



SCRUTINY COMMISSION

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To: Councillors 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 the Preston Room, Woodgate Chambers on Monday, 15th November 2021 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

5th November 2021

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 12

To approve the minutes of the meeting of the Commission held on 11th October 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. BULKY WASTE COLLECTION REVIEW 13 - 15
- A report of the Head of Cleansing and Open Spaces to further review the risks and benefits from the introduction of bulky waste collection charges 24 months after their enforcement and to discuss the impact that Covid-19 had on this service, along with the mitigation measures.
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 18th November 2021:
- (a) Charnwood Grants - Round Two 2021/22 Charnwood Community and Community Facilities Grant Applications 16 - 65
- A Cabinet report to enable Cabinet to consider applications received for funding in round two of the Community Facilities and Community Grants schemes for 2021/22.
- (b) The Introduction of Revised Licence Conditions for Permanent Residential Mobile Home Sites 66 - 107
- A Cabinet report to propose the introduction of revised Licence Conditions for the licensing of permanent residential mobile home sites in Charnwood.
9. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE 108 - 109
- A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.
10. PROGRESS WITH PANEL WORK 110 - 116
- To consider updates on the work of scrutiny panels.
11. SCRUTINY WORK PROGRAMME 117 - 121
- A report of the Head of Strategic Support enabling the Commission to review and

agree the scrutiny work programme.

12. SCRUTINY COMMISSION WORK PROGRAMME

122 - 135

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:

6th December 2021

10th January 2021

7th February 2021

SCRUTINY QUESTIONS

What topics to choose?

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

Pre-decision scrutiny

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

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

Basic Questions

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

SCRUTINY COMMISSION 11TH OCTOBER 2021

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

Councillor Poland (Cabinet Lead Member for
Public Housing)

Head of Cleansing and Open Spaces
Head of Landlord Services
Head of Leisure and Culture
Landlord Services Manager
Democratic Services Officer (SW)

APOLOGIES: Councillor Popley and Bolton

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

36. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 13th September 2021 were approved.

37. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

38. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

39. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

40. AUDIT UPDATE

It was highlighted that the purpose of the Scrutiny and Audit Chair's and Vice-Chair's liaison group was to avoid duplication of work during the initial stages of the pandemic, as advised by the Centre for Governance and Scrutiny.

The Chairs and Vice-Chairs of the Scrutiny Commission and the Audit Committee had not met in some time and it was agreed by the Commission that the meetings were no longer required.

RESOLVED that the standard 'Audit Update' item be removed from the Scrutiny Commission agenda for future meetings.

Reason

The Chairs and Vice-Chairs of the Scrutiny Commission and the Audit Committee had not met and it was considered that the liaison meetings were no longer required.

41. 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.

42. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items were identified for pre-decision scrutiny from the Cabinet agenda for 14th October 2021.

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

A Cabinet report of the Head of Cleansing and Open Spaces 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 (item 8a on the agenda filed with these minutes).

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

- i. At present there was no solution which was considered to be a viable alternative to Glyphosate-based herbicides as they were less effective. The Council was committed to managing the risks associated with the use of Glyphosate. The Council ensured that proper procedures were followed, and that Glyphosate was used correctly. The operatives using Glyphosate were specially trained and had certification which allowed them to use the substance.
- ii. There had been considerable scientific research which had suggested that Glyphosate use was not dangerous when managed and applied correctly, according to manufacturers' guidelines.
- iii. It was highlighted that some other local authorities had stopped using glyphosate-based products and were using alternatives. However, it was also highlighted that many others had continued use of glyphosate at this time.

- iv. The Council would review the use of Glyphosate in 2022 in order to properly identify the most effective alternative solutions. The review would include comparing the chemical balancing and dilution requirements of potential alternatives, as well as cost and value for money, and potential coverage. There was no desire to use Glyphosate if an alternative solution was identified.
- v. It was suggested that following the Glyphosate review in 2022, the Scrutiny Commission received an update on the outcomes.
- vi. Levels of detritus in the Borough were low in comparison to other areas.

RESOLVED

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Cleansing and Open Spaces.
2. That the Scrutiny Commission received an update including the outcomes of the Glyphosate use review at their meeting in October 2022.

Reason

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To provide the Scrutiny Commission with an update on Glyphosate use and any potential alternatives identified by the Council following the review.

44. PETS POLICY 2021-2025

A Cabinet report of the Head of Landlord Services to seek Cabinet approval for a new Pets Policy to cover the period 2021-2025 (item 8b on the agenda filed with these minutes).

The Lead Member for Public Housing, the Head of Landlord Services and the Landlord Services Manager attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. The Housing Management Advisory Board had reviewed the proposed policy and had suggested changes regarding the types of pet included within the guidance. The changes suggested were implemented into the policy for approval by Cabinet.
- ii. Members praised the proposed policy and stated that it would be beneficial for many residents. The elderly and vulnerable specifically would benefit from the scheme as pet companionship was often important and highly valued to these residents.
- iii. The guide limit to the number of pets in the proposed policy would not work retrospectively, meaning that existing tenants would not be affected.

- iv. Reported cases involving nuisance pets were managed through legislative powers. In the event that the ownership of nuisance pets breached tenancy conditions then enforcement action was taken.
- v. The Pets Policy 2021-2025 would be communicated to all residents following Cabinet approval.
- vi. The Council had undertaken benchmarking exercises during the development of the Pets Policy 2021-2015, including the practices of other local authorities and Housing Associations.

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

Reason

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

45. LOUGHBOROUGH BUSINESS IMPROVEMENT DISTRICT (BID) THIRD TERM

A Cabinet report of the Head of Leisure and Culture 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. (item 8c on the agenda filed with these minutes).

The Head of Leisure and Culture attended the meeting to assist with the consideration of this item. The following summarises the discussion:

- i. The BID process included a survey of local businesses in order to develop an understanding of factors which were considered to be most important. The responses of the survey would determine the content of the business plan.
- ii. Feedback from local businesses engaged with the Loughborough BID suggests that the scheme was highly successful compared to other BIDs nationwide.
- iii. The BID was operated by a not-for-profit BID company with a Board of Directors drawn from the local businesses within the scheme.
- iv. Each separate property owned by a business rate payer attracted a vote regardless of its size.
- v. The sum of the BID Levy income was approximately £1.2m and this had been used to fund the scheme over the past five-year term.
- vi. It was recognised that the Loughborough BID had been fundamental in supporting businesses during the Covid-19 pandemic and that the work had been invaluable during this period.

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

Reason

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

46. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Commission on pre-decision scrutiny items (item 9 on the agenda filed with these minutes).

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

Reason

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

47. PROGRESS WITH PANEL WORK

A report of the Head of Strategic Support to review the progression of scrutiny panels (item 10 on the agenda files with these minutes).

The Head of Strategic Support and the Head of Cleansing and Open Spaces assisted with the consideration of this item. The following summarises the discussion:

- i. It was acknowledged that the proposed membership of the Waste Management and Recycling Scrutiny Panel was only three members, and this was not considered to be sufficient. The Chair suggested that members of the Commission encourage fellow members to participate in scrutiny panels.
- ii. Councillor Parton volunteered to participate in the Waste Management and Recycling Scrutiny Panel.
- iii. The Head of Cleansing and Open Spaces highlighted that it was a critical time for waste management services and that participation in the Waste Management and Recycling Scrutiny Panel would be an opportunity to provide positive changes to services.
- iv. It was requested that the Digitisation and Transformation of Services Scrutiny Panel be deferred. The Chair had met with the Head of Customer Experience and there were a number of objectives within the scoping document which did not align to the objectives of the service. The Chair and the Head of Service agreed that further exploration was required in order to ensure that the outcomes of the scrutiny panel were valuable to the service and to the Council.

It was anticipated that the scoping document for this panel would be reviewed by the Scrutiny Commission in January 2022.

- v. It was requested that the Promoting Tourism in Charnwood Scrutiny Panel be deferred. This was due to a lack of officer resources available to support and advise the panel. It was anticipated that the scoping document for this panel would be reviewed by the Scrutiny Commission in January 2022.
- vi. The development of the scoping document for the Combatting Loneliness Scrutiny Panel was ongoing. The scoping document had been drafted, although officers had not yet met with the Chair to discuss the ideas set out.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny panels.
2. That the scoping document for the Waste Management and Recycling Scrutiny Panel be approved.
3. That membership opportunities of the Waste Management and Recycling Scrutiny Panel be promoted to members.
4. That Councillor Parton be appointed to the Waste Management and Recycling Scrutiny Panel.
5. That the Digitisation and Transformation of Services Scrutiny Panel be deferred until January 2022.
6. That the Promoting Tourism in Charnwood Scrutiny Panel be deferred until January 2022.

Reasons

1-6.To ensure timely and effective scrutiny of the matter and subject.

48. 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 11 on the agenda filed with these minutes).

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

Members considered whether the Community Safety Partnership Review should be scrutinised at the Scrutiny Commission, as opposed to the Finance and Performance Scrutiny Committee. It was advised that the Community Safety Partnership Review had been added to the work programme for the Finance and Performance Scrutiny Committee as it was performance-related, and this had been agreed at Full Council and constituted. It was suggested that this be considered further prior to the annual

Constitution review as members would have an opportunity to make changes at this point.

RESOLVED

1. That the Scrutiny Commission reviewed the Finance and Performance Scrutiny Work Programme.
2. That the Scrutiny Commission consider the most appropriate committee for the Community Safety Partnership Review prior to the annual Constitution review and that an item be placed onto the Scrutiny Commission work programme to this effect.

Reasons

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

49. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Strategic Support was considered, to enable the Commission to consider its work programme and forthcoming Key Decisions and decisions to be taken in private by the Cabinet in order to schedule items for pre-decision scrutiny (item 12 on the agenda filed with these minutes).

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

The Scrutiny Commission chose the following item from the forward programme for pre-decision scrutiny;

- Residential Mobile Home Site Licence Conditions – 15th November 2021.

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 Residential Mobile Home Site Licence Conditions be submitted for pre-decision scrutiny to the meeting of the Scrutiny Commission on 15th November 2021.

Reasons

1&3 To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public

service providers and partners were operating effectively for the benefit of the Borough.

2. To ensure effective and timely scrutiny.

NOTES:

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

<i>REPORT TO:</i>	Scrutiny Commission
<i>SUBJECT:</i>	Review of the introduction of charges for bulky waste collections
<i>LEAD OFFICER:</i>	Matthew Bradford, Head of Cleansing and Open Spaces
<i>CABINET LEAD MEMBER:</i>	Cllr. Leigh Harper-Davies, Lead Member for Community Support and Equalities
<i>ORIGIN OF ITEM:</i>	Defunct Neighbourhoods and Community Wellbeing Scrutiny Committee
<i>BRIEF FOR THE COMMITTEE</i>	To scrutinise the impact of the introduction of charges for bulky waste collections

1. EXECUTIVE SUMMARY

1.1. Charges for bulky waste collections were introduced in October 2019 (Cabinet approval – July 2019).

1.2. A Cabinet paper in June 2020 reviewed the implementation phase of these charges during the first 5 months. This was followed up by a 12-month review report presented to the Scrutiny Commission in December 2020.

2. PURPOSE

2.1. To further review the risks and benefits from the introduction of Bulky Waste collection charges 24 months after their enforcement.

2.2. To discuss the impact COVID 19 had in this service, along with the mitigation measures.

3. Risk management and mitigation measures

In the original report there were three identified areas of risk. This section will provide information on how each of them was mitigated.

3.1. *Potential increase in fly-tipping:*

A comparison of the same 12 months (October-September) between the year before and the second year after the introduction of the charges showed an overall increase (32%) in the number of incidents (900 compared to 1187). However, this increase was equally identified in items not collected as part of the bulky waste service, such as garden waste and black bags of household waste.

In categories included in the bulky waste collections, like white goods and electrical items, the increase followed a similar trend with an increase of 34.1% (82 incidents compared to 110).

	5-month review	12-month review	24-month review
Total number of fly-tipped items	383	900	1187
Fly-tipped items that could have been collected as bulky items	29	82	110
Percentage (%)	7.6%	9.1%	9.3%

3.2. Managing increased demand leading up to the introduction of charges:

This risk was adequately managed in cooperation with the Council's collections contractor. Additional resources were deployed where necessary. No issues or complaints were received as a result.

3.3. Customer satisfaction:

Customer satisfaction surveys are carried out by an independent body as part of the Environmental Services Key Performance Indicators (KPIs). One of the questions is focused to satisfaction from bulky waste collections. It was found that the annual average score in the surveys carried out the year before the introduction of the charges was 92.9% compared to the one carried out in June 2021 that was 96.0%. Despite the great satisfaction around the service, this is an area that we will keep looking into. It is worth clarifying that any dissatisfaction was associated with the introduction of charges and not the service standard.

3.4. Equality and Diversity

The Council continues to assess requests for Hardship Criteria on a case-by-case basis. Since the introduction of the charges 115 applications have been received and in 27 cases the charges have been waived.

4. Benefit realisation

4.1. Less waste sent to landfill

After analysing the collected tonnages for the same period (October – September) for the year before and after the introduction of the charges, it was found that there was an overall increase of approximately 10.5%. This is in line with the 10% increase in volume that has been identified because of COVID 19 and has been associated with people spending more time at home and thus generating more household waste. This is an area that can be revisited once the numbers normalise and there is a like for like comparison of the external factors.

4.2. Contract compliance:

As stated in the original report, the existing Environmental Services contract is based on 12,000 collections per year. The reduction in the number of requests ensures that the Council complies with this figure and diminishes the risk of incurring any extra charges in the form of contract variation.

4.3. Income generation:

The income generated from the introduction of these charges will allow the Council to offset part of the costs for subsidising this service as part of the Environmental Services contract. The first full year generated more than £135,000. This figure cannot be used for any future forecasting purposes as it was probably skewed by the prolonged closure of the Household Waste Recycling Centres (HWRCs) during the spring and part of the summer of 2020. The Council also had to suspend this service for a few weeks during March to ensure resources were prioritised towards the most critical collection of refuse and recycling across the Borough. During the second full year (October 2020 – Sept 2021) this service generated £173,300.

5. The COVID 19 factor

5.1. As already mentioned, the pandemic has had an impact on this service. The closure of the HWRCs for 3 months (summer 2020) might have generated some additional interest as residents did not have the option to dispose these items by themselves. At the same time the suspension of the service by the Council might have had a negative impact over a short period of time. The level of income generated in the second year prove that residents trust this service and carry on using it.

5.2. A continuous monitoring of the aforementioned, as well as any emerging factors, would allow the Council to adjust the service in order to meet residents' requirements.

Appendices:

None

Background Papers:

None

Officer(s) to contact:

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CABINET – 18TH NOVEMBER 2021

Report of the Head of Neighbourhood Services

Lead Member: Councillor Leigh Harper-Davies

Part A

ITEM CHARNWOOD GRANTS – ROUND TWO 2021/2022 CHARNWOOD COMMUNITY AND COMMUNITY FACILITIES GRANT APPLICATIONS

Purpose of Report

To enable Cabinet to consider applications received for funding in round two of the Community Facilities and Community Grants schemes for 2021/22.

Recommendations

1. That the following Community Grants be awarded:
 - £4,500 to Passion towards the Passion Youth Project;
 - £275 to Charnwood Safe, Well, Happy Partnership towards events, workshops and venue hire;
 - £3,500 to Twenty Twenty towards the Love4Life project;
 - £500 to Ulverscroft Camera Club towards the “Getting back Together” project;
 - £2,500 to Age UK Leics towards Men and Women in Sheds;
 - £2,000 to Molly’s Gift towards a Saturday club for 5-11 year olds;
 - £1,500 to Anand Mangal Group towards room hire and equipment;
 - £2,000 to Shepshed Dolphin Swimming Group towards pool hire and instructor costs;
 - £675 to Charnwood Drawing and Painting Club towards equipment and three workshop sessions;
 - £1,200 to Shree Ram Krishna Community Project towards the exercise element of their Charnwood Dosti project;
 - £500 to Sileby Tennis Club towards sports equipment and marketing;
 - £750 to Birstall Theatre Company towards a production of Aladdin 2022;
 - £700 to Charnwood Arts towards the community elements of the Just Be You project.
 - £750 to Stonebow Washlands Group towards Stonebow Washlands enhancement project, to be funded through the Serco Environmental fund;
 - £1,000 to Barrow in Bloom towards Bloom up Barrow in 2022, to be funded through the Serco Environmental fund;

- £3,000 to Loughborough Wellbeing Centre running costs, to be funded through the Contain Outbreak Management fund allocated to supporting VCS organisations supporting community recovery;
- Up to £2,000 to Leicester City in the Community towards pilot activities/sessions for the Urban Foxes project, to be funded through the Contain Outbreak Management fund to support health and physical activity;

2. That the following Community Grant applications be declined:

- Artspace Loughborough - £5,000 requested – applied for funding towards Into the Outwoods Sculpture Trail 2022;
- Wymeswold Playgroup - £2,827 requested – applied for funding towards Forest School setting;
- Loughborough Air Quality Protection Group - £876 requested – applied for funding towards a 3-year subscription to Community Dashboard;
- Rotary Club of Loughborough Beacon - £5,000 requested – applied for funding towards home starter boxes;
- Mountsorrel Methodist Church - £1,000 requested – applied for funding towards professional cleaning in 2021/22;
- Newtown Linford Tennis Club - £5,000 requested – applied for funding towards facility regeneration;
- Birstall and District Art Society - £2,000 requested – applied for funding towards running costs;
- Barrow upon Soar Methodist Church - £2,500 requested – applied for funding towards cleaning costs to support the community use of premises;
- Emmanuel Church Centre Garden - £1,375 requested – applied for funding towards upgrade and re-planting of flower beds and children's green spaces;
- The Generator Loughborough CIC – £5,000 requested – applied for funding towards the running costs of the Loughborough Generator Project;
- Charnwood Christmas Toy Appeal - £1,500 requested – applied for funding towards the Christmas Toy Appeal 2021;
- Anstey Chess Club - £500 requested – applied for funding towards room hire;
- Syston and District Volunteer Centre - £3,000 requested – applied for funding towards the re-start of their mini-bus;
- Quorn Village CIC - £1,700 requested – applied for funding towards improving a footpath and bridleways in Quorn.

3. That the following Community Facilities Grants be awarded:

- Up to £3,200 to Gorse Covert Community Association towards the provision of an ambient toilet.

4. That the following Community Facilities Grant application be deferred to a future Round;
 - The Generator Loughborough CIC - £20,000 requested – applied for funding towards building works for the Loughborough Generator Project.
5. That the following Community Facilities Grant applications be declined:
 - Girlguiding Birstall - £15,000 requested – applied for funding towards a new Ranger room;
 - Falcon Support Services - £5,000 requested – applied for funding towards window and kitchen floor refurbishment at “The Drop in” day centre;
 - The Bridge (East Midlands) - £10,000 requested – applied for funding towards a new office and drop-in centre at The Foundry, Loughborough.
6. That approval is given to run a third round of Community Facilities Grants in February 2022
7. That the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the awarded Community Grants.

Reasons

1. To provide financial support to organisations which meet the criteria of the Community Grants scheme.
2. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Grant scheme.
3. To provide financial support to organisations which meet the criteria of the Community Facilities Grants scheme.
4. To enable further work to be undertaken with the applicant to see whether the application can be improved and strengthened.
5. To decline to provide financial support to organisations which do not meet the criteria for the award of a grant under the Community Facilities Grant scheme
6. To recognise the large gap between this Community Facilities Grant round and the next proposed round in June 2022 and the need to provide an additional Facilities Grants round for identified projects that were unable to meet this deadline.
7. To enable the grants awarded to be finalised and appropriate information to be supplied to the Council about the outcomes of the project.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2020-2024 makes a commitment to deliver high quality living with a range of services to meet the needs of our diverse community. It makes a commitment to support our communities by delivering a range of services which not only help residents, but also empowers them to make a positive difference in their local areas and that community cohesion will remain a priority. In addition, it wants residents to live healthy and active lifestyles and to offer services to improve wellbeing, either directly or with our partners.

At its meeting on 11th March 2021, Cabinet agreed the revised Charnwood Community Grants, Community Facilities and Member Grants schemes following the 2021/22 budgets for the grants schemes being agreed at Cabinet on the 11th February 2021. The previous grants schemes (Community Development and Engagement, Loughborough grants and the Sports grants) were reviewed and changes made, resulting in a proposed new combined grants scheme called Charnwood Community Grants. The Community Facilities Grant scheme was revised, removing the Feasibility study and small environmental project elements, and allowing for the inclusion of certain sports related projects.

Implementation Timetable including Future Decisions and Scrutiny

The Community Facilities Grants and Community Grants considered in this report will be released, providing they are approved, once the applicants have met any required pre-payment grant conditions. Grant payment terms will be on a grant by grant basis, depending on the nature of the organisation / project and level of grant awarded. Payment may be made in stages, and copy invoices, or proof of project expenditure, requested.

Report Implications

The following implications have been identified for this report.

Financial Implications

Community Facilities Grant Funding

The Community Facilities Grants budget allocated in the 2020-2023 Capital Plan was £190,000. The opening balance in the 2021/23 Capital Plan for this grants scheme was £150,300, and £20,000 was awarded in Round One 2021/22 leaving a balance of £130,300. Five applications were received for funding in Round Two 2021/22, and one grant was awarded at a total of up to £3,200 by the grants panel, with one deferred and three declined, and therefore the balance remaining for future rounds of the Community Facilities Grants scheme is £127,100.

Community Grant Funding

The 2021/22 budget for Community Grants is £50,000.

The balance remaining for the Community Grants budget after Round One 2021/22 was £20,600. In addition, there was a remaining £1,750 unspent balance of the Serco Environmental funding that has been allocated as part of this Round. Thirty-one

applications were received for funding in Round Two 2021/22 and this report recommends that thirteen applications are supported through the Community Grant scheme totalling £20,600, two further applications were supported through the Serco Environmental Funding as they met the criteria, with fourteen applications declined, leaving a balance of £0.00 in the community grants pot and clears the unspent balance in the Serco Environmental pot.

It was also identified that two of the applications that were received in this Round could be supported through other identified funding, the Contain Outbreak Management fund that has been received to support both VCS organisations that are supporting Covid community recovery and for physical and mental health intervention projects. Officers will liaise with those projects 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
Grants do not deliver the objectives of the Grants scheme	Remote (1)	Minor (1)	Very Low (1)	The grants have been assessed against the criteria and will be supported with appropriate monitoring information.

Equality and Diversity

There is a requirement in the grants criteria for each organisation that applies to either have their own Equal Opportunities Policy or provide a statement that the organisation will abide by the Council’s Equal Opportunities Policy.

In addition, an Equality Impact Assessment has been completed and attached at Appendix 2.

Crime and Disorder

Many of the grants awarded support the provision of activities and programmes for both children, young people and adults which contribute towards reducing the impact of crime and anti-social behaviour through the provision of diversionary activity and promotes stronger, cohesive and balanced communities.

Key Decision: Yes

Background Papers: None

Officers to contact: Julie Robinson
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Part B

Charnwood Community Grants Criteria

1. At its meeting on 11th March 2021, Cabinet agreed the revised Charnwood Community Grants scheme following the 2021/22 budgets for the grant schemes being agreed at Cabinet on the 11th February 2021. The previous grants schemes (Community Development and Engagement, Loughborough grants and the Sports grants) were reviewed and changes made, resulting in a proposed new combined grants scheme called Charnwood Community Grants.
2. The main criteria include the following:
 - maximum grant award of £5000
 - criteria has been amended to make it accessible to sports clubs and sports organisations
 - provides funding for projects delivered by the voluntary and community sector
3. The application form has been shortened and been devised to ensure that only relevant questions are asked. The associated assessment process has been adapted to ensure that the scoring system is directly related to the questions on the application form, with each question having a maximum score of 5. The Grants Panel will assess the applications and score against each of the questions, with a maximum score of 35.
4. The scoring and assessment process allows the Grants Panel members to provide an overall score of the application itself as well as provide additional comments based on the knowledge they have of groups, emerging issues in the sector or localities as well as things they have picked out from the application which can be brought to the meeting for discussion.

It is proposed that the level of score achieved will reflect the level of grant recommended. A low score will result in no award being recommended, a medium score will result in some of the grant applied for being awarded, with high scoring applications receiving most, if not all of the funding applied for.

Score	Level of funding
Low score	Nil
Medium score	Some of grant funding applied for
High score	Most or all of funding applied for

Community Facilities Grants

5. At its meeting on 11th March 2021, Cabinet agreed the revised Charnwood Community Facilities Grants scheme. The Community Facilities Grant scheme was revised, removing the Feasibility study and small environmental project elements, and allowing for the inclusion of certain sports related projects.

6. The criteria include the following:
 - That the maximum amount awarded would be £20,000 for projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
 - Inclusion of sports clubs and sports organisations who previously were not able to access this grants scheme.
7. Schemes are scored using an assessment matrix which looks for:
 - Well prepared schemes, with a realistic costing of the work, and projects that are well targeted, have good local support and a strong input from volunteers.
 - Projects that link well into the Council's Corporate Plan and can achieve wider community benefits.
 - Applications from organisations with a strong local base and full accessibility to the community.
 - The need of the community for the facility and the need of the organisation for the funding.
8. The assessment matrix produces a maximum score of 100. A scheme scoring below 30 on the matrix is recommended for refusal and the Grants Panel will provide feedback to the community organisation on the reasons why it was not successful. Where a scheme scores between 30 and 40 on the first assessment the Grants Panel will work with the community organisation to see whether the bid can be improved and strengthened. Schemes scoring 40 and above are normally recommended for approval. However, applicants seeking a large grant which scores only just over 40 are advised that they may only receive part of the money they have applied for.

Community Facilities Grant Applications

9. Five applications were received for the Community Facilities Grants in Round Two for 2021/22. The applications were assessed against the grants criteria and one was recommended for funding, one recommended to be deferred, and three recommended to be declined.

Gorse Covert Community Association – Score 40.8 – Recommendation to award up to £3,200 (50% of the ambient toilet element)

10. Based in the Gorse Covert District Centre, the Community Centre provides easily accessible facilities for a variety of local groups as well as being a venue for meetings, training activities and events. The centre offers a wide range of activities which offer health and well-being and social benefits for local people. They aim to work with other community organisations to develop relevant and meaningful provision to the local community.
11. The Studio and Studio+ facilities were originally developed as a pre-school with toilet facilities for small children. In 2017 the pre-school closed and it was refurbished to enable a broader use. The toilets were replaced with adult

facilities but the cubicles are very small so the application is for funding towards the removal of the existing toilets and replacement with one ambient toilet. An ambient toilet has a doorway that is not wide enough to be considered a disabled access toilet, as it will not fit a wheelchair through the door. However it has other disabled facilities within the toilet. There are a number of groups that use the facility that have users that have impaired physical mobility and this facility would complement the fully accessible disabled toilet.

12. The application is also requesting funding towards the adding of a prep area for tea and coffee making, which will further the use of the Studio as a self-contained area that can be used for small events and discreet social gatherings.
13. The benefits of the project include:
 - The enhancements will enhance the facilities on offer and benefit the users of the centre;
 - More use of the Studio by a variety of groups for different events and activities, therefore benefitting a higher number and more diverse group of people.
14. The application of £3,991 is for 50% of the total scheme costs of £7,982.
15. The Panel scored this scheme at 40.8 and recommends that a grant of up to £3,200 be awarded towards the ambient toilet facilities subject to the applicant providing further quotes, and confirming landlord's consent and timescales.
16. The Panel felt that the application demonstrated a need in terms of the ambient toilet and accessibility for user groups, and that the works will improve the range of facilities available. The Panel identified that the project may be starting before this grant funding period is available, and therefore will request confirmation of the start-date of the toilet refurbishment. It was felt that the prep element of the application would not be eligible and the timescales indicate that this project will have started before the date of Cabinet.

The Generator Loughborough CIC – Score 33.1 – Recommendation to defer to a future Round

17. The objects of the Company are to carry on activities which benefit the community and in particular the creative communities of Loughborough, the greater Leicestershire area and other communities. The organisation will do this by providing a spectrum of affordable workspace and arts space accommodation, be a centre for community and participatory arts activities and to promote and encourage enterprise and involvement amongst young people, socially excluded people and disadvantaged people.
18. The application is for funding towards the creation within the building of an outstanding venue for Arts performance, conferences, exhibitions and events as well as flexible space for use by local artists, community groups and creative businesses. The works will be carried out in Phases, with Phase 1 (which is the subject of this application) bringing forward into use the Generator Hall, the ground floor of the 2 storey wedge building and the basement. It is this Phase

of works which has been included as a project in the Loughborough Town Deal at £1.6m submitted to MCHLG on 27th August 2021. The main hall will retain its minimalist industrial character but with the addition of a new mezzanine floor, a converted basement and a roof garden. The existing two storey element will be converted to artists' studios and meeting spaces.

19. The application of £20,000 is for 0.8% of the total scheme costs of £2,500,000.
20. The panel scored this scheme at 33.1 and recommends that the application be deferred to a future round. The Panel recognised that the start date of the project was outside the terms and conditions of the grants criteria, there was a current large match funding gap whilst outcomes of other external bids were outstanding, and further work was required to provide further detail on the community engagement programme and benefits to the community.
21. The Panel feel that there is still some work to be done to confirm other match funding, that the timing of the application was not right and further evidence of community benefit and how hard to reach groups will be identified and benefit from the project, and for this reason recommend to defer the application to a future Round.

Girlguiding Birstall – Score 24 – Recommendation to decline

22. Girlguiding Birstall has been present in the village for 90 years and always has eight full units, with waiting lists for girls to join. They currently have two Rainbow units, three Brownie units, two Guide units and one Ranger unit along with over 50 volunteers who help with the running of the units. They currently have 145 girls registered with Girlguiding Birstall and over 90% of those live in the Birstall area.
23. The application is for funding towards the rebuilding of their external 'Ranger Room' building, which will offer space for their older members (14-19) to have a space of their own for their weekly meetings. This space will give them an area to make their own, allowing them to focus on their skill development and have a space to grow into confident young women.

The space will also be used for internal and external meetings, and as a breakout room for the younger sections, allowing them to provide better facilities for all of their membership and offering a community space to the local community.

24. Local Ward Councillors were consulted on the application and comments were received as follows:

"I am happy for this application to go through".

"I am aware Girl Guiding have been talking about this project for a number of years and am pleased to see this progressing. Whilst this does seem a very large sum they are requesting given reduced grant budgets, I'm happy to support this if the funding is available. Girl Guiding do let other groups use their facilities including allowing the use of their main facilities for elections."

“I am happy to support this project.”

25. The application of £15,000 is for 19.3% of the total scheme costs of £77,567.
26. The Panel scored this scheme at 24 and recommends that the application be declined.
27. The application was low scoring, and whilst the Panel could see the benefits for the Rangers, the application lacked any evidence that the building would be used for wider community use and therefore did not really meet the criteria of the scheme.

Falcon Support Services – Not scored – Recommendation to decline

28. Running since 2001, Falcon Support Services is a registered charity with the mission to help vulnerable people transform their lives enabling them to live independently, healthily and positively contribute to their community. They seek to:
 - Promote the dignity of vulnerable people;
 - Restore physical and mental health and wellbeing, including substance misuse support;
 - Provide high quality, stable, supportive environments and accommodation for vulnerable people during their transition to independence;
 - Assist vulnerable people in developing the social and life skills necessary to plan and prepare for their futures;
 - Enable vulnerable people to integrate into local community.
29. The application is for funding towards the replacement of the windows, which have been causing issues for the residents and service users, and also the replacement of the kitchen floor, which is now a dangerous and in urgent need of replacement. The work will benefit The Falcon Centre/Drop in Service which provides support to anybody that needs it. The drop-in especially is an open service that means anybody that needs any support within the area can access it. In particular rough sleepers, those at risk of losing their home, and those experiencing social isolation.
30. The application of £5,000 is for 50% of the total scheme costs of £10,000.
31. The Panel were unable to score the application due to it not meeting the criteria of the scheme.
32. The Panel felt that the application for funding was not for a community facility as defined by the criteria of the grants scheme. They felt that although the kitchen helps support the drop-in centre, it doesn't demonstrate direct community use, and in addition the replacement of the windows would not be eligible.

The Bridge (East Midlands) – Not scored – Recommendation to decline

33. The Bridge (East Midlands) objective is to develop sustainable housing solutions for individuals and communities. They do this through their work to

prevent and relieve homelessness, within their wide-ranging services of specialist advice, guidance and support interventions. Through their strategic work and partnership approach, they aim to empower resilient, compassionate communities where individuals thrive in safe and secure homes. They successfully not only support their clients through crisis, but work with the local community to create strong and supportive networks with preventative and relief measures.

34. The Bridge (East Midlands) is relocating to new premises in Loughborough in order to improve community access, reduce the organisation's environmental footprint, and to become more financially effective. This space will be a welcoming, inclusive and aspirational hub of empowering support; taking into account under represented groups by improving accessibility for all. Within this objective, they are requesting funding to facilitate an accessible toilet for clients, which will improve their ease of access for people with disabilities within the space. The space planned is the re-purposing of The Foundry in Loughborough, which is the ground floor of an already existing space. They will utilise the central location to increase the accessibility to their services, and promote and encourage the use of public transport, cycling and walking. They are also seeking to fund the new reception space as part of the client facing part of their offices.
35. The application of £10,000 is for 16.7% of the total scheme costs of £60,000.
36. The Panel were unable to score the application due to it not meeting the criteria of the scheme.
37. The Panel are supportive of the organisation, however felt that the application wasn't clear and failed to demonstrate how it met the criteria of the scheme for a community facility. The office move would not be eligible. The application indicated how they would be providing community space, but it was unclear as to how suitable this would be considering their core business. In addition, the Panel would have liked to see further quotes and a plan for the building. They would welcome a re-submission of the application in a future round, subject to the application providing evidence of a community facility element.

Community Grant Scheme Applications

38. Thirty-one applications were received for funding in Round Two for 2021/22. Twenty-seven applications have been assessed against the criteria, with four not scored due to not being eligible against the criteria of the scheme. Seventeen applications have been recommended for approval, and fourteen have been recommended for declining.

Passion – Score 29.2 - Recommendation to award up to £4,500

39. Passion engages with roughly 50 young people a week over the services provided, working mainly with young people from Shepshed, with some young people from Loughborough and Mountsorrel. The youth group is an open-door service that helps to empower young people to realise their potential by offering a non-judgemental service that provides opportunities to gain the skills to obtain employment. Issues tackled range from mental health, drug prevention,

reporting concerns on county lines, sexual health, academic achievement, life skills and offer food to those that otherwise would go without. The hub also allows the young people and the police to have contact in a mutually acceptable neutral ground forging relationships that help when the police need to deal with unlawful behaviour.

40. Funding is being requested towards the cost of another paid youth worker for 10 hours a week. Covid-19 has made gaining enough voluntary staff to provide their projects difficult. Many of the long-standing volunteers have had to take a step back due to either changes in employment due to Covid-19 or obligations to vulnerable family members.
41. The benefits of the project include:
 - Provides a safe, inclusive place for young people to socialise and engage in community activities;
 - Empowers young people to realise their potential;
 - Empowers young people to make safe and healthy life choices.
42. Local Ward Councillors were consulted on the application and comments were received as follows:

“I am happy to support this application. Passion carried on working as best they could during the pandemic by holding events on the Glenmore Park for the young people who attend. They do a very good job.”

“I also support this application.”
43. The application of £5,000 is for 9.5% of the total project cost of £52,525.
44. The Panel scored this scheme at 29.2 and recommends that a grant of up to £4,500 be awarded.
45. The Panel felt that this was a positive application with strong outcomes in the Shepshed area, where there is no other youth provision. The application was high scoring against the criteria. They have links /partnerships with various agencies and youth work in Mountsorrel. The organisation works with a large number of young people, attendance and engagement is positive and is an identified area of need.

Charnwood Safe, Well, Happy Partnership – Score 28.6 - Recommendation to award up to £275

46. The Charnwood Safe, Well, Happy Partnership is based in Quorn and supports adults with learning disabilities and their families. People who attend are often from Charnwood but others who can access the group are also welcome. The aim of the group is for local organisations, people with learning disabilities and carers to work together to increase activities that help people with learning disabilities to stay safe, well and happy by being active, learning and building relationships with others, having contact with people who can help them, and contributing and being included in their local community.

The group currently has around 15 members and 3 volunteers, one of whom is the chair and one provided by Leicestershire Partnership Trust who support the group. Other support is provided by Active Charnwood and a nurse and speech and language therapist from Leicestershire Partnership Trust.

47. Funding is being requested to run activities, events, workshops and courses such as:

- Opportunities for social interaction and building friendships;
- Physical activities;
- Workshops on health and well-being topics;
- Activities to build communication skills;
- Meeting people from the local community.

48. The benefits of the project include:

- Provides opportunities for being active, learning and building relationships with others;
- Provides contact with people who can help them;
- Enables inclusion in their local community.

49. Local Ward Councillors were consulted on the application and comments were received as follows:

“While I have not had direct contact with this group, I can see from their website that they have a number of supporters who are important to our local community, particularly Homefield College. I can also see that they have a full and varied calendar of events in and around Quorn and the surrounding villages. I have no hesitation in supporting their application and wish them every success.”

“I have not had direct contact with the group either, but I should like to support their application, and I wish them every success.”

50. The application of £450 is for 44.3% of the total project cost of £1,015.

51. The Panel scored this scheme at 28.6 and recommends that a grant of up to £275 be awarded.

52. The Panel felt that this was a good project, that scored highly against the criteria of the scheme. The Panel identified that only 50% of the members were Charnwood residents, and therefore have taken this into consideration in the amount awarded. The Panel noted that the organisation has strong links with the Council’s Sport and Active Recreation Team and that the organisation is growing in numbers and the project has been targeted well.

Twenty Twenty – Score 27.7 - Recommendation to award up to £3,500

53. Love4Life is a programme of therapeutic and emotional support for the most vulnerable, disadvantaged 11 to 19 year-old girls in Leicestershire and Derbyshire. Established in 2008, Love4Life now works with over 600 girls a year (200 of these are in Charnwood). The project supports girls from the most

deprived areas such as Loughborough Hastings and Loughborough Ashby wards, and those who attend Rawlins Academy, Limehurst Academy, Delisle College, and Woodbrook Vale School. Key outcomes as a result of participation include an increase in self-esteem and lower rates of school exclusions.

54. Funding is being requested towards the cost of a qualified youth worker to support sessions in Charnwood to meet the increase in support for the most vulnerable girls who are struggling with poor mental health and difficulties in re-engaging in education/healthy relationships following extended periods of lockdowns. Sessions will take place in the schools listed above, plus in Fearon Hall and Ashby Road Estate Community Association. A total of 200 sessions will be delivered, supporting approximately 150 girls.
55. The benefits of the project include:
 - Empowers girls to realise their potential;
 - Empowers girls to make safe and healthy life-choices;
 - Improves physical and mental wellbeing;
 - Improves self-esteem and confidence;
 - Empowers girls to re-engage with education.
56. The application of £4,744 is for 100% of the total project cost.
57. The Panel scored this scheme at 27.7 and recommends that a grant of up to £3,500 be awarded.
58. The Panel felt that this was a strong application for a good project and that the organisation has found a sustainable way forward. The Panel noted that the Love4Life project has been successful in their application for lottery funding. The Panel noted their work in schools and queried whether schools should also be contributing something towards the project. The organisation does a great deal of work with schools, particularly supporting issues with violence against girls and women, and providing emotional support. The Member Grants scheme has recently provided funding for the project towards a new laptop, and this was also taken into consideration by the Panel and therefore would not support the funding towards another lap top.

Ulverscroft Camera Club – Score 27.7 - Recommendation to award up to £500

59. Ulverscroft Camera Club has been based in Woodhouse Eaves since 2014. It is a thriving club with a membership of 42 (from all areas of Charnwood) which continues to grow. The club meets in the village hall fortnightly from September to June each year, and during the summer months organises a number of photo-walks. An exhibition takes place in July and is open to the public, providing an opportunity for members to exhibit pieces of work. Works are sold, with the proceeds going towards the club. The vast majority of members are over 50. The age profile also means a higher percentage of members with underlying ill health challenges. About one third were required to shield/self-isolate, and many are still extremely anxious about going out.
60. Funding is being requested towards online delivery through an annual Zoom subscription, external speakers/tuition offering interactive lectures and practical

sessions followed by a monthly challenge and towards the running costs of the sessions.

61. The benefits of the project include:
- Reduces social isolation;
 - Improves mental wellbeing;
 - Increases engagement with the natural environment;
 - Increases learning and mutual support.
62. Local Ward Councillors were consulted on the application and a comment was received as follows:
- “With the changing circumstances surrounding the pandemic, the Ulverscroft Camera Club has managed to bring members together and support their needs through this difficult time. This has been delivered in various ways including through virtual meetings. In my view, this project will help to further their aims in bringing members together in a safe environment where the activities outlined will help with their members mental health and isolation/loneliness issues, noting a good majority of members are over 50. I believe the project will help to bring some normality back to their members way of life by once again meeting like-minded people around the Charnwood area.”
63. The application of £593 is for 21.7% of the total project cost of £2,730.
64. The Panel scored this scheme at 27.7 and recommends that a grant of up to £500 be awarded.
65. The Panel felt that this was a good application, with lots of detail provided. The Panel recognised that this is a growing and well-supported group.

Age UK Leics – Score 27.7 - Recommendation to award up to £2,500

66. Age UK Leicester Shire & Rutland (AULS&R) established in 1952, has substantial experience in identifying need and delivering appropriate services for older people to improve their health and wellbeing. AULS&R is a local charity which promotes the older people’s wellbeing by helping make later life more fulfilling and enjoyable. Activities currently include:
- Information & Advice Services (I&A);
 - Community Resource Centres;
 - Lunch Clubs;
 - Befriending Services;
 - Charnwood Men & Women in Sheds;
 - Day Care Services.
67. Funding is being requested towards The Men and Women in Sheds Project (Shed) in Loughborough. Funding will help the Shed recover from the pandemic by supporting the core costs of running the Shed. This will enable the charity to focus on a revised business plan to maximise income generation, develop further interventions and build a sustainable project for future beneficiaries.

68. The benefits of the project include:
- Reduces social and economic isolation;
 - Enables more enjoyable, fulfilled lives;
 - Improves physical and mental wellbeing;
 - Empowers people to make improved decisions about their care and caring responsibilities.
69. The application of £5,000 is for 14.2% of the total project cost of £35,150.
70. The Panel scored this scheme at 27.7 and recommends that a grant of up to £2,500 be awarded.
71. The Panel felt that this was a good project, and noted that they are working on a business plan with a view to looking at long-term financial sustainability. The Panel took this into consideration, along with the fact that this group had been funded for a number of years in deciding the amount of grant to be recommended for award.

Molly's Gift – Score 27.3 - Recommendation to award up to £2,000

72. Molly's Gift is a charity which launched in 2019 and has been set up in memory of local Loughborough Foxes Captain, Molly Webb, who sadly died in January 2019 at just 25 years old. Molly's Gift is Molly's legacy and helps to keep Molly's promise 'To Help Everyone Smile' and to inspire and help disadvantaged young people to have the same opportunities as their peers. During the first year, the organisation raised money and opened up a small grants application so that local sports clubs, community groups, schools and individuals could apply for up to £500 to support them to become more physically active. 17 applications were funded, totalling £5K. During the summer, Molly's Gift delivered a community outreach programme and Holiday Activities and Food Programme engaging 35 FREE School Meal Children at a holiday club setting, providing healthy food and a range of activities. They now want to look into building on the relationships with The Arc Community Hub, Beacon Academy, Outwoods Edge Primary School; and the individual young people and their parents in the Loughborough Shelthorpe Ward.
73. Funding is being requested for a Saturday morning club for 5 – 11 year olds which will provide a breakfast or lunch and weekly activities which focus on increasing physical activity levels, positive mental health, a number of enrichment type activities, healthy eating and nutrition and team building.
74. The benefits of the project include:
- Reduces the effects of economic and social deprecation on children and low-income families;
 - Increases opportunities to benefit from sports and physical activities and social development;
 - Empowers children and low-income families to make safe and healthy life-style choices.
75. The application of £4,000 is for 57.2% of the total project cost of £6,998.

76. The Panel scored this scheme at 27.3 and recommends that a grant of up to £2,000 be awarded towards staffing, DBS, and venue hire.
77. The Panel felt that this was a good project that works with hard to reach young people in a priority area. There were concerns that some of the costs are high and could be reduced by using online marketing rather than printing leaflets, linking in with local supermarkets to obtain free or reduced-cost healthy foods, using donated equipment, and by introducing a small attendance fee.

Stonebow Washlands Group – Score 27 - Recommendation to award up to £750 through the Serco Environmental Fund

78. The group aims to maintain and enhance the habitat of the Stonebow Washlands area for the benefit of wildlife and to maintain the area as a site for quiet informal recreation by:
- Pruning and planting trees with particular attention to their benefits to birds and other wildlife;
 - Making good gaps in wildlife corridors and supporting regeneration;
 - Providing and monitoring nesting boxes;
 - Tidying pathways from overgrowth and litter picking;
 - Leading nature walks and school visits;
 - Surveying birds flora and fauna.
79. Funding is requested for the planting of saplings to expand and fill in the new plantation which is filling in a gap in the wildlife corridor along the Black Brook and also to fill in gaps elsewhere. Clearing trees to let more light into Roy's pond and the introduction of marginals and water plants to encourage wildlife. This is done by volunteers lead by the committee for the benefit of all those visiting the washlands.
80. The benefits of the project include:
- Continued protection and maintenance of natural habitat;
 - Improves physical and mental wellbeing through engagement with the natural environment;
 - Improves volunteering experience through engagement with the natural environment.
81. The application of £865 is for 100% of the total project cost.
82. The Panel scored this scheme at 27 and recommends that a grant of up to £750 be awarded through the Serco Environmental fund.
83. The Panel felt that this was a strong environmental and community project, in an area that is in the process of becoming a nature reserve. The group has strong representation from Charnwood Borough Council, and IdVerde are on the management committee providing support.

Loughborough Wellbeing Centre – Score 27 - Recommendation to award up to £3,000 through the Contain Outbreak Management Fund

84. The Charities main objectives are to provide support to adults (18 and over) who are recovering from mental health problems in the Charnwood area and to:
- Provide a safe and welcoming place;
 - Provide access to regular twice weekly crisis café evenings;
 - Increase their self-confidence;
 - Increase their self-care skills;
 - Improve their awareness and encourage access to appropriate support services (signposting);
 - Encourage their participation and involvement at the sessions;
 - Promote and encourage volunteering opportunities;
 - Establish a peer-to-peer support network;
 - Reduce social isolation;
 - Promote wellbeing and recovery to improve their mental health;
 - Improve self-resilience to cope with day-to-day issues.

To meet the objectives above, the organisation provides a range of supportive activities through sessional work for approximately 130 adults living with enduring mental health issues across the whole of Charnwood, with weekly Wellbeing Cafes in Shepshed and Loughborough. Activities are in consultation with members to provide sessions that they would like. These include arts and crafts, games and quizzes, healthy eating, mindfulness, life coaching, physical activities and adult learning courses.

85. Funding is being requested towards the running costs (rental and associated service charges) of the new Wellbeing Centre of £3,970 which is the shortfall for the initial first year's operational costs of the premises (3 months free rent has been secured from the Landlord and they have a regular room rental amount from Turning Point who rent the space for the Crisis Cafes which operate twice weekly, 52 weeks per year).
86. The benefits of the project include:
- Provides a safe place for people living with mental health issues;
 - Befriending service provides individuals with support they need;
 - Reduces risks of isolation, suicide and self-harm.
87. The application of £3,970 is for 26.5% of the total project cost of £15,000.
88. The Panel scored this scheme at 27 and recommends that a grant of up to £3,000 be awarded through the Contain Outbreak Management fund. The Loughborough Wellbeing Centre have been working to support the Community Hub throughout Covid, providing support to individuals that are identified that have higher needs than just befriending.
89. The Panel felt that this was a very promising project and extends the range of support and services that are able to be offered. The project benefits a high number of people and has delivered over the last few years in terms of mental

health support. The Panel felt that they would like to support this project and there was an opportunity to fund it though the Contain Outbreak Management funds that had been received to support VCS organisations with community covid recovery activity that meet a specific identified community need.

Anand Mangal Group – Score 27 - Recommendation to award up to £1,500

90. Anand Mangal group is a volunteer led community group set up to meet the needs of elderly women living in Loughborough. The group brings together people with a shared interest of making friends and being more involved in the community they live in. Attendees are elderly ladies from the South Asian Community around Charnwood. The group aims to empower service users so that despite their age they can make a positive contribution to society and in doing so improve personal health and wellbeing.

The organisations aims are:

- To improve the physical and mental health outcomes for older women;
- To increase opportunities for older women from marginalised groups to engage in wider community participation;
- To reduce social isolation among older women;
- To improve the way information is disseminated to older people from BAME communities.

91. Funding is being requested for room hire and running costs for sessions run by volunteers which support 40 elderly ladies across the Charnwood community for 2 hours on a weekly basis at Fearon Hall.

92. The benefits of the project include:

- Improves the physical and mental health outcomes for older women;
- Increases opportunities for older women from marginalised groups to engage in wider community participation;
- Reduces social isolation among older women.

93. Local Ward Councillors were consulted on the application and comments were received as follows:

“I fully support this grant application. This group plays a valuable role in building community spirit and preventing social isolation.”

“I’m happy to support this application from Anand Mangal. It’s a great group.”

“In the early days I helped and supported this group in its first days through the channels of Loughborough College when teaching English for Speakers of other Languages. It then grew and encompassed other methods of delivering services including the basic raison d’être compatibility, friendship and cohesion. That it is still growing and thriving, shows how, when supported through the grants system, how these groups continue and support local communities. It is a model of its kind and could be held up as such for others to follow.”

94. The application of £2,110 is for 67% of the total project cost of £3,150.

95. The Panel scored this scheme at 27 and recommends that a grant of up to £1,500 be awarded.
96. The Panel felt that this was a good project, well targeted, and that the group is well-managed. The Panel noted that the Covid pandemic has impacted the group in terms of numbers and sustainability, however are confident that numbers will increase, and recognise that membership donations are now being secured which shows the commitment of members of the group. The group could be supported going forward by the Council's Sports and Active Recreation team, and would link in well with the Tackling Inequalities programme.

Shepshed Dolphin Swimming Group – Score 24.7 - Recommendation to award up to £2,000

97. The group provides a weekly swimming session with an Aqua fit class for anyone with a disability, long term health condition or illness/injury. The group operates at the community pool in Shepshed, but users come from further afield with around 26 swimmers each week, many are regulars. They have supported 71 disabled members in total and who they remain in contact. The aim of the organisation is to improve the wellbeing and fitness of members. As well as exercise it is a social time for members to get together, some of which this weekly session will be their only source of activity. The organisation is run with one staff member (administrator and fundraiser), 7 session volunteers and 3 lifeguards. They use the weekly swim fees to pay the lifeguards and the Aqua Fit instructor is also paid.
98. Funding is being requested for the AquaFit class which is a 1 hour fitness class taught by a qualified Aqua aerobics teacher. The target audience is anyone with a disability, long term health condition, recovering from illness or injury to exercise in the water relieves joints of the pressure they may feel day to day.
99. The benefits of the project include:
 - Continues to provide accessibility to specialised swimming and exercise support to people with physical disabilities, long-term health conditions, recovering from injuries;
 - Reduces social isolation;
 - Improves physical and mental wellbeing;
 - Provides respite to participants, their carers and families.
100. Local Ward Councillors were consulted on the application and no comments were received.
101. The application of £4,950 is for 50.6% of the total project cost of £9,773.
102. The Panel scored this scheme at 24.7 and recommends that a grant of up to £2,000 be awarded towards pool hire and running costs of the aquafit session, but not towards the co-ordinator / admin costs.
103. The Panel recognise the group is unique in its service to people with disabilities, and that volunteer numbers are good, and would like to support the group. The

Panel identified that both the admin salary and aqua-fit instructor costs are high, and that the group will need support with working on their future sustainability and identifying alternative funding pots and both the VCS Development Officers and the Council's Sport and Active Recreation team will work with them.

Leicester City in the Community – Score 24.3 - Recommendation to award up to £2,000 for pilot activities/sessions through the Contain Outbreak Management fund

104. The organisation's strategy focusses on three fundamental themes of Education, Community Engagement and Health and Wellbeing. The purpose of the Community Engagement theme is to engage all communities to provide activities and programmes that respond to local challenges and need.

To achieve this, the organisation aims to:

- Break down socio-economic barriers to provide equal opportunities;
- Enhance relationships between young people and the police;
- Promote community integration to stimulate local pride;
- Engage with young people to provide positive alternatives to crime and antisocial behaviour.

105. Funding is being requested toward the Urban Foxes project which engages young people through a range of Urban Sports such as Parkour, Skateboarding and BMX. The aim is to deliver blocks of 10 – 12 weeks of activity at Southfields Park (Skateboarding, BMX and Parkour), Oakley Road Park (BMX and Parkour) and Sileby Memorial Park (Skateboarding and BMX) for young people aged 8 – 18 years, providing opportunities for participants to engage with and learn from qualified practitioners.

106. The benefits of the project include:

- Raising awareness of the safety aspects of sports such as how to fall correctly and skatepark etiquette which will minimise injury and increase individual confidence in ability;
- Developing skills appropriate to the level of the participant, which will support continued engagement and promote individual resilience;
- Supporting aspects of community safety by providing safe spaces for young people to participate, and to take ownership of 'their' space;
- Embracing the urban sport 'digital' culture by providing wider learning opportunities including media and video production and/or smart phone video workshops. This will enable participants to upload tricks etc to social media.

107. The application of £5,000 is for 76.9% of the total project cost of £6,500.

108. The Panel scored this scheme at 24.3 and recommends that a grant of up to £2,000 be awarded initially through the Contain Outbreak Management funding that has been received towards physical and mental health interventions, for a pilot project.

109. The Panel are supportive of this project and have strong links with the organisation through the Council's Sports and Active Recreation Team. There are concerns over the future sustainability of the project, and the Panel recommend that funding of up to £2,000 is awarded through the Contain Outbreak Management fund, to run an initial pilot of the project over the winter to show evidence of need.

Charnwood Drawing and Painting Club – Score 24.3 - Recommendation to award up to £675 towards a Wireless PA system and three sessions

110. Charnwood Drawing and Painting Club was established over 25 years ago and is made up of around 40 amateur artists from across Charnwood who meet up for regular art demonstrations, outdoor walk and draw/paint sessions, indoor painting sessions, and exhibitions of their works. Members are of all ages and abilities (from experienced to novices), ethnicities, with an exciting programme of demonstrations, participation events and art exhibitions. The groups aims and objectives are to:

- Encourage and promote the development of painting & drawing skills in adults of all ages;
- Stage demonstrations by established artists to improve knowledge/practice of painting;
- Run workshops and organise visits to 'painterly' locations, galleries and exhibitions;
- Organise exhibitions featuring members' work to promote the Club and its attractions;
- Build members' confidence and improve interaction, mental health and personal fulfilment.

111. Funding is being requested to deliver 10 online workshops in 2022, delivered by professional artists, to give members practical instruction in the techniques when using different mediums including painting with oils, pastels, acrylics, mixed media and watercolour.

112. The benefits of the project include:

- Enables members to reconnect and reduce the isolating effects of C-19;
- Improves mental wellbeing;
- Increases self-esteem through improving and learning new skills.

113. The application of £1,975 is for 100% of the total project cost.

114. The Panel scored this scheme at 24.3 and recommends that a grant of up to £675 be awarded towards a Wireless PA system and three workshops, subject to the group considering making a small charge to members for workshops.

115. The Panel are supportive of the project which benefits a good number of people and they note that a pilot has already been run successfully. They feel however that the artists' fees are high, that the group need to revisit their costs and business plan and recommend that the grant is used towards the Wireless PA system and three workshops only.

Shree Ram Krishna Community Project – Score 23.4 - Recommendation to award up to £1,200 towards the exercise element of the project

116. SRK Community Project works for the benefit of the residents of Loughborough, based in the Lemyngton and Hastings wards of Charnwood, where their service users are predominantly from. They run a community centre that delivers activities based on community need, predominantly helping and supporting the elderly and vulnerable hard to reach members of the community. A wide range of service users from 6 months to 90+ years of age are supported, including around 30 creche aged children, 48 pre-school aged children, creche and preschool parents and carers every week, around 120-150 adult ESOL learners, around 80 elderly men and women service users, 20-35 one-to-one support, advocacy and sign-posting service to the general public and temple users on a weekly basis and other project users. Most services are delivered by paid staff and some student volunteers for their preschool and other volunteers for their social groups.
117. Funding is requested for a new group targeting between 15-25 elderly South Asian men between the ages 65-90 that are socially isolated and disadvantaged living in Loughborough. The aim is to provide a place to meet and make friends, learn, socialise, participate in exercise in order to create a better lifestyle in terms of health and well-being. The project will be owned by its beneficiaries, but the centre staff will provide support mechanisms with delivery and overseeing the project. Weekly 2-2.5 hour sessions will be delivered for 46 weeks. The project will be based at the Community Centre as a local meeting point within close reach.
118. The benefits of the project include:
- Improves engagement with hard-to-reach vulnerable elderly men in the Asian community;
 - Reduces loneliness due to economic, social isolation and poor health;
 - Increases physical and mental wellbeing.
119. Local Ward Councillors were consulted on the application and a comment was received as follows:
- “I fully support this project. It is targeting a very forgotten group of individuals within the Loughborough community and if they can get this started it will help immensely the wellbeing of the participants.”
120. The application of £3,072 is for 100% of the total project cost.
121. The Panel scored this scheme at 23.4 and recommends that a grant of up to £1,200 be awarded towards the exercise element of the project.
122. The Panel felt that this was a positive project and was offering something new to this community user group. Questions were raised as to whether the group should be charging a small membership fee. The Panel would like to award partial funding for the exercise element, and the Council’s Sports and Active Recreation Team will work with them to see what additional support can be offered.

Barrow in Bloom – Score 22.7 - Recommendation to award up to £1,000 through the Serco Environmental fund

123. Barrow in Bloom aims to bring together people and voluntary groups within the village that are interested in improving the village through the RHS core pillars of excellence which are: Horticultural Achievement, Environmental responsibility and Community participation. The Bloom teams look after the village footpaths and jitties, by keeping them clear of overhanging branches and general overgrowth, as well as keeping the village clear of litter with regular community litter picking events. The organisation has recently set up a group with East Midlands Railways to adopt and care for the Railway Station and have a Partnership arrangement with the Canal and River Trust to look after the waterways surrounding the village. The Footpaths group has 46 registered volunteers. The Adult Litter Picking group has 19 registered volunteers. The new Station Adoption group has 18 members.
124. Funding is being requested to improve various locations in the village which include Bridge Street amenity area, the memorial gardens at Holy Trinity Church and the sensory gardens at King George V Park. Improvements include refurbishing 10 existing benches, building new planters, repairing a wall, planting, and introduction of bird/bat boxes.
125. The benefits of the project include:
- Being part of the volunteer group will improve general wellbeing and a sense of accomplishment and pride in where they live;
 - Caring for the environment and biodiversity issues;
 - A pleasant area in the village for individuals and families of all ages to enjoy.
126. Local Ward Councillors were consulted on the application and a comment was received as follows:
- “I am happy for any sort of Grant to be allocated to this group Barrow in Bloom they help by making the Village to look pleasing, inviting and create a good Village atmosphere.”
127. The application of £2,500 is for 83.3% of the total project cost of £3,000.
128. The Panel scored this scheme at 22.7 and recommends that a grant of up to £1,000 be awarded through the Serco Environmental fund.
129. The Panel felt that this was a nice environmental project, particularly the sensory garden and bat box elements which would be priorities for funding, and that it encourages volunteers to take an interest in their community and environment.

Sileby Tennis Club – Score 22.2 - Recommendation to award up to £500 towards sports equipment and marketing

130. Sileby Tennis Club was established in 1927 and provides sporting facilities to the residents of Sileby and surrounding villages. The group has a large growing

catchment area, given the expansion of housing in Sileby and nearby villages e.g. Barrow on Soar, Barkby, Barkby Thorpe, Quorn, Seagrave, Cossington, Mountsorrel, and East Goscote, and the lack of facilities to play tennis elsewhere.

131. Funding is requested to:

- Maintain the courts and surrounding grounds for a further year;
- Improve the court playing surface maintenance and cleaning;
- Clear overgrown land from weeds and brambles;
- Market and improve facilities for the wider community.

132. The benefits of the project include:

- Improves grassroots accessibility to tennis for all age groups and abilities to the wider community;
- Improves inter-generational interaction through tennis and other social activities;
- Improves physical and mental wellbeing.

133. Local Ward Councillors were consulted on the application and no comments were received.

134. The application of £5,000 is for 75.8% of the total project cost of £6,597.

135. The Panel scored this scheme at 22.2 and recommends that a grant of up to £500 be awarded towards sports equipment and marketing.

136. The Panel are supportive of the club, however felt that there were certain elements of the application which did not meet the criteria for this grants scheme, and are therefore only recommending funding towards equipment and marketing of the club only. A member of the Sports and Active Recreation team will be meeting with the club to offer further support.

Birstall Theatre Company – Score 22 - Recommendation to award up to £750

137. A community theatre which started in 2019, with members and service users coming from Birstall and surrounding areas such as Thurmaston and Syston. The type of service users are young, and older, disabled, we also have some young people that have learning issues. Members meet regular to rehearse for community performances. Skills training, singing, dancing, acting, communication and confidence building skills to all aged 14 – 70 are offered. Backstage roles i.e. moving scenery, closing the curtains, sorting the props, making the props and helping with costumes and the ticket bookings etc. Members meet once or twice a week rehearsing at the Birstall Scout HQ building on Birstall Road and performances taking place at the Palmer-Tomkinson Theatre at the Cedars College in Birstall,

138. Funding is being requested towards a pantomime in early 2022, and costs include theatre venue hire, rehearsal room hire, make-up and costume hire, programmes, music, props and scenery, and sound and lighting equipment.

139. The benefits of the project include:
- Improves grassroots, local accessibility to the arts and theatre for audiences and participants who are often excluded due to economic and social deprivation;
 - Provides opportunities and a safe space for performing and back-stage members to improve their skills and self-esteem.
140. Local Ward Councillors were consulted on the application and comments were received as follows:
- “It looks like a good project but the numbers don’t seem to add up. Their projected income is £2540 more than their expected expenditure. I wouldn’t want to see our grant money sat in a bank account without purpose.”
141. The application of £2,500 is for 52.6% of the total project cost of £4,755.
142. The Panel scored this scheme at 22 and recommends that a grant of up to £750 be awarded towards the room hire element of the application.
143. The Panel felt that this was a good project and that it would be a positive, cross-generational activity after the Covid pandemic. The Panel considered that some of the costs seemed high, however they recognise that ticket sales will be contributing towards the overall cost.

Charnwood Arts – Score 22 - Recommendation to award up to £700 for community elements of the project

144. Charnwood Arts has held a base in Loughborough since 1973 and has consistently contributed to the Leicestershire arts community. The organisation has retained energy and enthusiasm to push through the challenges of the Covid-19 pandemic and to creatively connect with the community. The team is made up of 6 employees, 5 of which are part-time but work with local emerging artists and partner organisations to help deliver the programme. Embracing community, enabling people of all ages, whatever their circumstances, skills, abilities and experience to access the arts across all its forms and at all levels, in a variety of roles. From April 2021 to September 2021 a total of 7,328 members of the community have engaged with the community arts programme offerings (not including social media engagements), alongside ongoing Covid-19 restrictions. Service users include neurodiverse groups, young people, older people, socio-economically deprived groups, people with disabilities, asylum seekers and refugees.
145. Funding is being requested for an 8 week programme called Just Be You and includes an introductory workshop put together by local artist Andrew McWilliams. It includes a series of creative activities, ongoing support and leads to each school / community group recording their very own Just Be You! song, which they can keep and use indefinitely. Each recording will also be combined to create a community single, with a short visual to accompany (adhering to government guidelines).
146. The benefits of the project include:

- Reduces social isolation;
- Increases physical activity and improves motor skills through singing and dancing;
- Increases opportunities to learn or develop a new craft or skill.

147. The application of £3,300 is for 55% of the total project cost of £6,000.
148. The Panel scored this scheme at 22 and recommends that a grant of up to £700 be awarded in principle for the community organisation elements of the project.
149. The Panel felt that this was a positive project, however schools are heavily involved with the project, which this grants scheme would not be able to support. Funding is therefore offered towards the community organisation elements only.

Artspace Loughborough – Score 20.6 - Recommendation to decline

150. Artspace are applying for funding towards their ‘Harmony and Healing for Planet and People’ project. The aims of the organisation are:
- Unite local, practising artists and develop a network within the region to facilitate the sharing of information, resources, skills and opportunities;
 - Use the collective potential of a group to generate new opportunities and larger projects for artists to take part in;
 - Provide a forum for local, practising artists to share, discuss and develop their creative ideas with other practising artists;
 - Raise the profile of the group and its members through exhibitions, community-based art projects and workshops, and other events;
 - Increase the number and range of people experiencing and participating in the arts, particularly through the removal of physical and attitudinal barriers;
 - Encourage collaborative work/projects with other organisations when that work is to the mutual advantage of both parties and in the interest of the development of the arts.
151. The ‘Harmony and Healing for Planet and People’ project aims to promote personal and community well-being and increase awareness of environmental sustainability and draw links between the two. This will be achieved through creativity in the natural landscape with a varied programme of arts activities which will revolve around the 1.5-mile sculpture trail. As a celebration of the woodland landscape and critique of the climate crisis, the trail will provide inspiration for visitors and participants, allowing them to engage with the woods in an active way to promote a sense of connection to, and understanding of, the natural world. The project will run for 35 weeks from February 14 to October 14 2022. The Sculpture Trail in the Outwoods will open 30 May and close 2 September. 2022.
152. The application of £5,000 is for 8.4% of the total cost of £59,327.
153. The Panel scored this scheme at 20.6 and recommends that the application be declined.

154. Although the Panel are supportive of this project, they feel that the overall costs of the project are high, and a large amount of funding is dependent on match funding which is not yet confirmed. The project is not viable without these funds and the decision timescales are uncertain and the anticipated timescale for the outcome has been extended. In addition the application did not score as highly as other applications, and therefore the Panel do not feel able to recommend an award of funding.

Wymeswold Playgroup – Score 20 - Recommendation to decline

155. Wymeswold Playgroup provides pre-school childcare for children aged 2 to school age. It is a non-profit making charity which aims to provide affordable care to families in Wymeswold and the surrounding villages, providing free care for those parents and carers entitled to Government funding.
156. Funding is requested to become a Forest School. The group would like to offer two sessions a week for children in small woods just a five minute walk from their setting, which is two mornings a week, 3 hours per session. The group will support children and families in having as healthier lifestyle as possible by encouraging Parents and Carers to be healthier and families to engage with and interact with the world around them. This will be achieved by exploring new exciting things in the woodland area such as muddy kitchens, nature hunts and bug hunts, which in turn opens up a new exciting opportunity they may want to carry on exploring with parents whilst at home. Learning to cook and eat outside, prepare food, forage for food, serve food, for both Parents/Carers and children is about lifelong learning.
157. Local Ward Councillors were consulted on the application and no comments were received.
158. The application of £2,827 is for 100% of the total cost.
159. The Panel scored this scheme at 20 and recommends that the application be declined.
160. The Panel had questions over the costs of this project, and whether the forest school sessions would fit in with the normal playgroup sessions rather than being additional sessions. The Panel also noted that the playgroup has applied for 100% of the costs and that there would be no other income or charge for participants, and felt that therefore the project would be unsustainable going forward.

Loughborough Air Quality Protection Group – Score 18.7 - Recommendation to decline

161. The group aims to monitor air quality in and around Loughborough to ensure good quality air for all residents and to identify any air pollution issues. Air quality is currently being monitored using 6 personal air quality monitoring devices in the Nanpantan ward. These are also available to volunteers when they are out and about within the ward and further afield in Loughborough.
162. Funding is requested to purchase a subscription to a Community Dashboard, to allow for better data analysis and visualisation using data from multiple Flow2

air quality monitors over 3 years. This will allow term changes and patterns in the local air quality to be observed.

163. The application of £876 is for 100% of the total cost.
164. The Panel scored this scheme at 18.7 and recommends that the application be declined.
165. Two thirds of the costs of the project were ineligible due to the project period covering three years. The Panel also felt that the issue of air quality was being picked up elsewhere, and the project did not score as highly as other projects against the criteria of the scheme.

Rotary Club of Loughborough Beacon – Score 18.6 - Recommendation to decline

166. Rotary International is a worldwide service organisation founded in 1905. There are more than 1.2 million members (male and female) worldwide belonging to local clubs in more than 200 countries. In Loughborough, there are 2 Rotary clubs, RC Loughborough and RC Loughborough Beacon and an Inner Wheel club. The clubs undertake a wide variety of projects in the Charnwood area for the good of the local community. All projects are undertaken by volunteers.
167. Funding is being requested for The Home Starter Box project which began in 2018 and is run by a team of volunteers of the two Rotary clubs and Inner Wheel. The project provides strong plastic crates containing new basic household equipment, for people moving into a new tenancy for whatever reason. The contents are standardised and consist of crockery, saucepans, utensils and toolkits. Each box is securely sealed and has a unique identifying number. Recipients may be single people or families being re-housed in the Charnwood area. They are identified by partner agencies who assist the homeless and refer clients in need of a box. Clients cannot self-refer. Partner agencies included Charnwood Borough Council, Exaireo Trust, Falcon Support Services, LWA, The Bridge, MENCAP, Leicestershire County Council, Marios Tinenti Centre and the Probation Service.
168. The application of £5,000 is for 50% of the total cost of £10,000.
169. The Panel scored this scheme at 18.6 and recommends that the application be declined.
170. The Panel felt that although the project is supporting people in need, the home-starter boxes are effectively grant aid from the Rotary Club to individuals who are also Charnwood Borough Council Tenants, and this is not in keeping with what the Community Grants are for and can be provided through other avenues.

Mountsorrel Methodist Church – Score 18 - Recommendation to decline

171. The church provides a venue which is used extensively by various groups throughout the week, such as Sunday Worship, Boys' and Girls' Brigade, Caterpillar Playgroup (4 sessions per week), 55+ Exercise Class, Jessica Michele Dancing School, Weightwatchers, Mums and Toddlers group and

Seventh-day Adventist Church (on Saturdays). They also provide sports hall facilities for Children's birthday parties etc.

172. Funding is being requested towards the cleaning costs of the chapel and the hall which is now being carried out by a professional cleaning company, more regularly due to Covid-19.
173. Local Ward Councillors were consulted on the application and comments were received as follows:

"I'd only be happy to support if evidenced of the actual costs."
174. The application of £1,000 is for 33.3% of the total cost of £3,000.
175. The Panel scored this scheme at 18 and recommends that the application be declined.
176. The project is solely for cleaning, and it is unclear whether this is for the whole building. The Panel feel that whilst this church was supported with funding for cleaning as part of the Covid-19 Recovery Grants scheme in 2020, cleaning is not eligible for the Community Grants scheme, and organisations need to find a sustainable way of undertaking cleaning going forward.

Newtown Linford Tennis Club – Score 17.5 - Recommendation to decline

177. A community tennis club in Newtown Linford which brings people together from local and surrounding areas from all backgrounds to be active and use the sport of tennis to enhance their lives. The club offers facilities to children, linking with local schools to provide coaching and also provide families with respite for childcare during coaching / holiday camps. A reduced membership rate is available for vulnerable people to offer the facilities at a rate where they can include all.
178. Funding is being requested to enhance the facilities at the club which includes creating a new path to the courts from the gate, replacement of old and tired nets, replacing old equipment and court maintenance.
179. Local Ward Councillors were consulted on the application and comments were received as follows:

"Newtown Linford Tennis Club is well embedded within the local community offering playing tennis to a wide range of people of all ages. This has been especially good attracting children and young people to take part, with an opportunity to join in coaching sessions. The club provides an opportunity to play tennis throughout the year. Therefore, I believe it is important to maintain facilities so that people can enjoy playing tennis in a safe environment."
180. The application of £5,000 is for 100% of the total cost.

181. The Panel scored this scheme at 17.5 and recommends that the application be declined.
182. The Panel felt that the majority of the elements of the project were ineligible and did not meet the criteria of the scheme. In addition, the club would not be contributing towards the project, and it was unclear how many beneficiaries there would be or whether the courts were available for wider community use.

Birstall and District Art Society – Score 17.5 - Recommendation to decline

183. An Art Society for amateur painters which provide workshops, weekly painting classes led by professional artists from October-December and January-April, gallery visits, art fair trips and painting outdoors in surrounding villages and countryside. Monthly demonstrations are held by professional artists in the Palmer Tomkinson Centre at Cedars Academy, Birstall, which are open to all 85 members (10 of whom are non-fee paying Honorary members) and visitors from the wider local community. A social activity centre is also provided on Friday morning painting sessions, where members bring their own work and refreshments are provided. The vast majority of members are retired, with many in their seventies and some being in their eighties. A friendship group is also offered which supports members, not only in their artistic endeavours but also in their private lives, which can often be challenging.
184. Funding is being requested towards their running costs and annual art exhibition due to lack of income from subs over the last year. The specific activities are weekly painting sessions, monthly demonstration meetings and annual art exhibition 2022.
185. Local Ward Councillors were consulted on the application and comments were received as follows:

“No objection from me.”
186. The application of £2,000 is for 35.4% of the total cost of £5,652.
187. The Panel scored this scheme at 17.5 and recommends that the application be declined.
188. The Panel felt that the overall project costs were high, some elements of the project were ineligible and some were outside of the required timescales. The Panel recommend that VCS Development Officers contact the group to provide assistance with their business model.

Barrow upon Soar Methodist Church – Score 17.4 - Recommendation to decline

189. The Methodist Church meets for worship each Sunday and manage a large suite of premises which has recently been expanded to meet the needs of the local community. The facilities are used by a wide range of groups including daily playgroup, weekly Girl Guide Company, Charnwood Performing Arts, Fortnightly Ladies’ fellowship, Monthly Minimarket, Men’s Group, Gardening

Club, New Horizons bereavement support, Fun at Church afternoon youth club. Future bookings include a Karate group and Panto. All these groups are open to people from around the locality, although the majority are from this village.

190. Funding is being requested to fund the employment of professional cleaners. It is proposed to engage professional cleaners to attend each week to clean the areas used by the groups described above to a high standard and this project is to seek funding to meet this cost.
191. Local Ward Councillors were consulted on the application and comments were received as follows:

“I am happy to support this application for a Community Grant. The Church is widely used by the groups, organisations and residents of the village.”
192. The application of £2,500 is for 100% of the total cost.
193. The Panel scored this scheme at 17.4 and recommends that the application be declined.
194. The Panel feel that whilst this church was supported with funding for cleaning as part of the Covid-19 Recovery Grants scheme in 2020, cleaning is not eligible for the Community Grants scheme, and organisations need to find a sustainable way of undertaking cleaning going forward.

Emmanuel Church Centre Garden – Score 16.2 - Recommendation to decline

195. Emmanuel Church Loughborough serves the local community. Approximately 400 people use the building each week and pedestrian and traffic passing the church considerably exceeds this number. It has a large churchyard which is an extensive green space much used in the locality. The appearance and appreciation of the churchyard has been considerably enhanced by the cultivation of several attractive flowerbeds. These have been much appreciated both by users of the building and passers-by. Volunteers maintain these beds trying to maintain their attractiveness throughout the year.
196. Funding is being requested to transform a green space on the church grounds by planting flowers and creating a space to grow in partnership with the local school.
197. The application of £1,375 is for 100% of the total cost.
198. The Panel scored this scheme at 16.2 and recommends that the application be declined.
199. This was a low-scoring application, and the Panel felt that there was limited information provided, and the project was only targeted at one school, there was

no wider community benefit identified. There was also no information about how the project would be delivered and maintained on an ongoing basis.

The Generator Loughborough CIC – Not scored - Recommendation to decline

200. The objects of the Company are to carry on activities which benefit the community and in particular the creative communities of Loughborough, the greater Leicestershire area and other communities. The organisation will do this by providing a spectrum of affordable workspace and arts space accommodation, be a centre for community and participatory arts activities and to promote and encourage enterprise and involvement amongst young people, socially excluded people and disadvantaged people.
201. Funding is being requested towards the running costs of a new multi-purpose venue for use by the whole community. It will provide space for new businesses, create new jobs and provide unique opportunities for community engagement and volunteering. It will increase footfall in the town and enhance the daytime and night-time economies. Estimates for hall usage are the main hall will be used at least once a week for participatory arts with an average attendance of 30 (1500 per year) the ante hall will be used twice a week with an average of 5 users (500 per year) the Art Room also twice a week with an average of 5 users (500 per year) and the basement twice a week with an average of 3 users (300 per year). This means 2,800 users per year although many will be repeat visits. Partners include the University, the Students Union, Charnwood Borough Council, Charnwood Arts, the Loughborough History and Heritage Group, Love Loughborough, Modern Painters and New Decorators and Graffio.
202. The application of £5,000 is for 12.7% of the total cost of £39,387.
203. The Panel were unable to score the application due to it not being eligible against the criteria of the scheme and recommends that the application be declined, with the opportunity for them to re-submit their application to a future grants round.
204. The project was not within the timescales of the terms and conditions of the grant scheme and the Panel felt that further information was required about community engagement with hard to reach sectors of the community.

Charnwood Christmas Toy Appeal – Not scored - Recommendation to decline

205. The charity provides new Christmas presents to Charnwood's under privileged children. All of the children are referred to them by a service: Social services, women's aid, Health centre, Food banks, The Bridge, probation and many more. The children are aged between 0 – 16 years. All children have a book or craft set, selection box, stocking fillers and a main present. They do not wrap the presents as they like to encourage the parents to do this as it makes it more personal.
206. Funding is being requested to help towards the cost of the gifts. They are expecting more children due to covid, plus toys seem to be more expensive this

year which is why they are asking for extra funding. £1,500 will provide toys for 80 children. They normally provide presents for between 480 – 550 children. Last year however, due to covid, the final figure was 645 children.

207. The application of £1,500 is for 12.8% of the total cost of £11,750.
208. The Panel were unable to score the application due to it not being eligible against the criteria of the scheme and recommends that the application be declined.
209. Although recognising the positive work that this organisation does in the community, the Panel felt that in providing funding for the toys they would essentially be giving to charity, which is not what the Community Grant scheme is for.

Anstey Chess Club – Not scored - Recommendation to decline

210. This is a newly formed local community chess club. They play on Thursday evenings from 7pm at Anstey Methodist Church, which they hire with a room rate of £20 per night for 40 nights. Currently with only 10 or so members, they have a large deficit to cover. The group aims to encourage as many people to play chess as possible by helping them to learn and progress with their game, if they choose to do so.
211. They require financial assistance towards the cost of the room hire in order to sustain the benefit of chess in the community. They have had successful grants from Anstey Parish Council and more recently Anstey Town Charity to help sustain the club.
212. The application of £500 is for 62.5% of the total cost of £800.
213. The Panel were unable to score the application due to it not being eligible against the criteria of the scheme and recommends that the application be declined.
214. The Panel noted that the applicant as it stands is the only person on the management committee, and he is also the only signatory on the account, and therefore the Panel are unable to provide funding. The Panel recommends that VCS Development Officers offer support to the applicant, in order to get the group properly set up.

System and District Volunteer Centre – Not scored - Recommendation to decline

215. Promoting and sustaining personal independence, community and family ties through the provision of subsidised transport and associated volunteer-led services; harnessing and directing local volunteer energies and skills.
216. Funding is being requested towards the re-commissioning of two fully-owned minibuses which have been garaged under SORN conditions for the duration of the pandemic. After the lifting of Covid restrictions, using volunteer drivers, they

look to a rapid re-instatement of their community transport activities using the minibuses for excursions, community lunches and other group activities serving the needs of Syston and surrounding urban and rural communities. This long-established programme serves the needs of residents of all ages, playing a vital part in the battle against loneliness and isolation of the elderly, infirm, disabled and rurally isolated members within their wide catchment area. As their operational history demonstrates, once the initial re-launch costs have been covered, the Centre can readily sustain the service.

217. The application of £3,000 is for 92% of the total cost of £3,260.
218. The Panel were unable to score the application due to it not being eligible against the criteria of the scheme and recommends that the application be declined.
219. The applicant had completed a Community Grants application form for a Business Re-start Grant, which was an on-line application process for different grant funding relating to business rate payers. Unfortunately, the Re-start Grant programme is now closed and there are no plans for further rounds in the foreseeable future. In addition, as a Strategic Partner, the organisation is also not eligible to apply to the Community Grants scheme as per the guidance.

Quorn Village CIC – Not scored - Recommendation to decline

220. The CIC acts as a holding account that enables projects to accumulate funds from several sources and pay various suppliers. The proposed method of working, so far with limited testing, is that a local group sets out its proposals for a project and establishes its own management structure to progress it. Recent improvements to the Scout hut and the Village Fair (partially) were done this way. The area the organisation supports is within the Quorn Parish boundary in Charnwood. Issues the organisation addresses include the maintenance and signposting of footpaths, bridleways and cycling routes, encouraging active cycling in Quorn, Youth leisure provision, communication, economy and tourism.
221. Funding is being requested towards the improvement of The Buddon Lane bridleway which runs from Quorn to Old Woodhouse. The first part of the refurbishment aims to resolve a major flooding problem as the path passes under a Great Central Railway bridge.
222. The application of £1,700 is for 100% of the total cost.
223. The Panel were unable to score the application due to it not being eligible against the criteria of the scheme and recommends that the application be declined.
224. The application does not meet the criteria of the scheme, as there is no community engagement or development.

Appendices

- Appendix 1 - Community Facilities Grants Summary
- Appendix 2 - Community Grants Summary
- Appendix 3 - Equality Impact Assessment

APPENDIX 1

Opening Budget 2021/23 - £150,300

Round 2 2021/22 - Community Facilities Grants Summary

Balance remaining after Round One: £130,300

Balance remaining after this round: £127,100

Applicant	Project description	Amount applied for (£)	Total project cost (£)	Total score	Recommendation
Grant ref 1317 Gorse Covert Community Association	Studio Prep Area and Ambient Toilet Facilities	3,991	7,982	40.8	Approve up to £3,200 (50% of the toilet element) subject to the applicant providing quotes and confirming landlords consent and timescales.
Grant ref 1326 The Generator Loughborough CIC	“Loughborough Generator Project” – Building works	20,000	2,500,000	33.1	Defer to future Round whilst they undertake further work
Grant ref 1316 Girlguiding Birstall	New ranger room	15,000	77,567	24	Decline

Grant ref 1325 Falcon Support Services	Windows / kitchen floor at "The Drop in" day centre	5,000	10,000	Not scored	Decline – not eligible
Grant ref 1328 The Bridge (East Midlands)	New office and drop-in centre – The Foundry Loughborough	10,000	60,000	Not scored	Decline – not eligible

APPENDIX 2

Opening Budget 2021/22 - £50,000

Round 2 2021/22 - Community Grants Summary

Balance remaining after Round One: £20,600

Balance remaining after this round: £0

Serco Environmental Funding : £1750

Balance remaining after this round : £0

Applicant	Project description	Amount applied for (£)	Total project cost (£)	Total score	Recommendation
Grant ref 1330 Passion	Passion Youth Project	5,000	52,525	29.2	Approve up to £4,500
Grant ref 1320 Charnwood Safe, Well, Happy Partnership	Events, workshops, venue hire	450	1,015	28.6	Approve up to £275
Grant ref 1298 Twenty Twenty	Love4Life	4,744	4,744	27.7	Approve up to £3,500
Grant ref 1301 Ulverscroft Camera Club	"Getting back together"	593	2,730	27.7	Approve up to £500
Grant ref 1310 Age UK Leics	Men and Women in Sheds	5,000	35,150	27.7	Approve up to £2,500

Grant ref 1319 Molly's Gift	Saturday Club	4,000	6,998	27.3	Approve up to £2,000 towards staffing, DBS, and venue hire
Grant ref 1305 Stonebow Washlands Group	Stonebow Washlands Enhancement	865	865	27	Approve up to £750 through Serco Environmental fund
Grant ref 1321 Loughborough Wellbeing Centre	Rental costs	3,970	15,000	27	Approve up to £3,000 through the Contain Outbreak Management Fund
Grant ref 1323 Anand Mangal Group	Room hire and equipment	2,110	3,150	27	Approve up to £1,500
Grant ref 1311 Shepshed Dolphin Swimming Group	Pool hire and instructor	4,950	9,773	24.7	Approve up to £2,000
Grant ref 1312 Leicester City in the Community	Urban Foxes	5,000	6,500	24.3	Approve up to £2,000 for pilot activities/sessions through the Contain Outbreak Management fund
Grant ref 1313 Charnwood Drawing and Painting Club	Workshop development and community art engagement	1,975	1,975	24.3	Approve up to £675 towards a Wireless PA system and three workshops
Grant ref 1329 Shree Ram Krishna Community Project	Charnwood Dosti	3,072	3,072	23.4	Approve up to £1,200 towards the exercise element

Grant ref 1306 Barrow in Bloom	Bloom up Barrow in 2022	2,500	3,000	22.7	Approve up to £1,000 through Serco Environmental fund
Grant ref 1307 Sileby Tennis Club	Ground maintenance and marketing and improvement of facilities for the community	5,000	6,597	22.2	Approve up to £500 towards sports equipment and marketing
Grant ref 1296 Birstall Theatre Company	Production of Aladdin 2022	2,500	4,755	22	Approve up to £750 towards room hire
Grant ref 1315 Charnwood Arts	Just be You!	3,300	6,000	22	Approve up to £700 for community elements of the project
Grant ref 1324 Artspace Loughborough	Into the Outwoods Sculpture Trail 2022	5,000	59,327	20.6	Decline
Grant ref 1309 Wymeswold Playgroup	Forest School Setting	2,827	2,827	20	Decline
Grant ref 1295 Loughborough Air Quality Protection Group	3 year subscription to Community Dashboard	876	876	18.7	Decline

Grant ref 1299 Rotary Club of Loughborough Beacon	Home Starter Boxes	5,000	10,000	18.6	Decline
Grant ref 1304 Mountsorrel Methodist Church	Professional Cleaning 2021/22	1,000	3,000	18	Decline
Grant ref 1300 Newtown Linford Tennis Club	Facility Regeneration	5,000	5,000	17.5	Decline
Grant ref 1303 Birstall and District Art Society	Running costs	2,000	5,652	17.5	Decline
Grant ref 1314 Barrow upon Soar Methodist Church	Supporting community use of premises	2,500	2,500	17.4	Decline
Grant ref 1322 Emmanuel Church Centre Garden	Upgrade and re-planting flower beds and children's green spaces	1,375	1,375	16.2	Decline
Grant ref 1327 The Generator Loughborough CIC	Loughborough Generator Project	5,000	39,387	Not scored	Decline - but invite to re-submit to a future round of applications

Grant ref 1302 Charnwood Christmas Toy Appeal	Christmas Toy Appeal	1,500	11,750	Not scored	Decline – not eligible
Grant ref 1308 Anstey Chess Club	Room hire	500	800	Not scored	Decline – not eligible
Grant ref 1297 Syston and District Volunteer Centre	Mini-bus re-start	3,000	3,260	Not scored	Decline – not eligible
Grant ref 1318 Quorn Village CIC	Improving a footpath and bridleways in Quorn	1,700	1,700	Not scored	Decline – not eligible

Charnwood Borough Council

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

■ Background

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

■ Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

■ **Step 1 – Introductory information**

Title of the policy	Community Grant and Community Facilities Grant.
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	May 2021
Date EIA completed	May 2021

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>Charnwood Borough Council recognises the value and contribution of individuals, voluntary sector organisations and other community-led projects and the benefits they provide to the residents of Charnwood.</p> <p>Through our Charnwood grant schemes we provide a range of grants to help these organisations, groups and individuals access the funding support they need.</p> <p>Cabinet considers applications for funding for the Community Facilities Capital Grants and the Charnwood Community grants Scheme twice a year.</p> <p>It is the Councils aim to ensure the grants process is inclusive of all community groups and funding supports projects targeting individuals across a range of protected characteristics, as outlined in the Equality Act 2010.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>It is the Councils aim to ensure that the grants process is inclusive of all community groups and funding supports projects targeting individuals/ residents across a range of protected characteristics, as outlined in the Equality Act 2010.</p> <p>Analysis is therefore undertaken to ensure that the grants are distributed in a reasonable and proportionate manner.</p>
Which groups have been consulted as part of the creation or review of the policy?
<p>Evaluation takes place on successful applications to analyse whether there any gaps with regards to the protected characteristics in order to ensure the grants process is fair and equal to all. In particular analysis is undertaken to determine any barriers which may prevent specific community groups/ communities of interest from successfully applying or even applying at all to Charnwood Grants. The VCS Development officers also undertake consultation with a range of VCS organisations.</p>

■ **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

- Analysis of previous Community Development & Engagement Grants, Loughborough Grants, VCS Covid-19 Recovery grants and Community Facilities Grants over the past few years

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

The analysis of grants data shows that a wide range of groups access the available funding and have supported a diverse range and have covered the protected characteristics of age, disability, Race, sex/gender, and sexual orientation.

The data in the main shows that the groups / organisations supported have no specific protected characteristic identified and are available for the wider community to access.

It is acknowledged that some of the approved grants are towards projects which support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

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

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

Further equalities monitoring may be required for those projects which have applied and are deemed unsuccessful in order to identify any further issues or potential barriers.

However, at this stage of analysis it is felt the information currently held is sufficient to analysis trends and determine any barriers or negative impacts.

■ **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	There is a reasonable proportion of grant funding awarded to projects relating to Age. Of the grants awarded, there is a reasonable proportionate spread between projects for older and younger people. The process has therefore created a positive impact in relation to the protected characteristic of Age.
Disability (Physical, visual, hearing, learning disabilities, mental health)	There is a reasonable proportion of grant funding awarded to projects relating to disability. In addition, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. Therefore, creating further positive impacts for people with disabilities. The process has therefore created a positive impact overall in relation to the protected characteristic of Disability.
Gender Reassignment (Transgender)	No projects have been specifically funded to support the protected characteristic of Gender Reassignment. The impact of this is neutral as there have been no applications to date. However, it is acknowledged that specific marketing / promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Race	There is some grant funding awarded to projects relating to Race. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics.
Religion or Belief (Includes no belief)	Whilst Charnwood Grants do not specifically support religious groups / activities, it does provide funding to these groups who are delivering activities for the wider community. The impact is therefore neutral with regards to the protected characteristic of religion or belief with the acknowledged that wider benefits are created for the wider community.
Sex (Gender)	There is no specific grant funding awarded to projects relating to Gender. In addition, however, it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics. The process has therefore created a positive impact in relation to the protected characteristic of Gender.
Sexual Orientation	No projects have been specifically funded to support the protected characteristic of Sexual Orientation. The impact of this is neutral as there have been no applications to date. However, it is acknowledged that specific marketing /

	promotion of Charnwood Grants could take place where specific support groups etc. meet for further awareness raising.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	There has been some grant funding awarded to projects relating to these other protected groups, therefore the impact is positive. In addition, it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics. Additional targeted promotional work will be undertaken.
Other socially excluded groups (carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)	The grants which focus on the wider community have a wide range of benefits, particularly for residents from priority neighbourhoods or areas of deprivation and hard to reach sectors of the community.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination. Please note: a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
No negative impacts or potential barriers have been identified. However, it is acknowledged that specific marketing / promotion of Charnwood Grants could take place for the protected characteristics of Gender Reassignment, Pregnancy and Maternity and Sexual Orientation.
Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).
It is the opinion that the Charnwood Community grants scheme and the Community Facilities Grant scheme comply with Charnwood Borough Council's equality and diversity responsibilities. It will further promote equal opportunities and achieve positive outcomes.

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?
Monitoring will continue on a quarterly and annual basis to assess the grant applications that are successful. Continuous monitoring and analysis will aim to identify gaps which may potentially highlight barriers or negative impacts towards specific community groups/ communities of interest. Further equalities monitoring will be explored for those projects which have applied and are deemed unsuccessful, for the further identification of issues or potential barriers.
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.
Where barriers/ negative impacts are identified, the mitigating action and progress against this will be included within the relevant service plan.

■ **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Continue to monitor the Grants on a quarterly and annual basis to assess the grant applications that are both successful and unsuccessful.	J. Robinson	March 2022

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

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

Please delete as appropriate
I agree with this assessment / action plan
If <i>disagree</i>, state action/s required, reasons and details of who is to carry them out with timescales: N/A
Signed (Service Head): Julie Robinson
Date: 26.05.2021

[Please send completed & signed assessment to Vicky Brackenbury for publishing.](#)

CABINET – 18TH NOVEMBER 2021

Report of the Head of Strategic and Private Sector Housing Lead Member: Councillor Mercer

Part A

ITEM THE INTRODUCTION OF REVISED LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL MOBILE HOME SITES

Purpose of Report

The report proposes the introduction of revised Licence Conditions for the licensing of permanent residential mobile home sites in Charnwood.

Recommendations

1. That Cabinet approves the adoption of revised Licence Conditions for existing and new permanent residential mobile home site licences see Appendix 1.
2. That Cabinet provides delegated authority to the Head of Strategic and Private Sector Housing, to make amendments to the model standards for permanent residential mobile homes sites in consultation with the Lead Member.

Reasons

- 1 & 2. The introduction of revised Model Standards for permanent residential mobile home sites provides an opportunity to update the Council's existing Licence Conditions and to clarify the current responsibilities of site owners.

Policy Justification and Previous Decisions

There are 11 permanent residential mobile home sites within Charnwood, providing approximately 282 homes. Each site is inspected annually to ensure compliance with the site licence and the Licence Conditions. The licence specifies the number of mobile homes that are allowed on site and the conditions detail health and safety precautions, including fire safety and maintenance requirements.

The current standard Licence Conditions are based on the 1989 Model Standards. Following a decision at the Health and Housing Committee 31st May 1989 (see background papers).

The introduction of revised Model Standards for permanent residential mobile home sites provide an opportunity to update the Council's existing Licence Conditions and to clarify the current responsibilities of site owners whilst reducing the risk of harm to residents.

Implementation Timetable including Future Decisions and Scrutiny

The 2008 Model Standards guidance states that Local Authorities should allow a reasonable period of time after any site licence alteration for compliance with the revised conditions, unless the reason for making the alteration was to address a matter requiring immediate attention.

It is proposed that revised site Licence Conditions be issued to each site with mobile homes that are used as permanent residential units by March 2022. The licence holder will be notified of the decision to vary the licence and a copy of the licence, as varied, will be included. The Notice will set out the reason for the variation and inform the licence holder of the right to appeal against the decision.

Report Implications

Financial Implications

There are no financial implications.

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
A Licence holder may appeal against the variation of Licence Conditions issued to them.	Likely (3)	Minor (1)	Low (3)	<p>The Council has consulted on the proposals and considered all representations made. Modification to proposed conditions have been made in response to the consultation in some cases and where this is not the case, reasoning has been provided.</p> <p>There is no statutory time period for the consultation process, but the guidance suggests 28 days, and this has been provided.</p> <p>The potential outcomes of an appeal are that the First Tier Tribunal can direct that the variation:</p>

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
				<ul style="list-style-type: none"> - has effect without alteration, - is cancelled - has effect subject to such alteration as the tribunal makes.

Key Decision: Yes

Background Papers: The Model Standards 2008 for Caravan Sites in England
Health and Housing Committee Minutes 31/05/1989

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Part B

1. Background

- 1.1 There are currently 11 permanent residential mobile home sites in Charnwood, with the smallest accommodating 5 units and the largest 57. In total there are approximately 282 households living in mobile homes, detailed in the table below:

Location of Permanent Residential Mobile Home Site	Number of Permanent Residential Mobile Homes on Site
Fox Park, North Street, Barrow Upon Soar	10
Proctors Park, Proctors Park Road, Barrow upon Soar	50 (estimate)
Whiteways, 19 Brisco Avenue, Loughborough	5
Palma Park, Milton Street, Loughborough	49
The Haven, Shelley Street, Loughborough	5
County Bridge, Zouch Road, Hathern	11
Berkeley Close, Linkfield Road, Mountsorrel	25
Blue Granite Park, The Green, Mountsorrel	20
Orchard Park, Upper Church Street, Syston	33
Inglenook Park, Barkby Thorpe Lane, Thurmaston	57
Unicorn Park, Unicorn Street, Thurmaston	17

- 1.2 The duration of each site licence reflects the duration of the Planning Permission for the site. The Planning Permission for each site is generally granted for an indefinite period and site ownership changes are very infrequent, which means that opportunities to review licenses and their associated conditions are few.
- 1.3 Each site is inspected annually to ensure compliance with the site licence and the Licence Conditions. The licence specifies the number of mobile homes that are allowed on site and the conditions detail health and safety precautions, including fire safety and maintenance requirements.

2. Proposals

- 2.1 Under Section 5(6) of the Caravan Sites and Control of Development Act 1960 (the Act), the Secretary of State may specify Model Standards with respect to the layout and provision of facilities, services and equipment for caravan sites. Although the Act uses the term caravan to describe the accommodation, they

are more commonly referred to as mobile homes or park homes by the site owners and the occupants.

- 2.2 The current standard Licence Conditions are based on the 1989 Model Standards and were approved by the Health and Housing Committee on the 31st May 1989 and applied to the Licence Conditions attached to permanent residential site licenses in Charnwood.
- 2.3 In 2008, revised Model Standards were issued. The Council were able to consider the revised standards in relation to any new site licence applications since 2008. However, the 1989 Model Standards remain for the vast majority of sites.
- 2.4 A comparison of the 1989 and 2008 Model Standards was undertaken to review the changes and assess the benefits of adopting the new standards. The revised standards incorporate a number of requirements, particularly in relation to maintenance of sites and flood protection measures, clarity around the duties of site licence holders under the Regulatory Reform (Fire Safety) Order 2005 (the Order) and the deletion of the standard relating to telephones. Details of this comparison can be seen in Appendix 2.
- 2.5 The review concluded that there would be benefits in amending the existing site Licence Conditions to reflect the revised Model Standards, in particular this will replace the requirement for fixed fire related standards, with a requirement for the site owner to make available the latest version of the fire risk assessment, carried out under the Order, for inspection by the residents and the Council. The Order disapplies some fire related standards in current site Licensing Conditions and places a duty on the licence holder to undertake a site specific fire risk assessment and decide what prevention and protection arrangements are appropriate and adequate to mitigate the identified risks.
- 2.6 Further benefits to the adoption of the revised Licence Conditions include the tolerance of non-combustible car ports and walkways, improved minimum footpath width for residents and visitors where practicable and the removal of outdated conditions relating to the provision of an accessible telephone on site.
- 2.7 In addition, the revised Licence Conditions include a specific requirement for trees within the site to be maintained.

3. Consultation

- 3.1 The legislation does not require the “agreement” of a site owner to change the Licence Conditions, but there is a requirement to consult on the proposed changes. The Act specifies that:

“The conditions attached to a site licence may be altered at any time (whether by the variation or cancellation of existing conditions, or by the addition of new conditions, or by a combination of any such methods) by the Local Authority, but before exercising their powers under this subsection the Local Authority shall afford to the holder of the licence an opportunity of making representations.”

- 3.2 A consultation exercise was undertaken with Leicestershire Fire and Rescue (LFRS) in May 2021 in respect of the proposed adoption of the 2008 Model Standards for all sites accommodating permanent residential mobile homes. The LFRS response confirmed that the licence holder must ensure that a suitable and sufficient fire risk assessment is carried out and the findings recorded and recommended the use of the 2008 Model Standards and associated guidance.
- 3.3 In July 2021, all residential mobile home site owners and residents were written to, to advise them of the proposed amendments to the site Licence Conditions in line with the 2008 Model Standards and they were invited to make representations. The consultation was in place for a period of 6 weeks. An extension on the consultation period was requested by 1 licence holder and it was felt important to ensure that all views were captured before considering the consultation outcome, so an extension of 2 weeks was granted. Appendix 3 details the consultation responses.
- 3.4 Although 6 responses to the consultation were received (5 from residents and 1 from a site licence holder), 4 of these were regarding current licence compliance queries, rather than views on the new proposed conditions. These queries were picked up as part of the annual site inspections of the 2 sites that they related to. Details of the 2 representations relating to the consultation on the 2008 Model Standards, and consideration of the representations, can be found in Appendix 3.

4. Next Steps

- 4.1 The 2008 Model Standards guidance states that Local Authorities should allow a reasonable period of time after any site licence alteration for compliance with the revised conditions, unless the reason for making the alteration was to address a matter requiring immediate attention.
- 4.2 Following Cabinet approval it is proposed that revised site Licence Conditions be issued to each site with mobile homes that are used as permanent residential units by March 2022.
- 4.3 The licence holder will be notified of the decision to vary the licence and a copy of the licence, as varied, will be included. The Notice will set out the reason for the variation and inform the licence holder of the right to appeal against the decision.
- 4.4 A reasonable amount of time will be allowed for compliance with the conditions, and this will be based on the extent of the impact of the condition. For example, site licence holders have an existing obligation under the Regulatory Reform (Fire Safety) Order 2005 to assess fire risk and determine what level of fire fighting equipment is appropriate for their site, as such there will be no requirement for an extended timeframe for compliance in respect of this condition. However, compliance with a condition that involves an element of construction could be factored into a reasonable maintenance schedule, where required, and agreed with the site licence holder.

- 4.5 Following the consultation exercise, a further proposal has been made in relation to the introduction of revised Model Standard 2.4a:

A porch attached to the caravan may protrude one metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home.

- 4.6 In order to reduce possible alarm or distress to residents, it is proposed that the existing residents who do not meet this condition be protected against the changes until the porch in question is removed, altered or replaced. This could be managed through the inclusion of a schedule of affected mobile homes that is appended to the site licence. When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions. Officers will work closely with site licence holders to identify affected homes for inclusion prior to the issuing of revised conditions.

Appendices

Appendix 1	Permanent Residential Mobile Homes Licence Conditions
Appendix 2	Assessment of the 1989 and 2008 Model Standards
Appendix 3	Consultation Exercise Responses

**Permanent Residential
Mobile Home Sites
Licence Conditions**

1. The Boundaries and Plan of the Site

- 1.1 The boundaries of the site from any adjoining land shall be clearly marked by a man-made or natural feature.
- 1.2 No caravan or combustible structure shall be positioned within 3 metres of the boundary of the site.

Or, where the above condition 1.2 is not appropriate for the relevant circumstances of the site:

Each caravan shall be not less than 3 metres from the boundary. If this is not possible the distance can be reduced to a minimum of 1 metre from the boundary provided that a 2-metre-high solid radiation wall is provided on the boundary.

- 1.3 A plan of the site shall be supplied to the local authority upon the application for a licence and, thereafter whenever there is a material change to the boundaries or layout of the site, or at any other time on the demand of the local authority.
- 1.4 The plan supplied must clearly illustrate the layout of the site including all relevant structures, features and facilities on it and shall be of suitable quality.

2. Density, Spacing and Parking Between Caravans

- 2.1 Except in the case mentioned in sub paragraph (iii) and subject to sub paragraph (iv), every caravan must where practicable be spaced at a distance of no less than 6 metres (the separation distance) from any other caravan which is occupied as a separate residence.
- 2.2 No caravan shall be stationed within 2 metres of any road or communal car park within the site or more than 50 metres from such a road within the site.
- 2.3 Where a caravan has retrospectively been fitted with cladding from Class 1 fire rated materials to its facing walls, then the separation distance between it and an adjacent caravan may be reduced to a minimum of 5.25 metres.
- 2.4 In any case mentioned in subparagraph 2.1 or 2.3:
 - (a) A porch attached to the caravan may protrude 1 metre into the separation distance and must not exceed 2 metres in length and 1 metre in depth. The porch must not exceed the height of the caravan. Where a porch is installed only 1 door may be permitted at that entrance to the home, either on the porch or on the home.

(Where appropriate, consideration will be given to the inclusion of a schedule of affected mobile homes to be appended to the site licence. When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions).

- (b) Eaves, drainpipes and bay windows may extend into the separation distance provided the total distance between the extremities of 2 facing caravans is not less than 5 metres, except where sub paragraph (iii) applies in which case the extension into the separation distance shall not exceed 4.25 metres.
- (c) Any structure including steps, ramps, etc (except a garage or car port), which extends more than 1 metre into the separation distance shall be of non-combustible construction. There should be a 4.5 metre clear distance between any such structure and any adjacent caravan.
- (d) A garage or car port may only be permitted within the separation distance if it is of non-combustible construction.
- (e) Windows in structures within the separation distance shall not face towards the caravan on either side.
- (f) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.
- (g) Private cars may be parked within the separation distance provided that they do not obstruct entrances to caravans or access around them and they are a minimum of 3 metres from an adjacent caravan.

2.5 The density of caravans on a site shall be determined in accordance with relevant health and safety standards and fire risk assessments.

2.6 All site licence holders shall notify Charnwood Borough Council at least 7 days in advance of their intention to site a new caravan on the site or reposition an existing caravan.

3. Roads, Gateways and Overhead Cables

3.1 Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times.

3.2 New roads shall be constructed and laid of suitable bitumen macadem or concrete with a suitable compacted base.

3.3 All roads shall have adequate surface water/storm drainage.

3.4 New two way roads shall not be less than 3.7 metres wide, or if they are designed for and used by one way traffic, not less than 3 metres wide.

3.5 One way system shall be clearly signposted.

3.6 Where existing two way roads are not 3.7 metres wide, passing places shall be provided where practical

3.7 Vehicular access and all gateways to the site must be a minimum of 3.1 metres wide and have a minimum height clearance of 3.7 metres.

3.8 Roads shall be maintained in a good condition.

3.9 Cable overhangs must meet the statutory requirements.

4. Footpaths and Pavements

- 4.1 Every caravan shall be connected to a road by a footpath with a hard surface which shall be maintained in good condition.
- 4.2 Where practicable, communal footpaths and pavements shall not be less than 0.9 metres wide.

5. Lighting

- 5.1 Roads, communal footpaths and pavements shall be adequately lit between dusk and dawn to allow the safe movement of pedestrians and vehicles around the site during the hours of darkness.

6. Bases

- 6.1 Every unit must stand on a concrete base or hard-standing.
- 6.2 The base must extend over the whole area occupied by the unit and must project a sufficient distance outwards from its entrance or entrances to enable occupants to enter and leave safely. The hard standings must be constructed to the industry guidance, current at the time of siting, taking into account local conditions.

7. Maintenance of Common Areas, including Grass, Vegetation and Trees

- 7.1 Every part of the site to which the public have access shall be kept in a clean and tidy condition.
- 7.2 Every road, communal footpath and pavement on the site shall be maintained in a good condition, good repair and clear of rubbish.
- 7.3 Grass and vegetation shall be cut and removed at frequent and regular intervals.
- 7.4 Trees within the site shall (subject to the necessary consents) be maintained.
- 7.5 Any cuttings, litter or waste shall be removed from the immediate surround of a pitch.

8. Supply and Storage of Gas, etc

- 8.1 Gas (including natural gas) and oil installations, and the storage of supplies shall meet current statutory requirements, relevant Standards and Codes of Practice.
- 8.2 Liquefied Petroleum Gas cylinders must not be positioned or secured in such a way as to impede access or removal in the event of an emergency.

9. Electrical Installations

- 9.1 On the site there shall be installed an electricity network of adequate capacity to meet safely all reasonable demands of the caravans and other facilities and services within it.
- 9.2 The electrical network installations shall be subject to regulation under current relevant legislation and must be designed, installed, tested, inspected and maintained in accordance with the provisions of the current relevant statutory requirements. A copy of the inspection certificate will be provided within 7 days of a written demand from an authorised officer of Charnwood Borough Council.
- 9.3 Any work on electrical installations and appliances shall be carried out only by persons who are competent to do the particular type of work being undertaken, in accordance with current relevant statutory requirements.
- 9.4 Any work on the electrical network within the site shall be done by a competent person fully conversant with the appropriate statutory requirements.

10. Water Supply

- 10.1 All pitches on the site shall be provided with a water supply sufficient in all respects to meet all reasonable demands of the caravans situated on them.
- 10.2 All new water supplies shall be in accordance with all current legislation, regulations and relevant British or European Standards.
- 10.3 All repairs and improvements to water supplies and installations shall be carried out to conform with current legislation and British or European Standards.
- 10.4 Work on water supplies and installations shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current relevant legislation and British or European Standards.

11. Drainage and Sanitation

- 11.1 Surface water drainage shall be provided where appropriate to avoid standing pools of water.
- 11.2 There shall be satisfactory provision for foul and waste water drainage either by connection to a public sewer or sewage treatment works or by discharge to a properly constructed septic tank or cesspool approved by the local authority.
- 11.3 All drainage and sanitation provision shall be in accordance with all current legislation and British or European Standards.
- 11.4 Work on drains and sewers shall be carried out only by persons who are qualified in the particular type of work being undertaken and in accordance with current legislation and British or European standards.

12. Domestic Refuse Storage and Disposal

- 12.1 Where communal refuse bins are provided these shall be non-combustible and housed within a properly constructed bin store.
- 12.2 All refuse disposals shall be in accordance with all current legislation and regulations.

13. Communal Vehicular Parking

- 13.1 Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors.

14. Communal Recreation Space

- 14.1 On sites where it is practical to do so, suitable space equivalent to about one tenth of the total area of the site shall be allocated for recreational purposes, unless in the local authority's opinion there are adequate recreational facilities within close proximity to the site.

15. Notices and Information

- 15.1 The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details, a copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).
- 15.2 A current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.
- 15.3 A copy of the current site licence shall be available for inspection in a prominent place on the site.
- 15.4 In addition, at the prominent place the following information shall be available for inspection at the prominent place:
- (a) A copy of the most recent periodic electrical inspection report.
 - (b) A copy of the site owner's certificate of public liability insurance.
 - (c) A copy of the local flood warning system and evacuation procedures, if appropriate.
 - (d) A copy of the fire risk assessment made for the site.
- 15.5 All notices shall be suitably protected from the weather and from direct sunlight.

16. Flooding

- 16.1 The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency's Flood Map.

16.2 Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.

17. Requirement to Comply with the Regulatory Reform (Fire Safety) Order 2005

17.1 The Licence Holder shall make available the latest version of the fire risk assessment carried out under the Regulatory Reform (Fire Safety) Order 2005 for inspection by residents and when demanded, a copy of the risk assessment shall be made available to the local authority.

Assessment of the 1989 and 2008 Model Standards Mobile Home Sites Containing Permanent Residential Units

An assessment has been carried out to identify the potential positive, and any potential negative, impacts of the adoption of the 2008 Model Standards for permanent residential site Licence Conditions on residents and site licence holders, rather than retaining the existing conditions.

The 2008 Model Standards detail a range of model conditions that can be used to prevent common issues occurring on permanent residential mobile home sites that would disadvantage site residents or put their health and/or safety at risk. It may not be necessary to apply every condition to every site as some conditions may not be relevant on some sites eg the requirement for 'recreational space where practicable' is not relevant to a site where it is not practicable and where there is sufficient public recreational space close by. The assessment was carried out in 2 parts, as detailed below:

Assessment 1:

The current range of site Licence Conditions used have been reviewed against the 2008 Model Standards to identify the differences and any implications of changing the conditions.

Where it is proposed to retain or use conditions not forming part of the 2008 Model Standards these have been highlighted and a justification for their inclusion is given.

Where feedback from the consultation has resulted in an amendment or a suggested approach these have been highlighted.

Assessment 2:

The 2008 Model Standards which have no equivalent in the 1989 Standards have been reviewed to assess the benefits of the standards and the impact of the condition on the site licence holder and residents.

Positive implications arising as a result of the proposal to adopt the 2008 Model Standard highlighted in both assessments. Similarly, potential negative impacts have been highlighted.

Assessment 1:

Current Site Licence Conditions – based on 1989 Model Standards:	2008 Model Standard condition proposed to replace the current condition:	Implications and Mitigations for site licence holders and residents:
<p>1. Density and Space between Caravans</p> <p>(a) The number of caravans stationed on the site at any one time shall not exceed a gross density of 50 caravans per hectare or such lower figure as may be necessary to ensure compliance with the spacing and other requirements contained in the site licensing conditions.</p>	<p>Proposed that this be replaced by Condition 2.5 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(b)(i) Each caravan shall be not less than 6 metres from any existing inhabited dwelling or other caravan in separate occupation.</p>	<p>Proposed that this be replaced by Conditions 2.1 and 2.3 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>b(ii) Each caravan shall be not less than 2 metres from a road.</p>	<p>Proposed that this be replaced by Condition 2.3 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>b(iii) Each existing caravan shall be not less than 3 metres from the boundary. If this is not possible the distance can be reduced to a minimum of 1 metre from the boundary provided that a 2-metre-high solid radiation wall is provided on the boundary.</p>	<p>Condition 1.2 of 2008 Model Standards revises this standard, however, it is proposed that the 1989 Model Standard condition 1b(iii) will be retained in place of condition 1.2 of the 2008 Model Standards for some sites.</p>	<p>Condition 1.2 of the 2008 model standards is less flexible and does not allow the reduction of the distance to 1 metre. This is not a fire safety requirement, the 3 metre separation distance inside the boundary serves the purpose of ensuring privacy from whatever is on the other side of the boundary, such as a road or housing.</p>

		<p>Since many sites have units that are positioned at a reduced distance from the boundary in line with the current conditions and due to the size of the site are unable to position units at a 3metre distance from the boundary.</p> <p>It is proposed that the 1989 Model Standard 1b(iii) will be retained in place of condition 1.2 of the 2008 Model Standards for such sites.</p>
<p>b(iv) All new or repositioned caravans shall comply with the 3 metre separation requirement.</p>	<p>Condition 1.2 of 2008 Model Standards revises this standard, however, it is proposed that the 1989 Model Standard condition 1b(iii) will be retained in place of condition 1.2 of the 2008 Model Standards for some sites.</p>	<p>As with 1b(iii) above.</p>
<p>(c) Porches may intrude no more than 1 metre into the 6 metre separation distance but must be of the open type.</p>	<p>Proposed that this be replaced by Condition 2.4a of 2008 Model Standards.</p>	<p>Could impact financially on Mobile Home residents that have an existing porch that has 2 doors</p> <p>Following consultation 2008 the Model Standard Condition 2.4a will be included, however it is recommended:</p> <p>In order to reduce possible alarm or distress, it is recommended that the existing</p>

		<p>residents who do not meet this condition be protected against the changes until the porch in question is removed, altered or replaced.</p> <p>This can be managed through the inclusion of a schedule of affected mobile homes that is appended to the site licence.</p> <p>When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions.</p>
<p>(d) Where awnings are used, the distance between any part of the awning and an adjoining caravan shall be not less than 3 metres. They shall not be used for sleeping accommodation and must not face each other or touch. In the event of cars being parked between caravans the use of the awnings will <u>not</u> be permitted.</p>	<p>Remove.</p> <p>No reference is made to awnings in the 2008 Model Standards.</p> <p>However, any issues with awnings between units will be addressed within the site licence holder's fire risk assessment.</p>	<p>No, or insignificant burden on site licence holders or residents</p> <p>Approval must be obtained from Charnwood Borough Council prior to the erection of the awning.</p>
<p>(e) Eaves, drainpipes and bay windows may extend into the 6 metre space provided that the total distance between the extremities of two adjacent units is not less than 5.25 metres.</p>	<p>Proposed that this be replaced by Condition 2.4.2 of 2008 Model Standards but reduces separation distance from 5.25 to 5 metres.</p>	<p>No, or insignificant burden on site licence holders or residents</p>
<p>(f) Ramps, verandas and stairs extending from the unit shall be not less than 4.5 metres from an adjoining caravan and two such items shall not face each other. If they are enclosed, they will be considered as part of the unit and must not therefore intrude into the 6 metre space.</p>	<p>Proposed that this be replaced by Condition 2.4.4 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents</p>

<p>(g) Garages, sheds or covered storage spaces will only be permitted between units if constructed of non-combustible material (including the roof) and sufficient space is left around each unit so as not to prejudice means of escape from fire. Windows in structures must not face towards the units on either side.</p>	<p>Proposed that this be replaced by Condition 2.4.3 to 2.4.5 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents</p>
<p>(h) Car ports and covered walkways are <u>not</u> permitted within the 6-metre space.</p>	<p>Proposed that this be replaced by Condition 2.4.4 of 2008 Model Standards</p>	<p>No, or insignificant burden on site licence holders or residents</p> <p>Condition 2.4.4 tolerates the existence of covered walkways and car ports subject to them being made of non- combustible materials, which may benefit some residents.</p>
<p>2. Condition of Caravans</p> <p>Every caravan on the site shall be a purpose-built unit suitable for permanent residential accommodation and be maintained in a sound and satisfactory state of repair.</p> <p>All replacement caravans shall comply with BS 3632:1981 or with any subsequent relevant British Standard.</p>	<p>Remove.</p> <p>Not listed in proposed 2008 Model Standard site Licence Conditions (see note in Implications and Mitigations column).</p>	<p>No, or insignificant burden on site licence holders or residents.</p> <p>It may impact upon private rented tenants renting units on some sites.</p> <p>However, the Council would be unable to take enforcement action by way of a Compliance Notice to remedy any breach relating to the condition of the units as the physical condition of the units on a site cannot be remedied using the Caravan and Control of Development Act 1960.</p>
<p>(b) All derelict/abandoned caravans must be removed outside the boundary of the licensed caravan site within a timescale agreed by Charnwood Borough Council.</p>	<p>Remove.</p>	<p>No, or insignificant burden on site licence holders or residents</p>

	Not listed in proposed 2008 Model Standard site Licence Conditions.	Site licence holders can remedy such matters as a breach of their Agreement with the owner of the caravan under the Mobile Homes Act 1983.
(c) All site licence holders shall notify Charnwood Borough Council at least 7 days in advance of their intention to site a new caravan on the site or reposition an existing caravan.	Not listed in proposed 2008 Model Standard site Licence Conditions. It is proposed that the existing condition 2(c) be retained	No, or insignificant burden on site licence holders or residents. Retention will ensure that the Council is made aware of proposed changes to the layout of the site and allow time for checks on density and spacing requirements.
(d) All site licence holders must provide Charnwood Borough Council with a plan drawn to an appropriate and suitable scale of not less than 1/500 showing the layout of the caravan site and including the following information: d(i) The siting of the caravans and the separation distance in metres from the boundary of the site and adjoining caravans. d(ii) The positioning of the roads and footpaths on the site including the means of access. d(iii) The location of all fire points. d(iv) The location of any communal amenity facilities provided on the site. d(v) The date the plan was drawn.	Proposed that this be replaced by Condition 1.3 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
3. Roads and Footpaths (a) No caravan shall be located more than 50 metres from a road. All access roads shall be constructed of suitable materials, maintained in a satisfactory state of repair, adequately drained and designed to provide access for all emergency vehicles.	Covered by Conditions 3.1-3.3 and 3.7 - 3.8 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.

<p>(b) Each caravan standing shall be connected to a carriageway by a footpath with a hard surface with a minimum width of 0.75 metres. All footpaths are to be maintained in a satisfactory state of repair and adequately drained.</p>	<p>Proposed that this be replaced by Condition 4.1 - 4.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p> <p>Improved minimum footpath and pavement width for residents and visitors, from 0.75m width to, where practicable, 0.9m.</p>
<p>(c) Carriageways shall be not less than 3.7 metres wide or if they form part of a one way traffic system 3 metres wide.</p>	<p>Proposed that this be replaced by Conditions 3.4 - 3.5 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(d) Gateways shall be 3.1 metres minimum wide and have minimum height clearance of 3.7 metres.</p>	<p>Proposed that this be replaced by Condition 3.7 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(e) Roads must have no overhead cable less than 4.5 metres above ground.</p>	<p>Proposed that this be replaced by Condition 3.9 of 2008 Model Conditions.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(f) Emergency routes must be kept clear at all times.</p>	<p>Proposed that this be replaced by Condition 3.1 of 2008 Model Conditions.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(g) All roads and footpaths shall be provided with artificial lighting, as necessary, to allow safe use of the site by residents during periods of darkness.</p>	<p>Proposed that this be replaced by Condition 5 of 2008 Model Conditions.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>4. Hard Standing</p> <p>(a) Subject to sub-paragraph (b) below, every caravan shall stand on a concrete hardstanding which shall extend over the whole area occupied by the caravan placed upon it and shall project not less than 1 metre outwards from the entrance or entrances of the caravan.</p> <p>(b) With the agreement of Charnwood Borough Council, full hard standings may be dispensed with in situations where a caravan is situated on ground that is firm and safe in poor weather conditions.</p>	<p>Proposed that this be replaced by Condition 6 of 2008 Model Standards except for current Condition 4b.</p>	<p>No, or insignificant burden on site licence holders or residents</p> <p>We have not, to date, dispensed of the requirement for hard standing on any site within the Borough, and given climatic changes and increased flooding risks it is not anticipated that we would identify a site where</p>

		hardstanding would not be appropriate for a unit.
<p>5. Fire Fighting Appliances</p> <p>(a) Fire points shall be provided so that no caravan or site building is more than 30 metres from a fire point. They must be housed in a weatherproof structure, be easily accessible and clearly and conspicuously marked 'FIRE POINT'.</p>	Proposed that this be replaced by Condition 17 of 2008 Model Standards.	<p>No, or insignificant burden on site licence holders or residents.</p> <p>Site licence holders have an existing obligation under the Regulatory Reform (Fire Safety) Order 2005 to assess fire risk and determine what level of fire-fighting equipment is appropriate for each specific site. Removal of conditions that may conflict with this will improve clarity for both residents and site licence holders.</p>
<p>(b)(i) Where water standpipes are provided and there is a water supply of sufficient pressure and flow to project a jet of water approximately 5 metres from the nozzle, such water standpipes shall be situated at each fire point. There must be a reel complying with BS 5306 Part 1 1977 (1988) with a hose of not less than 30 metres in length, having a means of connection to a water standpipe (preferably a screw thread connection) with a water supply of sufficient pressure and terminating in a small hand control nozzle. Hoses shall be housed in a box painted red and marked "HOSE REEL."</p> <p>b(ii) Where standpipes are not provided but there is a water supply of sufficient pressure and flow, fire hydrants must be installed within 100 metres of every caravan standing. Hydrants must conform to BS 750 1984. Access to hydrants and other water supplies must not be obstructed or covered.</p>		

<p>b(iii) Where standpipes are not provided or the water pressure or flow is not sufficient, each fire point shall be provided with either water extinguishers (2 x 9 litre) complying with BS EN3 or a water tank of at least 500 litres capacity fitted with a hinged cover, 2 buckets and 1 hand pump or bucket pump.</p>		
<p>(c) A means of raising the alarm in the event of fire and approved by the Fire Authority shall be provided at each fire point.</p>		
<p>(d)(i) All alarm, and fire fighting equipment shall be installed, tested and maintained in working order by a competent person and available for inspection by or on behalf of Charnwood Borough Council. A logbook or test labels on individual items of equipment must be kept to record all tests and any remedial action. d(ii) All equipment susceptible to damage by frost shall be suitably protected.</p>		
<p>(e) A clearly written and conspicuous notice shall be provided and maintained at each fire point to indicate the action to be taken in case of fire and the location of the nearest telephone. This notice shall include the following: “On discovering a fire: (i) ensure the caravan or site building involved is evacuated; (ii) raise the alarm; (iii) call the Fire Brigade (the nearest telephone is sited); (iv) attack the fire using the fire fighting equipment provided, if safe to do so. It is in the interest of all occupiers of this site to be familiar with the above routine and the method of operating the fire alarm and fire fighting equipment.”</p>		
<p>(f) Long grass and vegetation shall be cut at frequent and regular intervals to prevent it becoming a fire hazard. Any such cuttings shall be removed from the vicinity of caravans. The space beneath and between caravans</p>	<p>Proposed that this be replaced by Conditions 7.1 – 7.5 of 2008 Model Standards.</p>	<p>This will include the specific requirement for trees within the site (subject to necessary consents) to be maintained.</p>

<p>must not be used for the storage of combustible materials.</p>		
<p>(g) An immediately accessible telephone shall be available on the site or alternatively a telephone, which is reasonably accessible, and its location identified, for calling the police, fire brigade, ambulance or other services in an emergency. A notice by the telephone must include the address of the site.</p>	<p>Remove. Not listed in proposed 2008 Model Standard site Licence Conditions.</p>	<p>This is an outdated condition as most people now have a mobile phone. Furthermore, raising an alarm in the event of a fire will form part of the fire risk assessment.</p>
<p>6. Storage of LPG</p> <p>(a) Where LPG is supplied from tanks the installation must comply with LP Gas Association Code of Practice 1 Part 1 – Design Installation and Operation of Vessels Located above Ground and Part 4 Buried/Mounded LPG Storage Vessels. Where LPG is supplied from cylinders, with LP Gas Association Code of Practice 7 1999 “Storage of Full and Empty LPG Cylinders and Cartridges.”</p> <p>(b) Where there are metered supplies from a common LPG storage tank – LP Gas Association Code of Practice 25 1999 LPG Central Storage and Distribution Systems for Multiple Consumers.</p> <p>(c) A maximum of 2 exposed gas bottles or cylinders may be sited within the separation boundary of an adjacent unit providing neither of the gas bottles/cylinders are closer than 5 metres to the next mobile home.</p> <p>(d) LPG Installations in caravans must conform to BS 5482 “Code of Practice for Domestic Butane and Propane Gas Burning Installations, Part 2: 1977 – Installations in Caravans and Non-Permanent Dwellings,” the Gas Safety (Installation and Use) Regulations 1998.</p> <p>(e) Any Mains gas supply must conform to the Pipelines Safety Regulations 1996 and The Gas Safety (Installation and Use) Regulations 1998.</p>	<p>Proposed that this be replaced by Conditions 8.1 – 8.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>

<p>(f) In cases where the site licence holder supplies gas to caravans on the site, any required authorisation to do so from OFGAS under the Gas Act 1986 must be obtained prior to the commencement of any supply.</p>		
<p>7. Water Supply</p> <p>The site shall be provided with a water supply to each caravan in accordance with appropriate Water Byelaws and statutory quality standards piped to the caravans. The supply shall be maintained at an adequate flow rate and pressure even when the system is placed under maximum demand.</p>	<p>Proposed that this be replaced by Condition 10.1 - 10.4 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>8. Storage Space</p> <p>Where it is agreed between the occupier of a caravan and the site licence holder that covered storage space is required then either a garage or shed providing at least 2.75 sq metres of covered storage space shall be provided for each standing. The structure shall be separate from the caravan, capable of being locked and, if sited less than 6 metres from any caravan, made of non-combustible material (including a non-combustible roof).</p>	<p>Proposed that this be replaced by Conditions 2.4.2 - 2.4.4 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>9. Drainage, Sanitation and Washing Facilities</p> <p>(a)(i) Satisfactory provision shall be made for foul drainage by a connection to a public sewer or sewage treatment works; or (ii) Satisfactory provision shall be made for foul drainage by discharge to a properly constructed septic tank or cesspool. (b) Each caravan must have its own supply of hot and cold water together with a bath or shower and water closet. Connections to the foul drainage system shall be</p>	<p>Proposed that this be replaced by Conditions 11.1 – 11.4 except for current condition 9b.</p>	<p>No, or insignificant burden on site licence holders or residents. Note, current condition 9b would no longer be used, however it would not be appropriate to continue to use it as The Caravan Sites and Control of Development Act 1960 is not designed to legislate for the physical condition of the units on a site.</p>

<p>provided and shall be capable of being made airtight when not in use.</p> <p>(c) Every site and hard standing must be provided with an adequate drainage system for the complete and hygienic disposal of foul, rain and surface water from the site, buildings, caravans, roads and footpaths.</p>		
<p>10. Refuse Disposal</p> <p>Every caravan hard standing must have an adequate number of suitable non-combustible refuse bins with close-fitting lids or refuse bags. Arrangements must be made for the bins to be emptied regularly. Where communal refuse bins are provided these must be of similar construction and housed within a properly constructed bin store.</p>	<p>Proposed that this be replaced by Condition 12 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>11. Car Parking</p> <p>One car only may be parked between adjoining caravans provided that the door to the caravan is not obstructed. Suitably surfaced parking spaces must be provided to meet the additional parking requirements of the occupants and their visitors. Plastic or wooden boats must not be parked between units.</p>	<p>Proposed that this be replaced by Condition 2.7 and 13 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents:</p> <p>Following consultation – 2008 Model Standard Condition 15.1 will be amended to read:</p> <p>“Suitably surfaced parking spaces shall be provided to meet the reasonable requirements of residents and their visitors.”</p>
<p>12. Recreation Space</p> <p>(a) Subject to sub-paragraph (b) below where children live on the site, space equivalent to at least one-tenth of</p>	<p>Proposed that this be replaced by Condition 14 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>

<p>the total area of the site shall be allocated for children's games and/or other recreational purposes.</p> <p>(b) Sub-paragraph (a) shall not apply where there are suitable alternative publicly provided recreational facilities, which are readily accessible <u>and</u> prior written consent to dispense with the requirements of sub-paragraph (a) has been obtained from Charnwood Borough Council.</p>		
<p>13. Electrical Installations</p> <p>(a) Sites shall be provided with an electricity supply and installations sufficient in all respects to meet the reasonable demands of the caravans.</p>	<p>Proposed that this be replaced by Condition 9.1 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(b) Such electrical installation (other than Electricity supplier works and circuits subject to regulations made by the Secretary of State for Energy, under Section 16 of the Energy Act 1983 and Section 64 of the Electricity Act 1947) shall be installed, tested and maintained in accordance with BS 7671:1997, the requirements for electrical installations for the time being in force, and where appropriate, to the standard which would be acceptable for the purposes of the Electricity (Overhead Lines) Regulations 1988, SI 1988 No 1057.</p>	<p>Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(c)(i) The site licence holder shall ensure that all electrical installations of which he/she have control are safe.</p>	<p>Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>c(ii) Without prejudice to the generality of sub-paragraph 13(c)(i) above, the site licence holder shall ensure that all existing and new installations are periodically inspected by a competent person at intervals of no more than three years and shall obtain from such inspector a certificate in the form required by BS 7671 1997, or such later</p>	<p>Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.</p>	<p>Current regulations require that electrical safety checks (eg EICRs) are now carried out every 5 years not every 3 years, as specified in the current Licence Conditions. Use of the 2008</p>

standard in force from time to time, within one month of the carrying out of the inspection.		Model Standard condition will remove this contradictory requirement.
c(iii) The site licence holder shall retain safe custody of such inspection certificates, as mentioned in sub-paragraph 13(c)(ii) above and produce them on demand to an authorised officer of Charnwood Borough Council.	It is proposed that the following to supplementary condition be applied in conjunction with 9.2 of the 2008 Model Standards: “A copy of the inspection certificate will be provided within 7 days of a written demand from an authorised officer of Charnwood Borough Council.”	No, or insignificant burden on site licence holders or residents.
c(iv) For the purposes of sub-paragraph 13(c)(ii), a ‘competent person’ shall be: The Manufacturer’s appointed Agent; The Electricity Supplier; A professionally qualified electrical engineer; A member of the Electrical Contractor’s Association; A contractor approved by the National Inspection Council for Electrical Installation Contracting; A qualified person acting on behalf of one of the above.	Proposed that this be replaced by Conditions 9.3 – 9.4 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
(d) If an inspection reveals that an installation no longer complies with the regulations extant at the time it was first installed, any deficiencies must be rectified. Any major alterations and extensions to an installation together with all parts of the existing installation affected by them must comply with the latest version of the IEE Wiring Regulations.	Proposed that this be replaced by Condition 9.2 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
(e) Where there are overhead electric lines on the site, suitable warning notices shall be displayed at the entrance to the site and on supports for the line.	Proposed that this be replaced by Condition 3.9 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.
14. Notices (a) A suitable sign shall be prominently displayed at the site entrance indicating the name of the site.	Proposed that this be replaced by Condition 15.1 of 2008 Model Standards.	No, or insignificant burden on site licence holders or residents.

<p>(b) A copy of the site licence with its conditions shall be displayed prominently on the site.</p>	<p>Proposed that this be replaced by Condition 15.3 of 2008 Model Standards.</p>	<p>No, or insignificant burden on site licence holders or residents.</p>
<p>(c) Notices and a plan shall be displayed on the site setting out the action to be taken in the event of an emergency. They must show where the police, fire brigade or ambulance and local doctors can be contacted and the location of the nearest public telephone. The notice must indicate the name, address and telephone number of the site licence holder or their accredited representative. At sites subjected to flood risk, warning notices must be displayed giving advice about the operation of the flood warning system. All notices must be suitably protected against the weather and displayed where possible out of the direct rays of the sun, preferably in areas lit by artificial lighting.</p>	<p>Proposed that this be replaced by Conditions 15.1 – 15.5 and 16.1 – 16.2 of 2008 Model Standards except for current condition 14c where we have to date required a site licence holder to provide details of the nearest location of a public phone and details of how to contact the emergency services.</p>	<p>No, or insignificant burden on site licence holders or residents.</p> <p>Removal of the outdated requirement to provide details of the nearest location of a public phone reflects the fact that most people have a mobile phone nowadays and know how to contact emergency services.</p> <p>Furthermore, means of raising an alarm in the event of a fire will form part of the fire risk assessment.</p> <p>Following consultation – 2008 Model Standard Condition 15.1 will be amended to read:</p> <p>“The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details. A copy of the site licence or the front page of the said licence and details of where the full licence and other information</p>

		required to be available under this standard (see 15.3) can be viewed and between which times (if not displayed on the notice board).
(d) The site licence holder shall notify Charnwood Borough Council of any changes in personal circumstances at the earliest opportunity. If the site licence holder is aware that he/she will not be available for an extended period of time, he/she must provide Charnwood Borough Council with details of an alternative responsible person who will manage the site to cover this period of time.	Remove. Not listed in proposed 2008 Model Standard site Licence Conditions.	Replaced by the requirement for the site licence holder to be a 'Fit and Proper Person', which includes having adequate management arrangements in place, including during periods of absence.
(e) Addresses for service of all notices and legal process relating to the site, to the site licence and the enforcement of these conditions Charnwood Borough Council's address for service shall be: Charnwood Borough Council, Southfield Road, Loughborough, Leicestershire, LE11 2TX, or the address of such other office of the Council of which it notifies the site licence holder or his accredited representative in writing. This address for service shall be deemed to be the Council's usual place of business. The site licence holders address for service shall be: (i) The address of the site licence holder or his accredited representative set out in the notices referred to in subparagraph (c) above which shall be deemed to be the site licence holders usual place of business; or (ii) Where the site licence holder has failed to provide a site notice setting out his address or that of his accredited representative in contravention of subparagraph (c) above, the site licence holders address for service shall be the address of site licence holder set down in the	Remove. Not listed in proposed 2008 Model Standard site Licence Conditions.	No, or insignificant burden on site licence holders or residents. Notices are served to the registered address of site licence holder. Section 16 Requisition of Information as per Local Government Miscellaneous Provisions Act 1976 can be used to establish addresses for service if required.

licence, which such address shall be deemed to be the site licence holders last known usual place of business.
PROVIDED ALWAYS:
(iii) That where the site licence holder notifies the Council in writing of an alternative address for service that address shall be the site licence holders address for service in substitution of any address mentioned in (i) or (ii) above from the date of receipt by the Council of the site licence holders written notification, and the address set out in such notification shall be deemed to be the site licence holders usual place of business.

Assessment 2:

New conditions (based on 2008 Model Standards) not included in the current Licence Conditions	Justification for inclusion in new Licence Conditions
1.1) The boundaries of the site from any adjoining land shall be clearly marked by a man-made or natural feature.	Inclusion of this condition will ensure that the limit of the site owner’s responsibility is clearly defined and provide privacy for site residents.
2.4.6) Fences and hedges, where allowed and forming the boundary between adjacent caravans, should be a maximum of 1 metre high.	Including this condition will minimise combustible structures, both natural and man-made likely to increase the risk of fire spread between units in the event of a fire occurring.
15.4) The following information shall be available for inspection at the prominent place: a copy of the most recent periodic electrical inspection report, a copy of the site owner’s certificate of public liability insurance, a copy of the local flood warning system and evacuation procedures, if appropriate, and a copy of the fire risk assessment made for the site.	The displaying of this information is not overly onerous and provides occupiers with confidence that the site is being run safely. In addition, occupiers should reasonably be expected to have access to safety certificates for the site, such as the fire risk assessment, and be fully aware of the measures the site licence holder has put in place to mitigate against the dangers posed by flooding on the site, if applicable.
16) The site owner shall establish whether the site is at risk from flooding by referring to the Environment Agency’s Flood Map. Where there is risk from flooding the site owner shall consult the Environment Agency for advice on the likelihood of flooding, the depths and velocities that might be expected, the availability of a warning service and on what appropriate measures to take.	Inclusion will reduce the risk of a site suffering from flooding and having no counter measures in place to safeguard vulnerable occupiers.

Responses received during the 2021 consultation with site licence holders and residents of residential mobile home sites in respect of the implementation of the 2008 Model Standards

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 1 Representation from a site resident:</p>	
<p>I have lived here for nearly 20 years and have what I consider a nice hedge at the boundary of my plot alongside the grass. I would object to it being virtually cut down to comply with some new rule. I think it is an attractive feature on my plot alongside my rose bushes. Along with the rest of my plot I have looked after it for nearly 20 years. It was already on the plot when I arrived and looked well established even then.</p> <p>But having said all that, it is my remit to look after and maintain my plot. The drastic cutting of the hedge which you apparently are going to ask for is beyond my responsibility. Therefore, you would need to refer to the site owners.</p>	<p>This representation relates to the proposed 2008 Model Standard condition: "Fences and hedges, where allowed and forming part of the boundary between adjacent caravans, should be a maximum of 1m high".</p> <p>This condition is aimed at reducing the spread of fire between units and a large hedge that is wide and several feet high forms a significant combustible structure.</p> <p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of separation distances, consultation would be arranged with Leicestershire Fire and Rescue Service. The views of the site owner and affected residents would be sought before any steps are taken to enforce breaches of this standard.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
<p>2.1: This condition requires the licence holder to notify the council of their intention to site a new caravan at least 7 days in advance. This is a major burden even for a fully residential park where park homes may stay in situ for decades. At Proctors Park the location of caravans is changing daily. Most of the caravans are sited or moved by customers as they come and go to their chosen location. This condition is not only unduly burdensome, but impractical, as customers are coming and going with their caravans all the time. It will be extremely costly to operate and threatens the viability of the business as these customers will be lost if our clients have to ask them for prior notification with a plan of exactly where they intend to pitch their caravan, for our clients to pass on to the Council. And then, what if the Council cannot confirm that this is OK within 7 days? There is no history on this site of caravans being incorrectly sited as our clients always allow 6m separation distance irrespective of occupational type. Customers are advised the same. This separation distance is already secured by proposed condition 3.1 and therefore there is no need to duplicate with this unnecessary condition. This is not a 2008 Model Standard condition. We suggest this condition is removed.</p>	<p>Although not a 2008 Model Standard condition, the purpose of this condition is to ensure the Council is provided with the opportunity to review the proposed location of any new residential mobile home <i>before</i> it is located on the site. Allowing sufficient time to ensure that there is sufficient space to accommodate the unit and that the relevant site licence conditions can be complied with.</p> <p>The conditions that have been consulted on would apply only to sites that contain mobile homes that are used as permanent residential units.</p> <p>The site in respect of which this representation has been made is used for a mixture of purposes and as such has a residential site licence, a holiday site licence and a touring site licence.</p> <p>The proposed conditions would only be applied to the residential site licence. There would be no requirement to notify the Council of any new holiday or touring caravans being positioned on site.</p> <p>It is not unreasonable to expect the site licence holder to have a system in place to record the location of mobile homes on site that are used for residential purposes. In fact, the lack of clarity as to where residential mobile homes are located on the mixed site has been an issue in terms of site licensing since the definable area on the site for residential mobile homes, which was once in place, is no longer used.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
	<p>It is recommended that this proposed condition is retained in respect of all residential site licences.</p>
<p>2008 Model Standard Condition 2.4(a): This condition requires that where a porch is installed only one door may be permitted at that entrance to the home, either on the porch or on the home. Although this condition may conform with the 2008 Model Standards, it is not a condition of the current licence and is an unnecessary burden to apply this retrospectively on existing static caravans at the site which may have 2 doors for reasons of improved thermal insulation or security. Our client understands that this condition may have arisen for fire safety reasons and suggests that the conditions should stipulate only one door should be kept locked at any time, as an unlocked door is no different to any other internal door within the caravan.</p>	<p>It is appreciated that some residential mobile homes may already have a porch fitted that would be in breach of this proposed condition. It is not the intention of the new conditions to inconvenience residents either in terms of their finances (the cost of replacing or altering the porch, or increased heating costs), or comfort levels (thermal comfort or security) unless the risk is significant.</p> <p>As such, it is recommended that this proposed condition is retained in respect of all residential site licences, however, in order to reduce possible alarm or distress, it is recommended that the existing residents who do not meet this condition be protected against the changes until the porch in question is removed, altered or replaced. This could be managed through the inclusion of a schedule of affected mobile homes that is appended to the site licence. When the porch is either removed or is altered so it does comply with the condition, the address will be removed from the schedule of exceptions.</p>
<p>2008 Model Standard Condition 2.4(b): This condition refers to 'subparagraph (iii), which does not exist. We think that you may mean to refer to paragraph 3.3..</p>	<p>Noted. This was due to a differing number structure for the site-specific proposed licence conditions but will be amended.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
<p>2008 Model Standard Condition 2.4(f): This condition requires that fences and hedges, forming part of the boundary between adjacent caravans, should be a maximum of 1 metre high. Again, although this is a 2008 Model Standard condition it is an unnecessary burden being applied retrospectively at a park where such condition did not exist before. The site has already been developed with low level fences of approximately 1.2m. It would be unduly burdensome to ask caravan owners to remove and replace these with slightly lower fencing. Our client therefore suggests that the maximum should be set at 1.25m.</p>	<p>This condition is aimed at reducing the spread of fire between units, in the event of a fire occurring, by minimising combustible material between units.</p> <p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of separation distances, consultation would be arranged with Leicestershire Fire and Rescue Service.</p> <p>The views of the site owner and affected residents would be sought before any steps are taken to enforce breaches of this standard.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
<p>2008 Model Standard Condition 2.4(g): This condition requires that cars parked within the separation distance must be a minimum of 3 metres from an adjacent caravan. Again, although this may match the 2008 Model Standards, it is being applied retrospectively and as there was no 3m restriction previously customers have existing parking bays within the 3m. We consider it an unnecessary burden to require customers to change the position of their driveways with further adverse consequences for their gardens and/or sitting out areas. There appears no clear fire safety basis for this condition as it cannot make any difference whether the car is within 3m of a unit to its left or it's right. We would therefore request that the wording be amended so the cars may be 3m from either the occupiers caravan, or adjacent caravan.</p>	<p>Although this condition is for health and safety considerations it is about privacy from neighbouring mobile homes and ideally a car should be parked closer to the mobile home to which it is associated, allowing privacy for occupants of adjacent mobile homes.</p> <p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of separation distances, consultation would be arranged with Leicestershire Fire and Rescue Service and the views of the site owner and affected residents would be sought before any steps are taken to enforce breaches of this standard.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
<p>2008 Model Standard Condition 3.1: Our Client appreciates that this is a 2008 Model Standard, however the large main road within the site is approximately 7m wide and allows for parking as well as maintaining an adequate 3.7m access for emergency vehicles. For the avoidance of doubt our client request that the condition is amended to: "Roads shall be designed to provide adequate access for emergency vehicles and <u>3.7m wide</u> routes within the site for such vehicles must be kept clear of obstruction at all times.</p>	<p>The proposed condition states that:</p> <p>"Roads shall be designed to provide adequate access for emergency vehicles and routes within the site for such vehicles must be kept clear of obstruction at all times."</p> <p>Where a road is 7m wide and can accommodate parked vehicles, as well as allow for the passing of emergency vehicles, this would be considered an adequate access route that complies with the above condition.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>
<p>2008 Model Standard Condition 5: Our client appreciates that this is a 2008 Model Standard but requiring street lighting to be alight all night appears very outdated and irresponsible in sustainability and biodiversity terms. It is not a requirement of the current site licence and therefore will be an added cost to our client and in turn their customer, not to mention an annoyance to their customers. As the council turn their own streetlights off at midnight to save costs, energy, and the environment, we consider that the same lighting protocol should apply to the park. Our client therefore requests that this condition is amended to require that the site is adequately lit from dusk until midnight and from 7am until dawn.</p>	<p>This condition only applies to the areas of the site used for residential mobile homes.</p> <p>Although it is appreciated that there are benefits to lights not being operational through the whole night, it is appreciated that some people work late or early shifts and will need to be able to negotiate their way home safely on site.</p> <p>In addition, emergency vehicles may need to navigate their way around the site and without a physical road and address system that can be navigated it is more important that there is adequate lighting to assist in finding the correct mobile home.</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
	<p>When considering taking enforcement action in relation to any potential breach of a site licence condition, consideration is given to the severity of the breach and the likely risks associated with it. In considering the enforcement of this condition, the views of the site owner and affected residents would be sought before any steps are taken to enforce a breach.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>
<p>2008 Model Standard Condition 13: Our client appreciates that this is a 2008 Model Standard, however, it is not a condition of the current licence and the park has not been developed in this way. Making changes now would be an unnecessary burden and cost for our client. Residents and visitors have always been able to park next to their caravans. My client is concerned that this new condition, as worded, would allow residents to demand unlimited extra parking space to be provided. We would therefore request that the wording should be amended to "...to meet the reasonable requirements..."</p>	<p>The proposed condition states:</p> <p>"Suitably surfaced parking spaces shall be provided to meet the requirements of residents and their visitors."</p> <p>In line with the representation, it is recommended that the condition be amended to state:</p> <p>"Suitably surfaced parking spaces shall be provided to meet the reasonable requirements of residents and their visitors."</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
<p>2008 Model Standard Condition 15.2: This condition requires the display of a plan of the site with roads and pitches. This is a new condition, and although it is a 2008 Model Standard, those standards relate to static residential mobile home parks, not to sites with a mix of static and touring pitches with constantly changing caravan locations. Our client therefore requests the removal of this condition which is not a requirement of the 1989 Model Standards for holiday caravan sites.</p>	<p>The conditions that have been consulted on, based on the 2008 Model Standards, would apply only to sites that contain mobile homes that are used as permanent residential units. The requirement for a site plan detailing roads and pitches would only apply to the residential mobile homes on the site.</p> <p>The benefit of such a plan is to assist residents, visitors and more importantly - any emergency services, to locate a home on the site and plan a route to get there. This is of particular importance for larger sites.</p> <p>It is recommended that this condition should be retained in respect of all residential site licences, but in line with the 2008 Model Standard guidance, a reasonable amount of time will be allowed for compliance.</p>
<p>2008 Model Standard Condition 15.1: We appreciate that this is derived from the 2008 Model Standards, however, we consider that the implied interplay between the second sentence and information listed in 15.3 could be made clearer by inserting the text "(see 15.3)" between '...and other information required to be available under this standard', and '...can be viewed.', within the second sentence of this paragraph 15.1.</p>	<p>The proposed conditions state:</p> <p>15.1 The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details. A copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard can be viewed and between which times (if not displayed on the notice board).</p>

Representation received in response to the consultation on the proposed use of the 2008 Model Standards:	Consideration of the representation:
<p>Response 2 Representations received from a site licence holder:</p>	
	<p>15.2 Current plan of the site with roads and pitches marked on it shall be prominently displayed at the entrances to it.</p> <p>15.3 In addition, at the prominent place the following information shall be available for inspection at the prominent place:</p> <ul style="list-style-type: none"> a) A copy of the most recent periodic electrical inspection report b) A copy of the site owner's certificate of public liability insurance. c) A copy of the local flood warning system and evacuation procedures, if appropriate. d) A copy of the fire risk assessment made for the site. <p>In line with the representation, it is recommended that condition 15.1 be amended to state:</p> <p>"The name of the site shall be displayed on a sign in a prominent position at the entrances to the site together with the current name, address and telephone number of the licence holder and manager and emergency contact details. A copy of the site licence or the front page of the said licence and details of where the full licence and other information required to be available under this standard (see 15.3) can be viewed and between which times (if not displayed on the notice board).</p>

SCRUTINY COMMISSION – 15TH NOVEMBER 2021

Report of the Cabinet

ITEM 9 SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

Purpose of Report

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

Action Requested

To note the 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 11th October 2021, the Cabinet have considered the following items on which the Commission undertook pre-decision scrutiny:

- A. MOTION ON NOTICE – GLYPHOSATE-BASED HERBICIDES IN OPEN SPACES, PLAYGROUNDS AND PARKS
- B. PETS POLICY 2021-2025
- C. LOUGHBOROUGH BUSINESS IMPROVEMENT DISTRICT (BID) THIRD TERM

Details of the Commission’s consideration of the items as reported to the meeting of the Cabinet on the 15th October 2021 can be found in the minutes from the Commission’s meeting on 11th October 2021.

The Chair of the Commission, Councillor Seaton, attended the Cabinet’s meeting on the 15th October 2021 to present the Commission’s reports to the Cabinet.

Since the meeting of the Commission on 11th October 2021, the Cabinet have considered the following items on which the Commission undertook pre-decision scrutiny:

Cabinet Response

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

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

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

PETS POLICY 2021-2025

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

LOUGHBOROUGH BUSINESS IMPROVEMENT DISTRICT (BID) THIRD TERM

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

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

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SCRUTINY COMMISSION – 15TH NOVEMBER 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 11th October 2021 the scoping document for the Waste Management and Recycling Scrutiny Panel was approved by members. The panel will meet for the first time on Tuesday 9th November 2021.

The Scrutiny Commission also resolved the following;

- That the Digitisation and Transformation of Services Scrutiny Panel be deferred until January 2022.
- That the Promoting Tourism in Charnwood Scrutiny Panel be deferred until January 2022.

Further details can be found in Scrutiny Commission minute reference 47 2021/22.

The Combatting Loneliness scoping document is still in progress.

Budget Scrutiny Panel

The first meeting of the Budget Scrutiny Panel for the 2021/22 Council year took place on 6th October 2021. The following was added to the Budget Scrutiny Panel work programme;

- An update on the settlement offered relating to Government funding – 8 December 2021.

Appendices: Appendix 1 – Scrutiny Panels

Background Papers: None

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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 Management and Recycling	To provide the Council with the technical information and necessary evidence base to aid future decision making on the waste management strategy.		November 2021 – April 2022

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 better 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>	<p>Outside bodies who already have this facility. Councils who have this facility. CRM (Customer Relationship Management) companies. Individuals with skills in this area. Our current key partners such as Capita and Serco to understand how they will integrate their services.</p>	January 2022
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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 could we have with our partners to support this project?</p> <p>Investigation to identify how Parish Councils could become involved.</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
Cllr Popley	Informal	Promoting Tourism in Charnwood	Identify our key attractions to the area, both physical buildings and special events. What is CBC doing to promote and support these venues/	Approach and/ or interview peer councils to see what they do.	January 2022

			<p>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?</p> <p>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>Identify opportunities for tourism to recover post-pandemic.</p>	<p>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>	
TBC	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>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</p>	January 2022

			Discussion required with officers to establish scope of review.	crime promptly in our Borough.	
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Express	Informal	Formal	Proposed

SCRUTINY COMMISSION – 15TH NOVEMBER 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 had not met since the last meeting of the Scrutiny Commission.

At the meeting of the Scrutiny Commission on 11th October 2021, it was suggested that the annual Community Safety Partnership Review should be scrutinised by the Scrutiny Commission instead of the Finance and Performance Scrutiny Committee.

It was advised that the Scrutiny Commission could consider this further prior to the annual Constitution review, which is submitted to Full Council in April 2022, as this would

provide an opportunity to make any changes the Commission felt necessary. An item would be added to the Scrutiny Commission Work Programme for February or March 2022 to allow for this discussion.

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 – 15TH NOVEMBER 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.

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	15 November 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	15 November 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	15 November 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	15 November 2021 (standing item)	Pre-decision scrutiny – Cabinet Response		To consider the response of Cabinet to recommendations by the Commission on pre- decision scrutiny items.	K.Widdowson (report) Lead Officer (meeting)	Scrutiny Commission
Scrutiny Commission	15 November 2021	Pre-decision scrutiny – Residential Mobile Home Site Licence Conditions	To approve Licence Conditions for the Residential Mobile Home Sites.		Alison Simmons	
Scrutiny Commission	15 November 2021	Pre-decision Scrutiny – Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2021/22.		Julie Robinson	Agreed Scrutiny Commission min ref 20 2021/22, 28 June 2021

Scrutiny Commission Work Programme

Scrutiny Commission	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	15 November 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	15 November 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	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 Work Programme

Scrutiny Commission	10 January 2022	Pre-decision Scrutiny – Charnwood Grants – Strategic Partners (2022/23 – 2023/24)	To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.		Julie Robinson	Agreed Scrutiny Commission min ref 20 2021/22, 28 June 2021
Scrutiny Commission	10 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	February/March 2022	Community Safety Partnership Review - Work Programme Discussion	To allow the Scrutiny Commission to consider the most appropriate place for the annual Community Safety Partnership Review to be scrutinized.			Agreed Scrutiny Commission 11 October 2021, min ref 48.
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
20th October 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?
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
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

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	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
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

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?
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
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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Outturn 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
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
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	September 2022 November 2022	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	September 2022	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@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?
None						

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