



SCRUTINY COMMISSION

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To: Councillors Brookes, Hamilton, Seaton (Chair), Parton, Popley, Charles and Miah (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, 6th December 2021 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

26th November 2021

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 11

To approve the minutes of the meeting of the Commission held on 15th November 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. COMMERCIALISATION SCRUTINY PANEL - UPDATE

A report to enable the Commission to consider the implementation of the decisions taken by the Cabinet following its consideration of the report of the Commercialisation Scrutiny Panel and what, if any, further action may be required.
To follow.

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

No items have been identified for pre-decision scrutiny from the Cabinet agenda for 9th December 2021.

9. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE 12 - 13

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

10. PROGRESS WITH PANEL WORK 14 - 20

A report of the Head of Strategic Support to consider updates on scrutiny panels.

11. SCRUTINY WORK PROGRAMME 21 - 25

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

12. SCRUTINY COMMISSION WORK PROGRAMME 26 - 39

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:

10th January 2022

7th February 2022

7th March 2022

SCRUTINY QUESTIONS

What topics to choose?

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

Pre-decision scrutiny

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

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

Basic Questions

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

SCRUTINY COMMISSION 15TH NOVEMBER 2021

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

Councillor Harper-Davies (Cabinet Lead Member
for Community Support and Equalities) and
Poland (Cabinet Lead Member for Public Housing)

Head of Strategic and Private Sector Housing
Performance, Policy and Development Manager
Neighbourhoods and Partnerships Manager
Head of Strategic Support
Democratic Services Officer (SW)

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

50. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 11th October 2021 were approved.

51. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

52. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

53. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

54. BULKY WASTE COLLECTION REVIEW

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, was submitted (item 6 on the agenda filed with these minutes).

The Lead Member for Community Support and Equalities and the Policy, Performance and Development Manager assisted with the consideration of this item. The following summarises the discussion:

- i. The number of civil litigation cases resulting from fly tipping in the Borough since the bulky waste changes had been implemented was unclear. This information would be circulated following the meeting.
- ii. It was highlighted that the bulky waste collection charges scheme was not cost neutral, and that there was a cost to the council to run the scheme as payments received were not sufficient to cover the entire cost. In order to make the scheme cost neutral, the cost to residents would be required to increase. Information on the approximate single payment cost to residents required to create a cost neutral scheme was not available but would be estimated and circulated following the meeting.
- iii. Information on the cost of the scheme in relation to the income generated by the scheme was not available and would be circulated following the meeting.
- iv. During the development of the scheme, officers had considered a number of possible options and the current scheme was the most appropriate. The impact of the scheme and ways to improve the scheme were reviewed regularly.
- v. Photographic evidence was provided by Contractors when responding to reported fly-tipped waste in the event that no waste could be identified.
- vi. Contractors routinely checked sites containing flats for bulky waste in order to reduce potential fire hazards.
- vii. The impact of Covid-19 had presented challenges affecting the bulky waste collection service. The reorganisation of teams to address service priorities had meant that some services had been suspended during Covid-19 restriction periods.
- viii. Waste was defined by materials and was sometimes cleared over numerous collections as a result. It was highlighted that no item of waste was left unaccounted for.
- ix. It was agreed that the Scrutiny Commission reviewed the scheme again in 12 months and that the report provided included more detail, such as the data requested at this meeting.

RESOLVED

1. That the report is noted.
2. That the Scrutiny Commission reviewed the Bulky Waste Collection Scheme again in 12 months and that the report provides more detail such as the additional information required at this meeting.

3. That information on the number of civil litigation cases resulting from fly tipping in the Borough since the bulky waste changes had been implemented be provided to the Scrutiny Commission and included within the subsequent report.
4. That information on the approximate single payment cost to residents required to create a cost neutral scheme be provided to the Commission and included within the subsequent report.
5. That information on the cost of the scheme in relation to the income generated by the scheme be provided to the Commission and included within the subsequent report.

Reasons

1. To ensure that members are updated on the impact of the bulky waste collection charges 24 months after implementation.
- 2-5. To ensure the Scrutiny Commission is better able to understand the impact of the implementation of the scheme.

55. 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.

56. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items were identified for pre-decision scrutiny from the Cabinet agenda for 18th November 2021.

57. CHARNWOOD GRANTS - ROUND TWO 2021/22 CHARNWOOD COMMUNITY AND COMMUNITY FACILITIES GRANT APPLICATIONS

A Cabinet report of the Head of Neighbourhood Services to enable Cabinet to consider applications received for funding in round two of the Community Facilities and Community Grants schemes for 2021/22 (item 8a on the agenda filed with these minutes).

The Cabinet Lead Member of Community Support and Equalities, the Neighbourhoods and Partnerships Manager and the Head of Strategic Support assisted with the consideration of this item. The following summarises the discussion:

- i. It was considered that the recommended grant awards were most common within the more urban areas within the Borough.

- ii. The scoring matrix used by the awarding panel was complex and intended to ensure there was a differentiation between the bands used. This enabled the panel to assess criteria more fairly and recommend awards to the organisations that had scored the highest.
- iii. It was suggested that an increase in member knowledge could be achieved through member grants training, which would allow members to better assist organisations with their applications. It was highlighted that a better understanding of the criteria used would allow members to support organisations in the process.
- iv. It was suggested that the reasons for the decisions made on each application could be communicated with greater clarity. The feedback received from the awarding panel could including a note of reference to a specific criterion which had been satisfied or not.
- v. It was highlighted that there were two Voluntary and Community Sector officers working within the council who were able to assist organisations with applications and to advise members on the processes involved. The support offered by these officers was intended to maximise the opportunities of applicants.
- vi. When a grant application was declined, the organisation was advised on the reason for the decision and on potential ways to improve the application for the next round. In addition, they were signposted for further support from other sources.
- vii. It was highlighted that the grants process was time consuming and resource intensive. The awarding panel and the officers involved in the process had contributed a significant amount of time and effort to establish the recommendations set out.

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

Reason

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

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

A Cabinet report of the Head of Strategic and Private Sector Housing to propose the introduction of revised Licence Conditions for the licensing of permanent residential

mobile home sites in Charnwood was submitted (item 8b on the agenda filed with these minutes).

The Lead Member for Public Housing, the Head of Strategic and Private Sector Housing assisted with the consideration of this item. The following summarises the discussion:

- i. The revised Licence Conditions for the licensing of permanent residential mobile homes was applicable to properties which were the permanent residence of the occupier. These license conditions relate only to permanent residential mobile homes sites and not to holiday, touring or traveller sites.
- ii. Roads maintained in a good condition would be suitable for waling and driving but would depend on the type of road and the materials used. A road would be considered to be in a good condition if it was free from potholes or sink holes.
- iii. In the event of a breach in conditions, the council would seek to mediate with the license holder to overcome issues. Following this approach, the council would be able to take enforcement action against the license holder in accordance with the Legislation and the Private Sector Housing Enforcement Policy.
- iv. Work required to be undertaken by the licence holder to meet the licence conditions would be checked by the council to ensure the works have been completed and the quality of the works completed met the requirements of the licence. The council undertake an annual inspection of each site to ensure that the site meet the requirements of the licence conditions.
- v. It was expected that the revised Licence Conditions would be applied to all sites within the Charnwood Borough by the end of March 2022.
- vi. The response rate for the consultation conducted was considered to be low. However, it was suggested that this was due to a significant amount of existing legislation that was already in place.

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

Reason

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

59. 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.

60. PROGRESS WITH PANEL WORK

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

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

It was highlighted that a Chair was required for the Crime, Youth Crime and ASB Scrutiny Panel, due to start in January 2022. Councillor Hamilton agreed to discuss the Chairmanship of the panel with Labour Group members.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny panels.
2. That a Chair was identified for the Crime, Youth Crime and ASB Scrutiny Panel following discussions within the Labour Group.

Reasons

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

61. 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.

RESOLVED

1. That the Scrutiny Commission reviewed the Finance and Performance Scrutiny Work Programme.
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

62. 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.

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.

Reasons

1. 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 17th January 2022 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Commission.

SCRUTINY COMMISSION – 6TH DECEMBER 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 15th November 2021, the Cabinet have considered the following items on which the Commission undertook pre-decision scrutiny:

- A. CHARNWOOD GRANTS - ROUND TWO 2021/22 CHARNWOOD COMMUNITY AND COMMUNITY FACILITIES GRANT APPLICATIONS
- B. THE INTRODUCTION OF REVISED LICENCE CONDITIONS FOR PERMANENT RESIDENTIAL MOBILE HOME SITES

Details of the Commission’s consideration of the items as reported to the meeting of the Cabinet on the 18th November 2021 can be found in the minutes from the Commission’s meeting on 15th November 2021.

The Chair of the Commission, Councillor Seaton, attended the Cabinet’s meeting on the 18th November 2021 to present the Commission’s reports to the Cabinet.

Since the meeting of the Commission on 15th November 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:

CHARNWOOD GRANTS - ROUND TWO 2021/22 CHARNWOOD COMMUNITY AND COMMUNITY FACILITIES GRANT APPLICATIONS

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

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

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 – 6TH DECEMBER 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

Waste Management Scrutiny Panel

The Waste Management Scrutiny Panel met for the first time on Tuesday 9th November 2021. The following summarises the outcomes of the meeting;

- The panel reviewed the Council's waste and recycling data and made comparisons with other authorities.
- The panel reviewed the Environment Bill in respect of the waste management proposals and changes required. It was resolved that the Council's responses to the consultation on the Environment Bill be sent to members of the panel.
- It was resolved that the results of the most recent examination of a wagon of residual waste be sent to members of the Panel.
- It was resolved that Jane Hunt MP for Loughborough be invited to attend a meeting of the Panel to discuss the concerns regarding the Environment Bill outlined above, particularly the cost implications for the Council.
- A visit by members of the Panel to the Casepak Materials Recycling Facility would be arranged as soon as possible.
- The panel agreed to consider forthcoming draft Leicestershire Waste and Recycling Strategy at a later meeting. This included modelling of

performance/carbon impact of different recycling arrangements/options and would be useful to Panel's scrutiny.

The Waste Management Scrutiny Panel will meet again on 14th December 2021.

Budget Scrutiny Panel

The Budget Scrutiny Panel had not met since the last meeting of the Scrutiny Commission. Their next meeting will be the 8th December 2021.

Crime, Youth Crime and ASB Scrutiny Panel

It was highlighted at the meeting that a new Chair was required for the Crime, Youth Crime and ASB Scrutiny Panel, due to start in early 2022. Councillor Hamilton stated that he would discuss this with his fellow Labour Group members and feed back to the next meeting of the Scrutiny Commission.

Further details can be found in Scrutiny Commission minute reference 60 2021/22.

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 – 6TH DECEMBER 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. The next scheduled meeting was 30th November 2021.

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

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

Appendices: Appendix - Finance and Performance Scrutiny Committee Work Programme

Background Papers: None

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Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
30 Nov 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
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.
Sept 2022 (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.
Sept 2022 (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.

Sept 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.
Sep 2022 (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)

SCRUTINY COMMISSION – 6TH DECEMBER 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.

A the meeting of the Scrutiny Commission on 15th November 2021 the following change was made to the Work Programme;

- The Bulky Waste Collection Charges Review should take place on an annual basis, with the next report to the Scrutiny Commission in October 2022. This update should include information on:
 - The number of civil litigation cases resulting from fly tipping in the Borough since the bulky waste changes had been implemented
 - The cost of the scheme in relation to the income generated by the scheme

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	6 December 2021 (standard item)	Questions under Scrutiny Committee Procedure 11.16	In response to the CfGS guidance to scrutiny during the Covid-19 pandemic, this existing function will be promoted to encourage public participation.			Agreed Scrutiny Commission 1 June 2020, min ref 5 2020/21
Scrutiny Commission	6 December 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	6 December 2021 (standing item)	Cabinet items for pre- decision scrutiny		To allow identification of items from the latest Key Decisions Notice for pre- decision scrutiny by the Commission.	K.Widdowson (report) Lead Officer (meeting)	Items may also be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added

Scrutiny Commission Work Programme

Scrutiny Commission	6 December 2021 (standing item)	Pre-decision scrutiny – Cabinet Response		To consider the response of Cabinet to recommendations by the Commission on pre- decision scrutiny items.	K.Widdowson (report) Lead Officer (meeting)	Scrutiny Commission
Scrutiny Commission	6 December 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	6 December 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	6 December 2021	Commercialisation Scrutiny Panel Update	To update on the recommendations of the Commercialisation Scrutiny Panel		Justin Henry	
Scrutiny Commission	10 January 2022	Pre-decision Scrutiny – Charnwood Grants – Strategic Partners (2022/23 – 2023/24)	To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.		Julie Robinson	Agreed Scrutiny Commission min ref 20 2021/22, 28 June 2021

Scrutiny Commission Work Programme

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	June 2022 (annual item)	Draft Annual Scrutiny Report (annual item)	To consider the Draft Annual Scrutiny Report with a view to it being recommended to Council for approval.		Karen Widdowson	In accordance with Section 6.3(e) of the Council's Constitution, Scrutiny Commission must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally.
Scrutiny Commission	October 2022	Glyphosate-Based Herbicides in Open Spaces, Playgrounds and Parks	To provide the Scrutiny Commission with an update on Glyphosate use and any potential alternatives identified by the Council following the review.		Matt Bradford	Agreed Scrutiny Commission 11 October 2021, minute reference 43 2021/22

Scrutiny Commission Work Programme

Scrutiny Commission	November 2022 (annual item)	Bulky Waste Collection Charges Review	To review the introduction (in October 2019) of charges for all bulky waste collections.	Annual review to include information on the number of civil litigation cases resulting from fly tipping in the Borough since the bulky waste changes had been implemented and cost of the scheme in relation to the income generated by the scheme.	Matt Bradford	Agreed Scrutiny Commission, 15 November 2021, minute reference 54, 2021/22.
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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
10th November 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
Make the Woodhouse Parish and the Rearsby Neighbourhood Plans	To "make" the Woodhouse Parish Neighbourhood Plan and the Rearsby Neighbourhood Plan.	Cabinet	9th December 2021	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	9th December 2021 17th January 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	9th December 2021	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Charnwood Grants - Strategic Partners (2022/23 – 2023/24)	To consider recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	13th January 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Housing Revenue Account (HRA) Business Plan 2021-2052 and Asset Management Strategy Framework	To approve the Housing Revenue Account Business Plan 2021-2052 and Asset Management Strategy Framework.	Cabinet	10th February 2022	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@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

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

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?
Corporate Delivery Plan 2022/23	To approve the Corporate Delivery Plan 2022-23.	Cabinet	7th April 2022	Report	Yes	Helen Gretton Organisational Development Manager Tel: 01509 634556 helen.gretton@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2022/23.	Cabinet	July 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Outturn 2021/22	To report the Council's capital expenditure results for 2021/22 subject to audit.	Cabinet	July 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and LRA 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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	September 2022 November 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	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