



SCRUTINY COMMISSION

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To: Councillors Bolton, Brookes, Hamilton, Ranson (Vice-Chair), Seaton (Chair), Parton and Popley (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 Preston Room, Woodgate Chambers on Monday, 11th October 2021 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

1st October 2021

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 15

To approve the minutes of the meeting of the Commission held on 13th September 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. 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.

8. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the Cabinet agenda for 14th October 2021:

- (a) Motion on Notice - Glyphosate-Based Herbicides in Open Spaces, Playgrounds and Parks 16 - 20

A Cabinet report to consider a motion concerning Glyphosate-based herbicides in open spaces, playgrounds and parks, which was referred by Council to Cabinet on 26th April 2021.

- (b) Pets Policy 2021-2025 21 - 37

A Cabinet report to seek Cabinet approval for a new Pets Policy to cover the period 2021-2025.

- (c) Loughborough Business Improvement District (BID) Third Term 38 - 56

A Cabinet report to outline the advantages of a third term of a Business Improvement District (BID) in Loughborough Town Centre. The report also seeks to confirm the Council's position on the BID renewal ballot for a third term and to seek Cabinet approval for the Council to vote in favour of a third term of the BID.

9. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET
RESPONSE 57 - 58

A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.

10. PROGRESS WITH PANEL WORK 59 - 68

To consider updates on the work of scrutiny panels.

11. SCRUTINY WORK PROGRAMME

69 - 73

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

12. SCRUTINY COMMISSION WORK PROGRAMME

74 - 90

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:

15th November 2021

6th December 2021

10th January 2022

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 13TH SEPTEMBER 2021

PRESENT: The Chair (Councillor Seaton)
Councillors Bolton, Brookes, Hamilton, Murphy,
Parton and Popley

Councillor Barkley (Deputy Leader of the Council
and Cabinet Lead Member for Finance and
Property Services) and Harper-Davies (Cabinet
Lead Member for Community Support and
Equalities)

Strategic Director; Commercial Development,
Assets and Leisure
Head of Planning and Regeneration
Head of Landlord Services
Group Leader Plans, Policies and Place Making
Neighbourhoods and Partnerships Manager
Democratic Services Manager and Democratic
Services Officer (SW) and Democratic Services
Officer (EB)

APOLOGIES: Councillor Ranson

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.

21. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 28th June 2021 were approved.

22. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

23. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

24. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

25. AUDIT UPDATE

There was no audit update for the Committee.

26. CHARNWOOD GRANT APPLICATIONS

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 (item 7 on the agenda filed with these minutes).

The Lead Member for Community Support and Equalities and the Neighbourhoods and Partnerships Manager attended the meeting to assist with the consideration of this item. The following summarises the discussion.

- i. The total sum of bids in each grant category had not been awarded. This was due to reduced budgets, discrepancies in some applications and the outcome of panel scoring.
- ii. The Council actively managed the expectations of applicants by communicating information on budgets and the number of applications for each grant.
- iii. There had been reduced budgets across the sector and the Council was working closely with applicants and supporting them with future applications, applications elsewhere and signposting.
- iv. The grants process at the Council had been praised by colleagues at other Councils. The Council distributed a follow-up survey to applicants in order to develop an understanding of the needs of applicant organisations and to ensure the process was good practice.
- v. Social media was used to publicise grant programmes and posts covered a variety of webpages. The Council also used social media to promote voluntary sector organisations. It was recognised that further publicising of grant programmes was possible and would be advantageous to the community.
- vi. An error was highlighted on page 7 of the report under '2020/21 VCS Covid-19 Recovery Grant Summary'. The report should read 'Of the 39 applications 11 of the organisations were new to applying for a grant.'
- vii. The application process for Member Grants had been approved by Cabinet and was primarily focussed on the profile of the organisation and the member recommendation. It was important that the application and approval process was robust to ensure funds awarded were appropriate for the ward. Some applicant organisations had considered the process to be extensive and any changes to the process would have to be approved by Cabinet.
- viii. It was not possible to reduce the Member Grant amount of £250 as this was the minimum amount which could be allocated to one organisation. This was due to the impact on Council resources and Officer capacity to process applications.

RESOLVED that the Scrutiny Commission notes the contents of the report and the information provided.

Reason

To ensure effective and timely scrutiny of the information provided.

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

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

28. CABINET ITEMS FOR PRE-DECISION SCRUTINY

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

29. CHARNWOOD 2030 CARBON NEUTRAL PLAN

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 was considered for pre-decision scrutiny (item 9a on the agenda filed with these minutes).

The Lead Member for Finance and Property Services, the Head of Planning and Regeneration and the Group Leader for Plans, Policies and Place-Making attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. The existing Carbon Management Plan came to an end in 2020 and had achieved a 37% reduction in carbon emissions. That plan was now replaced, however, due to constraints caused by the Covid-19 pandemic, there had only been a 3% reduction in emissions over the past two years against the new 2018/19 baseline, illustrating the need to have a plan in place. Funding had been secured for the plan through the Capital Plan process. This new plan would consider challenges and had built-in flexibility.
- ii. All activities of the Council were to consider carbon-neutrality and a reduction in carbon emissions and external consultants had been employed to assist.
- iii. Projects to reduce carbon-emissions included tree-planting schemes and investment in solar energy as well as looking into how carbon-emissions could be reduced from the Council's buildings and fleet. A 'Green Awards' scheme was in place in the Council and all staff and councillors were able to contribute.
- iv. The base-line for carbon-neutrality had recently been reset and the way in which carbon-emissions were measured had changed.

- v. Whilst the plan focussed on what the Council could do to cut carbon emissions, it was important to encourage businesses and organisations across the borough and the county to cut emissions.
- vi. The plan emphasised the need to work with concerted action across the Council to address the challenges to ensure that the carbon-footprint was reduced. This would involve some direct projects and action but would also top-up existing projects such as boiler-replacements and insulation.
- vii. The latest IPCC report was not included in the report being presented, as it was released after the plan had been finalised but had been noted. The IPCC report had laid out the greater challenge.
- viii. Projects would be reviewed over time through the Carbon-Neutral Board and the plan kept under review to ensure that the best outcomes from investment were secured.
- ix. There had been a high-level of officer buy-in to the plan and ‘green awards’ had been made within departments. With many people working from home there had not been the same ability to communicate between officers for the same sort of outcome. However, officers were aware of the need to stay on top of the plan and to review it.
- x. The target of carbon neutrality by 2030 was monitored through the corporate monitoring system. A Sustainability Officer was working to the service plan with the targets in mind, however, the need to concerted action across the council was stressed, with a particular regard to thinking what can be done to achieve the bigger target.
- xi. Future committee reports were recommended to include a section on how they contributed to the green agenda.
- xii. Risks were identified such as ‘the Council fails to meet carbon neutral 2030 target outlined within its policy commitments’, ‘reputational risk to authority for not pursuing or meeting carbon reduction targets’ and ‘Carbon neutrality not seen as a strategic priority by the Council’ were considered to be low due to investment from the Council. The commitment of the Council was monitored through the Corporate Performance Indicators and the Sustainability Officer had good networks across the Council to bring initiatives into play. If these initiatives were followed then it was anticipated that the Council could achieve its target.
- xiii. Companies Urban Foresight and DCA had been commissioned to prepare a carbon-neutral plan for the Council. Urban Foresight had done a lot of similar work around the country and DCA had skills in using the data from building audits to identify projects. The companies had worked collectively and had written a plan in consultation with the Council. The companies had met with the Corporate Leadership Team and had held an officer and member workshop and a there was a further member briefing in the summer of 2021. When the plan was refreshed, the companies had carried out follow-up interviews with those

originally involved. Urban Foresight and DCA had also undertaken a re-basing of the carbon footprint standard.

- xiv. The priority was a reduction in energy usage in buildings and the fleet. Renewable energy was then considered, and then carbon-positive options were considered such as planting trees to take Carbon Dioxide out of the atmosphere. The design and the age of Council buildings made being carbon-neutral difficult. It was acknowledged that technology would change, however, the need to be realistic was also realised and as such the need for carbon-offsetting was identified.
- xv. It was recognised that the best options for carbon-reduction may not be the cheapest and the costing over time needed to be considered, including long-term cost savings. In terms of investments such as double-glazing normal Council maintenance budgets would be used, but could be topped up by the Carbon Neutral Fund where this would assist the Council meet the carbon neutral target.
- xvi. In terms of waste management, in the long term it was sought to make all processes carbon-neutral, however it was important to look first at what the Council could immediately control and make carbon-neutral.
- xvii. The fund was initially £500k per annum for three years, however, in October 2020 this was revised to £100k for 2020/21 due to the Covid-19 pandemic, with £500k per annum from 2021/22 and 2022/23.
- xviii. If plans covered a long period it may be found that technology had moved on in that time, such that new projects are introduced or previously discounted projects become viable. It was recognised that it was important not to waste money and to use departmental budgets effectively.
- xix. It was recognised that it was possible that projects may create more carbon than they saved, especially since construction was seen as a large carbon-emitter. However, it was also recognised that many of the schemes introduced had substantially decreased the costs incurred by the Council.
- xx. With regard to requiring developers and private companies and their premises to conform to carbon-reducing standards, the Council's leadership role was highlighted. It was clarified that government planning policy intended to encourage than require energy efficiency. The Building Regulations provide the regulatory and enforcement role. However, it was highlighted that customers of housing projects were looking for energy efficient homes which had features such as electric car charging points. Attitudes were changing and accelerating towards energy efficiency, in part due to the cost of energy. With regard to Council car parks, it was suggested that more energy-efficient LED lighting was used and not illuminated all night. With regard to the relationship between the Council and the wider role with building regulations, there was a limit to what could be done at a local level and the need for national changes to planning policy was emphasised. It was recognised that there had been moves in the right direction regarding the proposed future homes standard and banning the sale of petrol and diesel cars from 2035.

- xxi. In response to a suggestion that if action was not taken quickly on emissions then 'green air levies' such as the one in Birmingham may have to be introduced, it was clarified that the Council needed to focus mainly on its own emissions, but it also needed to look more widely to encourage businesses throughout the borough and county to reduce emissions.
- xxii. Concern was raised over the amount of retrofitting that may be needed in new housing and it was emphasised that developers needed to make housing sustainable.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Planning and Regeneration.

Reason

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

30. CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT POLICY 2021-25

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 was considered for pre-decision scrutiny (item 9b on the agenda filed with these minutes).

The Lead Member for Community Support and Equalities and the Head of Landlord Services attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. Members praised the Corporate Anti-social Behaviour and Hate Incident Policy 2021-2025 and acknowledged the diverse and comprehensive range of issues covered within it. It was anticipated that the policy would improve the experience of victims and those supporting victims, by making information more accessible.
- ii. It was suggested that the contact information on reporting incidents as outlined in Appendix 1 to the report, be made available in leaflet form for easy distribution to members of the public.
- iii. Members stated that they would be interested in seeing the conclusions of the internal ASB review, which aimed to develop a co-ordinated and targeted approach to ASB work.
- iv. The policy was inclusive of the work of a number of services at the council, namely Landlord Services, Neighbourhood Services and Regulatory Services. More detail on the response to ASB within these individual services was outlined in service level procedures.

- v. The 'minor' amendments referred to in the recommendation to Cabinet would be considered by the relevant Head of Service in consultation with the Monitoring Officer.
- vi. The Council worked in collaboration with partner organisations and completed risk assessments in order to determine the vulnerability of perpetrators. Support and mediation were available through the Council.
- vii. The Council was committed to protecting the privacy and personal information of members of the public and would not relay this information to members if it was not appropriate.
- viii. An Anti-Social Behaviour training pilot had been trailed by a number of Councillors. This training was commended and members found it to be advantageous in their role. It was suggested that all members received the training.
- ix. The Housing Associations working in partnership with the council were required to have an anti-social behaviour policy in place and the council maintains effective and close working relationships with these organisations.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Landlord Services, the Head of Neighbourhood Services and the Head of Regulatory Services.

Reason

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

31. FEASIBILITY WORK ON SOUTHFIELDS EXTENSION CAR PARK

A Cabinet report of the Strategic Director for Commercial Development, Assets and Leisure to seek approval and delegation to begin the exploratory works required to construct a new Council office was considered for pre-decision scrutiny (item 9c on the agenda filed with these minutes).

The Strategic Director for Commercial Development, Assets and Leisure attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. The council was proposing to assess the site due to financial pressures and with a view to further support the Carbon Neutral Plan by reducing office space to reflect new working practices. The survey undertaken would eliminate the risk of overspending and allowing for a proactive plan should the council choose to develop on the site.

- ii. Any future development for the purpose of constructing new office space for Charnwood Borough Council would be flexible and sustainable in terms of potential use.
- iii. The current Southfields offices had been well-maintained but were no longer fit for purpose for the council. It was possible that following the development of a new site, the current Southfields building could be sold or rented.
- iv. The sum of £150k included an initial estimation of £100k, plus contingency funds to mitigate any risks. The procurement process would be undertaken using compliant and competitive processes.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Strategic Director for Commercial Development, Assets and Leisure.

Reason

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

32. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

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

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

Reason

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

33. PROGRESS WITH PANEL WORK

A report of the Head of Strategic Support to review the progression of scrutiny panels (item 11 on the agenda files with these minutes).

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

- i. There had been a total of 8 expressions of interest for participation in the Budget Scrutiny Panel for the Council year 2021/22 and it was recommended that the panel consist of 5-6 members only. The Head of Strategic Support was required to make a decision on membership.

- ii. The first meeting of the Budget Scrutiny Panel will take place on 6th October 2021.
- iii. Scoping documents had been received from all of the Chairs allocated to scrutiny panels. The Democratic Services Manager was required to discuss the content of each scoping document with the relevant Head of Service. Following this, scoping documents would be submitted to the next available meeting of the Scrutiny Commission for approval.
- iv. It was highlighted that the maximum number of scrutiny panels had been reached. It was suggested that the Crime, ASB and Youth Crime scrutiny panel, to be Chaired by Councillor Bolton, commenced in January 2022.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny panels.
2. That the Budget Scrutiny Panel for the Council year 2021/22 consisted of 5-6 members, with the Head of Strategic Support deciding on the membership.
3. That the Crime, ASB and Youth Crime scrutiny panel commenced in January 2022.

Reason

1-3. To ensure timely and effective scrutiny of the matter and subject.

3. To ensure scrutiny panels are run in accordance with the Council's scrutiny panel protocol.

34. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support 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 (item 12 on the agenda filed with these minutes).

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

- i. The Finance and Performance Scrutiny Committee had considered maintaining a virtual aspect to their meetings and had discussed options in terms of inviting Cabinet Lead Members and Heads of Service to meetings virtually, in order to support consideration of the Performance Monitoring report item.
- ii. The process of choosing two key areas for scrutiny taken from the Performance Monitoring report for each meeting was trialled at the last meeting of the Finance and Performance Scrutiny Committee. However, it was decided that this was not a satisfactory approach to effective scrutiny and so the committee would not continue with this approach.

RESOLVED that the Scrutiny Commission reviewed the Finance and Performance Scrutiny Work Programme.

Reason

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

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

- i. In accordance with the Council's Constitution, the Scrutiny Commission was required to consider an update following the completion of the Commercialisation Scrutiny Panel. It was suggested that this update report be submitted to the Scrutiny Commission at their meeting scheduled for 6th December 2021.
- ii. The Scrutiny Commission was required to review the Bulky Waste Collection Charges on a six-monthly basis. It was suggested that an update report be submitted to the Scrutiny Commission at their meeting scheduled for 15th November 2021.
- iii. The Scrutiny Commission chose the following from the forward programme for pre-decision scrutiny;
 - Residential Mobile Home Site Licence Conditions – 11th October 2021
 - Policy on Pets in Council Accommodation – 11th October 2021
- iv. The Scrutiny Commission discussed the possibility of adding the 'Loughborough BID Ballot Vote' item on the forward programme to their work programme for pre-decision scrutiny. However, the Commission felt that more information was required from the relevant Head of Service prior to deciding whether to add the item to the work programme.

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;
 - The Commercialisation Scrutiny Panel update report to submitted for review to the meeting of the Scrutiny Commission on 6th December 2021.
 - The Bulky Waste Collection report to submitted for review to the meeting of the Scrutiny Commission on 15th November 2021.
 - The Residential Mobile Home Site Licence Conditions be submitted for pre-decision scrutiny to the meeting of the Scrutiny Commission on 11th October 2021.
 - The Policy on Pets in Council Accommodation be submitted for pre-decision scrutiny to the meeting of the Scrutiny Commission on 11th October 2021.
4. That more information on the 'Loughborough BID Ballot Vote' report be provided to the Scrutiny Commission.

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.
- 4.To enable the Scrutiny Commission to decide whether pre-decision scrutiny is appropriate for this item.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 8th November 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.

CABINET – 14TH OCTOBER 2021

Report of the Head of Cleansing and Open Spaces

Lead Member: Councillor Bokor

Part A

ITEM MOTION ON NOTICE - GLYPHOSATE-BASED HERBICIDES IN OPEN SPACES, PLAYGROUNDS AND PARKS

Purpose of Report

To consider a motion concerning Glyphosate-based herbicides in open spaces, playgrounds and parks, which was referred by Council to Cabinet on 26th April 2021.

Recommendations

1. That the continued use of Glyphosate is approved.
2. That the use of Glyphosate is monitored on an ongoing basis.
3. That a further review of the use of Glyphosate is conducted prior to the extension or renewal of the Management of Open Spaces Contract. The initial term of the current contract expires in March 2024.

Reasons

1. To ensure that the Council's open spaces are properly maintained at an affordable cost to residents.
2. To ensure that use of glyphosate by the Council is monitored and that the information on year by year usage is available to councillors.
3. To investigate the use of alternatives to glyphosate in the future and establish whether any of the alternatives are more viable.

Policy Justification and Previous Decisions

Full Council Procedure 9.12 in the Council's Constitution sets out the arrangements for dealing with motions on notice.

The Council's Corporate Delivery Strategy states that "Our parks and open spaces are award-winning and treasured by our communities and we will continue to care for them so they can be enjoyed by everyone. We will also continue to develop and improve our open spaces, supported by our pledge to ensure 100,000 trees are planted."

Implementation Timetable including Future Decisions and Scrutiny

This decision will have no impact on existing operations and will therefore be effective immediately, although it is subject to call-in.

Report Implications

The following implications have been identified for this report.

Financial Implications

There are no budget implications arising from this report.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Excessive use of glyphosate	Unlikely (2)	Significant (2)	Low (4)	Glyphosate usage monitored Operatives carry the appropriate licences
The use of glyphosate is prohibited in the future	Unlikely (2)	Significant (2)	Low (4)	A review of the use of glyphosate is carried out prior to the renewal or extension of the existing contract.
Litigation by a park user or grounds maintenance operative	Remote (1)	Minor (1)	Very Low (1)	No cases have been brought in the UK. Litigation in the USA has been against the manufacturer.

Sustainability

The Council is investigating ways to increase the biodiversity of its open spaces by looking at alternative grass cutting regimes. A report on this matter will be presented to Cabinet in the near future.

Key Decision: No

Background Papers: None

Officers to contact: Matt Bradford
Head of Cleansing and Open Spaces
01509 634695

Part B

Background

1. A motion on notice was submitted by Cllr Ward to the Council meeting on 26th April 2021, as follows:

“This Council notes that:

- *The use of glyphosate in public and open spaces is banned in a number of European countries, including France and Italy. EU member states relicensed glyphosate in 2017, with the additional condition that member states ‘minimise use in public spaces such as parks, public playgrounds and gardens’. Currently there is no legislation to reflect this in the UK. However, a number of local authorities in the UK have taken voluntary action to stop their own use of glyphosates, the nearest example being Erewash.*
- *Glyphosate is shown to have a detrimental impact on soil and plant health, beneficial insects (such as bees) and earthworms, aquatic micro-organisms and amphibia, as well as on pets who ingest grass that has been sprayed with the substance, such as dogs, cats or horses. In 2015, the International Agency for Research on Cancer declared glyphosate to be genotoxic (causes DNA damage), carcinogenic to animals and a ‘probable’ carcinogenic in humans.*
- *There are numerous design, mechanical and cultivational practices as well as non-chemical herbicides that can be used as an alternative to glyphosate herbicides.*

This Council believes that:

- *The use of chemical herbicides such as glyphosate is neither advisable, appropriate or necessary in our public spaces.*

This Council resolves to:

- *Stop the use of glyphosate-based herbicides in public parks and gardens, playgrounds and open spaces managed directly by Charnwood Borough Council, or by third parties on the Council’s behalf.*
 - *To adopt the use of the aforementioned non-chemical practices that can be used as an alternative to glyphosate herbicides as soon as possible.”*
2. In accordance with Full Council Procedure 9.12 (f) in the Council's Constitution, the motion is now submitted to the Cabinet for consideration accompanied by a written report from the appropriate officers setting out key legal, financial, service and corporate implications.
 3. Glyphosate is the most frequently used herbicide worldwide and within the EU and UK. It is currently licensed for use in the UK until 15 December 2022 under

EU legislation, which is likely to be extended to 2025 to allow the development of the new UK active substance renewal programme.

4. There has been much debate in recent years regarding its safety to humans and the environment. Opponents such as the Pesticide Action Network UK claim that long term exposure to pesticides is linked to the development of many serious illnesses and diseases such as: cancer including leukaemia and non-Hodgkin's lymphoma; Parkinson's; asthma; depression and anxiety; and attention deficit and hyperactivity disorder (ADHD). The International Agency for Cancer Research (IARC), a division of the World Health Organisation, classified glyphosate as a carcinogenic substance in Group 2A as "probably carcinogenic to humans" based on studies published in the Lancet Oncology journal in March 2015. However, a subsequent peer-review of the IARC assessment in September 2016 concluded that glyphosate is "unlikely to pose a carcinogenic risk to humans."
5. Glyphosate has been thoroughly assessed over many years by organisations such as the European Chemicals Agency (ECHA), European Food Safety Authority (EFSA), Food and Agricultural Organisation of the United Nations and US Environmental Protection Agency (EPA) and there is an extensive body of research including more than 800 scientific studies confirming that glyphosate and glyphosate-based formulated products can be used safely and do not cause cancer when used as directed. Glyphosate has been considered to be very safe toxicologically and environmentally, because it does not leach through soil and has low mammalian toxicity.
6. Despite the reassurance of safety from these competent institutions, some local authorities in the UK are coming under pressure from members of the public to reduce the use of glyphosate and are therefore choosing to trial alternative methods of weed control for their parks, open spaces, streets and housing areas. There are few alternatives to glyphosate and even those which are considered to be alternatives are often still in a pilot phase and are much more expensive to use. Considering the budget constraints we are working under, this does not make them a very attractive proposition.
7. The Council's contractor, idVerde, uses glyphosate to manage weeds within its contractual areas including on hard surfaces, in hedge bases and shrub beds, along wall and fence lines and around obstacles in grass areas and tree bases. Operatives using glyphosate are required to obtain the appropriate licences.
8. Officers have investigated the use of a variety of alternative chemical treatments, including acetic acid. The alternative chemical treatments are considered to be much less effective than glyphosate and much more expensive. Glyphosate application is considered to cost in the region of £35 per hectare, and the alternatives all ranged between £165 and £562 per hectare. Some of the alternative treatments were considered to be more harmful to the environment than glyphosate.
9. Several thermal methods of weed treatment have been investigated including hot water foam, electric shock treatment and flame weeding. These methods all had significant compromises in effectiveness, safety and for the environment. For example, hot water/foam treatment required a vehicle mounted petrol/diesel

powered water heater. This provided poor access to harder to reach areas and has a negative impact on our carbon management.

10. Officers have investigated the use of non-chemical treatments (manual removal). These methods combined would cost an additional £250k per annum and residents would be required to have an additional tolerance for weeds as they would not be as effective as the methods currently deployed. The additional costs cannot be absorbed into the Council’s existing or future budgets. A summary of the additional resources required for manual removal is provided below.

Application	Resources
Grass perimeter areas	Additional seasonal strimmer operatives with each of the grass cutting teams (three mowing teams, two open spaces teams and two cemeteries teams: seven in total) from April to September, to maintain growth around obstacles, fence lines
Shrub beds	For the shrub beds and other planted areas, deployment of two teams of two seasonal operatives from March to October, each team using a 3.5t single-cab tipper vehicle and hand tools.
Hard Surfaces	Increased sweeping regime of two teams working from March to October, with each team consisting of two operatives, one 3.5t tipper vehicle and Powered

11. Officers are working on methods to increase the biodiversity value of council owned green spaces and will present a report on this in the near future.

CABINET - 14TH OCTOBER 2021

Report of the Head of Landlord Services Lead Member: Councillor James Poland

Part A

ITEM PETS POLICY 2021-2025

Purpose of Report

To seek Cabinet approval for a new Pets Policy to cover the period 2021-2025.

Recommendations

1. That the Pets 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 Lead Member for Public Housing, to make minor amendments to the Pets Policy 2021-2025.

Reasons

1. To set out a policy on the keeping of pets in properties falling within the housing revenue account.
2. To enable minor changes to be made to support the effective management of tenancies and estates in a way that is consistent with the Council's Scheme of Delegation.

Policy Justification and Previous Decisions

There is no current pets policy. Information in the existing Conditions of Tenancy relating to pet ownership is limited. The draft new Conditions of Tenancy, should it be implemented as planned, will direct tenants to the Pets Policy 2021-2025, which is the subject of this report.

Should it be approved by Cabinet, the policy will support compliance with the statutory requirements of local authority landlords under the *Neighbourhood and Community Standard* (Regulator of Social Housing 2015) which sets out that local authority landlords shall:

- *...keep the neighbourhood and communal areas associated with the homes that they own clean and safe. They shall work in partnership with their tenants and other providers and public bodies where it is effective to do so.*
- *...work in partnership with other agencies to prevent and tackle anti-social behaviour in the neighbourhoods where they own homes.*

Implementation Timetable including Future Decisions and Scrutiny

Subject to call in and Cabinet approval, it is expected the policy will be implemented by March 2022.

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, financial loss, and reputational damage on individual cases.	2 (unlikely)	1 (minor)	2 (very low)	Training will be provided to officers. The policy will be published on the Council's website. A clear and unambiguous communication will be issued to existing tenants setting out that if they do not already have permission for pets they can ask for it now, and permission will not be unreasonably refused.

Crime and Disorder

The Policy will support enforcement where pets are causing a nuisance to others. The policy sets out that dogs and other creatures banned under legislation may not be kept in Council accommodation (unless there is a license held in respect of the

former). The policy will therefore positively contribute toward the effective management of ASB 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. An Equality Impact Assessment has been completed and can be found at Appendix 2.

Key Decision: Yes

Background Papers: None

Officers to contact: Peter Oliver
Head of Landlord Services
01509 634 666
Peter.oliver@charnwood.gov.uk

Part B

1. Key Policy Areas

- 1.1 The policy provides a guide to the granting of permission for the keeping of dogs and cats, generally limiting the number of cats or dogs in housing to two: two dogs or cats or one of each.
- 1.2 For existing tenants, permissions to keep pets should already be on file. Existing tenants will be invited to apply for retrospective permission to keep pets (and this is an existing condition of tenancy). For these existing tenants, permission to keep more pets than the guide number set out in the policy will not be unreasonably refused providing that other aspects of the policy are being complied with i.e. there is no nuisance present etc.
- 1.3 The policy is expected to be reactive, rather than pro-active i.e. enforcement will be linked to reports of pet nuisance, rather than there being an audit of pet numbers in tenants' homes.
- 1.4 It is not expected that enforcement will commence solely due to the number of pets kept; other linked breaches of tenancy / policy will need to be present.
- 1.5 Other key policy changes to the current position are as follows:
 - Pets will be allowed in sheltered accommodation where there is direct access to outside space. This will provide for some older people to have companion pets.
 - Pets will be allowed in temporary accommodation (excluding Lingdale House). This will support homeless families (for example fleeing domestic abuse) to keep loved family pets with them.

3. Policy Development

- 3.1 The Policy has been considered by the Charnwood Housing Residents' Forum, and by the Housing Management Advisory Board (HMAB) at its meetings on 24th March 2021 and 12th May 2021.
- 3.2 At its meeting on the 24th March 2021 the HMAB requested the policy emphasise that action would not be taken against existing pet owners whose only breach was to have more than the permitted number of pets. This amendment has been made.
- 3.3 At its meeting on the 12th May 2021 there was further debate around the extent to which enforcement would take place where there was an excess number of pets identified and no previous permission had been granted. The Board were advised that when exercising retrospective enforcement, a pragmatic approach would be taken, and unnecessary punitive action was not expected. If there was an excess of the rule, then a sensible approach would be taken and if the pets in question were not causing a nuisance then a heavy-handed approach would not be made. Councillor Brennan raised

concern that such a pragmatic approach was out of keeping with the fact that the policy was intended to provide a consistent approach.

The Head of Landlord Services suggested adding an information note to clarify that existing tenants with extra pets that were not causing problems would be allowed to keep them, however rules would need to be in place for new tenants.

It was resolved:

1. that the board note and commend the policy to cabinet subject to the below,
2. that in information note be added to the policy clarifying the rules for existing tenants with more than two cats or dogs, and
3. that Councillor Brennan's abstention on the resolution be noted.

For the following reasons:

1. To acknowledge the Board's consideration of the policy.
 2. To clarify the rules for existing tenants and to make the policy more consistent.
 3. To acknowledge Councillor Brennan's reservations about the application of the policy to existing pet owners.
- 3.4 Following the comments of the HMAB, some further refinement of the policy has taken place to clarify that enforcement action will not be taken purely on the basis of the number of pets present.

Appendices

Appendix 1 - Pets Policy 2021-2025

Appendix 2 - Equality Impact Assessment

CHARNWOOD BOROUGH COUNCIL

LANDLORD SERVICES

PETS POLICY 2021-2025

1. Objectives of this policy

1.1 Keeping a pet¹ can bring many benefits and Charnwood Borough Council encourages responsible pet ownership. We also understand that some people need pets for physical, psychological or emotional reasons. Irresponsible pet owners, however, can cause, through their pets, a severe nuisance to others and harm to their pets through neglect or abuse. This policy, therefore, is designed to encourage responsible pet ownership.

1.2 The objectives of this policy are:

- to provide a framework that will deliver a positive, fair, sensitive and enlightened policy on council tenants keeping pets in their homes;
- to align our² policy on pets with the relevant conditions of tenancy as set out in our non-secure, introductory/secure tenancy agreement;
- to enable us to create operational procedures that deliver this policy in a consistent manner but also allowing for the correct degree of flexibility when considering individual requests to keep pets that fall outside this policy statement, for example, requests from tenants living in designated sheltered accommodation;
- to enable us to create operational procedures that will enable us to take the right enforcement action against breaches of tenancy or legislation under this policy, including tackling animal neglect and cruelty and pet-related anti-social behaviour;
- to express through this policy the acknowledgment of the importance of pets to people's well-being, including their psychological, emotional and physical health;
- to express also through this policy the acknowledgment of the disruption to people's lives that uncontrolled animals and irresponsible pet ownership can have on the welfare of the animal and on the lives of others. This policy sets out our position on dealing with uncontrolled and irresponsible pet ownership in our properties.
- to outline how we deal with animal neglect and hoarding

¹ The use of the word 'pet' throughout this documents includes any living creature including mammals, fish, insects, reptiles, birds, amphibians, and invertebrates such as insects and, arachnids [spiders]

² References throughout this policy to "we", "our" and "us" are to be interpreted as relating to Charnwood Borough Council

2. Scope of this policy

This policy applies to everyone who is currently housed or is to be housed by us in our rented homes, permanent or temporary. It does not apply to leaseholders, whose lease terms will determine the matter of pet ownership. It does not apply to tenants housed [temporarily] in Lingdale House, Loughborough, where pets are not allowed in any circumstances.

3. Policy statement

3.1 Anyone, be they an existing or a prospective tenant wishing to keep a pet, must ask permission from us first by completing an application for permission to keep a pet.

3.2 Permission, if granted, will be granted in writing. Permission is not required for tenants to have a registered assistance (e.g. guide) dog; but tenants must inform us and provide a copy of their registration. For new tenancies, permission must be sought and given before the tenancy sign-up. The decision on whether to allow a pet to be kept will be made by the landlord service.

3.3 We take a positive view about residents keeping pets. Some animals, however, are not suitable for being kept as pets and for which permission will **never** be granted. These include:

- dogs of a breed that is prohibited by the Dangerous Dogs Act 1991 or crosses involving one of those breeds **unless**, under section 1 of that act, the owner has a licence with conditions for the him or her to keep such a dog. The licence must be seen and an agreement to abide by the terms must be agreed. If the terms are breached the council reserves the right to inform the police, who may decide to seize the dog.
- creatures covered by the Dangerous Wild Animals Act 1976;
- cockerels;
- any animal that will be used for commercial breeding or business activity from the property or locality;
- fish that are of a size or breed that makes them unsuitable to be kept in domestic aquariums or garden ponds;
- pigeons or external or internal aviaries.

3.4 Some types of property are considered unsuitable through design or size for tenants to keep pets (other than registered assistance pets) even if they do not fall into the prohibited groups set out in 3.3 above. In addition to the groups set out in 3.3 in the following circumstances permission will not be granted:

- Pets that would be kept in a property that is either too small or generally unsuitable because of design and position for their proper care and well-being;
- Except for situations covered in 3.6 (iii) below, pets that require, for their proper care and well-being, direct and independent access to or permanent existence in outside space, be that private or communal (e.g. livestock, horses, ponies, goats);

- Dogs and cats (other than an exclusively 'indoor' cat) in designated sheltered accommodation where the property in question has no direct and exclusive access to and from outside. If the pet owner cannot gain entry into his or her home or leave it without having to go through any internal communal areas where they live permission will **not** be granted. The tenancy and estate management officer (or, in the case of an applicant, the lettings officer), must always consult the council's warden service when faced with a request from a tenant or potential tenant in sheltered housing before making a decision.

3.5 There are certain overriding terms and conditions that must be satisfied in order that consent to keep a pet will be given. They are:

- that, as a guide and unless explicitly agreed otherwise, no more than two dogs or cats (or one of each) will be allowed in any one property; but there may be properties whose size and/or layout means that only one may be kept e.g. bedsit.
- the guide of two pets for cats and dogs (or one of each) will not apply to other types of pets but permission to keep more than two pets will be dependent upon the species and the property [inside and outside space];
- that any dog kept must have a completed valid and current Charnwood 'pet passport' with a photograph of the pet. It must be microchipped or tattooed. Details of the microchip must be provided to the council, which will apply to each individual pet for which permission has been granted;
- that the animal is considered suitable for the property, taking into account its size, access to outside space and its relationship with neighbouring properties, such as a flat in a block of flats;

3.6 All tenants seeking permission to keep a pet will be required, in addition to completing an application, sign a declaration and undertaking. This will include the following conditions:

- (i) The pet will not be the subject of any breeding or business activity from the property (this includes outside and inside);
- (ii) The owner will look after his or her pet in compliance with the principal terms of the Animal Welfare Act 2006 and will:
 - a. feed it a proper diet;
 - b. protect it from pain, suffering, injury or disease (this includes physical and psychological/emotional suffering or distress etc. (for example leaving a dog alone in a property for an unacceptable length of time³);
 - c. provide it with a suitable environment that will allow the pet to exhibit normal behaviour patterns with or apart from, other animals;
 - d. clean up after it and eliminate any offensive smells (this includes in communal outside areas);
 - e. not allow it to wander unaccompanied and unrestrained in any communal parts where they live, inside and outside and to confine it to

³ Usually deemed to be anything greater than four hours but could be longer where no-one is at home for normal hours of work.

- a separate room, if requested, by visiting council staff, agents or contractors;
- f. not allow it to create unreasonable levels of noise;
- g. ensure that all dogs and cats are neutered, microchipped and, in the case of dogs, wear a collar with a contact tag at all times other than when inside the property.
- (iii) The owner will agree not to fit a cat or dog flap other than to an external door or, exceptionally, a window leading directly to the outside and only after seeking and being given permission. When the tenant leaves they must reinstate the door or window as it was originally. Cat or dog flaps will not be permitted to be fitted in uPVC doors, communal entrance doors or where the cat or dog flap opens into a communal area (inside or outside the property);
- 3.7 If the pet owner refuses to comply with the relevant conditions above, permission will not be given for the pet to be kept; and the tenant will be liable to enforcement action for breach of tenancy if they go ahead and acquire the animal without our written consent. The council will seek to recover any court costs incurred in relation to any enforcement action required. Alternatively, on a case-by- case basis we may liaise with or refer the case to another service at the council to deal with the matter as a nuisance, environmental offence, anti-social behaviour or animal welfare matter.
- 3.8 Similarly if permission is sought and given and subsequently we find that any of the above conditions have not been complied with we reserve the right to withdraw consent to keep the pet. If the animal is not removed we may take enforcement action for breach of tenancy after giving the tenant reasonable time to comply. Alternatively, on a case for case basis we may refer the case to another service at the council to deal with the matter as a nuisance, environmental offence, anti-social behaviour or animal welfare matter.
- 3.9 If a tenant looks after a pet for a temporary period, only one application will need to be made stating the number of pets in total that may be looked after at any one time, i.e. one or two.
- 3.10 If a tenant acquires a pet without first seeking and being granted permission:
- he/she will be required to complete a pet application retrospectively and be shown to have complied with all the conditions set out in 3.5 above, failing which they may be required to find an alternative permanent home for the animal;
 - If there are complaints about nuisance or anti-social behaviour, we may refer the matter to another service within the council or another agency i.e. RSPCA or police for enforcement.
- 3.11 If the pet owner subsequently breaks any of the conditions set out in this policy statement and, after a reasonable period of time, does not remedy that breach they will render themselves liable to enforcement action in line with breach of tenancy. They may also render themselves liable to prosecution under the Animal Welfare Act 2006, the Anti-social Behaviour Crime and Policing Act 2014 or other relevant legislation This could also involve reporting any alleged cruelty or neglect to the RSPCA or police.
- 3.12 Anyone found guilty of mistreating or neglecting a pet will be denied permission to keep pets in the future. If action has been taken against a tenant in relation to an

animal and there is a court order or disqualification order in place preventing a person from keeping an animal the council will deny permission to keep a pet.

4. Right of appeal

In the event that a tenant is either refused permission to keep a pet or that permission is withdrawn they have a right of appeal to the housing services team leader.

5. Pets visiting tenants' homes

Friends and relatives are allowed to visit tenants with their pets. These pets will be expected to comply with the conditions set out in 3.6 (ii) (d), (e) and (g) above. Tenants, however, need to be aware that as per the terms of the tenancy agreement the tenant will be responsible for the behaviour of the animal while at their address or within the neighbourhood (including communal shared areas)

6. Changing circumstances

Some tenants, for example older people, may well at some point become unable to care for their pet in accordance with the conditions set out in 3.5 above. In such circumstances we will make every effort to work with the tenant to try to enable the pet to remain with them and be cared for properly with adequate additional support³. Ultimately, however, the pet's welfare and that of neighbouring tenants will be factors to take into account when deciding whether the pet owner is able to keep their pet.

7. Tenants with existing pets

We recognise that there will be many tenants who have acquired pets without seeking or obtaining the proper permission. Our position on this will be as follows:

- We will not take enforcement action against tenants whose breach of this policy is confined solely to the number of pets they are keeping in their home.
- On implementing this policy, we will grant an amnesty to all pet owners who notify us of their pets, provided those pets are not prohibited under 3.3, 3.4 and 3.5 above and are prepared to comply with the conditions set out in this policy statement, upon which point we will grant retrospective permission as if permission were being sought for a new pet and as long as the pet is not prohibited under this policy;
- Any dogs listed under section 1 of the Dangerous Dogs Act 1991 or cross breeds involving one of the species specified in that act of parliament will not be eligible for this amnesty unless they have been returned to the owner under licence, they provide the licence and agree to abide by its terms.
- This amnesty will last for six months, after which time any pet owner who has not come forward will be liable to enforcement action if they either refuse to comply with the conditions in this policy statement or if they are keeping prohibited pets under this policy. This enforcement action may include the direction to re-home the animal.

8. Monitoring and review

This policy will be reviewed initially after being in operation for twelve months and thereafter every three years unless required earlier through legislative or regulatory changes.

9. Training

9.1 Suitable training on this policy will be given to members of staff whose job either directly or indirectly is affected by this policy.

9.2 Refresher training on this policy at appropriate intervals will also be given or if the policy is changed materially.

10. Equality and diversity

We aim to ensure that all our policies are fair and transparent and have been impact-assessed according to our procedures and in accordance with legal requirements.

11. Responsibility

The head of service is responsible for the effective implementation of this policy.

12. Other external and internal influences on this policy

12.1 This policy has been created and should be implemented in conjunction with the following internal documents:

- Allocations policy;
- Equality and diversity policy and strategy;
- Anti-social behaviour, harassment and hate crime policies in respect of tenants either using pets as a means of causing nuisance or harassment to others or allowing, through their pet's behaviour, that pet to cause nuisance or harassment to others.

12.2 Similarly, this policy has been created and should be implemented in conjunction with the external documents and publications, including but not limited to:

- Housing Act 1985;
- Housing Act 1996;
- Housing Act 2004;
- Homelessness Act 2002;
- Anti-Social Behaviour Act 2003;
- Equality Act 2010;
- Anti-Social Behaviour, Crime and Policing Act 2014
- Homelessness Reduction Act 2018
- Dangerous Wild Animals Act 1976;
- Dangerous Dogs Act 1991
- Animal Welfare Act 2006.

Appendix 2 - Equality Impact Assessment

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
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 document being assessed	Pets policy
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Name of lead officer and others undertaking this assessment	Andrew Staton; Gill Taylor
Date EIA started	20 February 2020
Date EIA completed	21 February 2020

Step 2 – Overview of document being assessed:

Outline: What is the purpose of this document? (Specify aims and objectives)
<p>The objectives of this policy are:</p> <ul style="list-style-type: none"> • to provide a framework that will deliver a positive, fair, sensitive and enlightened policy on council tenants keeping pets in their homes; • to align our⁴ policy on pets with the relevant conditions of tenancy as set out in our non-secure, introductory/secure tenancy agreement; • to enable us to create operational procedures that deliver this policy in a consistent manner but also allowing for the correct degree of flexibility when considering individual requests to keep pets that fall outside this policy statement, for example, requests from tenants living in designated sheltered accommodation; • to enable us to create operational procedures that will enable us to take the right enforcement action against breaches of tenancy or legislation under this policy, including tackling animal neglect and cruelty and pet-related anti-social behaviour; • to express through this policy the acknowledgment of the importance of pets to people's well-being, including their psychological, emotional and physical health; • to express also through this policy the acknowledgment of the disruption to people's lives that uncontrolled animals and irresponsible pet ownership can have on the welfare of the animal and on the lives of others. This policy sets out our position on dealing with uncontrolled and irresponsible pet ownership in our properties. • to outline how we deal with animal neglect and hoarding
What specific group/s is the policy designed to affect and what is the intended change or outcome for them?
<p>This policy applies to everyone who is currently housed or is to be housed by us in our rented homes. It does not apply to leaseholders, whose lease terms will determine the matter of pet ownership.</p>

⁴ References throughout this policy to "we", "our" and "us" are to be interpreted as relating to Charnwood Borough Council

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

Landlord services staff
Environment health/enforcement team
Housing needs team
CHRF
HMAB

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

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

Data/information such as:

- Consultation
- Previous equality impact assessments
- Demographic information
- Anecdotal and other evidence

A range of diversity information is available from our records and held in QL (our housing management system) for all those customers receiving housing management services. This includes information on age, gender, ethnicity, sexual orientation, and disability. The range of information is limited in relation to certain characteristics (e.g. sexual orientation).

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

This information enables support to be directed to the most vulnerable tenants, and also shape our services to meet the needs of vulnerable people across a range of diverse groups.

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

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

Staff in all landlord services have been consulted as have staff in the corporate street management team team and staff in the housing needs team.

Tenants have been consulted at the Charnwood Housing Residents' Forum and Housing Management Advisory Board.

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community

groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).	
	Comments
Age	Our proposals on restricting pet ownership in sheltered accommodation could discriminate against older people, a negative effect, therefore. However the new policy does open up the potential for pet ownership in sheltered accommodation which is a more favourable position to that which exists currently where an absolute ban on cats and dogs exists in sheltered accommodation.
Disability (Physical, visual, hearing, learning disabilities, mental health)	Since registered assistance dogs may be kept in accommodation where pet ownership is otherwise restricted this can be seen as a positive effect.
Gender reassignment (Transgender)	No effects identified
Race	No effects identified
Religion or belief (Includes no belief)	No effects identified
Sex	Because there are more women in sheltered accommodation compared to men, the proposals on restricting pet ownership in sheltered accommodation could be seen as having a negative effect on women,, however as stated above, the new policy does open up the potential for pet ownership in sheltered accommodation which is a more favourable position to that which exists currently where an absolute ban on cats and dogs exists in sheltered accommodation.
Sexual orientation	No effects identified
Other protected groups (pregnancy & maternity, marriage & civil partnership)	No effects identified
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	Pets will be allowed in some temporary accommodation, which is a more favourable position to that currently enjoyed, where no pets are allowed. In some instances this will support homeless people to stay with their pets.

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

Please note:

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

b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

The possible negative effect on older people and women as a result of our proposals to restrict pet ownership in sheltered accommodation more than in other flat blocks could be mitigated by not applying those restrictions. Our view, however, is that given the new policy does open up the potential for pet ownership in sheltered accommodation in limited instances a more favourable position to that which exists currently (i.e. no pet ownership in sheltered accommodation) will result.

Pets will be allowed in some temporary accommodation, which is a more favourable position to that currently enjoyed, where no pets are allowed. In some instances this will support homeless people to stay with their pets.

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

It is believed that this policy as drafted meets the council’s equality and diversity responsibilities

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?

Applications for permission to keep a pet will be assessed, recorded and monitored by our tenancy and estate management team. Consistency of application of the policy will be through this process.

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 in this assessment.

Step 7- Action plan


**Please include any identified concerns/actions/problems in this action plan:
The problems etc identified should inform your service plan and, if appropriate, your consultation plan**

Reference number	Action	Responsible officer	Target date
	No actions have been identified in this assessment		

■ **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	✓	Team meetings
Tenants	✓	Publication on the council's website
Partners and stakeholders	✓	Publication on the council's website
Others	✓	Future and potential tenants through publication on the council's website.
To ensure ease of access, what other communication needs/concerns are there?		None identified.

■ **Step 9- Conclusion (to be completed and signed by the service head)**

Please delete as appropriate
I agree with this assessment.
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (service head):  Peter Oliver - Head of Landlord Services
Date: 16 th September 2021

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

CABINET – 14TH OCTOBER 2021

Report of the Head of Leisure and Culture Lead Member: Councillor Jenny Bokor

Part A

ITEM LOUGHBOROUGH BUSINESS IMPROVEMENT DISTRICT (BID) – THIRD TERM

Purpose of Report

The purpose of the report is to outline the advantages of a third term of a Business Improvement District (BID) in Loughborough Town Centre. The report also seeks to confirm the Council's position on the BID renewal ballot for a third term and to seek Cabinet approval for the Council to vote in favour of a third term of the BID.

Recommendations

1. That the proposal for the Council to vote 'Yes' for the proposed 3rd Term Business Improvement District (BID) for Loughborough be approved.
2. That authority to vote in the BID ballot on behalf of Charnwood Borough Council as the non – domestic ratepayer to be delegated to the Section 151 Officer.

Reasons

1. To ensure the Council complies with the requirement to vote in the BID ballot as the benefits outweigh the cost to the Council.
2. To enable an appropriate person to vote in the ballot for the business premises in the Borough for which the Council is liable for the non – domestic rates.

Policy Justification and Previous Decisions

The BID Proposal supports key objectives within the Corporate Plan. It will assist with COVID 19 recovery and effective partnership work to achieve economic regeneration in Loughborough.

The Loughborough Business Improvement District (BID) was first established on 1 February 2012. It was renewed after the first 5 years in 2017. This second term comes to an end on 31 March unless the BID is renewed at ballot by businesses.

In 2017 there was a 56% turn out of the 581 businesses who were entitled to vote. The majority in favour of establishing the BID for a second term was 72% by number and 78% by Rateable Value.

The BID in its second term has delivered a programme of projects and events as well as being instrumental in providing support and guidance in response to the challenges of COVID 19.

The work of the BID has been funded by the BID Levy income of approximately £1.2 million and by £100,000 in match funding the BID has secured.

Love Loughborough's aim is to market and promote the town centre, help to keep it safe, clean, and friendly so that residents and visitors will want to visit, and businesses have the opportunity to prosper.

Over the last 10 years the BID has played a key role in raising the profile of the town and its offer improving the environment and attracting investment. It will have an important role to play alongside other partners, in the recovery and resurgence of the town centre.

In addition, it will support recycling and reduce waste and improve the attractiveness of Loughborough for new businesses and retailers. It is likely that the BID will continue to contribute to a number of initiatives including Loughborough in BLOOM, 'Christmas lights' promotions, quality marketing campaigns and improving the appearance of empty shops and continue to work with partners to reduce crime.

Cabinet received a report on the 16 September 2021 setting out a proposal for a renewal of the BID for a further 5-year term. Under the BID Regulations, the BID Renewal proposer is obliged to advise the Council of the matters to be included in the proposal. The Cabinet report of the 16 September fulfilled that requirement.

At that meeting Cabinet resolved:

1. To endorse the BID Proposal.
2. To note the supporting information to support the BID Proposal including the BID Business plan.

Reasons

1. To ensure the Cabinet are aware of the proposal and have no objection to it.
2. To enable the ballot to proceed within legal requirements Policy, Justification and Previous Decisions.

Implementation Timetable including Future Decisions and Scrutiny

The ballot period is 28 days and all businesses in the BID area entitled to vote will be notified of the ballot arrangements and will be sent the ballot papers. Proxy voting can be arranged for those that require it.

Task	Indicative timeframe	Status
Cabinet asked to endorse BID Proposal and outline business plan	16 September 2021	Cabinet endorsed the BID Proposal and outline business plan
Publish BID Proposal and outline business plan	BID Proposal – 01 August 2021 BID Business Plan – 01 September 2021	BID Business plan printed and published
Production of printed BID Proposal business and campaign material including videos for social media	16 September 2021	BID campaign material printed
Distribute BID proposal and business plan	By 23 September 2021	
Campaign period	September/October 2021	
Publish notice of ballot	16 September 2021	
Send out ballot papers	30 September 2021	
Ballot period	30 September to 28 October 2021	
Cabinet determines if they are to vote yes in line with recommendation.	14 October	The decision subject to call in can be acted on immediately, the ballot period starts on 30 September and closes on the 28 October.
Section 151 Officer votes in the ballot on behalf of CBC	Prior to day of Ballot	
Day of ballot	28 October 2021	
Ballot holders publish results	29 October 2021	
Bid notifies all businesses 3 days of ballot results	By 05 November 2021	

Report Implications

The following implications have been identified for this report.

There are no new financial implications for the Council arising from this report, as the Council currently pays a levy as a Business in the BID area, there are 9 properties in the Council's ownership that would generate a levy. The Business Plan proposes a levy of 1.5%. The following table identifies the properties concerned and both the rateable value and the levy that is proposed would have to be paid by the Council in the event of a 'yes' vote.

	Rateable Value	BID levy at 1.5%	Property
1	£4,600	£ 69.00	PUBLIC CONVENIENCES, MARKET PLACE
2	£9,500	£ 142.50	PUBLIC CONVENIENCE, BIGGIN STREET
3	£26,250	£ 393.75	CHARNWOOD MUSEUM, QUEENS HALL
4	£95,500	£ 1,432.50	CAR PARK, GRANBY STREET
5	£156,000	£ 2,340.00	CBC, BEE HIVE LANE
6	£34,000	£ 510.00	TOWN HALL, MARKET PLACE
7	£900	£ 13.50	BUSINESS UNIT 6, PT 1ST FLR, WOODGATE CHAMBERS, 70 WOODGATE
8	£100,000	£ 1,500.00	CBC MARKET TOLLS, MARKET PLACE
9	£450,000	£ 6,750.00	CHARNWOOD BOROUGH COUNCIL, SOUTHFIELDS

It is expected that from the time of the vote on 28th October 2021, the new levy will be collected from the Borough Council and all businesses from 1st April 2022. The amount that would be allocated to financial year 2022/23 will be determined as part of the 2022/23 budget round and will be made available, if necessary, following the outcome of the vote.

Conversely should the BID be unsuccessful in securing a 3rd term in the ballot, the BID would cease, and this amount would represent a saving for the Council

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
Should the BID not achieve re-election and cease, there may be potential expectation from businesses that the Council will support this function	Unlikely (2)	Serious (3)	Moderate (6)	It is clear in the BID marketing documentation that, should there be a NO vote, the BID and the services delivered through the levy would cease. The Council has also made it clear that it would not be in a position to resource the staffing or generate the level of additional funding that the BID is able to secure.

Crime and Disorder

In the BID's existing business plan reducing crime and disorder and specifically reducing retail crime has been a priority. The BID continues to play a key role in supporting the work of the Crime and Safety Partnership with a focus on reducing retail related crime and antisocial behaviour in Loughborough town centre. The BID currently subsidises the cost of a number of initiatives all aimed at reducing crime and disorder. These include: Retail Radio, intelligence sharing, training initiatives, assisted by a web-based communications tool called DISC.

Key Decision:	Yes
Background Papers:	Cabinet Reports January 2021 and September 16 2021
Officer to contact	Sylvia Wright Head of Leisure and Culture Sylvia.wright@charnwood.gov.uk 07736 385931

Part B

1. Purpose and Process for the BID

1.1 The primary purpose of the BID is to sustain a formal structure whereby businesses in an area come together to fund, manage, and implement an agreed programme of actions designed to improve the attractiveness of the area to the benefit of all the businesses within it. The Council has two places on the BID Board alongside other types of business.

1.2 In order to secure second term for the BID, it is necessary to secure the support of the business rate payers within the proposed BID area via a vote. Each separate property owned by a business rate payer (referred to as an hereditaments) attracts a vote. It is necessary to secure a minimum of 50% 'yes' by both number of businesses and total rateable value of the businesses that vote. The voting is done in this way to try and ensure that all businesses, irrespective of size, have an equal say. A 'yes' vote means that all eligible businesses have to pay the levy, irrespective of whether they support it, and it is a statutory requirement that every business within the BID area will be liable.

1.3 If the BID are successful in securing a 3rd term, this will be for a for a period of five years, after which a further vote is sought to ascertain whether businesses wish to continue for a further five years and so on. If the necessary level of support is not achieved then the BID ceases to exist, and no levy is collected, and the additional services (business recycling, events, Retail Radio scheme, icicle Christmas lights, BLOOM etc) created under the BID also cease. If successful, the BID will continue to be managed by the BID Board to deliver the projects outlined in the Business Plan which was included in the 16 September Cabinet Report.

1.4 The levy would continue to be collected separately by the Council from the business rates and will be paid directly to the BID Company. The BID Board will be responsible for the implementation of the agreed programme and will be accountable to the BID members through its constitution. A BID manager will be responsible for the day-to-day management of the BID throughout its lifetime. The Borough Council will have no greater say in the BID than any other business within the BID area.

2. Consultation with Businesses on the Renewal Proposal

2.1 A comprehensive survey of businesses was carried out in July 2021 with over 100 responses. Almost all of the activities that the BID is currently undertaking were supported along with a focus on 'recovery' from COVID.

2.2 Headline figures show that 94% think that the BID provides 'good value for money' over 90% think that the BID's performance has been 'good' or 'excellent' and 84% stated that they would vote yes for the BID again.

3. Loughborough BID Proposal

3.1 Loughborough's BID proposal endorsed by Cabinet on the 16 September 2021 has now been distributed to all businesses in the preparation for the voting period which will conclude on 28th October 2021.

3.2 The Renewal Proposal determined the BID Body, Loughborough BID Company Ltd was a Private Company Limited by guarantee and:

- The BID area will remain the same
- 5 Years with a commencement date of April 1, 2022 (to March 31, 2027)
- Levy to remain at 1.5% of RV
- A minimum of £100 will apply per hereditament
- Exemptions - will apply for organisations with a rateable value below £2,700, Non-retail charities, with no paid staff, trading income, arm, or facilities.
- Alterations – The BID area and the levy rate cannot be altered without a further ballot. The BID projects, costs and timescales can be altered with the agreement of the BID Board
- Cap – Not applicable

4. Statement of Works

4.1 Services that the BID provides are over and above the baseline of the Local Authority and the BID funding will not be used to replace any existing Local Authority services.

The Service areas that the BID will operate with remain the same:

- Shout about Loughborough – to promote and deliver events, activities, and marketing campaigns
- Enjoy Loughborough – to make Loughborough a more attractive place
- Business Voice – to sustain a formal structure and voice whereby businesses in an area come together in the interest of business
- Adding Value and Strategy – schemes such as recycling, social media etc

5. BID Performance: How will the achievement objectives be measured?

5.1 It is expected that the activities of the BID over the next five years will lead to measurable improvement in the prosperity of Loughborough Town Centre. Some of the improvements are visible to all e.g., on street advertising and marketing, delivery of events, Christmas Icicle shop front lighting and BLOOM installations. In addition, a series of fresh Performance Indicators (PIs) would be introduced to help monitor the performance of the BID. These would include regular measures of footfall, car park use, trader satisfaction surveys, customer satisfaction and vacant unit counts. Levy payers would be updated on the progress of the BID through newsletters, meetings, and the website.

6 BID Achievements

6.1 The BID achievements to date were summarised in the BID fact sheet which is an appendix to this report. The BID fact sheet was included in the background documents to the September Cabinet Report. The Fact sheet was circulated to all businesses in the BID area along with the BID survey as part of the consultation process.

Appendix - BID Fact sheet



BID Fact Sheet



 www.loveloughborough.co.uk

 [Facebook/loveloughborough](https://www.facebook.com/loveloughborough)

 [Instagram/LoveLoughborough](https://www.instagram.com/LoveLoughborough)

 [Twitter/@lovelboro](https://twitter.com/lovelboro)



LOVE
Loughborough



Key Achievements



Over **180,000** visitors
at events per year



Over **40** businesses
accepting LL Gift Vouchers



Over **11,000** users
on LoyalFree App



Over **60** businesses promoted
on **15** digital trails



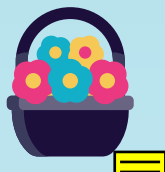
Over **275,000** users
on our free WiFi



New improved Love
Loughborough website
with over **3500** visits per month



20,000 social
media followers



Over **200** LL
Hanging Baskets



£31K Grant for
Deep Street Clean



New Business Crime
Prevention Scheme
(Over **80** members)



Over **300** businesses
receiving free recycling



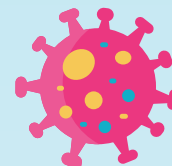
New BID
Ambassador role



Grants for Shop Fronts
& websites



£3 million Town Deal
Investment Project for
Loughborough Town Centre



Extensive **COVID**
Support Package

LOVE LOUGHBOROUGH BID

Stronger Together

The Love Loughborough BID (Business Improvement District) is an organisation whose aim is to market and promote our town centre and help keep it a safe, clean and friendly environment so that customers will want to visit, and businesses have the chance to prosper. The Love Loughborough BID has become an increasingly important element of the business community over the last 10 years. It has played an essential part in raising awareness of the town and its offer, improving the environment and attracting investment

The services and projects provided to date by Love Loughborough BID were as a result of an extensive consultation process in 2017 with you, the local businesses. This focused upon the success of projects delivered by the BID in its first term after initially being voted in back in 2012. The Love Loughborough BID is business run and led and responds directly to your needs and wants.

Working in collaboration with a range of other partners Love Loughborough BID's Board of Directors (drawn from local business representatives who work on a voluntary basis) have diligently, over the last years delivered the business plan projects. They have also been proactive in seeking new avenues for funding and these efforts have added substantial value to the investment of local businesses.

Your BID levy raises over £250,000 each year to deliver the projects that you, the businesses voted for. When this is coupled with additional income, it totals a spend of over £1.5M in 5 years.

In October 2021 Love Loughborough BID will be asking you to continue your support for the BID. The time has come for you to review and assess our work to date and to build upon the successes by helping us to formulate a new business plan for the next 5 years and by voting "YES" to renew the BID for a further 5 years

Remember, if you choose for the BID not to continue, all the work and cumulative achievements detailed in this document will wind down and cease from April 2022.

The last decade has seen towns across the UK experiencing massive changes as peoples' shopping habits move and their choices change. This has been exacerbated this year further by the pandemic and having to meet the unprecedented challenges that this has brought. In this undeniably tough trading environment Loughborough must continue to adapt, recover and grow in order to thrive.

Our town centre must be fit for purpose and able to compete with other places. Not only in recovering from COVID and its impact, but the ever growing and ever present online challenge remains. Town Centre businesses must move with the times and offer consumers what they want, when, and in the way they want it. It is crucially important to not only have a plan but to be aspirational for our businesses and our town. You can do this by showing you still support your BID. Vote "YES"





A Message from the Chairman



I live in Loughborough and run a business in the town gaining a wealth of knowledge about the town and its surrounding Borough. A well-known figure in Loughborough, I have been an active member of the Rotary Club,

Chamber of Trade & Commerce and in 2019 I was awarded The Freedom of the Borough of Charnwood in recognition to my service in the business community.

I became Chairman of Love Loughborough BID in 2017 and have invested my time, energy and passion into making Loughborough town centre a vibrant and prosperous place to work, live & visit.

I have seen Love Loughborough BID not only achieve and deliver the benefits you wanted throughout this 2nd term, but have been astounded at the adaptability and expertise in supporting your businesses throughout these unprecedented times of a Pandemic. Love Loughborough BID has achieved over and above what was set out in the Business Plan 2017 -2022 and have operated a COVID business support service

247 to ensure you received eligible grants & funding and promotion to re-boost trade & sales.

Our focus is now attuned to the re-opening and recovery of our High Street with targeted support for your businesses to help you adapt, diversify and trade safely; to welcome back customers to a safe town centre and build on what we had already achieved.

The achievements delivered so far have been awesome and I'm sure you will agree it would be a devastating loss to lose them. Love Loughborough BID is your BID and is here to deliver your wants and needs. It's down to you to decide on what the Levy should be spent on to achieve maximum results.

I urge you to complete the BID Renewal Survey and have a voice in how you can help us shape the future of Loughborough Town Centre. We need to ensure that the next 5-year plan delivers the benefits and campaigns that you want to see to ensure the prosperity of your businesses and our town centre.

Thank you for your continued support

Lez Cope-Newman

Shop Local, Shop Loughborough



What is a **Business Improvement District (BID)**?

A Business Improvement District or BID is an arrangement whereby businesses collaborate to decide what services and improvements (in addition to those already provided) they wish to make in their location, how they are going to manage and deliver those improvements and what they are prepared to pay to make them happen. This information forms a business plan that will be voted upon by all prospective levy payers. If the majority vote YES by both number and rateable value a BID exists for a maximum of 5 years and must spend the funding raised within the BID area and in accordance with the agreed business plan.

An Investment In **Your Business**

This document aims to both review the success of Love Loughborough BID and offer the opportunity to all in the BID area to secure a third term for the BID. A chance to invest £1.5 million over the next 5 years to secure the firm foundation we have laid and to build upon it. Together we can continue to improve footfall, increase sales, reduce business costs and not only sustain the Town Centre but be aspirational for it and our businesses.

The Funding - **Your Money, Your Say**

As central and local government funds steadily decrease, a great many Town Centres are deciding to adopt or continue this private sector management model called BIDs, to better fulfill the wishes and wants of their business community. Love Loughborough BID is an example of this and is funded by businesses in the area that pay a set levy based upon their rateable value. This investment is ring-fenced and can only be spent within the BID area on the ideas and themes agreed and voted upon in the business plan. It is important to note that the levy has nothing to do with normal business rates which pass straight to the government.





Lisa Brown
BID Manager



Kelly Hill
BID Co-Ordinator



Charlotte Havis
Digital Engagement Advisor



Ioni Ashford
BID Ambassador

The BID Company

The Love Loughborough BID is managed by a Board of Directors (on a voluntary basis) drawn from local large and small businesses from within the BID area. The BID is a private, not for profit, independent company. Any local levy payer is eligible to become a member of the BID Company and can then be put forward to serve as a Director of the BID.

The Vote

If you are eligible to pay the levy, you are eligible to vote, so you decide if the BID continues. Of those that vote, if a majority of businesses vote in favour of the BID by number and by total rateable value, the levy will be mandatory on all businesses in the BID area apart from those that are exempt.

What Happens if it is a 'NO' Vote.

If the vote is 'NO' then Love Loughborough will cease to exist from April 2022. All the services including all the marketing, events and promotional activities, the environmental improvements, reducing crime initiatives and business support and training provided by Love Loughborough will stop immediately at that time.

“



When I was newly appointed as Pub Manager at the end of the last lockdown, there was a lot to take into consideration. Not only did I need to bring the pub back online after 6 months of closure, but was also responsible for implementing the new Covid-19 restrictions for hospitality. This kept me up a lot at night!

Love Loughborough have been there every step of the way with vital information and resources for reopening. The ambassador has been an excellent sounding board and has always been able to refer me to the best person to answer a query.

For me, the most valuable service provided by the BID is the provision of the radios. These help to keep my staff and customers safe during trading by allowing efficient communication with other venues and town CCTV. - Patrick Kane, Pub Manager, Organ Grinder

”

A NO VOTE will mean funding, services and events will be lost including:

- ✗ Over £1 million BID levy investment in supporting Town Centre businesses will be lost over the next five years.
- ✗ Funding and services that the BID leverages, averaging £30,000 pa will be lost.
- ✗ There are over 300-plus BIDs in the UK now and Loughborough would lose ground with other BID locations such as Melton, Hinckley, Leicester and Nottingham
- ✗ Events attracting over 180,000 people annually
- ✗ The Love Loughborough website - a one stop shop attracting nearly 4000 visits per month
- ✗ The Love Loughborough Facebook, Twitter and Instagram platforms would close along with promotion of local businesses and their offers.
- ✗ Loughborough in Bloom and BID Christmas Lights displays and promotions would cease.
- ✗ Business Crime Prevention Scheme, including the Retail Radio and Pubwatch would stop
- ✗ Immediate response from the BID Ambassador would be lost, removing the direct link to CCTV & the Police
- ✗ The Recycling Scheme used by over 300 businesses would cease.
- ✗ NO free WiFi or live town centre footfall data
- ✗ Business training, 121 consultations and networking events would stop
- ✗ Delivery of key projects within the Town Deal £3 million Living Loughborough Project would be compromised and elements lost.
- ✗ A powerful business body to regularly lobby on your behalf on things like car parking to COVID recovery and support will be lost

“



BID is in it !!! Many are overlooking the fact of what a big difference and impact this busy and hardworking team makes representing all of us.

As a small business owner, I found myself in situations where nobody cared until BID stepped in and acted on our behalf and helped massively in dealing/negotiating with authorities or large organisations.

Ever since BID is around their aim is to put Loughborough on map by doing smart and effective moves that will drive business through our doors.

As one of the highlights we would like mention is response and actions taken when we all needed help the most. Since the beginning of pandemic in March 2020 nobody had a clue that 2020 will be 2 years long and every individual and business felt impact whether on large or small scale... luckily BID was around to cover every single sector and industry with safety information, information for financial support, guidelines and most of all motivation to keep going by coming up with great ideas to lead us all out of this and survive one of the biggest challenges we all faced together.

On occasions it felt as a parent holding your hand while crossing the road... Not every hero wears a cape...we clapped for BID too... Thank you all for great job you do! - Peter and Simona Novika-Vasilova, Baobab Cafe

”

Our Achievements

Vote YES for Love Loughborough BID 3 to see these services and projects continue.

Much of our time and effort is operational and addresses the services you, our BID levy payers want to see delivered, in addition to those the local authority provide. Love Loughborough BID will have invested over £2m delivering business initiatives by the end of its second five-year term. Your BID is having a significant impact on the marketing, promotion, safety and cleanliness in our Town Centre.

These advances and benefits will continue with new projects for 2022 – 2027 but only if businesses vote ‘YES.’ So please bear in mind if you do not vote or vote against the BID you stand to lose all those services and benefits virtually overnight.

Below are the themes Love Loughborough BID has focused upon over the last 5 years.

1. SHOUT About Loughborough

Projects and services that market and promote the town centre by delivering a wide range of events and activities
During the 2nd term, our achievements include:

- ♥ Delivery of BID Events including the Car Show, Bike & Trike Show, Loughborough by the Sea, and the Loughborough Dog Show
- ♥ Promotion of Key events such as Santa Fun Run, Christmas Lights Switch On, Loogabaroooga and Loughborough Fair.
- ♥ Pre COVID, events averaged over 180,000 visitors annually
- ♥ 10,000 Annual Events Guides produced and distributed
- ♥ LL Gift Vouchers accepted by over 40 businesses to keep spend local
- ♥ Over 11,000 users of our Loyal Free Digital App
- ♥ Website with over 1500 visits monthly
- ♥ Social Media following of over 10,000 on Facebook, 3,500 on Instagram and 4000 on Twitter
- ♥ Over 275,000 users on our FREE Wi-Fi
- ♥ Over 15 Digital Trails
- ♥ Robust advertising and marketing in key publications, targeted locations, through local and regional media & social media platforms
- ♥ Direct Mail to members through email marketing platforms with over 60 eblasts per month
- ♥ Direct Marketing campaigns customer database – over 4000.



2. ENJOY Loughborough

Projects and services that improve the appearance of the trading environment and make it feel safer, more attractive and more welcoming.

During the 2nd term, our achievements include:

- ♥ Loughborough in Bloom - 235 Baskets & 20 Troughs. Shops & pubs encouraged to dress windows with awards for best floral displays.
- ♥ Bunting - Extended to High Street & Church Gate Mews
- ♥ Christmas Lights - Scheme extended to High Street & Ashby Square
- ♥ Daily town centre monitoring & reporting through BID Ambassador
- ♥ Spring Clean Grant of £31,500 obtained. Over 17,000sqm of gum cleaned/hot washed
- ♥ Public Realm improvements with Bedford Square Project - £2.6m
- ♥ Town Deal Investment Plan includes BID projects amounting to £3 million
- ♥ Digital High Street Grant secured of £8,000
- ♥ Growth Fund Grant of £11,000 to deliver business support package including shopfront & website grants
- ♥ Continuing working with key partners to reduce crime including: Charnwood BC, Leics CC, the Police, CCTV and Pub Watch. Retail Radio (79 FACT members) & Pubwatch (27 members) supported.
- ♥ Promotion of Night-time Economy
- ♥ BID Ambassador to liaise with businesses and customers to support crime reduction and ensure a safe, clean & welcoming town centre



BID is in it !!! Many are overlooking the fact how big difference and impact this busy and hardworking team makes representing all of us.

As a small business owner, I found myself in situations where nobody cared until BID stepped in and acted on our behalf and helped massively in dealing/negotiating with authorities or large organisations.

Ever since BID is around their aim is to put Loughborough on map by doing smart and effective moves that will drive businesses through our doors.

On occasions it felt as a parent holding your hand while crossing the road... Not every hero wears a cape...we clapped for BID too... Thank you all for great job you do! - Peter and Simona Novika-Vasilova, Baobab Cafe

3. Adding VALUE & STRATEGY

Projects and services that add value to the overall aims and objectives of the business plan by providing direct support to businesses to help them trade most effectively and efficiently.

During the 2nd term our achievements include –

- ♥ Continued promotion and development of Recycling Scheme with 28% increase in members to 313
- ♥ Delivered over 35 In-House Training sessions with over 300 attending
- ♥ Monthly Newsletter to all BID Levy Payers
- ♥ Business Welcome Packs to every BID Levy Payer
- ♥ Love Loughborough Website News
- ♥ Monthly Crime Reduction Newsletter
- ♥ Daily Social Media Information
- ♥ Free E-commerce shopping site – shop.loveloughborough.co.uk to generate online local sales
- ♥ Over 15 promotional videos to showcase local businesses
- ♥ BID Team available 7 days a week for information & advice



“



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”

4. Business VOICE

These are actions to promote and support the views and interests of town centre businesses in response to official consultations from local and central Government and through championing particular issues and causes that have a bearing on the town centre.

BID has secured involvement in several influential town bodies, where it can represent the interests of levy payers and the town centre generally. During the 2nd term our achievements include:

- Member of the Town Deal board - to ensure the voice of town centre businesses is heard when putting together the £25M Town Deal Plan submitted to government plus the new Careers & Enterprise Hub in the Market Place.
- Member of the Town Team - tasked with overseeing implementation of the Town Centre Masterplan with key partners.
- The Bedford Square Scheme Task and Finish Group - involved in selecting and overseeing the improvement works in Bedford Square, Wards End and Devonshire Square, ensuring that local business interests are considered.
- Member of the Leicestershire Market Towns Group - involved in securing funding for key research, initiatives and campaigns and providing a 'Voice' for Loughborough within Leicestershire.
- Recognised by the British High Street Awards & Leicestershire Tourism Awards
- The BID lobbied both Central Government & local MP's and worked with British BIDs and the ATCM to reform Business Rates and continues to do so
- BID played a key part in the Generator project, enabling the old art college to be acquired from the University with plans to create a place for creative businesses and an associated arts and cultural venue which together will bring additional employment, amenities, and footfall for the town centre.

5. COVID 19

Much of our normal work had to pivot in 2020-21 to support business in these unprecedented times. The BID team was flexible and versatile and was able to support businesses through the COVID pandemic by diversifying and adapting to an ever-changing economy.

The Team helped businesses diversify to enable trading and offered intensive business & digital support. This included:

- A COVID HUB on website
- 3000 Suite of Trading Safely Guidance Booklets & Checklist Posters
- 130 businesses purchased BID PPE
- 1000 social distancing floor stickers
- Step by step online guides via You Tube
- Targeted communication to ensure all businesses accessed eligible grants
- On site queue management support & visits via BID Ambassador
- Assistance with Risk Assessments & compliance
- Lockdown Challenge competitions with over £600 of Love Loughborough Gift Vouchers as prizes
- Digital Trails including Eat Out to Help Out, Home Delivery & Open for Business
- Assistance with Outdoor Seating licenses
- Launch of a FREE e-commerce site 'shop.loveloughborough.co.uk' to enable businesses to trade online during lockdowns
- Launch of #ShopLocal #ShopSafe #ShopLoughborough in partnership with Charnwood Borough Council
- High Street Re-Opening campaign including over 15 promotional videos to promote a safe town centre
- Retail Radio and direct access to CCTV throughout Lockdown
- Weekly updates from Police patrols to ensure closed properties were safe.
- The BID provided someone to talk to throughout the pandemic
- Constant analysis and distribution of relevant COVID updates from Central Government, Local Authorities, HMRC & the NHS

Tell Us What You Want for the Next Five years

We want Loughborough to not only to sustain its current level of collaboration and achievements but to be an example of excellence and a market leader in terms of developing a thriving trading environment and keeping pace with a marketplace that is in constant flux. As a starting point, it is important we know what has worked well for you to date and what needs further improvement. It is your ideas and feedback that will form the basis and content of our next BID business plan.

With that in mind we would be grateful if you would take the time to fill in our BID Renewal Survey on our website www.loveloughborough.co.uk.

You can provide your contact details on there too so that we can contact you in the future to invite you to our Renewal Sessions to help with our detailed business planning.

If you require a paper survey please contact us at manager@loveloughborough.co.uk

The Added Value The BID Brings To Loughborough

The BID works collaboratively with other local partners whenever we can.

It is important for businesses to sit around the same table as others who deliver services and seek to positively promote or enhance the Town Centre to maximise the impact and outcomes to the benefit of all. As a result, Love Loughborough BID has grown to be recognised as a fundamental part of both the current and future of the Town Centre. As such, we can influence and reflect the interest of both BID Members and our visitors.

SCRUTINY COMMISSION – 11TH OCTOBER 2021

Report of the Cabinet

ITEM 9 SCRUTINY COMMISSION PRE-DECISION SCRUTINY – LEADER RESPONSE

Purpose of Report

To set out the Leader's 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 13th September 2021, the Leader has considered the following items on which the Commission undertook pre-decision scrutiny:

- A. CHARNWOOD 2030 CARBON NEUTRAL PLAN
- B. CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT POLICY 2021-25
- C. FEASIBILITY WORK ON SOUTHFIELDS EXTENSION CAR PARK

Details of the Commission's consideration of the item as reported to the informal meeting of the Cabinet on the 16th September 2021 can be found in the minutes from the Commission's meeting on 13th September 2021.

The Chair of the Commission, Councillor Seaton, attended the Informal Cabinet's meeting on the 16th September 2021 to present the Commission's reports to the Leader.

Since the meeting of the Commission on 13th September 2021, the Leader has considered the following items on which the Commission undertook pre-decision scrutiny:

Leader Response

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

CHARNWOOD 2030 CARBON NEUTRAL PLAN

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

CORPORATE ANTI-SOCIAL BEHAVIOUR AND HATE INCIDENT POLICY 2021-25

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

FEASIBILITY WORK ON SOUTHFIELDS EXTENSION CAR PARK

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

SCRUTINY COMMISSION – 11TH OCTOBER 2021

Report of the Head of Strategic Support

ITEM 10 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 the meeting of the Scrutiny Commission on 13th September 2021 it was confirmed that draft scoping documents for each of the approved panels had been received from the respective Chairs of those panels. The Democratic Services Manager together with the relevant Heads of Services and Scrutiny Chairs will consider the content of the scoping documents before submission to the Scrutiny Commission.

The Democratic Services Manager will provide a verbal update on progress with the scoping documents and where appropriate will present scoping documents for approval.

In addition, at the last meeting of the Scrutiny Commission it was agreed that the Crime, ASB and Youth Crime scrutiny panel could commence in January 2022, as it was anticipated that some panels would end at this point.

Budget Scrutiny Panel

At the last meeting of the Scrutiny Commission on 13th September 2021, it was highlighted that there had been more expressions of interest for participation in the Budget Scrutiny Panel than there were places available. Membership of the panel was to be determined by the Head of Strategic Support. The first meeting of the Budget Scrutiny Panel for the 2021/22 Council year was scheduled for 6th October 2021.

Appendices: Appendix 1 – Scrutiny Panels
 Appendix 2 – Waste Management and Recycling Scrutiny
 Panel Scoping Document

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 135th in the league table for overall performance 2017/18 with 45.5%. Rushcliffe are 80th 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.	January 2022

Express	Informal	Formal	Proposed



REVIEW TITLE: WASTE MANAGEMENT AND RECYCLING REVIEW

SCOPE OF ITEM / TERMS OF REFERENCE

To provide the Council with the technical information and necessary evidence base to aid future decision making on the waste management strategy.

REASON FOR SCRUTINY

Charnwood Borough Council's recycling rates have been below the 50% target set by the Directive 2008/98/EC of the European Parliament for some time now. The Panel will seek to identify why this is the case and make suggestions on how to improve the recycling rate in the Borough.

Recycling waste contamination is approx. 12%. The Panel will seek to identify how the Borough can reduce this level and educate its residents.

Waste minimisation is vital for future generations. The Panel will look at educational initiatives and the activities of organisations set up with the aim to reduce waste.

The Environment Bill is likely to significantly impact our service delivery. The Panel will seek to explore what this means in practice.

To provide public reassurance that scrutiny is looking at the matter in light of Climate Change.

MEMBERSHIP OF THE GROUP

Cllr Emma Ward (Chair) and the following Members have expressed an interest to be on the Panel:

- Cllr Laurie Needham
- Cllr Julian Howe

WHAT WILL BE INCLUDED

To identify waste prevention strategies, maximise waste as a resource, and recover usable materials, balancing this with exploring ways to improve our recycling rates.

To look at how the Environment Bill will impact our waste management and make some proposals for appropriate changes to our service in light of this if necessary.

WHAT WILL BE EXCLUDED
Areas of waste management that Charnwood Borough Council are not responsible for or have influence over. However, this will not preclude the Panel making representations to other bodies.
KEY TASKS * * including consideration of efficiency savings
<ul style="list-style-type: none"> • Breakdown and analysis of our own waste and recycling data. Benchmark against other similar authorities. • Identify barriers and look at ways to overcome them. • Investigate new research, technology and methods that could help improve our recycling rates • Overview of proposals of Environment Bill regarding waste management. Look at what changes this will necessitate. • Research waste prevention activities and organisations both within the Borough and elsewhere that are committed to waste reduction • Investigate other local authorities that are considered to be leaders in waste management and look at ways to apply to Charnwood Borough Council, taking into account demographics. • Visit recycling and processing plants (e.g. Casepak)
STAKEHOLDERS, OUTSIDE AGENCIES, OTHER ORGANISATIONS *
Matt Bradford, Head of Service; Cllr. Leigh-Harper Davies, Lead Member for Community Support and Equalities; Cllr Rollings, Lead Member for Transformation; SERCO; LCC, Loughborough University; Climate Action Leicester & Leicestershire; Transitions Loughborough; Residents Groups, Leicestershire & Rutland Reuse Network, LetsRecycle.com, Tenant Groups and Resident Associations.

EQUALITY IMPLICATIONS	
To be considered at the Panel's penultimate meeting	
LINKS/OVERLAPS TO OTHER REVIEWS	
n/a	
RESOURCE REQUIREMENTS	
Officer time including Head of Service and Democratic Services Team.	
REPORT REQUIREMENTS (Officer information)	
Report and recommendations to Scrutiny Commission	
REVIEW COMMENCEMENT DATE	COMPLETION DATE FOR DRAFT REPORT
	April 2022

* Key tasks and stakeholders may be subject to change as the review progresses.

PROGRESS OF PANEL WORK

MEETING DATE	PROGRESS TO DATE
<p>NOTES:</p> <p>To facilitate witness attendance, it is anticipated that times of the meetings will be a mix of daytime and early evening.</p> <p>Panel meetings can be run online apart from the final meeting where recommendations are agreed upon.</p>	

REPORT SUBMITTED TO SCRUTINY COMMISSION

SCRUTINY COMMISSION – 11TH OCTOBER 2021

Report of the Head of Strategic Support

ITEM 11 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 Finance and Performance Scrutiny Committee met on 7th September 2021 and made no changes to their work programme.

At the meeting of the Scrutiny Commission on 13th September 2021, the Scrutiny Commission made no changes to the Finance and Performance Scrutiny Committee Work Programme.

Updates from the Finance and Performance Scrutiny Committee were provided to the Scrutiny Commission as follows;

- The Finance and Performance Scrutiny Committee had considered maintaining a virtual aspect to their meetings and had discussed options in terms of inviting Cabinet Lead Members and Heads of Service to meetings virtually, in order to support consideration of the Performance Monitoring report item.
- The process of choosing two key areas for scrutiny taken from the Performance Monitoring report for each meeting was trialled at the last meeting of the Finance and Performance Scrutiny Committee. However, it was decided that this was not a satisfactory approach to effective scrutiny and so the committee would not continue with this approach.

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

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

Finance & Performance Scrutiny Committee Work Programme

APPENDIX

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 – 11TH OCTOBER 2021

Report of the Head of Strategic Support

ITEM 12

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 13th September 2021, the Commission added the following items to its work programme:

- The Commercialisation Scrutiny Panel update report be submitted for review to the meeting of the Scrutiny Commission on 6th December 2021.
- The Bulky Waste Collection report be submitted for review to the meeting of the Scrutiny Commission on 15th November 2021.
- The Residential Mobile Home Site Licence Conditions be submitted for pre-decision scrutiny to the meeting of the Scrutiny Commission on 11th October 2021.
- The Policy on Pets in Council Accommodation be submitted for pre-decision scrutiny to the meeting of the Scrutiny Commission on 11th October 2021.

The Scrutiny Commission required more information on the Loughborough BID Ballot Vote item before deciding if pre-decision scrutiny was appropriate.

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	11 October 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	11 October 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 the Key Decisions Notice or from the Cabinet agenda.
Scrutiny Commission	11 October 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	11 October 2021 (standing item)	Pre-decision scrutiny – Leader 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	11 October 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	11 October 2021	Pre-decision scrutiny – Residential Mobile Home Site Licence Conditions	To approve Licence Conditions for the Residential Mobile Home Sites.		Alison Simmons	

Scrutiny Commission Work Programme

Scrutiny Commission	11 October 2021	Pre-decision Scrutiny – Policy on Pets in Council Accommodation	To approve the Pets Policy 2021-2025.		Peter Oliver	
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	11 October 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	11 October 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 Work Programme

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	15 November 2021	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
Scrutiny Commission	6 December 2021	Commercialisation Scrutiny Panel Update	To update on the recommendations of the Commercialisation Scrutiny Panel		Justin Henry	
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 Work Programme

Scrutiny Commission	May 2022	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
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.

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
15th September 2021**

What is a Key Decision?

A key decision is one which:

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

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

What is a Private Meeting?

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

Representations

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

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

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

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 richard.bennett@charnwood.gov.uk
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 peter.oliver@charnwood.gov.uk
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 peter.oliver@charnwood.gov.uk
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 peter.oliver@charnwood.gov.uk
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 sylvia.wright@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	16th September 2021 8th November 2021	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

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: justin.henry@charnwood.gov.uk
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: justin.henry@charnwood.gov.uk
Page 83 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: justin.henry@charnwood.gov.uk
Strategic HR Contract	To consider the options for the delivery of the HR Service going forward and to decide the preferred option.	Cabinet	14th October 2021	Report	Yes	Helen Gretton Organisational Development Manager Tel: 01509 634556 helen.gretton@charnwood.gov.uk
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 peter.oliver@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 peter.oliver@charnwood.gov.uk
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 peter.oliver@charnwood.gov.uk
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 sylvia.wright@charnwood.gov.uk
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 sylvia.wright@charnwood.gov.uk
Residential Mobile Home Site Licence Conditions	To approve Licence Conditions for the Residential Mobile Home Sites.	Cabinet	18th November 2021	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
Insurance Contract	To seek authority to commence a procurement process for a new insurance contract as from 1st June 2022 and to agree the award of insurance contracts following a broker led procurement exercise.	Cabinet	18th November 2021	Report	Yes	Helen Gretton Organisational Development Manager Tel: 01509 634556 helen.gretton@charnwood.gov.uk

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

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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 peter.oliver@charnwood.gov.uk
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 helen.gretton@charnwood.gov.uk
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 richard.bennett@charnwood.gov.uk
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 julie.robinson@charnwood.gov.uk
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 lesley.tansey@charnwood.gov.uk
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 lesley.tansey@charnwood.gov.uk

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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: justin.henry@charnwood.gov.uk
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 alan.twells@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 sylvia.wright@charnwood.gov.uk
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 sylvia.wright@charnwood.gov.uk

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

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

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

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