen.

### Members briefing event

In February 2020, an evening briefing event was delivered to Members. Led by Councillor Rollings, over 30 Members attended to learn about our Carbon Neutral Plan 2030 and to ask questions. During the discussion, the enthusiasm of the Members to be engaged and involved in successfully reaching our aim was clear.

### Corporate Leadership Team and Board Meetings

Our work on the Carbon Neutral Plan began with an introductory meeting to the Corporate Leadership Team to capture their priorities. This has been followed up by quarterly Project Board meetings to discuss the proposed projects. The Project Board is made up of Officers and elected Members.

## Second engagement (during COVID)

### Video Meetings with building managers and Heads of Service

Between April and May 2021, due to social distancing restrictions, multiple video meetings were conducted with the same Charnwood Borough Council's service leaders engaged prior to COVID.

This was to understand how council services have had to adapt operationally and financially due to COVID, and any impact this has had on progress made on previously planned carbon neutral priority activities. These insights have been incorporated into the 2030 Carbon Neutral Plan, reflecting the current policy priorities and funding restrictions that are in place.

# Delivering the Plan

## Managing and delivering projects

Co-ordinating the whole Council activity to ensure that Carbon Neutral projects are embedded across our capital programme and services is likely to require additional resources.

To be most effective, there is a need for a dedicated resource with an overview of each Service area to coordinate activity between Service Managers within and across Directorates.

Many of the projects in this plan are cross-directorate and will have a golden ‘window of opportunity’ to deliver. For example, if a building is being renovated then this is likely to be the most efficient and cost-effective time to deliver carbon saving and energy generation projects. It will be essential to ensure that these carbon reduction projects are considered and included in the plans for renovation and that such opportunities are not missed. We will consider the support required for Council Services in writing funding bids, identifying best practice examples, and working with procurement, partners and suppliers during project delivery.

This plan is designed to be flexible. The menu of projects and the prioritisation tool later in this report allow the Council to respond to funding opportunities and new technologies and delivery models which may emerge.

There will be a need for concerted action from across the Council and additional resources will be needed to drive forward our ambition to become a carbon neutral council by 2030. This will include resources for selecting projects, delivering them, and identifying new opportunities. Using the Carbon Accounting Tool provided, there will also be a need to ensure monitoring and evaluation of projects is overseen, with accurate and timely progress reports provided to members.

### Action 1

**Ensure dedicated resources are in place to implement the management and delivery of the Carbon Neutral Plan.**

## Reducing emissions is a whole Council activity

In developing this Carbon Neutral Plan, we have worked closely with different areas of the Council responsible for service delivery. The projects presented are designed to complement and build on our existing budget plans to reduce the Council’s carbon footprint.

Eliminating the carbon footprint of the Council’s assets, operations and services is not about, and cannot be about, one area of Council activity pursuing a stand-alone agenda.

Making corporate decisions which enable and encourage all services to reduce carbon emissions will need to become the new normal during the course of this plan and, as such, is a whole Council activity.

As a Council we are well placed to make the corporate and cultural changes needed to deliver the Carbon Neutral Plan. Our Lead Member for Transformation sits on the Council’s Cabinet with a remit including the Environment and climate change agenda. The Council also has a climate change champion Member to promote the Council’s objectives.

**Action 2**

**Formalise and embed a process for evaluating the impact arising from the council’s decisions on carbon emissions.**

For the Council to become carbon neutral by 2030, there are four key enabling factors; taking responsibility, joined-up working, procuring outcomes, and learning from data. Unlocking these factors requires changes to the way we work at a corporate level (Figure 5).

Figure 5: Enabling factors for long-term carbon neutral project delivery



directorates and corporate functions of the Council, we will not be able to grasp the available opportunities to reduce our carbon footprint.

### 3. Learning from data

Monitoring the impact of the projects in this plan is important. This means that embedding a standardised way of collating and reporting on tracking and the monitoring of data is important. To achieve this, the different teams responsible for delivering the projects understand the value of data in:

- Clearly tracking which projects have been deployed and at what cost to demonstrate progress to Elected Members and citizens.
- Monitoring changes in energy use, vehicle fuel use and energy generated to show the progress towards net carbon neutrality.
- Reporting on financial savings and revenues to make the case for further investment as the plan progresses.
- Creating feedback loops from pilots to learn what works in order to inform future projects.

### 4. Procuring outcomes

Internal standards can be used so that procurement considers carbon emissions and data collection – either by explicitly asking tenderers to answer a question on carbon emissions in tenders, or by simply by making an internal assessment of potential carbon impact. This can enable the Council to maximise opportunities to achieve carbon savings, embed monitoring data, as well as achieving the intended social and economic outcomes.

Strategic procurement should focus on long-term benefits over quick wins. Whilst technology applications change rapidly, underlying infrastructure such as low carbon vehicle infrastructure or housing can be designed and built in a way that is future proofed from the start. For example, new or renovated buildings can be built in a way that enables them to adopt fully zero-carbon heating, power, and mobility in the future, even if these are not available now.

## Roles and Responsibilities

The Carbon Neutral Projects identified have been specifically chosen to build and add value to existing council activities and plans (at all levels), by filling delivery gaps and joining-up resources to support Council commitment to achieve Carbon neutrality by 2030.

Council-wide collaboration is needed to deliver the Carbon Neutral Plan. To provide clarity on roles and responsibility the PACE framework for project management will be used for each project during the life of the Carbon Neutral Plan.

PACE is designed to enable fast decision making, accountability and consensus building to co-ordinate the different council stakeholders.

Each letter within PACE specifies the level of ownership and responsibility for a given Council stakeholder. For Carbon Neutral projects, roles and responsibilities will be assigned as shown in Table 10.

Table 10: PACE framework roles and responsibilities

Role		Responsibility
<b>P</b>	<b>Project Owner</b>	Responsible for planning and monitoring projects to ensure they are on time, on-budget and meet requirements. They coordinate and inform other stakeholders and seek necessary approvals.
<b>A</b>	<b>Approver</b>	Responsible for reviewing key project milestones and approving any final decisions.
<b>C</b>	<b>Contributor</b>	Responsible for providing expert consultation and enabling support.
<b>E</b>	<b>Executor</b>	Responsible for “on the ground” project implementation.

## Prioritising Projects

A Carbon Neutral Project Screening Tool can be used by project managers and Heads of Services who are responsible for developing and promoting carbon reduction projects.

The Tool provides a mechanism for scoring projects against 11 criteria which have been designed to reflect different considerations in our decision-making process, from carbon emissions reduction to financial payback.

To turn these 11 individual scores into recommendations, the tool calculates two combined scores:

- **Impact score:** 6 impact criteria scores added together.
- **Deliverability score:** 5 financial deliverability criteria scores added together.

These two scores can then be plotted on two-by-two matrix which will recommend whether projects should be prioritised. For example, projects which have a high impact score, and high deliverability score are prioritised as 'must do', as shown below (Figure 6).

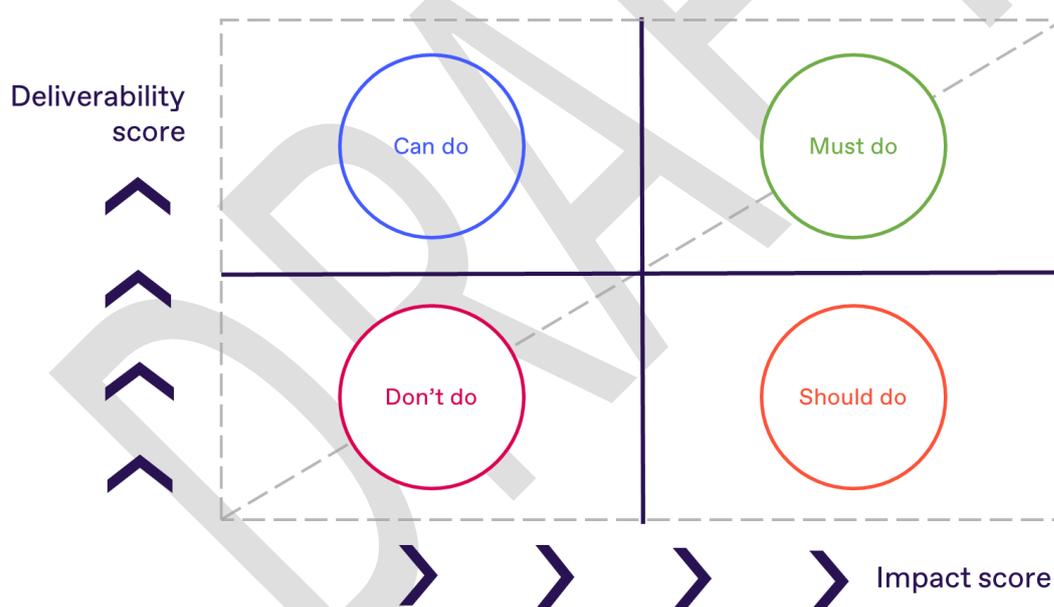


Figure 6: Prioritisation matrix

Charnwood Carbon Neutral Plan 2030

The impact criteria are:

C1	Targeted	<b>Is the project tackling the biggest carbon emitters and most urgent priorities to address</b> Is the project tackling a major source of Charnwood Borough Council's carbon emissions?
C2	Carbon impact	<b>Scale of carbon reduction</b> Does the project make a significant contribution to reducing carbon?
C3	Visible	<b>People see and feel the benefits of the Net Zero Plan</b> Charnwood Borough Council staff see real change and the project is a visible demonstration of action to communities across the Borough.
C4	Scalable	<b>Is the project scalable across the whole Charnwood Borough Council estate/fleet/operations, if required?</b> If the project is a pilot, or focusing on just a part of Charnwood Borough Council's estate or fleet, will it be scalable across the rest of the estate or fleet?
C5	Intelligent	<b>Responsive and future-proofed solutions</b> Is the project using the best solution or technology for the long-term and is preparing Charnwood Borough Council for integrating future technologies or responding to future policy?
C6	Added value	<b>Is the project adding value to or topping-up planned Charnwood Borough Council activity rather than duplicating or conflicting?</b> Is the project using Carbon Neutral Plan budget to enhance or improve the energy and carbon performance of activity planned by different Services across Charnwood Borough Council rather than funding a new or stand-alone activity?

The deliverability criteria are:

D1	Deliverability	<b>Ability to deliver and realise benefits in the short term.</b>
		Does Charnwood Borough Council have the ability to deliver with current capacity and resources?
D2	Readiness	<b>Project readiness level</b>
		Is the project 'off the shelf' or already progressed through stages of design and feasibility, meaning it can be implemented
D3	Cost	<b>Scale of investment needed</b>
		Is the level of investment needed affordable within existing budgets or known sources of funding?
D4	Return on investment	<b>Timescale for payback</b>
		Will the project payback either through revenue generation or cost savings within five years? If funded by external loans, will annual savings exceed loan repayments?
D5	Alignment with funding opportunities	<b>Does the project provide an opportunity to secure funding?</b>
		Is the project aligned (in terms of outcomes, sector, focus, and scale) with priorities of UK government funding for Local Authority internal projects, research funding via universities, or private investment funds?

## Funding and Partnerships

Financing large scale energy efficiency and energy generation schemes is a big challenge for local authorities around the country. This is no different for us here in Charnwood, especially as we emerge from the unprecedented situation created by COVID-19.

As the costs of the required carbon neutral projects are outside our available budget additional forms of funding and finance are needed. The majority of this will be from external sources.

### External funding

We recognise the need for a step change in how we develop projects to reach net zero, and a number of national organisations can be important partners in navigating different finance options.

A key organisation to engage is Local Partnerships. Local Partnerships is described as a joint venture between HM Treasury, the Local Government Association and Welsh Government. Local Partnerships focus on helping the public sector deliver projects to reduce carbon emissions and maximise value for money.

Local Partnerships run the Re:fit programme. Re:fit is a procurement initiative for public bodies wishing to implement energy efficiency measures and local energy generation projects on their assets. Local authorities can access the Re:fit framework for development and delivery of long-term capital programmes to reduce carbon emissions and improve the performance of existing and newly created assets.

Forming a regular dialogue with Local Partnerships will be an important aspect of delivering the plan. This will include understanding fully how Local Partnerships can help us deliver the Carbon Neutral Plan and to help us access the wider range of guidance on finance provided by the Local Government Association.

### Loans and debt finance

Government funding and finance often takes place in phases and waves. For example, two funding streams became available for short periods in the first half of 2021:

- **Phase 2 Public Sector Decarbonisation Scheme replaced the SALIX Energy in 2-Efficiency Loan Scheme.** This scheme, funded by BEIS and administered by SALIX provides Local Authorities with loans to fund heat decarbonisation and energy efficiency measures, with a focus on a whole buildings approach.
- **The Public Sector Low Carbon Skills.** This fund provided grants to help all eligible public sector bodies to source specialist and expert advice to identify and develop energy efficiency and low carbon heat upgrade projects for non-domestic buildings.

It is likely that that these schemes will re-open for new phases in the future and it is important we are fully prepared for this event. To do this, we will:

- Maintain dialogue with the Local Government Association and BEIS so we know when application rounds are coming
- Continue with feasibility studies and project proposal development so we have ‘off the shelf’ projects ready for a quick response to funding calls.

Progressing feasibility studies and project proposals will also be required to access established forms of public sector borrowing.

As well as waves of funding, there are established, and emerging forms of finance backed by the UK Government.

**The Public Works Loan Board (PWLB)** is the most established source of finance for local authorities. The PWLB generally offers the lowest rate of interest available to local authorities and is provided on a more flexible basis than most private sector funding. Warrington Borough Council borrowed £58.7m from the PWLB to build two solar farms which opened in 2019 and 2020. Projects do not have to be delivered withing Charnwood for us to access this finance. For example, Warrington’s projects are a 34.7MWp solar farm plus a 27MW battery storage facility near York and a 25.7MWp solar farm in Hull.

**Community Municipal Bonds** are a relatively new but growing way for Local Authorities to raise finance for infrastructure investment. A form of public sector crowdfunding, with members of the local community able to invest in projects for a rate of return. West Berkshire Council raised £1m to fund new rooftop solar power on Council-owned buildings. A total 640 investors, 20% from within the local authority, invested with West Berkshire Council paying returns of 1.2 per cent per year over a 5-year term.

**The Salix Recycling Fund** provides capital investment in energy-efficient technologies across the public sector. It is a ring-fenced fund with capital provided by Salix and matched by the partner organisation, to be spent on energy-saving projects with paybacks up to 10 years. The financial savings delivered by the projects are returned to the fund allowing further spending on front line services, hence the term ‘Recycling Fund’.

**The UK Infrastructure Bank (UKIB)** will provide a total of £4billion loans to local authorities for strategic infrastructure projects. Unlike private projects, local authority projects do not need to be revenue generating in themselves, but the Bank will seek evidence that the project is financially sound, and that the authority has the ability to repay the loan. The minimum loan is £5million. This is a larger amount than we may need, however the UKIB provides advice to support collaboration and partnership working meaning we can work together with other organisations and local authorities. The UKIB is planning to start further engagement with local authorities during Summer 2021 and will also be releasing further guidance. Liaising with UKIB and exploring opportunities for collaborative projects will be important.

## Grants

A selection of available and relevant grants is summarised below. An aspect of delivering the Carbon Neutral Plan will be to monitor new grant announcements on a regular basis. Ensuring sufficient resources and capacity is available to work on funding bids will be important to avoid missing opportunities that arise.

**The Office for Low Emissions Vehicles (OLEV) Workplace Charging Scheme** a voucher-based scheme that provides support towards the up-front costs of the purchase and installation of electric vehicle chargepoints at workplaces, including public sector organisations.

**The Heat Networks Investment Project (HNIP)** is a government funding programme to increase the number of heat networks being built in towns and cities. The scheme offers grants and loans to both the public bodies for heat networks serving 2 or more buildings. This could provide an opportunity to help other organisations in Charnwood decarbonise their heating at the same as we do for our own buildings.

**Defra's Air quality grant programme** provides funding to eligible local authorities to help improve air quality. Primarily funding goes to community-wide projects, however this is not always the case. For example, in March 2021 Buckinghamshire Council were awarded over £97,000 for a pilot of an electric vehicle employer salary sacrifice scheme.

**The Urban Tree Challenge Fund (UTC)** opened 26 April 2021 as part of the Government's Nature for Climate Fund, supporting the planting of 44,000 large 'standard' trees over a two-year period: 2021/22 to 2022/23. Funding is open to both block bids and individual applications. A block bid is designed for organisations to apply for funding for multiple projects that can be geographically dispersed

**The Rural Community Energy Fund (RCEF)** is a £10 million programme which supports rural communities in England to develop renewable energy projects. Grants of up to £40,000 for a feasibility study for a renewable energy project. Following this, grants of up to £100,000 are provided for business development and planning of feasible schemes. This funding is available to town and parish councils which are designated as rural. Developing projects would require partnership working between us and parish councils, and the Midlands Energy Hub who administer the funding.

# Carbon Neutral Plan

Investment the Council makes will achieve meaningful carbon reductions and be cost effective. This Carbon Neutral Plan is the start of our journey, presenting key challenges and actions which can be delivered.

An immediate work programme of action to address our carbon emissions is set out in this section, underpinned by the steps needed to deliver the plan discussed in the previous section.

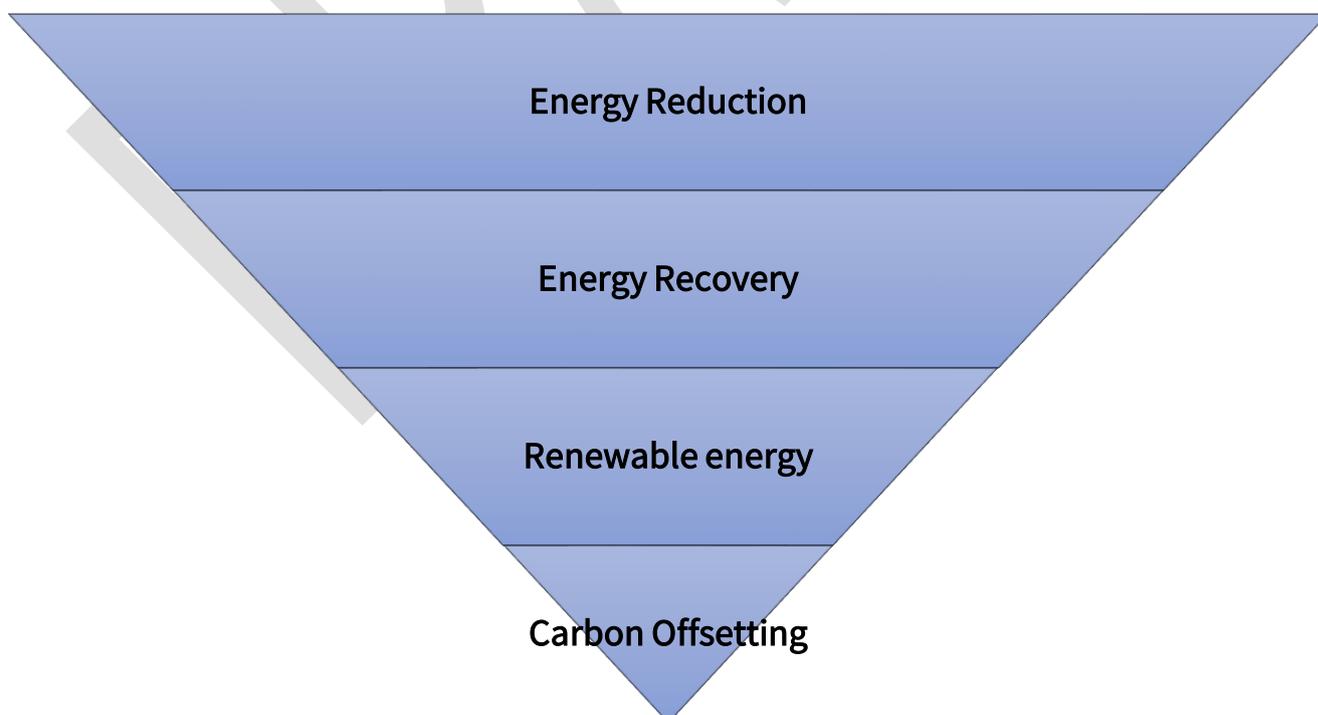
The work programme reflects the main challenges we need to address during the next ten years. It is important to acknowledge that reducing emissions over the next ten years will be more difficult than the previous five years as we have successfully completed 'quick win' projects, with outstanding actions much more substantial in scale.

## Strategy

Our strategy to become carbon neutral is based on two principles of best practice: the energy hierarchy and navigating the "path of least regret."

### The Energy Hierarchy

The energy hierarchy takes the following format:



Therefore, the analysis below identifies ways in which energy is currently being used to identify projects that can realistically reduce the energy consumption of the site to the point where renewable energy can reduce the footprint to zero.

### The Path of Least Regret

Within the analysis, there are inevitably options in which a trade-off between the energy hierarchy principles and achieving the goal of zero-carbon is necessary. For example, technological advances may change the nature of the projects, or even create new opportunities that have not been included in this plan. The current national and local socio-economic situation created by COVID-19 will also likely have a long-lasting influence on the funding opportunities and prioritisation decisions made by the Council, between 2021 and 2030.

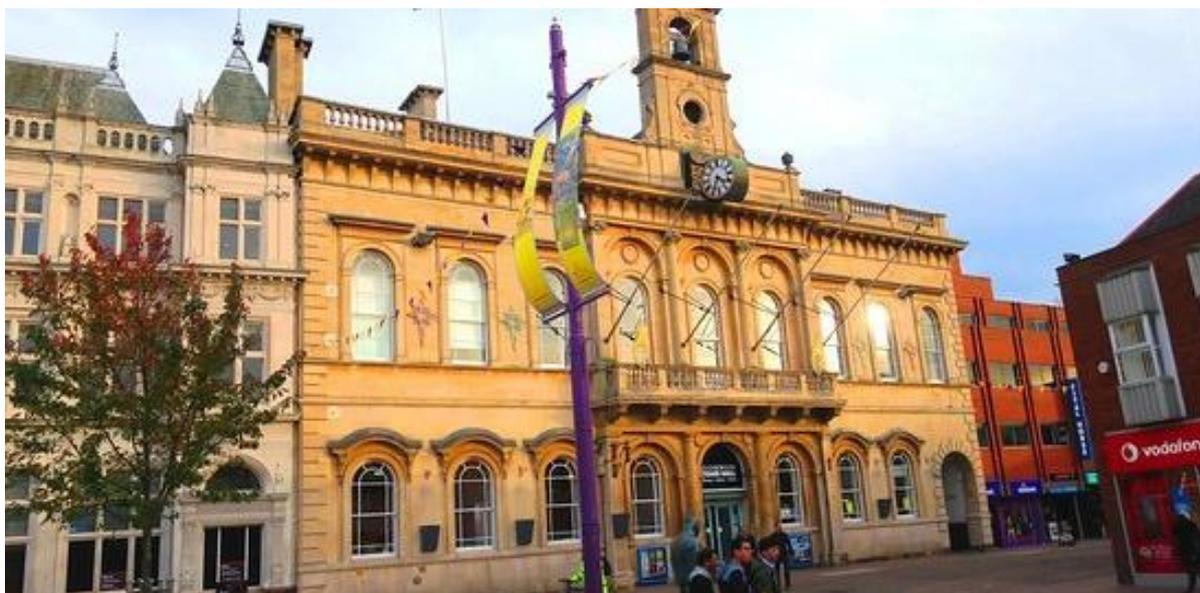
### Main Challenges

The tracking of our carbon footprint demonstrates we have three main challenges which we need to address to reach carbon neutrality by 2030:

1. Reducing net carbon emissions from buildings
2. Reducing net carbon emissions from transport
3. Investing in carbon positive activities

To succeed, we will also need to ensure that there are sufficient resources available at the right time. Given that we are in the early stages of this programme, and that some of the projects that we are going to undertake will be complicated, we have included feasibility studies as well as short-term projects in our plan. Some of the larger projects have costs that cannot be predicted at this moment. A selection of these projects is shown in Appendix 1 alongside indicative costs and benefits of projects in the work programme, and these will be reviewed as the funding and technology environment changes.

## 1. Reducing net emissions from buildings



The carbon footprint of our buildings is dominated by gas consumption. While we will continue to look at reducing our electricity use, not least because it makes financial sense not to waste energy, our focus will be in decarbonising our use of heating and hot water, which is currently largely driven by burning fossil-fuel gas.

**Challenge: Gas use must be reduced or eliminated.**

Opportunity	Sub-Challenge	How we are responding
Reduce gas demand in buildings through energy efficiency improvements.	The age and design of buildings with the highest energy consumption means they are difficult or impossible to improve or renovate.	The Carbon Neutral Plan includes a small number of more feasible projects to make progress where we can. Larger scale investments will be considered as part of a 'whole buildings' approach.
Replace gas use in buildings with alternative energy forms.	Switching from gas to electricity is expensive. In some buildings changing the heating system is physically difficult or impossible.	Feasibility studies have been included in the Carbon Neutral Plan to explore options. Where we have no choice but to keep current heating systems, we will prioritise energy efficiency measures.
Procure green gas, in the same way we do electricity.	This project would not actively reduce our gas use. As green gas is likely to have a higher price, it would add to	Sourcing green gas shows our commitment to ending reliance on natural gas and reducing emissions from the

	our energy bills if we did not simultaneously reduce our consumption.	UK gas network. This enables us to make progress towards net zero whilst we plan how to tackle the bigger challenges.
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Our Southfields office on Southfield Road is one of the biggest contributors to carbon emissions from our built estate. However, there is uncertainty on how this building will be used in the future due to changes in staff working patterns following COVID-19. There is an ongoing review of our buildings with a decision yet to be made on the future of Southfields. For this reason, we have not included any projects at Southfields in this plan.

**Loughborough Town Hall** requires feasibility study to assess the overall heating upgrade potential of the building, including new more energy efficient heating system and insulating the backstage area which is currently an uninsulated metal wall. This major heat loss area challenge needs to be addressed for other town hall projects, such as installing a new boiler, to be effective. The boiler itself is 20 years old and there are currently no plans to change it until it fails beyond economic repair. A simple upgrade to the rear door of the building which currently allows heat to flow out and cold air in can be delivered in the meantime.

For **Charnwood Museum** two stand-alone projects were identified relating to wall, roof and glazing insulation. In addition, a new round of **LED lighting upgrades initiatives across all council buildings** and other locations have been identified that will save further energy and money. However, because the Council already use zero carbon electricity, replacing lights with LEDs cannot be officially counted towards carbon footprint reduction targets. The current LED programme status is that some of the buildings LED upgrades have been completed in full, whilst the Town Hall aims to have all fittings, hard wired lights complete by Sep 2021 and the museum will introduce LEDs and sensor controls in staff areas.

The final project is an overall procurement project. Building on the success of our renewable electricity procurement, we will also invest in procuring **renewable gas**. This will involve supporting, through our purchasing power, the introduction of non-fossil fuel gas into the gas grid in the same way that our procurement of renewable electricity helps to decarbonise the whole grid. We will use Renewable Gas Guarantees of Origin (RGGO) to demonstrate that our gas is zero carbon.

<b>Action 3</b>	<b>Install a solid and better insulating door at the rear entrance of the Town Hall (stage door) to eliminate the current loss of heat and cold draughts.</b>
<b>Action 4</b>	<b>Commission a technical feasibility study for low or zero carbon heating options to replace the 20-year-old boiler at the Town Hall.</b>
<b>Action 5</b>	<b>Renew quotes for double glazing and flat roof insulation at Charnwood Museum and procure the best option.</b>

<b>Action 6</b>	Complete LED installations in Museum staff areas with person-in-room sensors.
<b>Action 7</b>	Continue to replace bulbs when needed with best available LED option across the estate.
<b>Action 8</b>	Procure renewable gas

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## 2. Reducing net emissions from transport



The carbon footprint of our vehicles is dominated by diesel consumption and makes up 84% of our total emissions. We have already started to introduce electric vehicles, but we are also looking at ways to reduce the mileage travelled by our fleet. Fuel consumption from fleet vehicles has reduced during 2020-2021, however the long-term impact of COVID-19 on fleet use remains to be seen.

**Challenge: Council-owned fleet of vehicles are biggest contributor to our carbon footprint and must be decarbonised.**

Opportunity	Sub-Challenge	How we are responding
Switch our owned and operated vehicles to electric.	Our fleet is heterogenous and some of the vehicles are specialised. There are operational and HR concerns from moving to electric vehicles.	We will run a pilot programme which will ensure that we can successfully retire our fossil-fuel powered vehicles by 2030.
Switch our waste collection vehicles from diesel to electric.	Our fleet is only recently purchased (2019) and we cannot justify replacing this in the short or medium term.	We will plan to replace our fleet after 2030.
Introduce biofuels into our waste collection vehicles instead of diesel.	The investment needed to build biofuel storage tanks and pumping stations is likely to be prohibitive. Compatibility between engines and fuel needs to be confirmed.	Short to medium-term options for mitigations will be explored and we will plan to replace our fleet after 2030.

<p>Pay for diesel offsetting from third party providers.</p>	<p>These schemes do not always prevent emissions<sup>4</sup>, and would require research to find schemes where carbon savings from tree planting are genuinely realised.</p>	<p>We will consider options to procure high quality credits to offset any of our emissions, not just diesel as a last resort measure in 2028-2029.</p>
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Two feasibility studies and two implementation projects have been identified for the Council’s transport related low-carbon projects. The transport projects of the Carbon Neutral Plan mainly focus on activities that relate to fleet vehicles.

In the long-term, we can eliminate nearly all carbon emissions from our fleet vehicles, including waste and maintenance fleets. In coming years, we will be able to capitalise on technology and market developments. For example, forecasts suggest electric cars could be cheaper to buy than petrol or diesel cars from 2025 onwards. This means the ideal time to migrate to a new system of electric vehicles to reduce the carbon emissions is now.

Successful projects have been undertaken or are underway. The mayoral car that has already been replaced by an electric version in 2021 and **electric vehicles ordered for the upgraded street management pest control fleet**. Charging points for these vehicles have been installed and funded. The pest control fleet is being reduced to two vehicles, with the current diesel vans being replaced with electric vehicles. Street management already have two electric cars which are being upgraded, and this project will see the current diesel van switched to electric.

Despite progress, there are still several challenges to delivering these projects that need to be addressed.

The part of our fleet that has the largest footprint is our waste collection fleet. We have already purchased a more fuel-efficient fleet of waste collection, recycling and street cleaning vehicles that will reduce our carbon emissions by over 10% per year. However, we need to do more. Other Councils have used **Smart Bins** to optimise their waste collection frequency. Smart Bins operate by installing low-cost sensors in existing bins in high streets, parks and other open spaces to monitor waste fill levels. The sensors would then enable the council’s street cleaning teams to remotely check when specific bins need emptying. This real time information on fill levels will help the council understand the optimal times for waste collections and provide up-to-date recommendations on the most efficient collection routes. This smart bin technology has potential to reduce unnecessary waste collection travel, especially in rural areas, reducing mileage, fuel use and CO<sub>2</sub> emissions, and improve service delivery.

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<sup>4</sup> <https://www.greenpeace.org.uk/news/the-biggest-problem-with-carbon-offsetting-is-that-it-doesnt-really-work/>

As a council we will have to conduct a **cross-service electric pool car and charging feasibility study** to decide whether, and when, some of these vehicles can be replaced with electric alternatives – and whether future ways of working and office locations make pool cars effective. We do not yet know for sure how many staff will be working in each of our buildings each day. However, if different staff are on site each day spreading demand for pool cars across the week, then just a small number of electric pool cars could be part of this flexible working pattern. A smaller fleet would also make charging the vehicles easier.

There are 31 diesel fleet vans which will be due for replacement by 2026. At the time of writing there are a range of practical barriers to this electrification, including issues around charging infrastructure and the fact that operatives keep vehicles at home. This will require joint working across a range of departments including HR. Therefore, initially, we will run a **cross-service maintenance vehicle feasibility & pilot project**. A feasibility study will be undertaken to identify the optimum number and locations of electric vehicle chargers; the best operatives and vehicles to take part in the pilot; and to estimate the time and fuel cost savings from using electric vehicles.

Following the feasibility study, we will undertake a pilot with a small number of vehicles to identify operational and HR issues prior to full electrification of the fleet in 2026. The project will include charge points at sheltered accommodation so that operatives can plug in when they arrive on site and leave the vehicle to charge whilst working. The pilot project will collect on the ground data on the operational impact of using electric vehicles after which a decision on a future roll-out can be taken.

<b>Action 9</b>	<b>Upgrade and switch to electric vehicles in the street management &amp; pest control fleet.</b>
<b>Action 10</b>	<b>Smart bin feasibility study.</b>
<b>Action 11</b>	<b>Cross-service electric pool car and charging feasibility study.</b>
<b>Action 12</b>	<b>Cross-service maintenance vehicle feasibility &amp; pilot.</b>

### 3. Investing in carbon positive activities



Swithland Wood Country Park in Charnwood Forest. Source: www.britannica.com. Image: Kev747

To achieve carbon neutrality, we will invest in carbon positive activities as well as reducing the footprint of our existing operations. We will use both renewable energy and sequestration to achieve this. Ultimately, we may also need to invest in other forms of activities, and we will revisit this as the decade progresses.

**Challenge: We will need to invest in projects that will create a positive carbon footprint.**

Opportunity	Sub-Challenge	How we are responding
Charnwood has existing assets which could be used for renewable energy installations.	The Council is reassessing its estate and investment in renewable energy is a long-term commitment which is not prudent given the current economic uncertainty.	We are looking at both existing and potential assets rather than limiting ourselves to the sites we own now.
The Borough has several sites that have been identified for renewable energy installations.	The current economic uncertainty means that it is hard to predict what will be possible to invest in over this decade.	Feasibility studies have been included in the Carbon Neutral Plan to explore options. We will work with partners to develop more substantial investments which will give us economies of scale and reduce project risks.
Charnwood has many sites that could be replanted. This sequestration could provide a substantial positive footprint.	There is a lot of competition for land within the Borough. Sequestration does not provide a good financial return on investment, and	We are committed to working with local partners to ensure our tree planting programme is cost effective and delivers the benefits we need.

	other benefits, like amenity, are sometimes hard to justify.	
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Our tree planting strategy to secure the planting of 100,000 trees in the Borough is already underway with many reaching maturity and starting to remove carbon from the atmosphere. A significant part of tree planting programme will come from using funding to plant woodland on former agricultural land. Most notably, we will be planting **13,000 to 14,000 trees at Hathern during Autumn/Winter 2021-2022.**

These larger council tree planting projects are supported by smaller initiatives such as the Earthwatch (green recovery fund), which enabled 600 trees to be planted in Holt drive Loughborough.

In addition to the Carbon Neutral Plan and Local Plan, we are currently developing our report *'Nature P.O.Sitive; Understanding the potential for biodiversity net gain in Charnwood open space'*. This recommends three actions:

1. Introduce the pilot project to reduce mowing frequency on selected CBC sites from the start of 2022. Review the success of the project after two years and if appropriate identify additional sites.
2. Engage with Parish Councils and the LCC to explore opportunities to provide local community led biodiversity enhancements and restoration of select roadside verges. Review progress towards this goal after two years
3. Investigate the feasibility of introducing cut and collect mowing techniques and the use of grass cuttings for small scale local energy generation.

**Embedding Nature P.O.Sitive in the Carbon Neutral Plan** is an important next step. As well as reducing the cost of grass mowing the Carbon Neutral Plan Accounting Tool can be used to assess the impact on emissions from reduced mowing. Similarly, as biodiversity is increased, the impact on climate change mitigation and our net carbon footprint through carbon sequestration should be measured. This would require a further technical study as different plant species and soil types will absorb carbon emissions at different rates.

We have identified that there are opportunities for a portfolio of renewable energy developments to generate zero carbon electricity. This includes **land-based solar PV installations, rooftop solar PV installations, and wind energy generation.** To achieve carbon neutrality, it is likely that the portfolio will include both large developments, which could have a capacity in excess of 2MW, and smaller installations, which could be as small as 4kW. For example, a preliminary assessment of the opportunity in Nanpanten identified that a 2.5 MW solar PV array could produce a positive carbon impact of up to 320 tonnes CO<sub>2</sub>e per annum.

All energy generation projects will require feasibility studies before a decision can be made to take them forward and implement. These feasibility projects could be delivered individually or as a package.

### What are solar PV projects?

Solar Photovoltaic (PV) is a technology that converts sunlight (solar radiation) into direct current electricity. Solar PV technology is generally deployed on a panel. A solar PV project is the term we use to describe the installation of solar panels, either on an existing building roof, a purpose-built structure, or on the ground.

Electricity can be sold to the national grid, directly to tenants, or used directly by the Council. For consistency, across all the solar PV projects in this plan we have assumed a sale of electricity to the grid. This means the financial benefits are a conservative estimate.

Action 13	Progress tree programme including 13,000 to 14,000 trees at Hathern during Autumn/Winter 2021-2022.
Action 14	Embedding Nature P.O.Sitive in the Carbon Neutral Plan
Action 15	Site feasibility studies for solar PV installations on Council owned land, including land purchased for the purpose.
Action 16	Borough-wide feasibility study for land-based solar PV installations, for example at Council-owned car parks.
Action 17	Feasibility study for rooftop solar PV installations across our built estate.
Action 18	Site feasibility studies for wind energy generation taking account of Local Plan Opportunity Areas.

## Actions recap

An actions recap is shown in Table 11 alongside an indication of roles and responsibilities using the PACE framework, and potential KPIs for monitoring progress.

Table 11: Actions

Action	PACE Roles and Responsibilities	KPI(s)
<p><b>Action 1</b></p>	<p>Ensure dedicated resources are in place to implement the management and delivery of the Carbon Neutral Plan.</p> <p>P – Head of Planning &amp; Regeneration                      A - Senior Leadership Team                      C - Carbon Neutral Board                      E – Group Leader for Plans, Policies and Place-Making &amp; Human Resources</p>	<p>Resource review completed and implemented</p>
<p><b>Action 2</b></p>	<p>Formalise and embed a process for evaluating the impact arising from the council’s decisions.</p> <p>P – Sustainability Officer                      A - Senior Leadership Team                      C - Carbon Neutral Board                      E – Procurement</p>	<p>Number of decisions made with a beneficial carbon impact</p>
<p><b>Action 3</b></p>	<p>Install a solid and better insulating door at the rear entrance of the Town Hall (stage door) to eliminate the current loss of heat and cold draughts.</p> <p>P = Strategic Asset Manager                      A = Strategic Director for Commercial Development, Asset and Leisure                      C = Town Hall Manager, Procurement, Carbon Neutral Board                      E = Strategic Asset Management Team</p>	<p>Building gas use reduced</p>
<p><b>Action 4</b></p>	<p>Commission a technical feasibility study for low or zero carbon heating options in the Town Hall. This replace the 20-year-old boiler and would be installed as part of a full building renovation.</p> <p>P = Strategic Asset Manager                      A = Strategic Director for Commercial Development, Asset and Leisure                      C = Town Hall Manager, Procurement, Carbon Neutral Board                      E = Strategic Asset Management Team</p>	<p>Preferred option identified</p>

Charnwood Carbon Neutral Plan 2030

Action	PACE Roles and Responsibilities	KPI(s)
<p><b>Action 5</b></p>	<p>Renew quotes for double glazing and flat roof insulation at Charnwood Museum and procure the best option.</p> <p>P = Strategic Asset Manager                      A = Strategic Director for Commercial Development, Asset and Leisure                      C = Museum Manager, Procurement, Carbon Neutral Board                      E = Strategic Asset Management Team</p>	<p>Building gas use reduced</p>
<p><b>Action 6</b></p>	<p>Complete LED installations in Museum staff areas with person-in-room sensors.</p> <p>P = Strategic Asset Manager                      A = Strategic Director for Commercial Development, Asset and Leisure                      C = Museum Manager, Procurement, Carbon Neutral Board                      E = Strategic Asset Management Team</p>	<p>Building electricity use reduced</p>
<p><b>Action 7</b></p>	<p>Continue to replace bulbs when needed with best available LED option across the estate.</p> <p>P = Strategic Asset Manager, Head of Landlord Services, Property Manager                      A = Strategic Director for Commercial Development, Asset and Leisure, Strategic Director for Community, Planning and Housing                      C = All Building Managers, Procurement, Carbon Neutral Board                      E = Strategic Asset Management Team, Housing Management Team</p>	<p>Building electricity use reduced</p>
<p><b>Action 8</b></p>	<p>Procure renewable gas</p> <p>P = Sustainability Officer/Dedicated Officer                      A = Senior Leadership Team                      C = Carbon Neutral Board, Building Managers                      E = Procurement</p>	<p>Building gas use reduced.</p>

Action	PACE Roles and Responsibilities	KPI(s)	
<p><b>Action 9</b></p>	<p>Upgrade and switch to electric vehicles in the street management &amp; pest control fleet.</p>	<p>P = Head of Cleansing and Open Spaces, Fleet Manager                      A = Strategic Director for Environmental and Corporate Services                      C = Carbon Neutral Board, Procurement                      E = Strategic Environmental Team</p>	<p>Fuel use reduced from fleet.</p>
<p><b>Action 10</b></p>	<p>Smart bin feasibility study.</p>	<p>P = Head of Cleansing and Open Spaces                      A = Strategic Director for Environmental and Corporate Services                      C = Carbon Neutral Board, Procurement                      E = Strategic Environmental Team</p>	<p>Decision made on whether to procure.                      If procured: mileage and fuel use reduced in waste collection fleet</p>
<p><b>Action 11</b></p>	<p>Cross-service electric pool car and charging feasibility study.</p>	<p>P = Sustainability Officer/Dedicated Officer                      A = Strategic Director for Environmental and Corporate Services                      C = Fleet Managers, Procurement, Carbon Neutral Board                      E = Strategic Environmental Team</p>	<p>Preferred option identified</p>
<p><b>Action 12</b></p>	<p>Cross-service maintenance vehicle feasibility &amp; pilot</p>	<p>P = Improvement and Organisational Development Manager                      A = Strategic Director for Environmental and Corporate Services                      C = Fleet Managers, Procurement, Carbon Neutral Board                      E = Strategic Environmental Team</p>	<p>Feasibility study complete and viable pilot project identified.</p>

Charnwood Carbon Neutral Plan 2030

Action	PACE Roles and Responsibilities	KPI(s)
<p><b>Action 13</b></p> <p>Progress tree programme including 13,000 to 14,000 trees at Hathern during Autumn/Winter 2021-2022.</p>	<p>P = Head of Cleansing and Open Spaces</p> <p>A = Strategic Director for Environmental and Corporate Services</p> <p>C = Carbon Neutral Board</p> <p>E = Strategic Environmental Team</p>	<p>14,000 trees planted</p>
<p><b>Action 14</b></p> <p>Embedding Nature P.O.Sitive in the Carbon Neutral Plan</p>	<p>P = Head of Cleansing and Open Spaces</p> <p>A = Strategic Director for Environmental and Corporate Services</p> <p>C = Carbon Neutral Board, Ecologist</p> <p>E = Strategic Environmental Team</p>	<p>Carbon emissions impact calculated</p>
<p><b>Action 15</b></p> <p>Site feasibility studies for Solar PV installations on Council owned land, including land purchased for the purpose.</p>	<p>P = Strategic Asset Manager</p> <p>A = Strategic Director for Commercial Development, Asset and Leisure</p> <p>C = Procurement, Carbon Neutral Board</p> <p>E = Strategic Asset Management Team</p>	<p>Short-list of options identified</p>
<p><b>Action 16</b></p> <p>Borough-wide feasibility study for land-based solar PV installations, for example at Council-owned car parks.</p>	<p>P = Strategic Asset Manager</p> <p>A = Strategic Director for Commercial Development, Asset and Leisure</p> <p>C = Procurement, Carbon Neutral Board</p> <p>E = Strategic Asset Management Team</p>	<p>Technical supplier procured and preferred option identified</p>

Action	PACE Roles and Responsibilities	KPI(s)
<p><b>Action 17</b></p> <p>Feasibility study for rooftop solar PV installations across our built estate</p>	<p><b>P</b> = Strategic Asset Manager, Head of Landlord services, Property Manager</p> <p><b>A</b> = Strategic Director for Commercial Development, Asset and Leisure, Strategic Director for Community, Planning and Housing</p> <p><b>C</b> = All Building Managers, Procurement, Carbon Neutral Board</p> <p><b>E</b> = Strategic Asset Management Team, Housing Management Team</p>	<p>Short-list of options identified</p>
<p><b>Action 18</b></p> <p>Site feasibility studies for wind energy generation taking account of Local Plan Opportunity Areas</p>	<p><b>P</b> = Sustainability Officer/Dedicated Officer</p> <p><b>A</b> = Senior Leadership Team</p> <p><b>C</b> = Procurement, Planning, Carbon Neutral Board</p> <p><b>E</b> = Strategic Assets</p>	<p>Short-list of options identified</p>

# Inspiring change: partnership & leadership

Our 2030 Carbon Neutral Plan is more than just a chance for us to become a more efficient and responsible council. It is also an opportunity to demonstrate leadership.

Loughborough has a history of innovation in low carbon technology, whether that be research undertaken at the Gas Research Technology Centre in hydrogen fuel cells more than twenty years ago, or the recent Low Emission Freight and Logistics Project co-ordinated by Cenex. Building on this reputation will enable the Council to co-create innovative projects that could demonstrate technologies and techniques that could radically reduce emissions nationally

## Partnership example:

### County-wide solar charging hubs

The Council is already working in partnership with other local authorities in Leicestershire. Recognising the need for joint action to tackle climate change, we are part of a multi-council collaborative bid for funding to build solar powered electric vehicle charging hubs across the county. We would hope to see two of these in Charnwood, demonstrating our commitment to helping residents, visitors, and businesses travelling in and through the Borough to switch to electric vehicles.



*Example solar charging hub in Sunderland.*

As a Council, we have a powerful potential ally locally in the University of Loughborough, which has a strong sustainability aspect to its business school teaching, and the world-renowned Centre for Renewable Energy Systems Technology (CREST). Local businesses are also well placed to support radical climate action, including Cenex and Intelligent Energy, many of which are clustered in the Loughborough University Science &

Enterprise Park. Other potential corporate allies taking significant climate action, such as 3M and the National Grid, are also located in the District and may be collaboration partners.

At the same time, Charnwood is at the geographic centre of an expanding list of local Councils working towards reaching net zero carbon emissions and have set the same target for carbon neutrality by 2030. Joining Charnwood in Leicestershire are Blaby District, Harborough District, Hinckley and Bosworth Borough, Leicester City, North West Leicestershire District, Oadby and Wigston Borough and with Leicestershire County Council. The County Council have started the process for developing a Net Zero Carbon Roadmap and we will explore opportunities for shared projects as this develops.

### Partnership opportunity:

#### Renewable Energy Centre

Loughborough used to have a refuse disposal site which included a landfill site on the east of the town. This space is contaminated land and provides opportunities to work in partnership with neighbouring Councils or private investors to develop the site for energy generation. One example could be a Renewable Energy Centre (REC). As well as a solar array, the site may be appropriate for biogas extraction and storage. This would also provide substantial education opportunities. A £4.5million (including £1m for R&D, feasibility and procurement) REC would generate 5GWh per year.

Partnership working will be required. The opportunity naturally lends itself to partnering with neighbouring local authorities and the County Council who will benefit from the scheme, Loughborough University, and organisations like Green Fox Community Energy Co-op, who operate a solar farm in Northwest Leicestershire and an energy Co-op in Hinckley.

These partners, along with other specialists from further afield can help Charnwood to build a compelling set of effective sustainable leadership initiatives. Our Borough's history and geography is also a helpful asset. The Borough is home to numerous shallow mines and quarries, including Newhurst Quarry, the site of a proposed energy from waste plant. These may offer ideal energy storage or large-scale renewable energy sites, potentially using technologies pioneered at the proposed Renewable Energy Centre. Similarly, Loughborough's strong history of hydrogen research, which included the installation of a trial hydrogen refuelling station by Air Products, means that the District is well placed to help lead in the decarbonisation of heating using green hydrogen.

The Borough's location, as a potential transport hub, could be supported by the creation of intermodal goods transfers; a zero-emission, last mile delivery system based on cross-docking at strategic locations, such as the motorway junction and railway station. This

would be an opportunity to demonstrate this technology. Similarly, over the coming decade the implementation of a zero-emission fleet across the Council, including refuse vehicles, will help demonstrate to local businesses the viability of a zero-emission fleet.

Charnwood has also been recognised by Highways England as part of the strategic electric charging network. A wide application of electric charging points across the Council owned estate could be a very powerful resource for vehicle to grid (V2G) applications, which is an emerging technology heavily supported by energy providers. The Council could also inspire a generation of drivers in Charnwood and the wider East Midlands to become zero-emission themselves.

We want to demonstrate strong political leadership to further inspire the community of Charnwood to implement other projects that can drive the Borough to become zero carbon. Demonstrations of zero carbon living in the Council's own stock, particularly considering the Future Homes Standard and the recent drive across the UK to build houses that use demonstrably less energy, could become beacons for developers, builders and refurbishers. For example, we are planning to complete an insulation feasibility study for our estate of sheltered accommodation in 2021-2022. As we have a total social housing stock of 5,868, this also provides us with the opportunity to positively impact a sizeable number of our own citizens and their own carbon footprints.

The Carbon Neutral Plan presents an opportunity to link to other strategic initiatives. For example, the Loughborough Town Deal Board has prepared a Town Investment Plan and has secured £16.9m from the Towns Fund. The Town Deal Board is an extensive partnership, featuring Charnwood Borough Council, Loughborough University, Loughborough College, Love Loughborough, Leicestershire County Council, the Leicester and Leicestershire Enterprise Partnership, Charnwood Together Economy and Skills Group, local businesses and Loughborough MP. Projects which facilitate more walking and cycling, and which reduce the need to travel by providing better local facilities and events are likely to be confirmed in a final list of projects, which will be decided by the Board in the late summer of 2021.

Similarly, we hope the Council's endeavours will demonstrate how business operations can become net zero carbon in a way that is financially prudent and improves service. We have an opportunity to help business in Charnwood learn from successful action by some companies in the Borough to reduce emissions on their sites. Local examples include Samworth Brothers, which have been operating on 100% renewables since October 2017 and the demonstrator work at West Beacon Farm, which uses a variety of renewable energy and low carbon heat sources<sup>5</sup>.

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<sup>5</sup> [Renewables – West Beacon Farm](#)

## Charnwood Carbon Neutral Plan 2030

Charnwood's 2030 Carbon Neutral Plan gives us the opportunity to produce a clarion call that will inspire communities and business across Charnwood to reduce their own carbon emissions and help the whole Borough become carbon neutral.

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# Appendix 1: Menu of actions and details

This Appendix sets out the indicative costs and benefits of the work programme, as well as a number of additional potential projects which were not included for various reasons.

As we move closer to 2030 newer technologies like electric vehicles and electric heat pumps are likely to get cheaper, whilst government policy is likely to make fossil fuels more expensive. Therefore, it is important that we continue to review these projects in the coming years as projects which are less financially viable today are likely to be more viable in the coming years. Where possible at time of writing, an estimate of the costs and benefits have been given and are subject to final feasibility assessments.

The following are a some of the projects not included in the Carbon Neutral Plan work programme but provide further potential areas for reducing emissions from our buildings and fleets:

For the **Server Rooms in ICT**, a few stand-alone projects were identified. However, the hot/cold server initiative cannot be explored until after the Council's current cloud computing migration is completed. There is also a possibility of the servers themselves eventually being relocated from ICT, but this requires a decision from accommodation before proceeding.

For **Woodgate Chambers**, stand-alone projects were identified including a roof replacement to enable thermal savings and a more efficient air handling /heat recovery system. However, given the age of the building, a decision needs to be made by the council on whether to keep building or not before exploring any further.

An **EV depot, waste fleet, charging scoping and feasibility study** will be required to decarbonise our fleet either shortly before 2030 or shortly afterwards. This will likely require an adjustment of the contractor procurement criteria to ensure future contractors can access a depot with the electric vehicle charging needs. The feasibility study will also have to take into consideration that the current waste vehicles being used are 30 Tonne capacity vehicles. Currently the maximum capacity of electric waste vehicles is only 26 Tonne. Therefore, moving to these smaller capacity electric vehicles would require more collection rounds, which may offset any cost efficiencies gained from electrification of the vehicles.

## Reducing net emissions from buildings

Feasibility Studies		Cost
<b>Actions within work programme:</b>		
<b>Action 4</b>	Commission a technical feasibility study for low or zero carbon heating options to replace the 20-year-old boiler.	£40,000
<b>Action 5</b>	Renew quotes for double glazing and flat roof insulation at Charnwood Museum and procure the best option.	£5,000
<b>Additional potential actions:</b>		
	New server room efficiency, cooling and heat recovery feasibility study.	£10,000
	Woodgate Chambers roof replacement for thermal savings	£35,000
	Support the Housing Revenue Account Team to undertake a feasibility study for the best performing insulation option in Sheltered Accommodation.	£50,000

Projects		Indicative capital cost	Indicative savings per year	Indicative tCO <sub>2</sub> e reduced	Indicative payback (Years)
<b>Loughborough Town Hall:</b>					
<b>Action 3</b>	Install a solid and better insulating door at the rear entrance of the Town Hall (stage door) to eliminate the current loss of heat and cold draughts.	£1,000	£160	1.3	6.3
Indicative follow on from Action 4	Boiler Upgrade	Additional £117,000 on top of standard boiler	£7,100	114.3	16
<b>Woodgate Chambers:</b>					
Switch-off campaign		£0	£710	3	Instant
<b>Charnwood Museum</b>					
Indicative follow on from Action 5	Internal Insulation of walls and roof as <b>only</b> as part of wider wall redecorating or refurbishment.	£5.20/m <sup>2</sup> as top up funding to normal re-plastering.	£6.90/m <sup>2</sup>	8.9 kg/m <sup>2</sup>	9 months

<b>Action 6</b>	Complete LED installations in Museum staff areas with person-in-room sensors.	£2,090	£251	5.1 (to UK grid, not CBC)	11.1
<b>Procurement:</b>					
<b>Action 8</b>	Green gas procurement. Capital costs include procurement and cost of change.	£17,000	-£8,000	102	N/A

## Reducing net emissions from transport

Feasibility Studies		Cost
<b>Action 10</b>	Smart bin feasibility study.	£5,000
<b>Action 11</b>	Cross-service electric pool car and charging feasibility study.	£25,000
<b>Action 12</b>	Cross-service maintenance vehicle feasibility & pilot.	£10,000

Projects		Capital cost	Savings per year	tCO <sub>2</sub> e reduced	Payback (Years)
<b>Action 9</b>	Upgrade and switch to electric vehicles in the street management & pest control fleet.	Lease costs estimated at £700 higher per vehicle per year.	Fuel cost savings estimated to be up to £900 per vehicle per year.	7.3 from pest control.  5.4 tonnes from street management.	1 month.  Fuel cost savings offset increase rental costs.

## Investing in carbon positive activities

Energy Feasibility Studies		Cost
<b>Action 15</b>	Site feasibility studies for Solar PV installations on Council owned land.	£65,000
<b>Action 16</b>	Borough-wide feasibility study for land-based solar PV installations, for example at Council-owned car parks.	£40,000
<b>Action 17</b>	Feasibility study for rooftop solar PV installations across our built estate	£25,000
<b>Action 18</b>	Site feasibility studies for wind energy generation taking account of Local Plan Opportunity Areas	£20,000

Charnwood Carbon Neutral Plan 2030

Projects	Capital cost	Savings per year	tCO <sub>2</sub> e reduced	Payback (Years)
Action 13	Progress tree programme including 13,000 to 14,000 trees at Hathern during Autumn/Winter 2021-2022.	TBC	0	29.2 in year 1.
Action 14	Embedding Nature P.O.Sitive in the Carbon Neutral Plan	N/A		

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Charnwood



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**CABINET - 16TH SEPTEMBER 2021**

**Report of the Head of Landlord Services,  
Head of Neighbourhood Services, and Head of Regulatory Services  
Lead Members: Councillor James Poland, Councillor Leigh Harper-Davies,  
and Councillor Shona Rattray**

**Part A**

ITEM            CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT  
POLICY 2021-2025

Purpose of Report

To seek Cabinet approval for a new Corporate Anti-Social Behaviour and Hate Incident Policy to cover the period 2021-2025.

Recommendations

1. That the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025 attached at Appendix 1 be approved.
2. That delegated authority be given to the Head of Landlord Services in consultation with the Head of Neighbourhood Services, and Head of Regulatory Services, and the relevant lead members, to make minor amendments to the Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025.

Reasons

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

Policy Justification and Previous Decisions

Should it be approved by Cabinet, the policy will support the use of the full range of tools and powers available to the Council, including those under the Anti-Social behaviour Crime and Policing Act 2014.

The policy supports compliance with the Housing Act 1996 which provides a duty on local authority landlords to prepare a policy and summary policy in relation to ASB, along with a published statement.

The policy reflects the specific statutory requirements of local authority landlords under the Homes and Communities Agency (2012) *Neighbourhood and Community Standard* to prevent and address ASB. Under this standard, local authority landlords must demonstrate:

- *that tenants are made aware of their responsibilities and rights in relation to ASB.*
- *strong leadership, commitment and accountability on preventing and tackling ASB that reflects a shared understanding of responsibilities with other local agencies.*
- *a strong focus exists on preventative measures tailored towards the needs of tenants and their families.*
- *prompt, appropriate and decisive action is taken to deal with ASB before it escalates, which focuses on resolving the problem having regard to the full range of tools and legal powers available.*
- *all tenants and residents can easily report ASB, are kept informed about the status of their case where responsibility rests with the organisation and are appropriately signposted where it does not.*
- *provision of support to victims and witnesses.*

The policy will contribute positively towards the Council's Corporate Strategy 2020-24 theme "Healthy Communities". The Strategy states that:

*We will continue to work with partners to make our towns and villages safer places to live, work and visit. We will support our communities by delivering a range of services which not only help residents, but also empower them to make a positive difference in their local areas. Community cohesion will remain a priority...*

The policy will contribute positively towards the Council's Corporate Strategy 2020-24 theme "Your Council". The Strategy states that:

- *We will continue to improve customer service and develop our staff to help them deliver outstanding services, and;*
- *We will collaborate with partners, in the public and private sector, in a variety of ways to bring improvements to our services and the borough of Charnwood, and;*
- *Our employees and elected members will work together as one council to bring positive change to Charnwood.*

The policy will support delivery of the following 2021/22 Corporate Delivery Plan actions, substantively contributing towards the achievement of the latter.

- *Implement the recommendations of the Anti-Social Behaviour (ASB) review to develop a co-ordinated and targeted approach to ASB work.*
- *Following approval, adopt & implement the Corporate Anti-Social Behaviour Policy to continue to ensure Charnwood is a safer place to live, work and visit.*

## Implementation Timetable including Future Decisions and Scrutiny

Subject to call in, it is expected the policy will be implemented by 30<sup>th</sup> September 2021.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

None identified.

#### *Risk Management*

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
The policy is not adequately communicated leading to incorrect application of the policy, harm to individuals and communities, damage to property, and reputational damage on individual cases.	Likely (3)	Significant (2)	Moderate (6)	Training will be provided to officers.  The policy will be published on the Council's website.  Service level operational performance data will be monitored.

#### *Crime and Disorder*

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

#### *Equality and Diversity*

Through the policy (if approved), the Council will meet its responsibilities in relation to equality and diversity by:

- considering the individual needs and characteristics of victims and perpetrators in the context of the case through a risk assessment based approach.
- undertaking an *Equality Act 2010 Pre-Action Checklist* which considers disability and mental health prior to taking significant legal action.
- preventing, identifying, and tackling hate incidents.

- participating in the Countywide hate incident monitoring scheme to identify patterns of incidents and trends.
- referring hate incidents to the partnership Joint Action Group for multi-agency problem solving.
- publicising ASB interventions where appropriate.
- providing an alternative incremental approach which is tailored to the needs of young people with autism and other developmental difficulties.
- providing easy read diary sheets where appropriate.
- using technology to support easy recording of ASB.
- referring victims and perpetrators to support.
- playing an active role in the Community Safety Partnership.
- referring parties for expert mediation where appropriate.

Key Decision: Yes

Background Papers: None

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## Part B

### 1. Background

- 1.1 A number of services across the Council deliver services to prevent and manage ASB; including: Community Safety, Landlord Services, Street Management, Environmental Protection, Planning Enforcement, Strategic and Private Sector Housing, and Cleansing and Open Spaces.
- 1.2 The Council's existing ASB specific policy relates solely to delivery of the Council's Landlord function. Whilst minor amendments have been made over the years, the policy has not been significantly updated since the management of the Council's housing stock returned from an arm's length management organisation to the Council in 2012.
- 1.3 Given the range of services involved in preventing and managing ASB it is desirable to introduce this new policy, with a broader scope, setting out on a corporate basis, the Council's responsibilities around ASB and hate incidents, and bringing ASB teams together under a clear policy framework for the delivery of services in this respect. This approach aligns closely with the aspirations set out in the recently concluded internal ASB review *to develop a co-ordinated and targeted approach to ASB work*.
- 1.4 The policy reflects best practice principles, and places victims and communities at the centre of the process. The policy gives appropriate weight to the importance of risk assessment, and the range of factors that have a bearing on the harm index of cases, including substance misuse, vulnerability, mental health, and persistent ASB.

### 2. Hate Incidents

- 2.1 The policy contains a definition of a hate incident which aligns with Leicestershire Police's recording of hate. This approach is consistent with the Leicester, Leicestershire and Rutland (LLR) Strategy Statement for Tackling Hate. The Strategy Statement was approved at the Charnwood Community Safety Partnership in October 2018, and the Leicestershire Safer Communities Strategy Board on the 10 December 2018. The Council works closely with the Police in the management of ASB and hate incidents, and participates in a hate incident monitoring scheme co-ordinated by the County Council.

### 3. Policy Development

- 3.1 Heads of Service with responsibility for delivering ASB services have collaborated to produce the policy.
- 3.2 The principles contained in this policy are based on those contained within the draft of a revised Landlord Services Anti-Social Behaviour and Hate Incident Policy which was considered by the Housing Management Advisory Board (HMAB) at their meeting on 8th June 2016. Members of the HMAB noted and endorsed that policy and the principles contained therein.

3.3 Policy Scrutiny Group considered an earlier draft of the policy on 6<sup>th</sup> February 2018 (minute 38). Members of the Group made the following comments:

- (i) The draft strategy was welcomed as it provided a clear statement of the Council's approach to dealing with anti-social behaviour across a number of services. As a result, residents would be aware of how cases would be dealt with and the legislative framework in which the Council operated. The draft strategy was also easy to read;*
- (ii) The incremental approach set out in the draft strategy was supported and set out clearly.*

It was resolved that:

- a) the report be noted;*
- b) it be reported to the Cabinet that the Group supports the draft Corporate Anti-Social Behaviour and Hate Incident Policy 2018-2021 [the date range has been subsequently amended]*

Reasons:

- a) To acknowledge the information received.*
- b) Having scrutinised the draft policy the Group considered that the draft policy provided a clear statement the Council's approach to dealing with anti-social behaviour by the different teams across the Council with powers to deal with anti-social behaviour. As a result, residents would be aware of how cases would be dealt with and the legislative framework in which the Council operated.*

### Appendices

Appendix 1 - Corporate Anti-Social Behaviour and Hate Incident Policy 2021-25

Appendix 2 - Equality Impact Assessment



**Charnwood Borough Council  
Corporate Anti-Social Behaviour  
and Hate Incident Policy  
2021-2025**

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## **Introduction**

Charnwood Borough Council recognises that residents are entitled to live in a quiet and peaceful environment free from anti-social behaviour (ASB) and hate incidents. For the vast majority of residents, ASB is not an issue. However, where it does occur, ASB can have a devastating impact on the quality of life for residents if not dealt with.

Whilst the Council aims to resolve ASB through informal action, the safety of residents is taken very seriously, and the Council will tackle anti-social behaviour effectively, using court proceedings where it is appropriate to do so to protect our residents. The Council will take a risk-based approach, with resources targeted at those cases which carry the greatest risk of harm to individuals and communities.

The Anti-Social Behaviour, Crime and Policing Act 2014 introduced new powers to tackle ASB and provide better protection for victims and communities. This included faster routes to gaining possession of a property where serious ASB has occurred and extended the use of civil injunction to minors.

This Policy will ensure that the full range of legal remedies is available to the Council when tackling ASB and will place victims and communities at the heart of its response. This approach is in line with the intention of the legislation.

In managing ASB and hate-related incidents, a firm but fair, transparent and consistent approach will be adopted. The needs and circumstances of vulnerable residents and perpetrators will be taken into account and, where appropriate referrals for support will be made.

### **1. Executive Summary**

Charnwood Borough Council has the highest population of any district in Leicestershire outside of the City of Leicester and is estimated to be 180,000.

Loughborough is a university town, and therefore, has a high student population. The Council works in partnership with the University to deal with incidents of anti-social behaviour and nuisance involving students, as both potential victims and / or perpetrators.

The Council owns and manages approximately 5,500 rented homes, 310 leasehold flats and 21 leased shops, and has a responsibility to investigate anti-social behaviour, and enforce conditions of tenancy by all legal means possible.

The Council's Corporate Strategy 2020-24 incorporates three themes; one of which is "Healthy Communities". The Strategy states that:

*We will continue to work with partners to make our towns and villages safer places to live, work and visit. We will support our communities by delivering a range of services which not only help residents, but also empower them to make a positive difference in their local areas. Community cohesion will remain a priority.*

The Council works in partnership with both statutory and non-statutory agencies in order to resolve ASB at the earliest opportunity, protecting individuals and

communities, stopping and changing the offending behaviour where possible, and keeping an emphasis on the complainant or victim.

The definition of ASB contained in the Anti-Social Behaviour, Crime and Policing Act 2014 is used by this policy. ASB can cause distress and can affect the quality of life for residents. This Policy outlines the Council's approach to taking effective action both to prevent and tackle ASB.

The Council has a duty of care to victims of crime and ASB and is required to meet regulatory and legislative guidance.

## **2. Scope and purpose of this document**

This document sets out the Council's responsibilities and how it deals with ASB.

This document does not say how the Council will deal with ASB on a day-to-day basis. This is explained in the following Policies (and any accompanying Procedures) which should be read alongside this document.

- *Charnwood Community Safety Partnership Plan 2020-23*
- *Charnwood Borough Council Corporate Enforcement Policy*
- *Regulatory Services Enforcement Policy*
- *Private Sector Housing Enforcement Policy*
- *Houses in Multiple Occupation Licensing Scheme Conditions (Borough wide)*
- *Selective Licensing Scheme Conditions (Hastings and Lemyngton wards only)*
- *Service Level ASB Procedures*

This Policy specifically focuses on anti-social behaviour and does not include issues investigated under other legislative frameworks.

## **3. What is Anti-Social Behaviour?**

The Anti-Social Behaviour, Crime and Policing Act 2014, defines ASB as:

- conduct that has caused, or is likely to cause, harassment, alarm or distress to any person;*
- conduct capable of causing nuisance or annoyance to a person in relation to that person's occupation of residential premises, or*
- conduct capable of causing housing-related nuisance or annoyance to any person.*

ASB can affect different people and communities in different ways. Actions that may seriously distress one individual or community may not affect or bother another individual or community at all. Incidents of ASB will, therefore, be considered and dealt with on a case-by-case basis.

Types of anti-social behaviour are wide ranging and can take many forms. Examples include (but are not limited to):

- Alcohol/ drugs related incidents
- Misuse of shared areas and public spaces
- Failing to keep control of dogs and other pets
- Nuisance from vehicles
- Litter, rubbish, fly tipping
- Harassment
- Verbal and physical abuse and Intimidation
- Damage to property, including graffiti and vandalism
- Hate related incidents
- Noise (music, shouting, arguing, slamming of doors, rowdy and inconsiderate behaviour)
- Offensive behaviour

Abusive language and the use of or threatened use of violence against any Council officers, councillors or agents also falls within the definition of ASB.

Not all reports of noise can be deemed to be ASB. Those noises that arise out of the ordinary and reasonable use of a property are neither breaches of tenancy nor likely to constitute a statutory nuisance. They therefore cannot be subject to enforcement action, unless they are specifically precluded by the terms of the tenancy agreement or lease or the noise is considered unreasonable for other reasons.

Examples of behaviours that are unlikely to fall within the definition of ASB may include (but are not limited to):

- Normal everyday activities or household noise.
- Parking with no other associated anti-social behaviour.
- General talking
- Moving furniture, banging doors, and running up and down stairs
- DIY and car repairs unless they are taking place at unsocial hours (e.g. late at night or early hours)
- Toilets flushing
- Using a washing machine or vacuum cleaner
- Crying babies
- Children playing
- Groups of people in the street or in parks, unless they are being rowdy, abusive, causing damage or committing other crimes.
- Cooking odours

It may not be reasonable/possible to take enforcement action against children playing ball games unless the children are engaged in behaviour including (but not limited to), verbal abuse, criminal damage, damage to Council landscaping or / property or more serious nuisance.

When determining if a report is considered to be anti-social behaviour or not, officers will exercise professional judgement. If an officer determines the complaint does not constitute anti-social behaviour they will inform the complainant at the earliest opportunity.

All complainants have a responsibility not to make malicious complaints about their neighbours, visitors or anyone engaged in lawful activity around their property. The Council takes malicious complaining very seriously and will usually take appropriate and proportionate action against anyone found to be doing so.

The Council defines a victim of ASB as follows:

*The particular person who (reasonably) seems to have been affected, or principally affected, by the perpetrator's anti-social behaviour.*

The Council defines a repeat victim of ASB as follows:

*A person is a repeat victim if, within the last six months - they (as an individual) have complained to the Council, Police or a Registered Providers (formerly known as Housing Associations) about three separate incidents of ASB within the Charnwood area.*

#### **4. Definition of a Hate Incident**

The Council defines a hate incident as any non-crime incident which is perceived by the victim or any other person, to be motivated by hostility or prejudice on the grounds of:

- race
- religion
- sexual orientation
- disability
- transgender identity
- any other perceived difference

An incident or / offence may be physical, verbal or written and can take many forms including:

- Physical attack, such as, physical assault, damage to property, offensive graffiti
- Threat of attack including offensive letters, abusive or obscene calls or texts
- Verbal abuse or insults
- Offensive leaflets and posters, hate mail, abusive gestures, or dumping of rubbish outside homes
- Harassment, bullying and victimisation

#### **5. The Council's ASB responsibilities**

The Council has a wide range of responsibilities to tackle ASB, including:

- **The Council's role as part of the Community Safety Partnership**

Under the Crime and Disorder Act 1998, the Council must work with the Police and other agencies to reduce crime and anti-social behaviour in Charnwood. The Community Safety Partnership seeks to identify and prioritise the community safety issues that affect our communities and has a duty to formulate and implement a strategy to prevent crime and disorder.

The Council will investigate ASB and hate-related incidents.

- **The Council's role in investigating nuisance and protecting the environment**

The Council has a range of responsibilities to deal with noise, nuisance and environmental ASB including noise, dog control, graffiti, litter, dumped rubbish, abandoned vehicles, noise, accumulations, bonfires, dust, smoke, odour, light, house and vehicle alarms, poor state of premises and kept animals (this list is not exhaustive). These responsibilities arise from a number of Acts and local byelaws, but in particular from the Environmental Protection Act 1990 and the Anti-Social Behaviour, Crime and Policing Act 2014.

- **The Council as a social landlord**

As a landlord, the Council has a duty under the Anti-Social Behaviour Act 2003 to have a published statement of policy and procedures in relation to ASB.

Under its Conditions of Tenancy, the Council manages ASB and hate related incidents where the complainant/victim or perpetrator is a tenant or Leaseholder of Charnwood Borough Council and/or where the Council's housing management functions are affected by the behaviour. The Council's landlord duties and powers are different from, and usually act in addition to, the duties and powers to take action against those causing ASB under the Anti-Social Behaviour, Crime and Policing Act 2014.

- **The Council's role as a local Planning Authority**

The Council manages high hedge complaints under the 2003 Anti-Social Behaviour Act. The law requires that people take all reasonable steps to try to settle their high hedge dispute for themselves before making a complaint. The Council will determine whether, in the words of the legislation, the hedge is adversely affecting the reasonable enjoyment of the complainant's property and find a balance between the competing interests of the complaint and the hedge owner, as well as the interests of the wider community.

The Council has legal powers available to control the tidiness/appearance of land and buildings, but this would usually be a last resort after attempting to reach a resolution with the landowner first. If a resolution still cannot be achieved the Council may take enforcement action through the planning process. The Council can serve an Untidy Site Notice (also known as a Section 215 notice) on the owner or occupier when the poor condition and appearance of the building or land have a detrimental effect on the surrounding area or neighbourhood.

Inter-agency relationships and a joined up approach are critical to the successful delivery of ASB services. The Council works in partnership with other agencies including (but not limited to) Leicestershire Police, other local authorities, Social Services, mental health teams and other areas of the National Health Service, and a range of non-statutory services where necessary.

## **6. The Council's objectives**

The Council will put victims and communities at the heart of its response to dealing with ASB and hate related incidents and will support residents to live peacefully in their homes without unreasonable disturbance from ASB.

This will be achieved by:

- Playing a full part as a key member of the Charnwood Community Safety Partnership.
- Participating in relevant strategic or preventative initiatives.
- Adopting a multi-agency approach.
- Discouraging ASB through preventative measures including partnership working, CCTV, and door entry systems (for Council tenants only) and using a range of early intervention tools and techniques to prevent ASB from escalating and to resolve cases quickly.
- Explaining reasons should the Council choose to take no action and advise on self-help or other alternative courses of action whenever it is possible and appropriate to do this.
- Using any of the tools and powers available to the Council under the law and Council Policy, according to officers' professional judgement.
- Referring cases to a mediation service where appropriate.
- Monitoring complaints around the services that the Council provides. These will be reviewed, and the Council will use feedback to contribute to the process of continual learning.
- Working with residents, partner agencies, elected members and the Community Safety Partnership to identify ASB hotspots. The Council will use this information to target resources; for example, by setting up or attending a working group to deal with individual and / or location-based issues and address community concerns.
- Providing regular updates to communities about actions taken to tackle anti-social behaviour. In particular the Council will publicise, where permitted, enforcement actions.

- Providing residents with a swift and simple means of complaining, through the ASB Case Review / Community Trigger process, if victims feel effective action has not been taken by local agencies through existing channels, to tackle issues of anti-social behaviour.
- Providing support and assistance to help victims and witnesses of anti-social behaviour, having particular regard for those identified as being vulnerable. Where appropriate the Council will make referrals for support to victims, witnesses and perpetrators of ASB.
- Taking complaints of anti-social behaviour seriously; recording and investigating them all, providing updates to all involved parties. In all reported cases a threshold assessment will be made based upon both the necessity and proportionality of any proposed intervention.
- Whilst addressing community concerns, the Council will work with partner agencies to access appropriate support to help perpetrators address their behaviour, and to support those affected by unacceptable behaviour, leading to the best possible outcome for all.
- Prioritising cases that carry the greatest risk of harm.

## **7. The Council's approach to dealing with ASB**

Charnwood Borough Council adopts an incremental approach when dealing with ASB. The purpose of the incremental approach is to manage ASB in a consistent and proportionate manner. The incremental approach is summarised at Appendix 2.

Action will be decided based on the circumstances of each case and will be proportionate to the behaviour exhibited and risk of harm, taking into account any vulnerabilities.

The Council will refer hate related cases to the Joint Action Group for multi-agency problem solving. Hate related graffiti will be removed within 24 hours of receiving the report.

The Council will aim to resolve the majority of ASB cases through non-legal means, and may use a range of early intervention tools and techniques to prevent ASB from escalating and to resolve cases quickly.

Some of the options available to the Council when dealing with ASB include, but are not limited to, the following:

### **Non-Legal Stage**

- Advice - verbal and written
- Warnings - verbal and written
- Community Protection Warning Letters
- Acceptable behaviour contracts
- Good neighbour agreements
- Parenting contracts/agreements

- Mediation

**Legal Stage**

- Civil Injunctions
- Civil Penalties
- Community Protection Notice
- Closure Order
- Criminal Behaviour Order
- Parenting contracts and parenting order
- Possession proceedings and eviction (for Charnwood Borough Council Tenants)
- Public Spaces Protection Order
- Demoted tenancy (for Charnwood Borough Council Tenants)
- Abatement Notice
- Prosecution
- Seizure of items or equipment
- Fixed Penalty Notices

In certain circumstances, another agency may be better placed to deal with the behaviour. Examples may include (but are not limited to) where there is a criminal element and the Police would be best placed to lead. The Council will support our partners in their investigation and action in these instances.

Criminal behaviour, damage and vandalism cases may be referred to the Police. Where the perpetrator is known, the Council may pursue the costs of repair to Council owned properties and buildings through legal action if necessary. This Policy commits the Council to dealing with ASB in the Borough of Charnwood in a way that will always be fair and, in all important respects, consistent across cases of a similar kind. However, each ASB case the Council deals with is likely to be unique in some or other aspect and the Council therefore reserves the right where appropriate and proportionate to do so to take immediate legal action, including (but not limited to) cases of assault against staff or contractors.

In cases where complainants will not or cannot provide relevant details, for example, details of perpetrators, evidence, or where complaints are anonymous, this is likely to limit the Council's ability to respond effectively. Cases will be closed where there is insufficient evidence on which to base further action.

Investigations may require (for example) discussions with other agencies, such as Leicestershire Police, in order to try to identify perpetrators.

The Council will share and seek information with / from partner agencies in accordance with data protection legislation to support a holistic approach to the prevention and management of ASB.

## **8. Reporting ASB, and Support for Complainants/Victims, and Witnesses**

The Council will provide a variety of methods for people to report incidents of ASB and hate related incidents. This includes:

- By telephone via the Council's Contact Centre
- In person
- Email or letter
- On-line form

The contact details for the Council's ASB services can be found at Appendix 1.

The Council will respond to reports of ASB in line with the timescales detailed in its procedures.

The Council will assess victim and overall case risk throughout the life of a case. The Council will consider factors including (but not limited to) the threat of or actual violence, whether the case is hate related, vulnerability, repeat victimisation, mental health, disability, and substance misuse. The Council will consider the context of the case and the impact of the behaviour on victims and communities. It is recognised that vulnerable victims are less resistant to ASB, and the Council will consider the accumulative impact of persistent ASB and its impact upon the harm index of a case. High risk cases will be prioritised.

The Council will take appropriate action to mitigate risk. The Council will refer victims to specialist victim support services where appropriate. If the complainant/victim/witness is a Charnwood Borough Council tenant where appropriate, the Council may provide tenancy related support through the in-house Tenancy Support Team. Where appropriate the Council will refer victims to support agencies including (but not limited to) Supporting Leicestershire Families, The Bridge Housing Services, Social Services, drug and alcohol, and mental health services.

Where the Council's witnesses attend court, the Council will endeavour to accompany them, and where appropriate the Council will liaise with the courts to minimise any distress and associated risks. The Council will cover any reasonable expenses incurred by its witnesses attending court.

Where appropriate the Council will provide additional security to residents experiencing ASB and/or a hate related incident/s. This may be subject to assessment and recommendation by representative from Leicestershire Police or equivalent.

## **9. Support for Vulnerable Perpetrators of ASB**

Whilst the needs of victims and witnesses come first, the Council will seek to identify perpetrator vulnerabilities and needs. The Council may work in partnership with specialist external agencies to achieve this.

The Council recognises that factors including mental health and substance misuse may be linked to the ASB. Perpetrators will be referred to an appropriate support agency, statutory agency (e.g. Social services or Health), or support provided by the

in-house Tenancy Support Team (the support from the in-house Tenancy Support Team is only available to Charnwood Borough Council tenants).

The Council will use its *Alternative Incremental Process* to identify and recognise the support needs of young people with developmental difficulties, including, but not limited to autism. The Council will adapt its approach in response to the needs of these young people.

The Council will take enforcement action where perpetrators fail to engage with support services and/or where behaviour does not improve to an acceptable level.

## **10. Publicity**

Publicity is an essential part of tackling ASB in terms of:

- Reassuring the community, complainants and witnesses that the Council and partners work together, take reports of anti-social behaviour seriously, and that successful action has been taken.
- Publishing individual cases so that breaches of orders obtained can be reported to the relevant organisation
- Making it clear to perpetrators that the Council will not tolerate anti-social behaviour and will take action to protect others.

In circumstances when a Court has not imposed reporting restrictions, and the Council considers it to be necessary and proportionate, enforcement action may be publicised. The decision to publicise will be considered carefully based on the facts of each case.

## **11. Training and powers for Council officers responsible for dealing with ASB**

Officers directly involved in dealing with ASB will be provided with training on policies, procedures, and legislation, as appropriate to their role. Officer learning and development will form a solid foundation for the delivery of high quality ASB services.

Council officers undertaking enforcement activity will be duly authorised under the Council's scheme of delegation.

## **12. Complaints**

The Council aims to provide an efficient and good quality ASB service to all its customers, but on some occasions people may be dissatisfied.

The Council has a complaints procedure which should be the first point of call for people that are dissatisfied with the service they receive. More information about the Council's complaints procedure can be found on the Council's website.

At any time, a person can refer a complaint to their local Councillor.

### **13. ASB Case Review / Community Trigger**

Introduced through the ASB, Crime and Policing Act 2014, the ASB Case Review / Community Trigger is a process that gives victims and communities the right to request a review of actions taken, where they believe an ongoing problem has not been adequately addressed.

The ASB Case Review / Community Trigger is not a first port-of-call; it is only to be used if the complainant believes that there has been a failure to respond adequately to the complaint.

More information around the ASB Case Review Community Trigger, including how to activate it can be found on the Council's website.

### **14. Information Sharing and Confidentiality**

The Council complies with the requirements of data protection legislation in force and has a data protection policy which can be found on the Council's website.

The Council will share information in line with legislation between partners to adopt a multi-agency approach to tackling ASB; to identify vulnerability and reduce risk, threat and harm to individuals and communities.

There may be circumstances where the Council cannot preserve confidentiality, even when the data subject has requested that we do so. Examples may include (but are not limited to) where a criminal offence has been committed, where someone is a risk to themselves or others or where safeguarding concerns have been identified. When Court proceedings are issued the information will be in the public domain and therefore confidentiality cannot be preserved.

### **15. Equality and Diversity**

The Council will treat all customers with fairness and respect. The Council has an ethical and legal duty to advance equality of opportunity and prevent discrimination.

Before taking significant legal action, the Council will undertake an *Equality Act 2010 Pre-Action Checklist*. This will ensure that discrimination does not occur and that interventions are appropriate, necessary, in pursuit of a legitimate aim, risk is considered and appropriately managed and relevant support provided. The principals of the Equalities Act 2010 will be applied in all Council led action.

All information about the Council's services can be made available in a variety of formats, and translated in to relevant community languages on request.

The Council has an easy read diary sheet which can be issued to people who are unable to complete the standard diary sheets and in certain cases a Dictaphone can be provided if there are issues with reading and writing. Mobile technology may also be used where appropriate.

The Council will participate in the countywide hate incident monitoring scheme, seeking to identify patterns in hate incidents and trends.

The Council will comply with its Equality Strategy which is available at:

<https://www.charnwood.gov.uk/pages/plansandpolicies>

## **16. Best Practice and Policy Development**

The Council will seek out best practice and will explore and utilise new technology where appropriate.

This policy will be reviewed every four years, or when there are significant changes in legislation or context.

Significant changes in legislation affecting this policy (and therefore the Council's response) will be adopted on a case by case basis where it is appropriate to do so (pending full review of this policy).

## Appendix 1 - How to Report ASB / Service Contact Details

The Council is committed to ensuring all customers have easy access to Council services and is currently reviewing the process for reporting of ASB. This will ensure that victims can report cases through a simple process either online, by telephone, or via e-mail.

The current ways to report ASB are outlined below.

- **Reporting general ASB as a homeowner or privately renting tenant**

Where the victim / complainant own their property or are privately renting, ASB can be reported to the Council's Community Safety Team.

Telephone: 01509 634533

Email: [Community.safety@charnwood.gov.uk](mailto:Community.safety@charnwood.gov.uk)

Online:

[https://www.charnwood.gov.uk/pages/reporting\\_asb\\_as\\_a\\_home\\_owner\\_or\\_privately\\_renting\\_tenant](https://www.charnwood.gov.uk/pages/reporting_asb_as_a_home_owner_or_privately_renting_tenant)

- **Reporting Noise and Nuisance complaints as a homeowner or privately renting tenant**

Where the victim / complainant own their property or are privately renting, Noise and nuisance can be reported to the Council's Environmental Protection Team

Telephone: 01509 634636

Email: [env.health@charnwood.gov.uk](mailto:env.health@charnwood.gov.uk)

Online: <https://www.charnwood.gov.uk/pages/noisenuisance>

- **Reporting ASB as a Council tenant or about a Council tenant**

Where the victim / complainant is a Council tenant or the complaint is about a Council tenant, ASB can be reported to the Council's Landlord Service.

Telephone: 01509 634666

Email: [contactcentre@charnwood.gov.uk](mailto:contactcentre@charnwood.gov.uk)

Online:

[https://www.charnwood.gov.uk/pages/reporting\\_asb\\_as\\_a\\_council\\_tenant\\_or\\_about\\_a\\_council\\_tenant](https://www.charnwood.gov.uk/pages/reporting_asb_as_a_council_tenant_or_about_a_council_tenant)

- **Reporting environmental ASB to the Street Management Team**

To report issues of fly tipping, littering, accumulation of rubbish, dog fouling, dog control incidents or abandoned vehicles,

Telephone: 01509 634564

Email: [street.management@charnwood.gov.uk](mailto:street.management@charnwood.gov.uk)

Online: <https://www.charnwood.gov.uk/pages/street-management>

- **Reporting ASB in relation to high hedges to the Planning Enforcement Team**

Telephone: 01509 634570

Email: [development.control@charnwood.gov.uk](mailto:development.control@charnwood.gov.uk)

Online: <https://www.charnwood.gov.uk/pages/highhedgescomplaints>

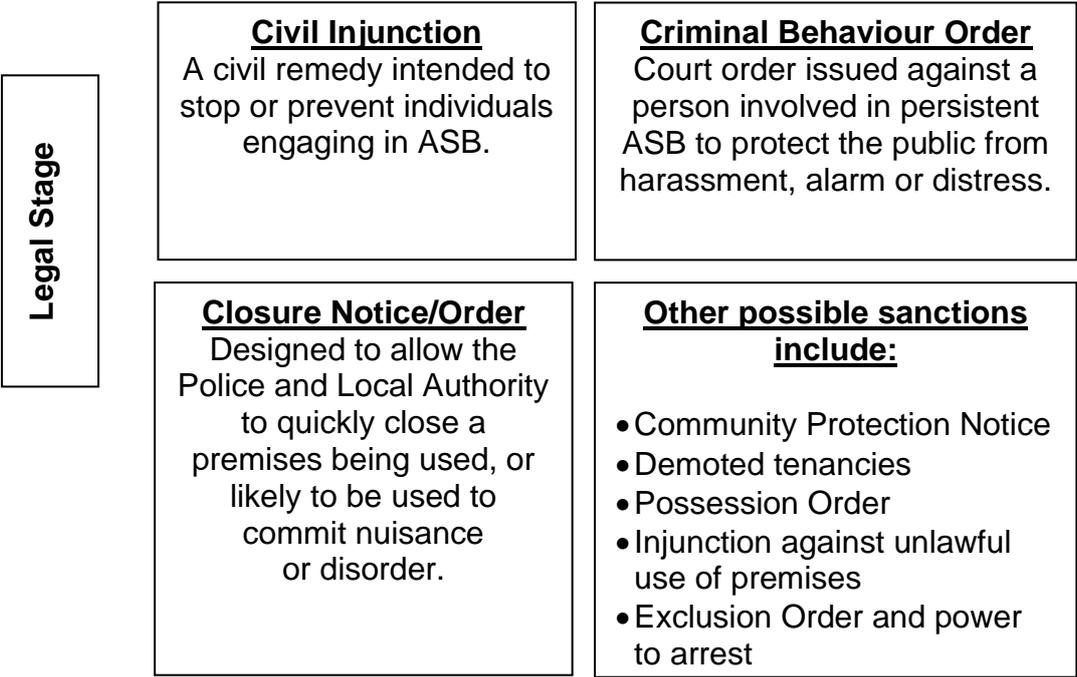
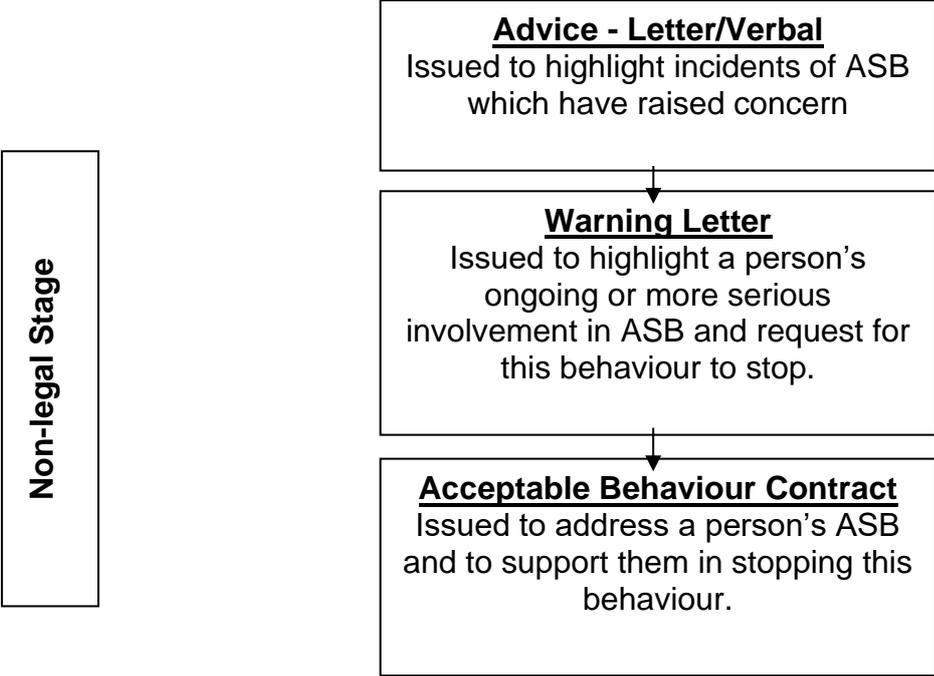
**Reporting ASB in relation to the Houses in Multiple Occupation and Selective Licensing Schemes to the Strategic and Private Sector Housing Service**

Telephone: 01509 634651

Email: [private.housing@charnwood.gov.uk](mailto:private.housing@charnwood.gov.uk)

Online: <https://www.charnwood.gov.uk/pages/highhedgescomplaints>

# Appendix 2 - Summary of the Incremental Approach



N.B - A person can enter the incremental approach at any stage. The action taken will be decided based on the circumstances of each case. The actions listed at this appendix item are not intended to represent an exhaustive list.

## Charnwood Borough Council

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

#### ■ Background

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

#### ■ Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

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

■ **Step 1 – Introductory information**

Title of the policy	Corporate Anti-Social Behaviour and Hate Incident Policy 2021-2025
Name of lead officer and others undertaking this assessment	Head of Landlord Services Head of Neighbourhood Services Head of Regulatory Services
Date EIA started	June 2021
Date EIA completed	2 <sup>nd</sup> August 2021

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
To set out a corporate policy on the Council’s approach to managing anti-social behaviour (ASB) and hate incidents.
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<ul style="list-style-type: none"> <li>• Residents</li> <li>• Council tenants</li> <li>• Communities of place and interest</li> <li>• Victims and complainants of ASB and hate incidents</li> </ul>
Which groups have been consulted as part of the creation or review of the policy?
<ul style="list-style-type: none"> <li>• The Housing Management Advisory Board</li> <li>• Policy Scrutiny Group</li> </ul>

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

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.
Data/information such as: <ul style="list-style-type: none"> <li>▪ Consultation</li> <li>▪ Previous Equality Impact Assessments</li> <li>▪ Demographic information</li> <li>▪ Anecdotal and other evidence</li> </ul>

Detailed victim / complainant data is captured and recorded on Sentinel, the partnership electronic ASB case recording system as part of the risk assessment process.

The Council seeks to identify hate incidents and participates in the countywide hate incident monitoring scheme. When an ASB case is created the “hate related” field is mandatory i.e. officers cannot proceed without indicating whether the case is hate related. Hate incidents are referred to the partnership Joint Action Group for multi-agency problem solving. Patterns and trends are monitored by the Joint Action Group and the Community Safety Partnership.

Before taking significant legal action, the Council will undertake an *Equality Act 2010 Pre-Action Checklist*.

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

That protected characteristics are factors that have a bearing on risk, and the harm caused to victims and communities through ASB and hate incidents.

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

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

No further consultation is necessary given the HMAB has been consulted.

**Step 5 – Assessing the impact**

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

	<b>Comments</b>
<b>Age</b>	<p>The policy sets out that the characteristics of involved individuals, including vulnerability (and age may have a bearing on that), are to be considered through the risk assessment of individuals and cases. High risk cases will be prioritised and referred to the partnership Joint Action Group for multi-agency problem solving.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>

<p><b>Disability</b> (Physical, visual, hearing, learning disabilities, mental health)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>The Council will use its <i>Alternative Incremental Process</i> to identify and recognise the support needs of young people with developmental difficulties, including, but not limited to autism. The Council will adapt its approach in response to the needs of these young people.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>The Council will undertake an <i>Equality Act 2010 Pre-Action Checklist</i>. which considers disability and mental prior to taking significant legal action.</p> <p>Easy read diary sheets can be issued where appropriate.</p> <p>Technology can be used (e.g. Dictaphone or voice memos) to support easy recording of ASB.</p> <p>Positive impact identified.</p>
<p><b>Gender Reassignment</b> (Transgender)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p><b>Race</b></p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>

<p><b>Religion or Belief</b> (Includes no belief)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p><b>Sex</b> (Gender)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p><b>Sexual Orientation</b></p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p><b>Other protected groups</b> (Pregnancy &amp; maternity, marriage &amp; civil partnership)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases.</p> <p>Hate incidents will be referred to the partnership Joint Action Group.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
<p><b>Other socially excluded groups</b> (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>The policy sets out that the characteristics of involved individuals are to be considered through the risk assessment of individuals and cases. This includes</p>

	<p>vulnerability, and the factors listed in the adjacent box may have a bearing on that.</p> <p>Hate incidents will be referred to the partnership Joint Action Group. The definition of a hate incident is flexible enough to recognise where a person may be targeted due to a characteristic which is not protected under equalities legislation.</p> <p>Information around Council services can be provided in other languages.</p> <p>Support will be offered to vulnerable victims and perpetrators.</p> <p>Positive impact identified.</p>
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Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

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

No adverse or illegal impact has been identified.

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

The policy will meet the Council's responsibilities in relation to equality and diversity by:

Eliminate discrimination, harassment, and victimization

- considering the individual needs and characteristics of victims and perpetrators in the context of the case through a risk assessment based approach.
- Considering equality issues, including disability and mental health, prior to taking significant legal action.
- preventing, identifying, and tackling hate incidents.
- participating in the Countywide hate incident monitoring scheme to identify patterns of incidents and trends.
- referring hate incidents to the partnership Joint Action Group for multi-agency problem solving.
- publicising ASB interventions where appropriate.

Advance Equality of Opportunity

- providing an alternative incremental approach which is tailored to the needs of young people with autism and other developmental difficulties.
- referring victims and perpetrators to support.

- Providing easy read diary sheets where appropriate.
- Using technology to support easy recording of ASB.

Foster good relations

- playing an active role in the Community Safety Partnership.
- referring parties for expert mediation where appropriate.

Some bullet points may apply across categories. They have been listed once to avoid repetition.

■ **Step 6- Monitoring, evaluation, and review**

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

Customer satisfaction surveys will be undertaken.

Reasons for complaints will be analysed and any learning identified and implemented where appropriate.

Patterns and trends of ASB, including hate incidents, are monitored through the partnership Joint Action Group and at the Community Safety Partnership.

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

No recommendations have been identified.

■ **Step 7- Action Plan**

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

Reference Number	Action	Responsible Officer	Target Date
	None identified.		

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

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees	Y	Through training.
Service users	Y	Publication on the Council's website.
Partners and stakeholders	Y	Through the Community Safety Partnership

Others	NA	
To ensure ease of access, what other communication needs/concerns are there?	NA	

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

<b>Please delete as appropriate</b>
I agree with this assessment.
<b>Signed</b>    Peter Oliver – Head of Landlord Services <b>Date: 02.08.2021</b>

## CABINET – 16TH SEPTEMBER 2021

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

Lead Member: Councillor Jonathan Morgan

#### Part A

#### ITEM FEASIBILITY WORKS ON SOUTHFIELDS EXTENSION CARPARK

##### Purpose of Report

The report seeks approval and delegation to begin the exploratory works required to construct a new Council office.

##### Recommendations

1. That Cabinet accept the recommendation of Southfield Extension Carpark as a potential site for new Council offices and that approval be granted to undertake exploratory works to determine construction feasibility with a budget of up to £150,000 funded from Capital Plan Reserve.
2. That authority for the same be delegated to the Strategic Director – Commercial Development, Assets and Leisure, in consultation with the statutory officers, the Leader and the Deputy Leader, to undertake the works.

##### Reasons

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

##### Policy Justification and Previous Decisions

The financial challenges facing the Council over the course of the Medium Term Financial Strategy require that savings are found to balance budgets and reduce reliance on General Fund Reserves. The current council offices cost the Council significant sums to occupy (e.g. Business Rates, Energy and Maintenance costs) Construction of a smaller, more energy efficient office will reduce the running costs currently factored in the MTFS and will contribute significantly to savings targets.

In addition, the COVID19 pandemic has changed how we work as a Council, specifically the introduction of "Hybrid Working". This new form of working, facilitated by the adoption and deployment of various technologies over the course of the previous 18 months, allows the majority of officers to work remotely from locations other than the Council office for a proportion of the working week, thereby reducing the amount of floorspace and desks required at any given time, allowing for a smaller premises than currently exists.

## Implementation Timetable including Future Decisions and Scrutiny

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

Following this decision, future reports will come before Cabinet to determine the direction forward and will be open to Scrutiny.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

The £150,000 works outlined can be funded from Capital Plan Reserve, which can be used for Revenue or Capital Purpose, this is an additional revenue cost in 2021/22. However, the overarching result will be future ongoing savings being delivered. The work must be undertaken now to inform the developing business case and procurement.

#### *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
Surveys return results that are unfavourable for building	Unlikely (2)	Serious (3)	Moderate (6)	The SECP land abuts other developed land. The likelihood of changing land conditions over a short distance cannot be assumed but is unlikely. If surveys return unfavourable results, alternative options will be considered.
The budget identified is insufficient to thoroughly understand the potential site's suitability	Unlikely (2)	Significant (2)	Low (4)	There is a significant contingency built into the figure for approval. The money need not be spent if not warranted but must be available if needed. The nominated individuals will manage this process as it happens and robust procurement routes will be used.

*Equality and Diversity*

No implications

*Crime and Disorder*

No implications

*Sustainability*

The work outlined in this report demonstrates the Council's commitment to sustainability in that it comprises the first steps to developing a new Council office that is more energy efficient.

Key Decision: Yes

Background Papers: None

Officer to contact: Justin Henry  
Strategic Director – Commercial Development,  
Assets and Leisure  
[justin.henry@charnwood.gov.uk](mailto:justin.henry@charnwood.gov.uk)

## Part B

### Rationale

1. The pandemic has served to be a watershed moment. Fully operational throughout the pandemic, the Council quickly adopted remote working technologies and practices to continue to deliver services during the various lockdowns of the recent 18 months. This experience is shared with Councils up and down the country, nearly all of whom are now re-evaluating the need for large office space as many are now adopting a view that hybrid working will be the norm moving forward. In practical terms, this means that the number of officers attending work in the office on a daily basis will drop dramatically from pre-pandemic levels.
2. The current council offices at Southfield Road represent a significant annual cost to the Council. Consisting of three buildings built at different times but at least 20 years ago, none of them are either energy or space efficient. For these offices, the costs of business rates, energy and repairs and maintenance total approximately £800,000 per year. With the adoption of hybrid working meaning that fewer employees will attend work at the office on a daily basis, the utilisation of the building will fall while the building costs will remain the same, regardless of employee attendance.
3. The buildings and their energy systems were designed and implemented at a time where energy/cost efficiency and carbon neutrality were not seen as a priority. As a result, the Council offices cost more to operate than the same space would had the offices been built current-day. Likewise, the costs to operate the building do not fall with decreased occupancy (i.e. employee attendance) as none of the building systems allow for partial shutdown or isolation.
4. Local Government has a statutory responsibility to provide value for money. Value for money can be defined as achieving an optimum combination of whole life costs and quality. In maintaining a building where occupation costs are wholly disconnected from changes in the level of occupation to the extent that is found here, the Council is no longer providing value for money. Likewise, the current offices make it difficult for the Council to contribute significantly to reducing carbon usage and to achieve carbon neutrality.
5. The proposal is therefore to design and build new, smaller Council offices that allow for:
  - A more effective space for those employees physically attending work to do so in a more collaborative space.
  - A higher performing building that will result in both financial and environmental savings.
  - A building of increased quality that will reduce maintenance and repair costs for now and in the future.
  - A building of increased flexibility, allowing the Council to pivot and change where required with regards to accommodation in the future.

### Location choice and exploration

6. In this undertaking, financial prudence must be exercised. In considering the location, it has been determined that use of land owned by the Council is preferred as it would not incur the costs of land purchase to be factored into consideration.

7. The two CBC-owned land parcels considered were the former Housing Repairs Depot at Limehurst Avenue (Limehurst) and Southfields Extension Carpark at Southfield Road (SECP).
8. Officers eliminated Limehurst on the basis of access and egress issues (having no direct entrance from or exit onto Bridge St) and the costs of remediation prior to the build. Further, the size of the land parcel at Limehurst is significantly larger than SECP and would ultimately attract larger business rates costs than SECP.
9. Therefore, Officers recommend that SECP is the preferred choice. Its location remains on the periphery of the Town Centre with nearby parking in the Beehive parking facility. Access and egress are suitable and there will be little, if any, additional highways work required. However, there remains a significant amount of work to determine the feasibility of the site.
10. In order to determine if the nominated land can be used to construct new offices, a significant body of work must be undertaken, such as:
  - Topographical Surveys and plans including levels, boundary markers, other considerations
  - Borehole sampling to determine load bearing strata level and capacity of the ground for design purposes.
  - CAT scans to determine type and location of subterranean services over the development site.
  - Use of previous borehole samples to determine ground contamination status and resultant clear up costs to be included in project delivery budget.
  - Review of land ownership and site development restrictions requiring address.
  - Basic build cost analysis for budget profiling (use building prices index to relevant desired quality of build)
11. The cost of this work is initially estimated to be £100,000. However, as in all construction projects, the risk of unforeseen complication or circumstances exists, even in testing and surveys. Therefore, it is prudent to factor in a contingency such that appropriate budgets can be set. The procurement of these works will be undertaken using compliant, competitive processes.
12. The results of this work will determine the feasibility of the site and will inform the business case to determine feasibility. Further, should the business case determine that construction should progress, the building's design and associated costs will be more accurately estimated.

## SCRUTINY COMMISSION – 13TH SEPTEMBER 2021

### Report of the Cabinet

#### ITEM 10                    SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

##### Purpose of Report

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

##### Action Requested

To note the 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 28th June 2021, the Cabinet has considered the following items on which the Commission undertook pre-decision scrutiny:

- A. ADDITIONAL AND SELECTIVE LICENCING SCHEME – LICENCE CONDITIONS
- B. NANPANTAN CEMETERY

Details of the Commission’s consideration of the item as reported to the meeting of the Cabinet on the 1st July 2021 can be found in the minutes from the Commission’s meeting on 28th June 2021.

The Vice-Chair of the Commission, Councillor Ranson, attended the Cabinet’s meeting on the 1st July 2021 to present the Commission’s reports to the Cabinet.

Since the meeting of the Commission on 28th June 2021, the Cabinet has considered the following item on which the Commission undertook pre-decision scrutiny:

##### 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:

## ADDITIONAL AND SELECTIVE LICENCING SCHEME – LICENCE CONDITIONS

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

## NANPANTAN CEMETERY

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

Officer to contact:           Sally Watson  
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## SCRUTINY COMMISSION – 13TH SEPTEMBER 2021

### Report of the Head of Strategic Support

#### ITEM 11 SCRUTINY PANELS

##### Purpose of the Report

To review the progression of scrutiny panels.

##### Actions Requested

1. To review the progression of scrutiny panels.
2. To approve any panel scoping documents submitted.

##### Reasons

1&2. To ensure timely and effective scrutiny of the matter/subject.

2. To enable panel work to commence.

##### Scrutiny Panels

At its meeting on 28th June 2021 (minute reference 17 2021/22) the Commission agreed the progression and proposed chairmanship of the following scrutiny panels which were suggested at the Scrutiny Work Programme Workshop held on 24th May 2021:

- Budget Scrutiny Panel 2021/22 (formal) – Councillor Miah
- Waste Services and Waste Management (formal) – Councillor Ward
- Digitisation and Transformation of Services (formal) – Councillor Brookes
- Combatting Loneliness (informal) – Councillor Parton
- Promoting Tourism in Charnwood (informal) – Councillor Popley
- Crime, ASB and Youth Crime (tbc) – Councillor Bolton

The Commission approved a temporary suspension of the aspect of the Constitution which states that members chairing scrutiny panels must be a Chair or Vice Chair of a Scrutiny Committee, pending the next Constitution review. Any non-executive member can Chair or sit on a scrutiny panel.

It was agreed that the panels could begin in due course, given that the maximum number of formal panels running at any one time was four. There were currently three formal panels, two informal panels and one panel yet to be determined in terms of its type.

The Commission also agreed that the Budget Scrutiny Panel membership for 2021/22 be comprised of 5-7 members, with priority be given to previous and existing members of the Budget Scrutiny Panel, members of the Finance and Performance Scrutiny Committee and members of the Scrutiny Commission.

#### Scrutiny Panel Training Workshop

Due to the pause in scrutiny panel work following the Covid-19 Pandemic, members were encouraged to attend a Scrutiny Panel training workshop, delivered by East Midlands Councils (EMC) on 18th August 2021. The Chairs identified for scrutiny panels were asked to delay working on their panels until after they had received the training. This was to ensure Chairs and prospective panel members were confident about the process of undertaking panel work and to ensure panel work was consistent and valuable.

Following this training, Chairs were asked to complete scoping documents for their respective panels with assistance from the Democratic Services Manager and Heads of Service where appropriate.

Appendices:                    Appendix – Scrutiny Panels

Background Papers: None

Officer to Contact:    Karen Widdowson  
                                 Democratic Services Manager  
                                 01509 634785  
                                 karen.widdowson@charnwood.gov.uk

Scrutiny Panels

The CfGS 4 Principles:

- Provides a ‘critical friend’ challenge to the executive – policy development, policy review and performance management.
- ‘Enables’ the voice and concerns of the public and its community to be heard.
- Independent and Member Driven.
- “Drives improvement” for the Local Authority.

We welcome proposals for scrutiny from Members, whether on the appropriate committee or not; outside bodies; and Charnwood residents.

This will be a living document, so as new ideas and proposals arise, they may take priority over proposals that have been on the list for a longer period.

Only 4 panels (Formal or Express) can be held at any one time, so timings will need to take account of this. Informal meetings will be conducted without Democratic Service officer time and can therefore be run concurrently.

Chair	Type	Topic	Scope	Terms of Reference	Timing
Councillor Miah	Formal	Budget Scrutiny	To closely review all aspects of the proposed budget for the following year and to monitor the performance of the budget from the previous year.		Autumn (Sept – Jan annually)
Cllr Ward	Formal	Waste Services and Waste Management	To understand the current position of national policy on waste management and what issues/ opportunities this	Peer councils, such as Rushcliffe. Key partners such as Serco and	To be confirmed

			<p>presents for the council in future years.</p> <p>Establish what practices are in place in other councils that have a higher recycling rate than CBC.</p> <p>Reference: Letsrecycle.com puts CBC 135<sup>th</sup> in the league table for overall performance 2017/18 with 45.5%. Rushcliffe are 80<sup>th</sup> at 50.2%.</p> <p>Are there any specific actions CBC could take to improve the recycling rate? [I think the national target is 50%.]</p>	Leicestershire County Council.	
Cllr Brookes	Formal	Digitalisation and transformation of services	<p>This is a panel to determine how we go about inserting a personalised front end to our website, so that individual residents can log in, book; order; complain; compliment; and pay for services and can immediately see what their status is for all the services and payments they have with the council. This is to promote the 80:20 rule, that 80% of residents will be able to carry out all their transactions with the council through this route, while the remaining 20% who cannot will have bet-</p>	<p>Outside bodies who already have this facility.</p> <p>Councils who have this facility.</p> <p>CRM (Customer Relationship Management) companies.</p> <p>Individuals with skills in this area.</p> <p>Our current key partners such as Capita and Serco to understand how they will integrate their services.</p>	To be confirmed

			<p>ter access to people and facilities who are freed up from dealing with residents who would be better served helping themselves.</p> <p>To identify options and costs. To identify economies of scale and potential savings.</p> <p>To create a singular digital account whereby residents can access all services from one log-in.</p>		
Cllr Parton	Informal	Combatting Loneliness	<p>Undertake desk based and interviewing research to understand what the level of loneliness is in the Borough currently and in what age groups. Identify activities already undertaken by the council to combat loneliness. What can be done to promote these facilities with hard to reach groups?</p> <p>Identify specific actions that could be undertaken by CBC to combat loneliness that are not currently being undertaken. What actions/ discussions</p>	<p>Seek residents' individual views through social media and press.</p> <p>Interview local charities and support groups. Interview Leicestershire County Council Adult Social Care representatives and CAMHs.</p>	To be confirmed

			<p>could we have with our partners to support this project?</p> <p>Investigation to identify how Parish Councils could become involved.</p>		
Cllr Popley	Informal	Promoting Tourism in Charnwood	<p>Identify our key attractions to the area, both physical buildings and special events. What is CBC doing to promote and support these venues/ events? What else could be done? Do we have a unique selling point that we are not exploiting?</p> <p>How do people travel to the area? Where do they stay? What specific actions could CBC take to encourage more people to visit the area; spend more money on local businesses; and to stay for a longer period?</p>	<p>Approach and/ or interview peer councils to see what they do. Look at specific events around the country to see if they could be adapted for CBC, eg: Congleton Makers Market, or Stockton on Tees Comedy Festival.</p>	To be confirmed

			Identify opportunities for tourism to recover post-pandemic.		
Cllr Bolton	Proposed	Crime, ASB and Youth Crime	<p>Identify specific actions that CBC can undertake to support our key partners in preventing and tackling crime.</p> <p>Review of ASB currently planned within Council.</p> <p>Discussion required with officers to establish scope of review.</p>	Interview outside bodies such as the police, probation service, youth groups, and charities to understand their work and what prevents/hinders them from dealing with crime, ASB and youth crime promptly in our Borough.	To be confirmed

Express	Informal	Formal	Proposed

## SCRUTINY COMMISSION – 13TH SEPTEMBER 2021

### Report of the Head of Strategic Support

#### ITEM 12                    SCRUTINY WORK PROGRAMME

##### Purpose of the Report

To enable the Commission to review and agree the Scrutiny Work Programme. This includes reviewing the changes made by the Finance and Performance Scrutiny Committee and adding items to their work programme.

##### Actions Requested

1. To review the Finance and Performance Scrutiny Work Programme and make any amendments the Commission feel necessary.
2. To agree that the Finance and Performance Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during this meeting.

##### Reasons

1. To ensure timely and effective scrutiny of the matter/subject.
2. To ensure that the information contained within the Work Programme is up to date.

##### Policy Context

The Council's Corporate Plan 2020-2024 commits the Council to continue to improve customer service and deliver outstanding services.

##### Background

A change in the scrutiny structure was approved at full Council on 26th April 2021. This permitted the establishment of a Finance and Performance Scrutiny Committee.

##### Scrutiny Work Programme

The first meeting of the Finance and Performance Scrutiny Committee took place on 22nd June 2021. The committee made the following changes to their work programme:

- The Community Safety Partnership Review be scheduled for the meeting on 7th September 2021.
- Climate Change Strategy Action Plan be scheduled for the meeting on 7th September 2021.

At the meeting of the Scrutiny Commission on 28th June 2021, the following change was made to the Finance and Performance Scrutiny Committee work programme;

- That the Community Safety Partnership Review is undertaken by the Finance and Performance Scrutiny Committee on an annual basis as required by legislation.

The current Finance and Performance Scrutiny Committee Work Programme, as it stood at the time of the publication of this agenda, is attached as an Appendix to enable the Commission to consider new items and currently unscheduled items, and when those should be considered.

Any decisions taken by the Commission during the meeting will be reflected in an updated Work Programme.

Appendices:                   Appendix - Finance and Performance Scrutiny Committee Work Programme

Background Papers: None

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Democratic Services Manager  
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### Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
07 Sep 2021	Work Programme	To consider items for future meetings.	To allow the Committee to identify items for which scrutiny is required.	N. Conway/ Lead Officer	Standing item
07 Sept 2021 (annual item)	Performance Information  (Quarter 1 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 4 Report considered at the same time annually.
07 Sept 2021 (annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
07 Sept 2021 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/L. Tansey	Monitoring report at each quarterly meeting.
07 Sep 2021 (annual item)	Climate Change Strategy Action Plan	Monitoring of the Climate Change Strategy Action Plan.	Monitoring of progress on Action Plan.	Lead Member/ M. French / C. Clarke	Requested by Scrutiny Workshop to be an annual review. Agreed with C/VC to review in Sep (19 Jul '21)
30 Nov 2021 (annual item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six-monthly basis, to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership	CSP Chair / J Robinson / T McCabe	Legal requirement to be reviewed annually. Agreed with C/VC 19 Jul 2021 to occur mid-year in November.

30 Nov 2021 (annual item)	Performance Information (Quarter 2 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 2 Report considered at the same time annually.
30 Nov 2021 (Period 7 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
30 Nov 2021 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/L. Tansey	Monitoring report at each quarterly meeting.
01 Mar 2022 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 3 Report considered at the same time annually.
01 Mar 2022 (Period 9 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
01 Mar 2022 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Monitoring Report at each quarterly meeting.
01 Mar 2022	Decent Homes Contract Update	To provide the Committee with an update on the progress of the Council's Decent Homes Contract with new contractors.	To ensure targets are being met and to identify any areas of concern.	Lead Member/ P. Oliver	After consulting Chair & officers 19 Jul 2021, scheduled in Q4 to allow for data to be generated.
June 2022 (annual item)	Capital Monitoring including Outturn	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Outturn report considered at same time annually.

June 2022 (annual item)	Revenue Monitoring (General Fund and HRA) Outturn	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Outturn report considered at same time annually.
June 2022	Performance Information (Quarter 4 Report / Outturn)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 4 Report considered at the same time annually.

## SCRUTINY COMMISSION – 13TH SEPTEMBER 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 28th June 2021, the Commission added the following items to its work programme:

- i. The Annual Scrutiny Report be considered by the Scrutiny Commission after the first Thursday in May each year.
- ii. Previous/present successful Charnwood Grant Applications (August/September 2021)
- iii. Pre-decision Scrutiny – Carbon Neutral Plan – 9th August 2021 (deferred to September)
- iv. Pre-decision scrutiny – Charnwood Grants – 15th November 2021
- v. Pre-decision scrutiny – Charnwood Grants – Strategic Partners (2022/23 – 2023/24) – 10th January 2022
- vi. Bulky Waste Collection Review – timing to be confirmed

##### 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  
Democratic Services Manager  
(01509) 634785  
Karen.widdowson@charnwood.gov.uk

Scrutiny Commission Work Programme

APPENDIX 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	13 September 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	13 September 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	13 September 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	13 September 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	13 September 2021	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	13 September 2021	Pre-decision scrutiny – Carbon Neutral Plan	To approve a Carbon Neutral Plan which identifies a pathway to achieve carbon neutrality from the Council's own operations by 2030, following a commitment made by Council on 24 June 2019.		Richard Bennett	

### Scrutiny Commission Work Programme

Scrutiny Commission	To be programmed	Pre-decision Scrutiny – Enterprise Zone Forward Funding – Loughborough University Science and Enterprise Park	To give specific approval to enter into a loan that will facilitate a grant of ~£6m to LUSEP for development of its EZ site.		Simon Jackson	Deferred from Cabinet 11 March 2021.  Agreed Scrutiny Commission 11 January 2021, min ref 115 2020/21.
Scrutiny Commission	13 September 2021 (standing item)	Progress with Panel Work		To review progress with Scrutiny Panels.	K Widdowson	Re-established following Scrutiny Work Programme Workshop on 24 May 2021
Scrutiny Commission	13 September 2021 (standing item)	Scrutiny Work Programme		To review and agree the Scrutiny Work Programme	Lead Officer	Re-established following Scrutiny Work Programme Workshop on 24 May 2021
Scrutiny Commission	13 September 2021	Charnwood Grant Applications		To include information on successful previous and present grant applications.	Julie Robinson	Agreed Scrutiny Commission min ref 20 2021/22, 28 June 2021
Scrutiny Commission	15 November 2021	Pre-decision Scrutiny – Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2021/22.		Julie Robinson	Agreed Scrutiny Commission min ref 20 2021/22, 28 June 2021

### Scrutiny Commission Work Programme

Scrutiny Commission	10 January 2022	Pre-decision Scrutiny – 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.		Julie Robinson	Agreed Scrutiny Commission min ref 20 2021/22, 28 June 2021
Scrutiny Commission	January 2022 (annual item)	Budget Scrutiny Panel Report	A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2022/23.		Budget Scrutiny Panel Chair	
Scrutiny Commission	June 2022 (annual item)	Draft Annual Scrutiny Report (annual item)	To consider the Draft Annual Scrutiny Report with a view to it being recommended to Council for approval.		Karen Widdowson	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.
Scrutiny Commission	To be programmed	Bulky Waste Collection Charges Review	To review the introduction (in October 2019) of charges for all bulky waste collections.	6 monthly review.	Matt Bradford	Selected from the defunct Neighbourhoods and Community Wellbeing Scrutiny Committee

**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.



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

**Published  
18th August 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](mailto: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?
Carbon Neutral Plan	To approve a Carbon Neutral Plan which identifies a pathway to achieve carbon neutrality from the Council's own operations by 2030, following a commitment made by Council on 24 June 2019.	Cabinet	16th September 2021	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Corporate Anti-Social Behaviour Policy 2021-2025	To approve the Corporate Anti-Social Behaviour Policy 2021-2025.	Cabinet	16th September 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Draft New Tenancy Agreement for Council Homes	To approve the draft new tenancy agreement for Council homes.	Cabinet	16th September 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Tenancy Policy 2021-2025	To approve the Tenancy Policy 2021-2025.	Cabinet	16th September 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Loughborough BID Ballot	To seek endorsement of the Loughborough BID proposal for further 5 year term.	Cabinet	16th September 2021	Report	Yes	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 <a href="mailto:sylvia.wright@charnwood.gov.uk">sylvia.wright@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

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?
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: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
Rothley Centre S106 Refurbishment	To approve the capital spend of allocated S106 funds by CBC Strategic Asset Manager to improve the community asset known as The Rothley Centre.	Cabinet	16th September 2021	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
Feasibility Work for New Council Offices	To approve the exploration of options and associated spend to build new Council offices, and to provide the appropriate delegations to progress the required works.	Cabinet	16th September 2021	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
Residential Mobile Home Site Licence Conditions	To approve Licence Conditions for the Residential Mobile Home Sites.	Cabinet	14th October 2021	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 <a href="mailto:alison.simmons@charnwood.gov.uk">alison.simmons@charnwood.gov.uk</a>
Procurement of a Contractor for Electrical Repairs, Installations, Upgrades, Rewires and Periodic Testing	To authorise the Head of Landlord Services to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for electrical repairs, installations, upgrades, rewires, and periodic testing for a period of up to 4 years.	Cabinet	14th October 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

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?
Procurement of a Contractor for Removal of Asbestos, Remediation Work and Disposal of Asbestos Containing Materials	To authorise the Head of Landlord Services to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for the removal of asbestos, remediation work, and disposal of asbestos containing materials for a period of up to 4 years.	Cabinet	14th October 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Policy on Pets in Council Accommodation	To approve the Pets Policy 2021-2025.	Cabinet	14th October 2021	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Loughborough BID Ballot Vote	To confirm the Council's position on the Loughborough BID renewal ballot for a third term of the BID. To consider giving delegated authority to S151 Officer as the non-domestic ratepayer to vote in the BID ballot on behalf of Charnwood Borough Council.	Cabinet	14th October 2021	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 <a href="mailto:sylvia.wright@charnwood.gov.uk">sylvia.wright@charnwood.gov.uk</a>
Award of Town Hall Pantomime Contract	To report outcome of tendering process and approve award of annual pantomime contract at Loughborough Town Hall from 2022 to 2026.	Cabinet	14th October 2021	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 <a href="mailto:sylvia.wright@charnwood.gov.uk">sylvia.wright@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2021/22.	Cabinet	18th November 2021	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 <a href="mailto:julie.robinson@charnwood.gov.uk">julie.robinson@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

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?
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
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 <a href="mailto:julie.robinson@charnwood.gov.uk">julie.robinson@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

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 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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
2022-23 General Fund and HRA Revenue Budgets and Council Tax <b>and Medium-Term Financial Strategy 2022-25</b>	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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Annual Procurement Plan 2022/23	To seek approval to the Annual Procurement Plan for 2022/23.	Cabinet	10th March 2022	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	10th March 2022	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Corporate Delivery Plan 2022/23	To set out the Council's principal activities in delivering the Corporate Strategy for the Council Year 2022/23.	Cabinet	10th March 2022	Report	Yes	Helen Gretton Organisational Development Manager Tel: 01509 634556 <a href="mailto:helen.gretton@charnwood.gov.uk">helen.gretton@charnwood.gov.uk</a>

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	10th March 2022	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2022/23.	Cabinet	July 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 <a href="mailto:julie.robinson@charnwood.gov.uk">julie.robinson@charnwood.gov.uk</a>
Capital Plan Outturn 2021/22	To report the Council's capital expenditure results for 2021/22 subject to audit.	Cabinet	July 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
General Fund and HRA Revenue Outturn Report (2021/22) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2021/22 subject to audit.	Cabinet	July 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	July 2022	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
Charnwood Dog Control Public Spaces Protection Order 2022	To approve the formal Notice of Intention to renew the Borough wide Public Spaces Protection Order for Dog Control (dog fouling, dogs on leads and dogs under control) under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014.	Cabinet	July 2022	Report	Yes	Alan Twells Head of Regulatory Services Tel: 01509 634650 <a href="mailto:alan.twells@charnwood.gov.uk">alan.twells@charnwood.gov.uk</a>

## 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?
Loughborough BID Ballot Vote	To confirm the Council's position on the Loughborough BID renewal ballot for a third term of the BID. To consider giving delegated authority to S151 Officer as the non-domestic ratepayer to vote in the BID ballot on behalf of Charnwood Borough Council.	Cabinet	14th October 2021	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 <a href="mailto:sylvia.wright@charnwood.gov.uk">sylvia.wright@charnwood.gov.uk</a>
Award of Town Hall Pantomime Contract	To report outcome of tendering process and approve award of annual pantomime contract at Loughborough Town Hall from 2022 to 2026.	Cabinet	14th October 2021	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 <a href="mailto:sylvia.wright@charnwood.gov.uk">sylvia.wright@charnwood.gov.uk</a>

Page 162

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:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor Morgan (Conservative)	<b>Leader of the Council</b> Strategic Relationships, Investments and Development, Regeneration, Communications and Inward Investment
Councillor Barkley (Conservative)	<b>Deputy Leader of the Council</b> 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