



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 Committee Room 2, Southfield Offices on Monday, 10th January 2022 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

23rd December 2021

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 10

To approve the minutes of the meeting of the Commission held on 6th December 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. PRE-DECISION SCRUTINY OF ANY SPECIFIC FINANCIAL MATTERS TO BE CONSIDERED BY INFORMAL CABINET

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

7. ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the informal Cabinet agenda for 13th January 2022:

- (a) Charnwood Grants - Strategic Partners (2022/23 - 2023/24) 11 - 39

A report of the Head of Neighbourhood Services to put forward proposals for the Strategic Partner Grant Scheme funding for 2022/23 and 2023/24.

- (b) EXEMPT - Leisure Centre Contract 5 year Extension

An exempt report of the Head of Leisure and Culture, circulated to members.

THIS IS AN EXEMPT REPORT AND WILL BE CONSIDERED UNDER ITEM 13.

8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

There were no items for pre-decision scrutiny at the last meeting of the Scrutiny Commission and therefore there is no Cabinet response.

9. PROGRESS WITH PANEL WORK 40 - 49

To consider updates on the work of scrutiny panels.

10. SCRUTINY WORK PROGRAMME 50 - 54

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

11. SCRUTINY COMMISSION WORK PROGRAMME 55 - 67

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.

12. EXEMPT INFORMATION

It is recommended that members of the public be excluded from the meeting during the consideration of this item on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 3 and 5 of Part 1 of Schedule 12A to the Local Government Act 1972, and the public interest in maintaining the exemption outweighs the public interest of disclosing the information.

13. LEISURE CENTRE CONTRACT 5 YEAR EXTENSION

An exempt report of the Head of Leisure and Culture, circulated to members.

For information, further meetings of the Scrutiny Commission are scheduled as follows;

7th February 2022

7th March 2022

4th April 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 6TH DECEMBER 2021

PRESENT: The Chair (Councillor Seaton)
Councillors Brookes, Hamilton, Parton, K. Harris,
Popley and Charles

Strategic Director; Commercial Development,
Assets and Leisure
Democratic Services Officer (SW) and Democratic
Services Manager

APOLOGIES: Councillor Ranson and Miah

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.

63. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 15th November 2021 were approved.

64. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

65. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

66. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

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

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

- i. The 'Options for Change' referred to in the report was the process of identifying potential ways for the Council to generate income or to make savings for SLT to formally consider.
- ii. The tenancy agreements in place as part of the Council's commercialisation strategy had not been negatively impacted by the Covid-19 pandemic and there had been no issues with rent payments. The Council had carefully considered risks and had analysed the financial health of tenants in advance of the agreements.
- iii. The tenancy agreements in place were long term and the Council was prepared for any unbudgeted occurrences relating to tenancy issues. The Council would ensure that properties were not vacant for extended periods of time.
- iv. It was not possible for the Council to utilise properties within the Housing Revenue Account to generate income as this was governed by the Secretary of State.
- v. It was acknowledged that the report was informative and thorough, and the actions taken in response to the recommendations outlined were praised.
- vi. In response to recommendation 16 regarding street cleaning services, it was highlighted that the current process of outsourcing the service was a lower cost option than undertaking the service internally.
- vii. The funding for the Careers and Enterprise Hub which had recently opened in the town centre had been received as part of the Loughborough Town Deal. The property was a Charnwood Borough Council asset and occupation costs were being met by Loughborough College.
- viii. Officers regularly compared service fees and charges to those of neighbouring authorities and figures were generally consistent. Any changes to current service fees and charges arrangements would involve Cabinet making a policy decision.
- ix. The criteria outlined in the report had been used to increase revenue in existing services where possible.
- x. The Council had utilised external experts in order to ensure robust due diligence had been undertaken.
- xi. It was highlighted that a scrutiny panel on car parking charges had been completed at the Council a number of years ago. It was suggested that the recommendations and findings of this scrutiny panel be identified and reviewed. It was stated that SLT were in the process of car parks in the Borough and had provided a number of options to Cabinet for consideration.

RESOLVED

1. That the Commission considered the information provided in respect of the implementation of the decisions taken by the Cabinet following its consideration of the report of the Commercialisation Scrutiny Panel and agreed with the progress suggested within the report.
2. That the Democratic Services Manager identifies the recommendations and findings of the car parking charges scrutiny panel for the Scrutiny Commission to review.

Reasons

1. To enable the Commission to be satisfied that decisions taken following scrutiny recommendations are being implemented satisfactorily, take or recommend any further action that is necessary and ensure the effectiveness of the scrutiny function.
2. To provide the Scrutiny Commission with information on previous work completed to establish potential income generation or savings relating to car parking.

68. 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.

69. CABINET ITEMS FOR PRE-DECISION SCRUTINY

There were no items identified for pre-decision scrutiny from the Cabinet agenda.

70. 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.

71. 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 Democratic Services Manager assisted with the consideration of this item. Following the publication of the agenda, a supplementary report containing the scoping document for the 'Combatting Loneliness' scrutiny panel for approval was circulated. The following summarises the discussion:

- i. It was highlighted that an amendment was required in the scoping document for the 'Combatting Loneliness' scrutiny panel. The section on 'Resource Requirements' stated that a Lead Officer and other officers with oversight of community and neighbourhood policy were required. However, the panel was informal and so there would be no resources of this nature available to the panel. The Lead Officer and other officers would act as witnesses only to support panel work. The scoping document for the panel would need to be amended to reflect this. The Commission approved the scoping document for the 'Combatting Loneliness' scrutiny panel, providing the amendment was made.
- ii. It was agreed that Councillor Hamilton become Chair of the 'Crime, ASB and Youth Crime' scrutiny panel.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny panels.
2. That the scoping document for the 'Combatting Loneliness' scrutiny panel be amended, removing the Lead Officer and other officers from the 'Resource Requirements' section.

Reasons

- 1&2. To ensure timely and effective scrutiny of the matter/subject.
2. To enable panel work to commence.

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

It was highlighted that the Finance and Performance Scrutiny Panel had discussed the annual Community Safety Partnership Review at their recent meeting. This item was already on the Finance and Performance Scrutiny Committee work programme and this was considered to be the most appropriate place for scrutinising this topic as it was performance related.

The Scrutiny Commission was due to consider the most appropriate place for scrutinising this topic at their meeting in either February or March 2022.

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.

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

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

RESOLVED

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

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.

LEADER DECISION – 13TH JANUARY 2022

Report of the Head of Neighbourhood Services Lead Member: Cllr Leigh Harper-Davies

Part A

ITEM CHARNWOOD GRANTS STRATEGIC PARTNERS 2022/23 – 2023/24

Purpose of Report

To put forward proposals for the Strategic Partner Grant Scheme funding for 2022/23 and 2023/24.

Recommendations

1. That the following Strategic Partner Grants be approved, subject to budget approval:

Organisation	Amount Awarded 2022/23 (Year 1)	Provisional Amount 2023/24 (Year 2)
Citizens Advice Charnwood	£86,705	£86,705
Equality Action	£20,454	£20,454
Fearon Hall Community Association	£29,727	£29,727
Gorse Covert Community Association	£19,922	£19,922
John Storer Charnwood	£84,490	£84,490
Shepshed Volunteer Centre (John Storer Charnwood)	£9,537	£9,537
Living Without Abuse	£17,513	£17,513
Syston Volunteer Centre	see recommendation 2 below	see recommendation 2 below

2. That a Strategic Partner Grant of £9,537 for 2022/23 provisional amount be awarded in principle to Syston Volunteer Centre, subject to them continuing to work with the Council and receipt of evidence demonstrating that they have revisited their business plan and are moving towards further community engagement/ volunteering activities, by the end of March 2022 and that the Head of Neighbourhood Services be given delegated authority, in consultation with the Lead Member, to determine the most appropriate way forward, including the reallocation of funding to other Strategic Partners if Syston Volunteer Centre are not able to meet those conditions.

3. That the Head of Neighbourhood Services be given delegated authority to finalise the terms and conditions of the Strategic Partner Grants awarded and Service Level Agreements
4. That it be noted that Clockwise Credit Union did not apply for a Strategic Partner Grant for 2022/23 – 2023/24 and that the amounts set out in recommendations 1 and 2 include the redistribution of the £7,883 that Clockwise Credit Union were invited to apply for between the remaining Strategic Partners.

Reasons

1. To provide appropriate levels of financial support to those organisations that have submitted applications and been assessed as meeting the criteria for the Strategic Partner Grant Scheme.
2. To ensure that the organisation is developing and progressing before any funding is awarded.
3. To enable the grants awarded to be finalised with an approved Service Level Agreement and appropriate information to be supplied to the Council about the outcomes of the projects/services and determine final grant award amounts.
4. To clarify the way in which the funding previously provided to Clockwise Credit Union will be used.

Policy Justification and Previous Decisions

Strategic Partner Grants were last approved by Cabinet in January 2020 (Min. 79) for a period of two years. At that time, nine Strategic Partners were awarded a Strategic Partner Grant. As the current Service Level Agreements will be coming to an end in March 2022, Strategic Partners have again been invited to apply for funding for a further two-year period (2022/23 and 2023/24). As part of that process a review of each organisation has taken place to ensure that the organisations are still meeting the expectations of the Strategic Partner Grant scheme, and the aims of the current Corporate Plan.

Existing Strategic Partners were invited to apply for funding for a two-year period ending in March 2024. All Strategic Partners, with the exception of Clockwise Credit Union who were unable to meet the application deadline and decided not to reapply to be a Strategic Partner going forward, submitted applications. Clockwise Credit Union's Strategic Partnership with the Council will end at the end of March 2022; however, they will continue to deliver their services across the borough as part of their overarching service across the County.

Implementation Timetable including Future Decisions and Scrutiny

Following approval of the recommendations, the Strategic Partners will be notified of the outcome and the level of funding awarded over the two years. Officers will agree their Service Level Agreement and the schedule of grant payments for 2022/23 from 1st April 2022.

Each Strategic Partner will have a Borough Council Lead Officer, who will visit the organisation at least twice a year, usually in June and November. They will complete a Monitoring Return at each meeting and submit this to the Grants Administrator. The payments will then be released subject to the Monitoring Return being approved by the Neighbourhoods and Partnerships Manager.

At the end of the year each organisation will supply overall monitoring and evaluation evidence for the full year and subject to approval, they will then receive the agreed level of funding for 2023/24.

Report Implications

The following implications have been identified for this report.

Financial Implications

Strategic Partner Grant Scheme Funding

It has been proposed as part of the 2022/23 budget that the Strategic Partner Grant amounts will be reduced from what was awarded in 2021/22, and Strategic Partners were therefore invited to apply for up to 95% of the amount they received in 2021/22. The maximum amount that each Strategic Partner could apply for is set out in Appendix 1. The second year of funding will be confirmed following an evaluation at the end of Year 1 and will be subject to budget approval as part of the 2023/24 budget setting process.

The cost for the Strategic Partner Grant Scheme for 2022/23 will be £277,885, this is within the budget of £280,700. However due to the withdrawal of Clockwise Credit Union from the application process, the total amount has now been allocated across the remaining 8 Strategic Partners.

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	Unlikely (2)	Minor (1)	Very Low (2)	The grants have been assessed against the scheme's criteria and will be linked to the provision of appropriate monitoring information.
That Strategic Partner Organisations cannot demonstrate sustainability	Unlikely (2)	Significant (2)	Low (4)	That the financial profile of the organisations is reviewed at application and after the first year. Where there are concerns about

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
				sustainability further assurance is required before funds are released.

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. An Equalities Impact Assessment is attached at Appendix 3.

Crime and Disorder

The grants criteria specifically cover crime and disorder with projects needing to outline how the proposed project reduces the impact of crime and anti-social behaviour and promotes stronger, cohesive and balanced communities.

Sustainability

Many of the grants criteria are concerned with sustainability.

Key Decision: Yes

Background Papers: None

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Part B

Strategic Partner Scheme

1. Officers undertook a full review in 2017 of the current Strategic Partner Grant Scheme, looking at its financial support to community and voluntary organisations. The review included information taken from a consultation with all current Strategic Partners and an analysis of delivery against the corporate objectives.
2. The findings showed that for many years the Council has allocated funding to support the delivery of services across the borough by key voluntary and community sector organisations and groups. The majority of these organisations became Strategic Partners after delivering a particular piece of work or service on the Council's behalf on an ongoing basis. As a Strategic Partner they have received an agreed level of funding based on a Service Level Agreement (SLA).
3. Following the consultation and review it was agreed:
 - That grants will be awarded for two years and then reviewed to avoid running a rolling programme and allow for any changes in priorities. Year 2 funding will be subject to monitoring and evaluation of Year 1 delivery against Service Level Agreement (SLA.)
 - That all organisations wishing to access the Strategic Partner Grant Scheme will need to complete the application form and will be assessed against the evaluation criteria. That the Council's corporate objectives will continue to serve as the overarching framework for the Strategic Partners priorities.
 - That Strategic Partners are expected to demonstrate:
 - Organisational robustness
 - That they are viable, sustainable organisations that have the resources/commitment to undertake these responsibilities
 - Produce a two-year Business or Development Plan, which includes systems for effective financial management and sustainability
 - That they can demonstrate that they do not directly duplicate services already delivered by other Strategic Partners
 - That they can deliver against a minimum of 5 of the Council's Strategic Objectives
4. As part of the 2020/21 and 2021/22 process a review of existing Strategic Partner outcomes against the Council's Corporate Plan Objectives was undertaken and it was established that all existing Strategic Partners, were still

playing a key role in enhancing service delivery and were still relevant and appropriate as a Council Strategic Partner. (Appendix 2).

5. All current Strategic Partners were notified of the application process and funding levels. A Strategic Partner Grant Application Form, along with guidance notes were sent out with an accompanying letter highlighting the maximum amounts that would be awarded during 2022/23 and 2023/24 to each organisation.
6. Clockwise Credit Union informed the Grants Panel, that due to some significant organisational changes they were unable to meet the application deadline and withdrew from the Strategic Partner Grants programme. They confirmed that they would continue to deliver in Charnwood and work with the Council to provide their services across the borough. Clockwise Credit Union will remain a Strategic Partner with the Council will end at the end of March 2022.
7. As a result of Clockwise Credit Union withdrawing from the process the Grants Panel recognised the impact of the proposed reduction in funding and agreed that that the funding for Clockwise Credit Union be reallocated across the remaining Strategic Partners.
8. The Grants Panel recognised the resilience of the Strategic Partners during the last 18 months and the significant contribution they have made in supporting Charnwood Community Action and their wider communities and their continuing work to support the ongoing recovery across Charnwood.
9. Appendix 1 provides detail of the current Strategic Partners and proposed grant amounts for 2022/23 and 2023/24.

Strategic Partner Grant Scheme Application Process

10. The application process required the following:
 - That each organisation has a maximum amount that can be awarded
 - That the award is for two years, subject to evaluation after year one
 - That each organisation must meet at least five of the Council's Corporate Plan Objectives
 - That the organisation has a robust two-year business plan
 - That the organisation delivers its services directly into Charnwood
11. All applications are assessed against two measures of need: how the project/service delivers the Council's aims and objectives in meeting identified community needs and the organisational need of the Council's grant funding to enable the project to succeed. Both measures seek to demonstrate the value for money to be obtained in providing grant funding. Twelve criteria are used to assess community need based on the aims and objectives set out in the Corporate Plan and nine criteria are used for organisational assessment.

12. The twelve criteria used to assess community need are as follows:

- Does the project promote stronger, cohesive and balanced communities (encouraging people from different backgrounds to get along together)?
- Does the project promote well-supported volunteering opportunities?
- Does the project promote health and well-being (in particular promoting healthy eating, physical activity, sexual health and drug and alcohol misuse)?
- Does the project promote and support improved mental health and emotional wellbeing?
- Does the project reduce the impact of crime and anti-social behaviour?
- Does the project improve the quality of life of people living in priority neighbourhoods?
- Does the project improve the well-being of residents through acknowledging their diverse needs?
- Does the project enable children, young people and older people to make a positive contribution to the communities in which they live?
- Does the project enable older people to live independent lives?
- Does the project promote access of local people to green spaces and the countryside?
- Does the project add value to Charnwood's commitment to reduce the impact of climate change?
- Does the project help promote local businesses and farming to prosper and develop vibrant towns and villages and support rural enterprise?

13. Nine criteria are for the Organisational Assessment. Organisations must demonstrate that their service/projects are prepared and managed well and will be encouraged to explore other funding sources where appropriate. This section has been modified from that used for the Community Development Grant Scheme to reflect what we would expect from Strategic Partners.

- That the organisation has identified a realistic total cost and timetable for the service/project? (Demonstrates that costs and timescales have been researched)
- Has provided evidence of a robust two-year business plan?
- Has demonstrated that the organisation has capacity to deliver the service/project effectively and within the agreed timescales.
- Has demonstrated that the service/project provides value for money?
- That the application has demonstrated that the service/project is not duplicated by another organisation?
 - Has joint working been considered
 - Has evidence shown how the work is different from others
- That the application provides strong evidence of how delivery of the service/project will be monitored
 - How outcomes will be monitored
 - What statistical information can be provided
 - How feedback will be collected by 'users'
 - Other evidence that can be provided

- That the balances and reserves demonstrate the stability of the organisation? (Demonstrates that it follows relevant guidance on maintaining general balances, and reserves that are earmarked reserves reflect its long-term strategy and has considered whether it can fund the activity from its balances.)
- What proportion of the cost of the service/project is the Council being asked to fund? (Demonstrates that the level of funding sought from the Council is justified.)
- Geographical location (No specific conditions or targets will be applied to grant awards but the assessment of need will take the geographical distribution of grants across the Borough into account)

14. Applications are assessed qualitatively against these criteria and rated high, medium or low. These ratings are converted to a score on the following basis which rewards those applications which rate highly in meeting community need and provide a maximum possible score of 105.

Table 1 – Conversion of rankings into scores

Ranking	Community Need Score	Organisation Need Score
HIGH	5	5
MEDIUM	3	3
LOW	1	1
Maximum Score	60	45

Levels for funding

Score	Level of funding
Less than 35	Nil
35 –50	Some of grant applied grant for
More than 50+	Most or all of funding applied for

15. The Grants Panel received the applications and completed the Assessment Forms using the scoring method described above. In addition, all Strategic Partners were invited in to present their application to the Grants Panel, which gave the Grants Panel the opportunity to raise any additional questions they had / seek clarification on anything that was unclear.

16. One of the requirements for being considered for Strategic partners funding is that the organisation can demonstrate that they deliver against at least five of the Corporate Plan objectives.

Appendix 2 shows the Grants Panel's assessment of delivery against the Council's corporate objectives for each of the applicants.

Strategic Partner Grant Scheme Applications

17. Nine applications for funding were invited, and eight applications were received and assessed. They have been assessed against the Strategic Partner Grant Scheme criteria and all eight have been recommended for support, with Syston and District Volunteer Centre being recommended for support subject to meeting specific conditions of the Panel, as detailed below.

Grants Panel Recommendations

18. A summary of the applications and comments made by the Grants Panel are set out below:

Charnwood Citizens' Advice Bureau – Score 72.6 - Recommendation to award £86,705 (£61,530 for CAB element and £25,175 for specialist money management and debt advice work) in 2022/23 (amount for 2023/24 to be confirmed and subject to budget approval)

19. Citizens Advice Charnwood offers free, confidential, independent and impartial advice to all Charnwood residents on their rights and responsibilities in law, regardless of their background or circumstances, to ensure they are not disadvantaged by a lack of knowledge or understanding. Through their work they aim to inform and influence policymakers to secure fairness and equity for all.
20. The main enquiry areas are benefits, debt, employment, housing, and relationships and family. They offer casework for debt, having the benefit of a specialist debt team. They also have the advantage of professional volunteers who offer their expertise for the benefit of Charnwood residents. Additionally, membership of Citizens Advice provides them with the opportunity to deliver complementary services such as Help to Claim, the Energy Advice Programme and the existing Citizens Advice partnership telephone service (Adviceline).
21. Since the outbreak of the pandemic they have changed their main access channel to telephone, and have a local enquiry line operating 2.5 days a week. This is in addition to Adviceline which operates 5 days a week 9am-5pm. Furthermore, they reopened for appointments as soon as government guidance allowed, to assist those whose enquiry required face to face intervention. In late August they reopened their drop-in service 1 day a week for urgent enquiries that cannot be resolved by telephone.
22. It has become apparent that with ongoing Covid-19 concerns among both their clients and volunteers their local enquiry must continue to be their primary access channel. Inevitably, their capacity to return to full drop-in has been compromised, and they continue to monitor their operational model.
23. To increase drop-in opening hours while maintaining local telephone advice will require additional volunteers, and to this end they have an ongoing recruitment drive.

24. Will enhance quality of life, especially those with long term health problems, by improving socio-economic conditions. Will combat poverty by maximising income.
25. There are approximately 4,000 service users, 40 volunteers and 9 members of staff.
26. They continue to deliver outreach sessions at Syston Volunteer Centre and in identified Priority Neighbourhoods.
27. The organisation were invited to apply for £84,481 (£59,307 for the Citizens Advice element and £25,175 ringfenced for their Specialist Money Management and Debt Advice (SMMDA) element).
28. The officer assessment scored this scheme at 72.6 and recommends that a grant of up to £86,705 is awarded for 2022/23. Funding for 2023/24 will be confirmed following an evaluation at the end of Year 1, and will be subject to budget approval.
29. Panel comments on Application:
- The organisation's application and presentation was strong and it was enlightening to hear from a volunteer of the service, about their journey in volunteering throughout the pandemic.
 - The effort that the organisation is putting into supporting volunteers and responding to their needs is evident.
 - The Panel feel that the organisation is ahead of other Citizens Advice organisations, in the way that they have responded to the Covid-19 pandemic.
 - The Panel recognise the importance of work undertaken by Charnwood CAB, and the good outcomes achieved through supporting residents in the Borough;
 - The Panel recognise the extensive supported volunteer opportunities that are provided to enable the organisation to deliver services;
 - The Panel notes the financial benefits gained by residents through benefit claims, appeals and write-off of debts and the positive impact this has on an individual's health, both physical and mental;
 - The Panel recognise the increasing demand on the Debt Advice service due to the increase cost of living and pressures on low-income families.

Equality Action – Score 70 – Recommendation to award £20,454 in 2022/23 (amount for 2023/24 to be confirmed and subject to budget approval)

30. The organisation aims to promote equality and diversity, dignity and respect through inclusion, to eliminate discrimination, campaign for equality of opportunity and promote good relations between all persons in the Borough of Charnwood. They do this by providing confidential support and advice in person and over the phone, on a range of issues such as benefits, welfare,

debt, utilities, employment, immigration, and family matters including adult social care, schooling matters and housing. They take a person-centred, holistic approach, supporting individuals through a wide range of issues, looking at their situation as a whole, far more than the presenting problem.

31. They are currently delivering casework for Leicestershire County Council and the Community Justice Fund, and are working with Charnwood Borough Council in supporting Syrian families with immigration advice and indefinite leave to remain in the UK.
32. They aim to tackle the inequalities and barriers Black, Asian & Minority Ethnic (BAME) communities face around physical and mental health. The project meets these aims by educating groups on physical and mental health matters, improving the skills of individuals, and offering social support.
33. This year they have been part of two local NHS consultations with the Leicester, Leicestershire and Rutland Clinical Commissioning Group, as well as working with CBC during Covid-19 with reaching the BAME communities, gathering feedback and creating localised targeted vaccine videos.
34. They work closely with a wide range of agencies across Charnwood including Charnwood Arts, John Storer Charnwood, Fearon Hall, The Bridge, Citizen's Advice Bureau, Department of Work and Pensions, and The Wellbeing Project, on joint projects and events. They have spent the Covid-19 period strengthening links with local BAME groups, for example Shree Ram Krishna Centre, Loughborough Gurdwara and Black Excellence offering support, advice, and guidance throughout what has been a difficult year.
35. Those from BAME backgrounds were disproportionately affected by the pandemic which in turn heightened the need for their services. The casework and project support were vital to their beneficiaries during this time; enabling them to understand what was happening, navigating the guidelines and supporting those who were isolating. The pandemic has heightened this need and highlighted inequalities to access when it comes to education. They worked throughout the pandemic to support schools help families with laptops donated by the community, and they aim to continue tackling the Digital Divide through access and training.
36. The organisation has over 250 regular service users, 7 volunteers and 12 members of staff.
37. The organisation were invited to apply for up to £19,929.
38. The officer assessment scored this scheme at 70 and recommends that a grant of up to £20,454 is awarded for 2022/23. Funding for 2023/24 will be confirmed following an evaluation at the end of Year 1, and will be subject to budget approval.

39. Panel comments on Application:

- The organisation's presentation was strong, and they demonstrated evidence of need in the BAME communities;
- The organisation reaches communities that other organisations may not and works with those organisations to help ensure the communities get access to these services. For example, Living Without Abuse need help to promote their support services within certain communities
- The Panel recognises that the organisation continues to work towards engagement with other communities, including beginning to work towards equality for LGBT communities
- The Panel also recognised the work they have undertaken to ensure funding for targeted projects and their plans to generate additional income in the future including training.

Fearon Community Association – Score 89.8 – Recommendation to award £29,727 in 2022/23 (amount for 2023/24 to be confirmed and subject to budget approval)

40. Fearon Community Association (FCA) strives to be a vibrant and welcoming organisation that is financially viable to enable them to make a positive difference to the people of Loughborough, particularly those in the Lemyngton and Hastings Wards. FCA works from and manages Fearon Hall. Their work covers three key areas: People, Place, and Space.

41. There is no other community Centre on the East side of Loughborough, where Fearon Hall is located, that has the flexible space to offer such a broad variety of opportunities to the community. Many of their services are unique to the needs of the Lemyngton and Hastings wards. There are other community centres in the Borough that deliver services such as community lunches, exercise and keep fit, mental health support groups, parent and toddler play opportunities and a space for community groups to come together. However, none are as integrated or accessible to their target users as Fearon Hall.

42. In 2020 they were successful in securing funding from the National Lottery for a period of 5 years. The purpose of this is to introduce the human resources needed to take the Association to the next level by developing and building on opportunities for income generation. The grant pays for two full-time positions; an Activities and Bookings Manager, which is also the assistant Centre Manager role, and a Café Manager. These roles are to support the only current full-time member of management staff, the Centre Manager. The roles will build capacity, ensure organisational resilience and strengthen their financial stability.

43. During the pandemic they could offer large rooms to ensure they were able to keep their delegates safe and socially distanced. They forged links with the Headteacher of Rendell Primary School, providing space for face-to-face parents' evenings during Covid. They also now provide cooking sessions for

families, and have run three cooking courses so far, in partnership with the Cobden and Rendell Primary schools.

44. Room hire has decreased since Covid, which has had a detrimental effect on their income. At the same time, the hall's electricity bill has increased by almost double. They need to target the people who use the building in order to increase room hire again, and work on their business model including opening hours/days of their café, balancing the benefit and need against their ability to deliver.
45. They found that during the pandemic, their volunteer levels increased, as people were desperate to come back to them to volunteer, needing a structure and a purpose. They have therefore increased their support for volunteers and are mindful of making sure it's a worthwhile experience for them. Fearon Hall is a much-needed support in a community where people don't always have access to online services, and may not even have a telephone.
46. The organisation has approximately 3,000 service users, 12 volunteers and 7 members of staff.
47. The organisation were invited to apply for up to £28,964.
48. The officer assessment scored this scheme at 89.8 and recommends that a grant of £29,727 is awarded for 2022/23. Funding for 2023/24 will be confirmed following an evaluation at the end of Year 1, and will be subject to budget approval.
49. Panel comments on Application:
 - The organisation presented many examples of how they support a wide range of community members from the local area
 - The Panel noted the new groups using the hall, and people supported throughout the pandemic including befriending and advice
 - The Panel recognises that the organisation is a key community facility in a Priority Neighbourhood;
 - There are a wide range of activities and services meeting the needs within their locality, and the facilities are well used and provide access to a local venue helping to reduce barriers
 - There is a strong commitment and passion to help the most vulnerable.
 - The ethos of the Association has the community at the heart of everything they do, and this is strongly balanced with the need to generate income.

Gorse Covert Community Association – Score 71 - Recommendation to award £19,922 in 2022/23 (amount for 2023/24 to be confirmed subject to budget approval)

50. Gorse Covert Community Centre is the only purpose-built community facility serving Loughborough West. Based in the district centre with a major

supermarket, Post Office and other retailers on our doorstep. They are open 9am-9pm Monday to Friday with a commercial coffee bar open 9.30am-1.30pm enabling local people to “drop in”. They have a dedicated and approachable staff team that engage with all sectors of their user groups both community and business. People feel comfortable in the centre and know they are welcome. They cater for a wide range of people including: families and children; elderly people; people with physical and mental health issues.

51. Their offer is mainly via third party providers. Whilst the majority of sessions are universal, a number are targeted at specific groups e.g. Breathe Easy targets people with respiratory issues, Kids club supports families with primary school age children and SMART Creative & Performance Art is an inclusive youth provision for 4-16 year olds. Health and Wellbeing issues are supported by the provision of many themed support groups such as Heart Rehab, Parkinson’s UK, and Slimming World.
52. Their income generation has over the last 5 years or so been mainly through room hire with the Strategic Partner Grant as the only grant funding. Through 2020 they managed to secure grant funding from Leicestershire County Council, the National Lottery and Business Rates grants to ensure their survival. They are also received a grant through Charnwood’s Covid-19 Recovery Grant scheme. Their main source of income has been through room-hire.
53. During the Covid pandemic the Centre had to close the doors to staff and groups, and became involved with food deliveries to isolated and vulnerable residents in the community. The Centre provided free masks for people, and became a Covid testing centre. During the pandemic, levels of social isolation in the community became more apparent. There was a homeless man in the car park outside of the Centre, and there became more issues with ASB with young people, due to a lack of youth engagement in the area. Going forward the new facility at the side of the building could be used as a provision in the evenings for youth engagement work, which is something they are keen to look into.
54. Moving on from the pandemic, they are looking to develop new staff and volunteers. A number of new groups have started, and they are looking to engage with further groups. They would like to continue partnership working, in the local area, with 3-close Tenants, Altogether Place, Ashby Road Community Association, and the Dishley Residents Group. They have established a casual group on a Tuesday for older members of the community, that has been successful and they would like to keep going.
55. They would like to bid for a member of staff to run activities on a part-time basis, freeing up time for the Centre Manager. The old playgroup room is now being renovated, along with an ambient toilet. It will be a totally self-contained facility, which can be used without the rest of the building being opened up.

56. After lockdown they lost a major booking, which has been a concern regarding the loss of income. They are gaining new customers, but replacing the income generated from those that have left will likely take some time. They will therefore be focussing on improving their offer to local businesses and going for core funding grants that enable them to deliver relevant services to their community.

57. There are approximately 3,154 service-users, 8 members of staff and 6 volunteers, including 5 trustees.

58. The organisation were invited to apply for up to £19,410.

59. The officer assessment scored this scheme at 71 and recommends that a grant of £19,922 is awarded for 2022/23. Funding for 2023/24 will be confirmed following an evaluation at the end of Year 1, and will be subject to budget approval.

60. Panel comments on Application:

- The Panel feel that it is positive that the organisation is now working with new groups, and are looking to expand into possible youth engagement provision, using an area of the building that is being renovated to create a self-contained area;
- The Panel acknowledge the impact that the Covid-19 pandemic has had on numbers of volunteers, and recommend that the organisation approaches John Storer Charnwood and Fearon Hall for support;
- The community centre building is an outstanding facility for the community, and the Panel would like to support the organisation moving forward;
- The Panel feel that there is further work to be done with the organisation to strengthen their Business Plan and funding strategy.

John Storer Charnwood – Score 101.5 – Recommendation to award £84,490 in 2022/23 (amount for 2023/24 to be confirmed and subject to budget approval)

61. John Storer House is a large, vibrant well-utilised community centre, usually supported by over 200 volunteers, with JSH open to the public daily from 8am-10pm Monday to Thursday, Fridays 8am-5pm and Saturdays from 9am-2pm. It is also open on Friday evenings, Saturday afternoons and evenings and Sundays for several Faith group gatherings, private events and room hire.

62. A number of groups meet daily, weekly or monthly. JSH has a variety of rooms and facilities available for meetings, training, seminars and conferences and continues to be a very popular venue. The Café @ JSH a bright, pleasant and accessible space provides daily meals and refreshments with good quality, freshly cooked food and some locally sourced ingredients at affordable prices.

JSH is also used for service delivery by a number of statutory agencies who benefit from the community location and anonymity afforded to their clients.

63. JSH is also a Well-being Centre for all and connecting people is at its heart. It is a place where people can put the world to rights, become friends, support each other, find support, share an interest and give purpose to their lives. From JSH, SVC and at venues around the Borough JSC staff and volunteers facilitate groups, activities, lunch clubs, forums, room hire, befriending and provide community transport.
64. JSC manages the Community Transport Service which comprises a dial-a-ride service and a fully accessible bus service which take disabled, frail and older people to a variety of activities and places in Charnwood, including JSH, to provide many well-being benefits.
65. Just prior to the government lockdown, John Storer Charnwood was approached to act as the lead VCS organisation to host and participate in supporting the residents of Charnwood with information, guidance and help via a centralised hub based at John Storer House. This became Charnwood Community Action, a partnership between Charnwood Borough Council, Fearon Community Association, Gorse Covert, The Bridge East Midlands and John Storer Charnwood. Within the first week of lockdown, it became apparent that the Charnwood Food Poverty Network was at severe risk of collapse, due primarily to the age and vulnerability of its own workforce. Therefore, JSC requested all foodbanks provide data regarding their clients and stocks so that Charnwood Community Action could set up John Storer House as a centralised hub to provide support to those in hardship, particularly those who were also shielding.
66. In September 2021, 'Your Store' Community Shop was opened.
67. The organisation has approximately 500 service users per week (pre-Covid 1,000), 120 volunteers (pre-Covid 241), and 22 members of staff.
68. The organisation was invited to apply for up to £82,323.
69. The officer assessment scored this scheme at 101.5 and recommends that a grant of £84,490 is awarded for 2022/23. Funding for 2023/24 will be confirmed following an evaluation at the end of Year 1, and will be subject to budget approval.
70. Panel comments on Application:
- The Panel feel that this is a strong application, and is high scoring against the criteria of the scheme;
 - The Panel note the organisation's outstanding commitment and delivery of services to the community during the pandemic, as well as adapting and continuing to deliver their usual services;

- The Panel recognise the passion, energy and commitment given by the organisation's leaders and trustees;
- The Panel feel that the organisation offers varied volunteering opportunities, and supports and develops volunteers including project work
- The Panel recognises the contribution that John Storer Charnwood made during the response to the Covid Pandemic
- The Panel recognises that this is a key community-based provision and the diversity of who benefits both through direct provision and from those that deliver from the venue
- There is evidence of strong partnership working, meeting a number of CBC priorities
- The Panel are pleased to hear about the Consortium of community centres that John Storer Charnwood is currently leading, and the benefit it has brought other community centres in the area

Shepshed Volunteer Centre – Score 88.5 – Recommendation to award £9,537 in 2022/23 (amount for 2023/24 to be confirmed and subject to budget approval)

71. Shepshed Volunteer Centre (SVC) has been established for over 30 years initially as an independent organisation. In 2007 it merged with John Storer Charnwood (JSC).

72. The organisation provides services for vulnerable members of the community of Shepshed and the surrounding Charnwood area, supporting them to maintain independent lives in their own homes. It promotes volunteering and collaboration with other voluntary and statutory providers in the town. The centre also actively promotes and organises town events such as Shepshed Open Gardens and the Scaresheep Festival.

73. The office is open daily from 9am – 12pm for information, signposting and services and remains at the heart of the community.

74. The main services provided by their volunteers are:

- A social car scheme. In 2018-2019 the scheme provided 1,410 journeys covering 8,467 miles for health appointments, shopping, etc;
- A gardening scheme which helped to maintain 20 gardens which would otherwise have become a major burden;
- A befriending scheme which has supported 14 isolated individuals, providing 1,400 hours of support through the year. Where possible the scheme is helping them to become more involved with their local community;
- A wellbeing garden is open at regular intervals for members of the community with additional needs, including those living with mental health issues, physical disabilities and dementia. Last year providing over 40 adults with additional needs a space to learn new skills or just have a conversation with their staff and volunteers.

75. Throughout the pandemic, the organisation worked hard to adapt, with their befriending moving to telephone calls, to keep the relationships and interactions

going. Many of the befrienders/befriendees have found this rewarding at a time when all became isolated due to lockdown restrictions. This is an area that they would like to do more work on, as many are continuing to self-isolate, with the rising cases of Covid.

76. The demand for their services is increasing, with social isolation a larger problem than it has ever been. They have a waiting list for befriending that is currently longer than their active list of clients who have befrienders.

77. The activity shed in the well-being garden is currently being refurbished. Once finished they will be holding various different groups each morning, suggestions from the community for groups to run there have been scrabble, knit and natter, and military history.

78. They want to see the activity shed used every morning the volunteer centre is open, this is most likely going to be seasonal, April to end of September, mainly because of the weather. Also, the limitations of toilet facilities on site.

79. The organisation has approximately 39 service users per week, 26 volunteers (pre-Covid 100), and 2 part-time staff.

80. The organisation was invited to apply for up to £9,291.

81. The officer assessment scored this scheme at 88.5 and recommends that a grant of £9,537 is awarded for 2022/23, and funding for 2023/24 will be confirmed following an evaluation at the end of Year 1 and will be subject to budget approval.

82. Panel comments on Application:

- The Panel feel that the quality of the application was high
- The Panel are impressed with various community initiatives that the organisation has introduced, and are optimistic that with the organisation's new leader, there will be fresh ideas for how they will move forward
- The Panel recognises that the organisation is pro-active in its approach to volunteering
- The organisation provides a local infrastructure support for Shepshed
- Strong links and support from John Storer Charnwood

Living Without Abuse – Score 82.8 – Recommendation to award £17,513 in 2022/23 (amount for 2023/24 to be confirmed and subject to budget approval)

83. Living Without Abuse exists to relieve the distress and suffering felt by anyone who has experienced any form of domestic abuse or sexual violence. LWA provide 1-2-1 Outreach and group support across Leicester City, Leicestershire and Rutland. They also provide IDVA support, sexual violence

services including ISVA, and they specialise in children and young people's services.

84. In Charnwood they have a long history of providing one-to-one Outreach Services to male and female survivors, which offer information, advice and support on all issues relating to domestic abuse including legal options, housing, safety planning, health and wellbeing, and issues relating to children and young people.
85. They also provide a counselling service to service users once the domestic abuse issues become historic, and a Befriending Service for clients on waiting lists or who need some additional emotional support. These are volunteer lead services.
86. They run five support programmes, the Freedom Programme followed by the Recovery Toolkit; the Unbroken programme followed by Unbreakable; and Lightbulb, a two-day programme for families involved in Child Protection Proceedings. The programmes look at the abuse they have experienced, why it happened, the characteristics of a perpetrator, early warning signs, the effects on children and coping mechanisms. The aim is to build self-esteem and confidence, as well as to reduce isolation. Clients' feedback shows that these groups were invaluable to their recovery.
87. In addition, they support partner organisations through the provision of face-to-face and online training and they have recently developed e-learning packages.
88. Domestic Abuse has been a massive issue during the pandemic, numbers dropped off to begin with because of the lockdown, and people not feeling they could leave domestic abuse situations in case of being arrested etc. The organisation had to get word out there that people could still leave their homes if unsafe, and they would be provided with support. Telephone support was offered initially, and they then returned face to face for people who really needed it. Online groups/coffee mornings, and breakout rooms were created to provide support, as well as befriending services to provide support for people with anxiety regarding the pandemic.
89. There were concerns with children during lockdown. Schools are now finding that children are starting to talk about issues they had at home during the pandemic.
90. The organisation has approximately 3,700 adult service users and 450 children, 45 volunteers, and 48 members of staff.
91. The organisation was invited to apply for up to £16,306.

92. The officer assessment scored this scheme at 82.8 and recommends that a grant of £17,513 is awarded for 2022/23. Funding for 2023/24 will be confirmed following an evaluation at the end of Year 1 and will be subject to budget approval.

93. Panel comments on Application:

- The Panel feel that the organisation is well placed to continue delivering, despite changes in the structure and where LWA sits with its partners;
- The Panel recognise the dedication and commitment of the volunteers and staff, and how they have coped and adapted during the Covid-19 pandemic;
- The Panel recognise the importance of this organisation and the work they do with vulnerable individuals;
- The organisation has robust evidence of delivery, and their ability to demonstrate outcomes is a strength;
- The Panel recognise there are insufficient funds to meet demands, and in order to keep waiting times down, the organisation needs to ensure that funding is secure.

Syston and District Volunteer Centre – Score 62.2 - Recommendation to award £9,537 in 2022/23 (amount for 2023/24 to be confirmed and subject to budget approval)

94. Syston and District Volunteer Centre provide social transport for the elderly, disabled and rurally isolated in Syston and the surrounding villages. They operate as a member charity.

95. They own two wheelchair adapted vehicles and two 16-seat minibuses that are also wheelchair adapted. Their social car service is operated using volunteers in their own cars. This provides a door-to-door service and although 58% of the trips that they make are medical/health related, if they have the volunteers, they will take people wherever they want to go. Their minibuses are used to take people out every month for day trips to a variety of venues. They also supply transport for the weekly Birstall lunch club and run their own monthly community lunch where to satisfy demand, they take both minibuses. They also have a range of mobility aids such as wheelchairs and walking frames that they lend to members of the community as and when they require them.

96. Since the Covid-19 pandemic, journeys have decreased by 50%. The organisation had 5-6 drivers doing the majority of the work, however there are now only 3 drivers. There will be a backlog of health journeys as Covid restrictions continue to lower, and people become more confident at leaving their homes.

97. Volunteering is still something the organisation would like to work on, and they would continue to work with Age Concern and Age UK. Most current volunteering opportunities are with driving and computers and they want to expand and provide more volunteering services. They are also looking at working with the Baldwin Trust.

98. The organisation has 590 service users, 27 volunteers, and 2.6 members of staff.

99. The organisation was invited to apply for up to £9,291.

100. The officer assessment scored this scheme at 62.2. The Grants Panel are recommending that a Strategic Partner Grant of £9,537 for 2022/23 be awarded in principle to Syston Volunteer Centre, subject to them continuing to work with the Council and receipt of evidence demonstrating that they have revisited their business plan and are moving towards further community engagement / volunteering activities, by the end of March 2022. Should a grant be awarded for 2022/23, funding for 2023/24 will be confirmed following an evaluation at the end of Year 1 and will be subject to budget approval.

101. Panel comments on Application:

- The Panel recognise the important work that this organisation does in the community and that there is evidence of need;
- The Panel feel that the amount of direct community work and development of wider volunteering has reduced and that the organisation currently is operating as a community transport organisation only.
- The Panel feel that the organisation is open to suggestions, and eager to work with Officers and other organisations to develop their remit, and therefore there is potential for this to be revisited;
- The Panel would like to see the continued development of wider services for the South Charnwood area;
- The Panel would like the organisation to focus on progression and development of wider community projects / activities that they demonstrated during their presentation and reflect this in their revised business plan;
- The Panel recommend that the organisation visits and works with Shepshed Volunteer Centre to see how they might expand and develop their remit.

Appendices

Appendix 1: Strategic Partner Grants

Appendix 2: Delivery Against Corporate Objectives

Appendix 3: Equality Impact Assessment

APPENDIX 1

Organisation	Amount Awarded 2021/22	Amount Invited to Apply for (5% reduction)	Amount Awarded 2022/23 (Year 1)	Provisional Amount 2023/24 (Year 2)
Charnwood Citizens Advice Bureau	£88,928	£84,481	£86,705	£86,705
Clockwise Credit Union	£8,298	£7,833	Withdrawn	Withdrawn
Equality Action	£20,978	£19,929	£20,454	£20,454
Fearon Hall Community	£30,489	£28,964	£29,727	£29,727
Gorse Covert Community	£20,432	£19,410	£19,922	£19,922
John Storer Charnwood	£86,656	£82,323	£84,490	£84,490
Shepshed Volunteer Centre	£9,781	£9,291	£9,537	£9,537
Living Without Abuse	£17,165	£16,306	£17,513	£17,513
Syston Volunteer Centre	£9,781	£9,291	£9,537 (to be confirmed)	£9,537 (to be confirmed)
TOTAL	£292,508	£277,828	£277,885	£277,885

Delivery Against Corporate Objectives

Corporate Objectives	Promotes Stronger Cohesive & Balances Communities	Promotes well supported Volunteering opportunities	Promotes health & wellbeing (including reduced substance misuse)	Promotes and supports improved mental health and emotional wellbeing	Reduces the impact of crime and ASB	Improves the quality of life for people in our Priority Neighbourhoods	Improves wellbeing of residents through acknowledging their diverse needs	Enables children, young people & older people to make a positive contribution	Enables older people to live independent lives	Promotes access to green spaces and countryside	Adds value to Charnwood's commitment to reduce impact of climate change	Helps local businesses to prosper, develops vibrant towns & social enterprise
Charnwood Citizens Advice Bureau	✓	✓	✓			✓	✓	✓	✓			
Equality Action	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓
Fearon Hall	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Gorse Covert Community Association	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓
John Storer Charnwood	✓	✓	✓	✓		✓	✓	✓	✓	✓		✓
Shepshed Volunteer Centre	✓	✓	✓				✓	✓	✓	✓		✓
Living Without Abuse	✓	✓	✓	✓	✓	✓	✓	✓	✓			
Syston Volunteer Centre	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	

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	Strategic Partner Grants
Name of lead officer and others undertaking this assessment	Julie Robinson
Date EIA started	November 2021
Date EIA completed	December 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 including Strategic Partner grants to help organisations, groups and individuals access the funding support they need.</p> <p>Strategic Partners are those organisations are those organisations who contribute significantly to delivering key services that meet the Council’s corporate objectives.</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 grant 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 Strategic Partner 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 accessing provision.</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 Strategic Partner applications and monitoring and evaluation data and information

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 information tells us that the voluntary sector organisations supported provide a range of services that acknowledge individuals from protected characteristics.

It is acknowledged that some of the voluntary sector organisations support individuals with multiple characteristics and those projects supporting the wider community have a wide range of beneficiaries.

Where possible equalities information is provided as part of the monitoring data from voluntary sector organisations that are awarded a grant by the Council. There are a number of organisations that specifically cover age, disability, race, religion, sex.

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.

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)	Neutral Impact - No projects have been specifically funded to support the protected characteristic of Gender Reassignment. In addition it is acknowledged that some of the projects funded are cross- cutting and support individuals with multiple characteristics.
Race	There is a reasonably large amount of 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. The process has therefore created a positive impact overall in relation to the protected characteristic of Race.
Religion or Belief (Includes no belief)	Whilst Charnwood Grants do not specifically support religious groups/ activities, it does provide funding to faith 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 some grant funding awarded to projects relating to Gender. In addition 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	Neutral Impact - No projects have been specifically funded to support the protected characteristic of Sexual Orientation. In addition it is acknowledged that some of the projects funded are cross - cutting and support individuals with multiple characteristics.
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	There is some grant funding awarded to projects relating to Pregnancy & Maternity. In addition 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 Pregnancy & Maternity.
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.

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 for the protected characteristics of Gender Reassignment and Sexual Orientation may be required.
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 Strategic Partner Grants 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 *disagree*, state action/s required, reasons and details of who is to carry them out with timescales: N/A

Signed (Service Head): Julie Robinson

Date: 14.12.2021

[Please send completed & signed assessment to Suzanne Kinder for publishing.](#)

SCRUTINY COMMISSION – 10TH JANUARY 2022

Report of the Head of Strategic Support

ITEM 9 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 were scheduled to meet on 14th December 2021. This meeting was postponed until further notice.

Budget Scrutiny Panel

The Budget Scrutiny Panel met on 8th December 2021. The following summarises the outcomes of the meeting;

- i. The panel reviewed and noted the Revenue Monitoring Position (General Fund And HRA) Period 7
- ii. The panel reviewed and noted the Draft 2022/23 General Fund And HRA Budgets.
- iii. The panel reviewed and noted the Draft Capital Plan 2022/23 To 2024/25.
- iv. A presentation was delivered on the Government's financial settlement and it was highlighted that more information regarding this would become available late December 2021.
- v. The panel discussed possible Budget Scrutiny Panel recommendations and it was resolved that panel members forward proposed recommendations and observations to the Chair in a timely manner via email and that a draft of the

agreed Panel report is made available for publication with the agenda for the consideration of the report at its meeting on 5th January 2022.

Crime, Youth Crime and ASB Scrutiny Panel

At the last meeting of the Scrutiny Commission, it was agreed that Councillor Hamilton be appointed Chair of the Crime, ASB and Youth Crime scrutiny panel. Councillor Hamilton will meet with officer to discuss the scope of the panel.

Combatting Loneliness Scrutiny Panel

At the last meeting of the Scrutiny Commission, the scoping document for the Combatting Loneliness scrutiny panel was approved.

Appendices: Appendix 1 – Scrutiny Panels
 Appendix 2 – Digitisation and Transformation of Services
 Scrutiny Panel Scoping Document

Background Papers: None

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

Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

Chair	Type	Topic	Scope	Terms of Reference	Timing
Councillor Miah	Formal	Budget Scrutiny	To closely review all aspects of the proposed budget for the following year and to monitor the performance of the budget from the previous year.		Autumn (Sept – Jan annually)
Cllr Ward	Formal	Waste 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 panel will:</p> <ul style="list-style-type: none"> • Identify which forms were most used throughout lockdown and whether more forms should be created to support our customers • Identify whether there is a need to create a personalised front-end login portal • If there is a need, would this be for: <ul style="list-style-type: none"> - All customers - Council tenants only - Another key customer group • If a front end portal is required, what information should be displayed and how will this integrate with existing software. • Identify economies of scale and potential savings for the Council and/ or service. 		February 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>	January 2022
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. Look at specific events around the country to see if	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? 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>they could be adapted for CBC, eg: Congleton Makers Market, or Stockton on Tees Comedy Festival.</p>	
Councillor Hamilton	TBC	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 crime promptly in our Borough.</p>	<p>January 2022</p>

			Discussion required with officers to establish scope of review.		
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Express	Informal	Formal	Proposed



REVIEW TITLE: Digital Transformation Panel
SCOPE OF ITEM / TERMS OF REFERENCE
<p>This panel will:</p> <ul style="list-style-type: none">• Identify which forms were most used throughout lockdown and whether more forms should be created to support our customers• Identify whether there is a need to create a personalised front-end login portal• If there is a need, would this be for:<ul style="list-style-type: none">- All customers- Council tenants only- Another key customer group• If a front end portal is required, what information should be displayed and how will this integrate with existing software.• Identify economies of scale and potential savings for the Council and/ or service.
REASON FOR SCRUTINY
<p>The panel will ensure that any current projects connected to the IT Strategy and Customer Services Strategy are progressing in a timely and effective manner as well as providing further ideas for how to transform services.</p> <p>Increase accessibility to the council services helping to raise customer satisfaction levels.</p>
MEMBERSHIP OF THE GROUP
<p>Councillor Brookes (Chair)</p> <p>+4 Councillors, preferably those with some IT expertise or experience and/or a willingness to produce ideas and be proactive.</p>
WHAT WILL BE INCLUDED

Comparison research gained from other Council's.
Officer statements on current projects.
Private sector examples

WHAT WILL BE EXCLUDED

KEY TASKS * * including consideration of efficiency savings

- Evaluate existing Council transformation projects
- Make recommendations on future strategy or processes
- Review other Local Authority digitalisation and transformation strategies and processes to learn best practice
- Review other Private Sector digitalisation and transformation strategies and processes to learn best practice
- Provide input into the Council's Transformation Strategy
- Interviewing witnesses and Council officers
- Identify services that are most challenging to integrate or quite simple to integrate
- Develop an outline cost plan
- Send out a survey to our customers for ideas/feedback and to help identify key areas for integration.

STAKEHOLDERS, OUTSIDE AGENCIES, OTHER ORGANISATIONS *

- Outside bodies/ agencies who already have this facility.
- Other councils who have this facility.
- IT and 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.
- Relevant Borough Council departments.

EQUALITY IMPLICATIONS

Is an impact needs assessment required? – to be considered at the Panel's penultimate meeting

LINKS/OVERLAPS TO OTHER REVIEWS

The Council is already working on improving online forms and there is a project underway
Commercialisation Panel

RESOURCE REQUIREMENTS	
Lead Officer: Karey Barnshaw, Head of Customer Experience Support from Democratic Services (Sally Watson)	
REPORT REQUIREMENTS (Officer information)	
None (at this stage)	
REVIEW COMMENCEMENT DATE	COMPLETION DATE FOR DRAFT REPORT
February 2022	April 2022

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

PROGRESS OF PANEL WORK

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

REPORT SUBMITTED TO SCRUTINY MANAGEMENT BOARD
The Panel should aim to complete its work and submit its report to the Scrutiny Commission meeting on 5th May 2022 .

SCRUTINY COMMISSION – 10TH JANUARY 2022

Report of the Head of Strategic Support

ITEM 10 SCRUTINY WORK PROGRAMME

Purpose of the Report

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

Actions Requested

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

Reasons

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

Policy Context

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

Background

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

Scrutiny Work Programme

The Finance and Performance Scrutiny Committee met on 30th November 2021. The outcomes of the meeting can be found in the minutes which are available on the council's website.

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

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 – 10TH JANUARY 2022

Report of the Head of Strategic Support

ITEM 11

SCRUTINY COMMISSION WORK PROGRAMME

Purpose of Report

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

Work Programme

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

At the meeting of the Scrutiny Commission on 6th December 2021 no changes were made to the work programme.

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	10 January 2022 (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	10 January 2022 (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	10 January 2022 (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	10 January 2022 (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	10 January 2022 (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	10 January 2022 (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	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 Work Programme

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	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.

Formal Scrutiny Panels

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



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

**Published
15th December 2021**

What is a Key Decision?

A key decision is one which:

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

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

What is a Private Meeting?

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

Representations

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

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

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

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Leisure Centre Contract Extension	To approve a 5-year contract extension with Fusion-Lifestyle to allow the Council take full advantage of capital investment from Fusion and a higher management fee than that which would be delivered through a 2-year contract extension that was approved by Cabinet on 11th March 2021.	Cabinet	13th January 2022	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 sylvia.wright@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 additional Round 3 of Charnwood Grants 2021/22 (Community Facilities Grants).	Cabinet	7th April 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2022/23.	Cabinet	July 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Capital Plan Outturn 2021/22	To report the Council's capital expenditure results for 2021/22 subject to audit.	Cabinet	July 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2021/22) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2021/22 subject to audit.	Cabinet	July 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood 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
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
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2022/23.	Cabinet	November 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk
Draft General Fund and HRA 2023-24 Budgets	To seek approval to the Draft Revenue Budget for 2023-24 as a basis for consultation.	Cabinet	December 2022	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	December 2022 January 2023	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	December 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?
Leisure Centre Contract Extension	To approve a 5-year contract extension with Fusion-Lifestyle to allow the Council take full advantage of capital investment from Fusion and a higher management fee than that which would be delivered through a 2-year contract extension that was approved by Cabinet on 11th March 2021.	Cabinet	13th January 2022	Report	No	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 sylvia.wright@charnwood.gov.uk

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

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

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

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