



SCRUTINY COMMISSION

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To: Councillors Brookes, Hamilton, Ranson (Vice-Chair), Seaton (Chair), Parton, Popley and K. Harris (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, Southfields Offices on Monday, 7th February 2022 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

28th January 2022

AGENDA

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

To approve the minutes of the meeting of the Commission held on 10th January 2022.

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 CABINET

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

7. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the informal Cabinet agenda for 10th February 2022:

- | | | |
|-----|--|---------|
| (a) | Loughborough Town Deal
A Cabinet report of the Head of Planning and Regeneration to provide an overview of the Loughborough Town Deal and explains the Borough Council's role in its implementation. It seeks endorsement of the Council's continued support for the Town Deal. | 11 - 29 |
| (b) | Regulation of Investigatory Powers Act: Policy and Review of Use in 2021
A Cabinet report of the Head of Strategic Support to approve a Regulation of Investigatory Powers Act (also known as RIPA, or the 2000 Act) Policy, and consider a summary of the use of RIPA during 2021. | 30 - 52 |

8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - LEADER
RESPONSE 53 - 54

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

9. PROGRESS WITH PANEL WORK 55 - 61

To consider updates on the work of scrutiny panels.

10. SCRUTINY WORK PROGRAMME 62 - 66

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

11. SCRUTINY COMMISSION WORK PROGRAMME 67 - 80

A report of the Head of Strategic Support setting out the list of forthcoming

Executive Key Decisions and the Group's Work Programme for consideration, in order to identify items for future scrutiny.

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

7th March 2022

4th April 2022

3rd May 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 10TH JANUARY 2022

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

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

Head of Leisure and Culture
Neighbourhoods and Partnerships Manager
Leisure Contract and Business Manager
Democratic Services Manager and Democratic
Services Officer (SW)

APOLOGIES: Councillor Miah. Councillor Popley attended the
meeting virtually, see notes at end of minutes.

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.

74. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 6th December 2021 were approved.

75. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

76. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

77. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

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

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

79. ITEMS FOR PRE-DECISION SCRUTINY

80. CHARNWOOD GRANTS - STRATEGIC PARTNERS (2022/23 - 2023/24)

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

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

- i. It was acknowledged that the information in the report was clear and comprehensive and members thanked officers for the work involved in the Strategic Partner Grants process.
- ii. The report had recommended that a Strategic Partner Grant of £9,537 for 2022/23 provisional amount be awarded in principle to Syston Volunteer Centre, as opposed to the two-year funding recommendation for other applicants. This was due to the Council requiring further evidence to demonstrate that relevant criteria were met. Officers were confident that the Syston Volunteer Centre was able to develop their offer to residents as outlined by the Council and provide evidence of this to secure further funding in the 2023/24 period.
- iii. The Syston Volunteer Centre was historically a transportation service for resident. The Council had encouraged the Centre to develop further services to meet requirements for the allocation of grant funding. The service had developed stronger relationships with partner organisations and a successful befriending service had been set up during the pandemic. The Centre was continuing to develop their offer to residents.
- iv. The financial offer to each organisation was relative to the services provided and this was reviewed annually as part of the monitoring and evaluation process before the second year funding was allocated to each organisation.
- v. Some of the organisations discussed within the report had met criteria related to sustainability and carbon reduction. However, it was acknowledged that some organisations had adopted measures to improve sustainability and reduce carbon and had not referred to this in the application process. It was suggested that this be considered during subsequent grant awarding processes by encouraging organisations to discuss sustainability and carbon reduction in their applications.

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

Reason

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

Councillor Popley, attending virtually, confirmed that he would have voted in support of the recommendations set out in the report had he been physically present at the meeting and able to do so.

81. EXEMPT - LEISURE CENTRE CONTRACT 5 YEAR EXTENSION

An exempt report of the Head of Leisure and Culture was circulated to Members and was considered under item 13 on the agenda.

82. 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 was no Cabinet response to note.

83. PROGRESS WITH PANEL WORK

A report of the Head of Strategic Support to review the progression of scrutiny panels was submitted (item 9 on the agenda files with these minutes).

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

- i. The Waste Management Scrutiny Panel meeting scheduled for 14th December 2021 had been postponed, which meant that the panel timeline would need to be extended to May 2022.
- ii. The Budget Scrutiny Panel report was submitted to the Scrutiny Commission, outlining a number of observations made by the panel. It was noted that future meetings of the panel would be required to recommend on financial impact, savings and income with regard to the year's budget. Some of the topics highlighted for consideration in the next cycle of Budget Scrutiny Panel meetings were void properties, garages and the scoping of car parks and charges.
- iii. The Chair of the Crime, Youth Crime and ASB Scrutiny Panel was due to meet with officers to discuss the scoping document for the panel. Following this discussion, the scoping document would be submitted to the Scrutiny Commission for approval.
- iv. An email inviting expression of interest in participation in the Combatting Loneliness Scrutiny Panel had been sent to all eligible members. Work on this panel will commence following the appointment of members.
- v. The scoping document for the Digitisation and Transformation of Services Scrutiny Panel was reviewed by the Scrutiny Commission and no issues were highlighted. The scoping document was approved and work on the panel could commence following the meeting.

- vi. It was suggested that the Promoting Tourism in Charnwood Scrutiny Panel was deferred due to the resource implications on officers. It was suggested that the panel should commence in March/April 2022.

RESOLVED

1. That the progress of scrutiny panels be noted.
2. That the Waste Management Scrutiny Panel should be extended to May 2022.
3. That the Budget Scrutiny Panel report be approved for submission to the Cabinet at its meeting on 10th February 2022.
4. That the Digitalisation Scrutiny Panel scoping document be approved and that work on this panel commence in February 2022.
5. That the Promoting Tourism in Charnwood Scrutiny Panel start date be deferred to March/April 2022 due to the officer resourcing implications. It was suggested that the panel should commence in March/April 2022.

Reasons

1-5. To ensure timely and effective scrutiny of the matter and subject.

Councillor Popley, attending virtually, confirmed that he would have voted in support of the recommendations set out in the report had he been physically present at the meeting and able to do so.

84. 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 10 on the agenda filed with these minutes).

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

RESOLVED that the Finance and Performance Scrutiny Work Programme be noted with no changes.

Reason

To ensure that the information contained within the Work Programme is up to date.

85. 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 11 on the agenda filed with these minutes).

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

The following items were identified for pre-decision scrutiny from the Key Decisions Notice;

- i. Local Development Scheme – 7th March 2022.
- ii. Corporate Delivery Plan 2022/23 – 4th April 2022.
- iii. Charnwood Dog Control Public Spaces Protection Order 2022 – July 2022.

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.

86. EXEMPT INFORMATION

RESOLVED that members of the public be excluded from the meeting during the consideration of this item on the grounds that it involved 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 outweighed the public interest of disclosing the information.

At this point in the meeting the sound recording was switched off.

87. LEISURE CENTRE CONTRACT 5 YEAR EXTENSION

An exempt Informal Cabinet report of the Head of Leisure and Culture was considered for pre-decision scrutiny (exempt item 7b on the agenda filed with these minutes).

The Lead Member for Community Support and Equalities, the Head of Leisure and Culture and the Leisure Contract and Business Manager assisted with the consideration of this item. A summary of the Commission's discussion on this matter is provided in the exempt minute (Scrutiny Commission Minute 87E. 2021/22).

NOTES:

1. No reference may be made to these minutes at the Council meeting on 21st February 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.
3. Councillor Popley attended the meeting virtually. This was to limit the members in the meeting room given the position with Covid-19. Votes were taken from members physically present in the meeting.
4. The following officers listed as present attended the meeting virtually; Head of Leisure and Culture, Neighbourhoods and Partnerships Manager, Leisure Contract and Business Manager. The remaining officers listed were physically present in the meeting.

CABINET - 10TH FEBRUARY 2022

Report of the Head of Planning and Regeneration Lead Member: Councillor Jonathan Morgan

Part A

ITEM LOUGHBOROUGH TOWN DEAL

Purpose of Report

This report provides an overview of the Loughborough Town Deal and explains the Borough Council's role in its implementation. It seeks endorsement of the Council's continued support for the Town Deal.

Recommendations

1. That endorsement is given to ongoing Council support for the Town Deal and the use of resources which enable the Deal and projects led by the Borough Council to be successfully delivered.
2. That officers are asked to prioritise the progression of Council-led Town Deal projects within Service work programmes.

Reasons

1. To recognise the importance of the Town Deal to Loughborough and to give confidence to the Town Deal Board that the Council will continue to play key roles in the Town Deal's delivery.
2. To ensure that the Lanes and Links, Living Loughborough and Bedford Square Gateway projects attain approved business cases and are delivered within the lifetime of the Town Deal.

Policy Justification and Previous Decisions

1. The Council's Corporate Strategy 2020 – 24 includes two headline thematic areas which are relevant to the Town Deal: 'A Thriving Economy' and 'Caring for the Environment'. Town Deal projects will help the local economy and those which deliver public realm improvements will help the local environment and green / open spaces.
2. A number of Town Deal projects will see aspects of the Loughborough Town Centre Masterplan be delivered.
3. No previous decisions about the Town Deal have been made by Cabinet.

Implementation Timetable including Future Decisions and Scrutiny

1. The primacy of Town Deal decision-making rests with the Town Deal Board.

2. The Town Deal Board's Member Reference Group has been, and will continue to be, involved in commenting on the progression and delivery of the Town Deal.
3. The Accountability function for the actions of the Town Deal Board and its Delivery Sub-Group is carried out by the Council's S151 Officer.
4. The Town Deal has until June 2026 to be implemented. Monitoring of project delivery will be reported to the Town Deal Board's Delivery Sub-Group and the projects and overall town deal programme are subject to monitoring and spot-checking by Government departments or agencies.
5. Decisions made in respect of this Cabinet Report will come in to effect immediately, subject to Call-in.

Report Implications

The following implications have been identified for this report:

Financial Implications

It should be noted that Town Deal funding cannot be used as part of the Council's General Fund and it is held, and released, by the Council on behalf of the Town Deal Board. It is therefore a ring-fenced funding 'pot'.

DLUHC has allowed that up to 5% of the Town Deal's £16.9 m (£845,000) can be used to support the management of the Town Deal and to enable projects to develop their business cases. The Town Deal Board's Delivery Sub-Group has agreed how the £845,000 plus some earlier 'capacity funding' should be allocated. It should be noted that this sum is a total for the 5-years life of the Town Deal and not an annual allocation. The attached budget sheet at Appendix B shows forecast expenditure of the £845,000.

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
Council unable to continue to provide officer support to the Town Deal.	Unlikely (2)	Major (4)	Moderate (8)	Other Town Deal partner organisations would be asked to provide support.
Service areas unable to prioritise progression and delivery of CBC-led projects.	Unlikely (2)	Major (4)	Moderate (8)	Review Service Plan priorities.

Equality and Diversity

All Town Deal projects' must complete an Equalities Impact Assessment before the business case can be submitted for approval and before Government funding can be released.

Key Decision: Yes

Background Papers: None.

Officer(s) to contact: Christopher Grace
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Head of Planning and Regeneration
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Part B

Background

1. The Towns Fund was established by the Government as a mechanism to assist with its 'Levelling-Up' policy agenda. 101 towns were invited to put together proposals which, if approved, would lead to a local Town Deal. Deals would secure up to £25 million (or more in exceptional circumstances) in Government funding for projects which stimulate the local economy and improve the vibrancy of communities affected by [relatively] slow economic growth. Loughborough is one of the 101 towns.
2. In order to achieve a Town Deal, towns had to prepare and submit a Town Investment Plan (TIP) outlining how identified projects would help the locality and how Government investment would stimulate, or be matched by, other sources of capital. A first version of Loughborough's TIP was submitted in October 2020 and then on the invitation of Government a final revised version was submitted in February 2021. In June 2021 the Government announced that it would award Loughborough £16.9 million. That £16.9 million will enable 11 projects to be funded; the 11 projects were prioritised from an original list of 14 projects which had totalled £25 million in the TIP.
3. The production of the TIP and the prioritisation of the projects was the responsibility of the Town Deal Board, as is current and future oversight of the implementation of the Town Deal. Towns Fund guidance states that Town Deals are to be led by an independent Board with the local authority (the district or borough council in a two-tier area) being the formal Accountable Body for the Town Deal. The Loughborough Town Deal Board is Co-chaired by Dr Nik Kotecha (Morningside Pharmaceuticals) and the Leader of the Borough Council. Information about members of the Board, details of the TIP and agendas / minutes of all Board and other relevant meetings are accessible to anyone on the Loughborough Town Deal website www.loughboroughtowndeal.co.uk

Loughborough Town Deal

1. The Loughborough Town Deal contains 11 projects. All the projects have been through several rounds of evaluation by the Board, its advisory sub-groups and Government officials before being included in the Town Deal. All of them originated in the TIP which was subject to public and stakeholder consultation (including the comments of a Member Reference Group which includes Members from each of Loughborough's electoral wards).
2. A project cannot receive funding from the Town Deal until it has prepared a Project Initiation Document and a full Business Case. The business case is assurance checked against HM Treasury 'Green Book' standards by an independent consultancy (MACE Group Ltd) before being considered for approval by the Delivery Sub-Group of the Town Deal Board, signed-off by the S151 Officer and then cleared by the Department for Levelling Up Homes and Communities (DLUHC).

3. The exception to the scenario described in paragraph 2 above is the Careers and Enterprise Hub project which received 'upfront' funds from the Town Deal. The Hub has been open in the Market Place since May 2021. The Government released £750,000 because the project was 'oven ready' to be delivered very quickly.
4. The 11 projects are listed below and a summary of them is at Appendix A.
 - i) Bedford Square Gateway
 - ii) Taylor's Bellfoundry
 - iii) Digital Skills Hub
 - iv) Careers and Enterprise Hub
 - v) Healthy and Innovative Loughborough
 - vi) The Loughborough Generator
 - vii) Great Central Railway
 - viii) Riverside Regeneration
 - ix) Woodbrook Flood Mitigation Scheme
 - x) Living Loughborough
 - xi) Lanes and Links (including the Hope Bell).

Programme Management

1. The Borough Council has undertaken the essential role of programme management for the Town Deal ever since the Government first launched its Towns Fund initiative in late 2019. There is a core Project Team which consists of the Strategic Director for Communities, Planning and Housing, Head of Planning and Regeneration, Town Deal Manager, Communications Manager and two Democratic Services Officers. Other posts / service areas have been or are involved at times including the Head of Leisure and Culture, Plans, Policy and Place Group, Legal Services, Finance, Policy and Organisational Development Team.
2. The above officer resources have been deployed to support the Town Deal Board and to ensure that management of the Town Deal process and programme happens. There are many key aspects of the Town Deal which have been or remain carried out by the Council, including:
 - i) Liaison with Civil Servants and interpretation / distillation of Town Deal official guidance,
 - ii) Production of the TIP,
 - iii) Leading public consultations and carrying out Town Deal Communications,
 - iv) Supporting the Board via professional advice, preparation of reports and agendas, taking of minutes,
 - v) Supporting the Board's Delivery Sub-Group via professional advice, preparation of reports and agendas, taking of minutes,
 - vi) Supporting the Member Reference Group via professional advice, preparation of reports and agendas, taking of minutes,
 - vii) Supporting the Community and Stakeholders Engagement Group via professional advice, preparation of reports and agendas, taking of minutes,

- viii) Liaison with individual Project Leads and hosting project Leads group meetings,
- ix) Appointment of and liaison with consultants,
- x) Preparation of programme management timelines and ensuring projects meet monitoring and evaluation requirements / timelines,
- xi) Production of a Local Assurance Framework,
- xii) Management and monitoring of the Town Deal budget.

Accountable Body Role

1. As Accountable Body for the Town Deal, the Borough Council plays a key role in ensuring that all governance arrangements for the Town Deal Board and town deal processes / decision-making are proper and transparent. This must be in accordance with the principles of public governance used by the Council for its own business. The S151 Officer is required by Towns Fund guidance to ensure that all required due diligence is undertaken as the Town Deal moves forward and projects become eligible to receive funding. Indeed, no project can receive Town Deal funding unless its business case and a decision to approve it is signed-off by the S151 Officer.
2. Although the Town Deal Board is independent and oversees the progression and delivery of the Town Deal, it is not a legal entity and therefore the Council's function of Accountable Body is fundamental to being able to deliver the benefits for the local community which Town Deal's can undoubtedly bring. Discharging this function along with the managing the overall Town Deal programme takes up a not insignificant level of Council resources.

Borough Council Led Projects

1. A final aspect of Council involvement in the Town Deal is responsibility for leading and delivering three Town Deal projects: Lanes and Links, Living Loughborough (in partnership with Love Loughborough Business Improvement District) and Bedford Square Gateway. The latter project has an approved business case and Town Deal funding has already started to be released by the Government. This will allow the final phases of the Gateway's improvements to be delivered.
2. The Lanes and Links and Living Loughborough projects require significant preliminary project initiation work to be carried out before they are in a position to draft full business cases. They are both excellent projects which will make a real difference to Loughborough town centre. The latest point at which business cases can be approved and submissions made to the Government is mid-July 2022 and therefore it is suggested that in order to meet that deadline, priority is given to moving both the projects forward.

Consultation

1. The Town Deal Board has carried out extensive public consultation and stakeholder engagement throughout the Town Deal process and will continue to do so. The TIP includes details of activities which were undertaken and the Board recently approved a refreshed Communications and Engagement Plan as at Appendix C.

Appendices

Appendix A – Summary of Loughborough Town Deal projects.

Appendix B – Town Deal programme management budget forecast.

Appendix C – Town Deal Board’s Communications and Engagement Plan.

Appendix A

Summary of Loughborough Town Deal projects

The figures in brackets below show how much funding is allocated to a project by the Town Deal, not the total worth of the project. Some projects have other sources of funding additional to the Town Deal.

1. Bedford Square Gateway (£1.7m)

This project improves the public realm in the Bedford Square Gateway area of the town centre. The overall scheme of improvement is well under-way and the Town Deal funding will allow for further phases of the scheme to be completed.

2. Taylor's Bellfoundry (£835k)

This project will secure the future of the bell foundry site and create a new Bell Museum. It will help regenerate a disadvantaged part of the town, provide new skills opportunity for local persons and bring increased visitor footfall to the area.

3. Digital Skills Hub (£2.6m)

The Hub will be a new physical facility at Loughborough College. Young and older adults will be able to gain or improve a wide range of digital skills which help them get into employment or to be successful on a wide range of training initiatives such as T-levels, apprenticeships and Kickstart placements.

4. Careers and Enterprise Hub (£150k)

The Hub opened in Market Place in 2021 and this funding will allow further improvements to be made to the building which needs some structural repairs and improvement.

5. Healthy and Innovative Loughborough (£2.466m)

This multi-faceted project will provide new floorspace at the University's Science and Enterprise Park which can bring more high-value employment to the town. The University's expertise will also be deployed to enable business support and growth activities and to schemes which engender innovation, particularly where it is related to healthy and active living.

6. The Generator (£1.6m)

Conversion of a town centre building on Frederick Street which will provide a new centre housing creative industries workspace, multi-media arts activity and space for exhibitions and community activities.

7. Great Central Railway (280k)

The Town Deal funding will contribute to a project which will provide a building which allows for restoration of locomotives, provides facilities which enable apprenticeships and which improve the offer to visitors at the Loughborough station.

8. Riverside Regeneration (885k)

Led by the Canal and Rivers Trust, this project will improve 2km of the waterway in the town centre by improving walking surfaces, cycle and pedestrian access, signage and moorings capacity. It will make the environment better for local people and encourage more visitors to explore the waterway.

9. Flood Mitigation and Protection (£2m)

By creating water retention facilities upstream of the town, this project will protect the town from the increasing likelihood of flooding and mitigate risks associated with flooding. The impact of the scheme will not only be in terms of reducing flooding but in terms of creating more town centre sites to become suitable for commercial or residential development.

10. Living Loughborough (£2.87m)

This is a multi-faceted project which will boost and re-invigorate the town centre. The appearance of the town centre will be enhanced and new infrastructure will enable more events to take place. There will be better infrastructure for digital communication with residents and visitors and enhancements to the operation of the markets. There will be elements of the project which stimulate new business growth and help existing town centre businesses.

11. Lanes and Links [incorporating the Hope Bell] (£669k)

The Hope Bell will be a memorial bell structure which commemorates lives lost during the Covid-19 pandemic and which gives hope for future life. Physical and visual improvements will be made to the lanes and linkways in the town centre which are in closest proximity to the Hope Bell enabling people to have a pleasant experience when exploring the town centre and visiting the bell.

APPENDIX B

Code	2021/22				2022/23	2023/24	2024/25	2025/26		
	Actual to December 2021 (Period 9)	Committed to December 2021 (Period 9)	Proposed Budget from January 2022 to March 2022 (Periods 10 to 12)	Full Year Predicted Budget	Budget	Budget	Budget	Budget		
	£	£	£	£	£	£	£	£	£	
	Expenditure:-									
P305 A0101/0108/0110/0120	Town Deal Project Manager	12,120.40		32,979.60	45,100.00	104,000.00	104,000.00	104,000.00	104,000.00	461,100.00
P305 A0153	Towns Fund Deal Agency Costs	25,725.00			25,725.00					25,725.00
P305 D0415	Publicity	3,262.50			3,262.50					3,262.50
	Comms			6,720.00	6,720.00	11,720.00	8,720.00	6,720.00	11,720.00	45,600.00
P305 D0501	MACE Due diligence	38,625.60	18,893.75	0.00	57,519.35	28,500.00				86,019.35
P305 D0501	31ten consultancy			40,000.00	40,000.00	30,000.00				70,000.00
	Business Case Development Grants			40,000.00	40,000.00					40,000.00
	Total Expenditure	79,733.50	18,893.75	119,699.60	218,326.85	174,220.00	112,720.00	110,720.00	115,720.00	731,706.85
	Income:-									
X458	Opening balance MHCLG Grant	-91,072.33			-91,072.33					-91,072.33
	MHCLG Grant received in year	-1,015,000.00			-1,015,000.00					-1,015,000.00
	Total Income	-1,106,072.33	0.00	0.00	-1,106,072.33	0.00	0.00	0.00	0.00	-1,106,072.33
	Balance of grant remaining				-887,745.48	-713,525.48	-600,805.48	-490,085.48	-374,365.48	-374,365.48

LOUGHBOROUGH TOWN DEAL BOARD

Loughborough Town Deal Communications and Engagement Plan

1. Introduction

This document sets a high-level approach to communications and engagement surrounding Loughborough Town Deal as it moves into the business case phase.

2. Principles of engagement

Communication and engagement will be carried out based on the following principles:

- **Openness and transparency** – we will be clear about the decision-making process and the role stakeholders can take
- **Respect** – stakeholders will be treated with respect and express their views
- **Clarity** – we will ensure information is easy to access and understand
- **Being proactive** – we are committed to engaging stakeholders across a number of different channels
- **Inclusivity** – we will engage with a wide range of stakeholders who can participate and feel included.

3. Objectives

- Clearly articulate the aims and ambitions of Loughborough Town Deal
- Tell the story of how Loughborough Town Deal will bring significant benefits to the town including its businesses and communities
- Engage with a wide range of stakeholders to help shape those plans and develop support

4. Engagement strategy

The Council and partners already have several established channels to engage and communicate with a large number of people and organisations in Loughborough.

Those channels will be utilised to communicate the Town Deal vision, its projects and for engagement work.

Those channels include social media, websites, email subscription lists, regular meetings, local media and other networks.

The Council's communications team will co-ordinate communications around the Town Deal and proactively tell the Town Deal story and advise partners who wish to promote their own projects.

The key messages for the Town Deal (which will evolve) are:

- Loughborough Town Deal is on course to attract over £40 million worth of investment across a range of exciting projects
- It will boost jobs, skills and make the town, including its centre, a better place to live, learn, work and grow
- Collaboration between organisations, businesses, communities and residents is key to the Town Deal's success.

5. How we will engage

There are several strands to this. Loughborough Town Deal's Community Engagement and Consultation Group will continue to operate and meet regularly. The group consists of a range of stakeholders and they will receive updates on the Town Deal progress and give feedback to the Town Deal Board.

There will be a programme of regular communications from the Council communications team about Town Deal progress and the projects. These will be shared on various channels including

- Loughborough Town Deal website
- Council channels including the corporate website, social media and email alerts
- Local Media
- Events when appropriate
- Updates at regular meetings such as Loughborough Town Team
- Partner channels

Individual projects will be required to demonstrate how they are engaging with stakeholders and report to the Board. A Stakeholder Engagement Project template (Appendix B) has been produced to support projects. It is not intended to replace project's existing engagement plans should they have them in place.

6. Communications plan

As of October 2021, the Council's communications team is planning to communicate updates about Loughborough Town Deal via Council channels (as set out in section 9)

In the coming months the Council will:

- Produce spotlights about each project. This could be an article or a video. The Council's communications team will liaise with projects directly and distribute the content across several channels, including the Town Deal website
- Milestones will be marked with a press release for the local and regional media. Other content may also be produced, including videos
- Consideration will be given to holding an awareness raising event. A budget will be required.

Partners will be encouraged to share any content generated to increase the potential reach.

7. Stakeholders

A list of key stakeholders is in appendix A

8. Governance

Plans and progress on communication and engagement will be reported to the Board. The Council's communications team will provide most of the resource, but some budget is likely to be necessary to bring in specialist skills or additional resource when required.

The Community Engagement and Consultation Group will be able to have input into engagement and communications.

9. Engagement tactics and communication channels

We will use a range of tactics and channels to engage and keep people informed.

Communications will primarily be driven through the Council's corporate communication channels including:

- CBC Facebook page
- CBC Twitter account
- Loughborough Town Deal Twitter account
- Loughborough Town Deal website
- CBC website
- CBC Linked-In account
- CBC Email alerts
- Local and regional media
- Printed materials when appropriate
- Partner's channels, for example Love Loughborough and its network of local businesses
- Public displays to raise awareness

Engagement tactics are likely to include:

- Online surveys
- Virtual or in-person meetings
- Drop-in sessions
- Displays
- Focus groups
- Awareness raising events could also be used for engagement

- Market research
- Direct engagement with local partners

Projects will also be required to set out how they will engage stakeholders for their projects and provide updates to the Board.

10. Approach to reach seldom heard groups

The Council has good links with a variety of communities in Loughborough and will use those existing channels to reach seldom heard groups.

The aim will be to encourage engagement and raise awareness of the Town Deal to generate positive support.

11. Covid-19

As with any project, considerations to any potential issues caused by the pandemic will be factored into the engagement and communication work. The main issue will be if any restrictions are imposed which would affect in-person events.

12. Risks

The risks and mitigation around communication and engagement are set out in the below table.

	Risk	Mitigation
1	Limited number of stakeholders are informed and engaged	Engagement plan in place, clearly identifying stakeholders and channels
2	The Town Deal is not clear to local communities and partners	Having a clear plan to communicate the vision
3	Seldom heard groups are not engaged in the process	Identify channels to reach these groups either directly or through partners or other agencies
4	Resource hinders communication and engagement	Ensuring there is adequate support available either in-house from the Council or being able to commission support

13. Evaluation

The Council's communications team records key metrics for communications activity and these will be monitored for Town Deal activity. They will include media coverage, social media reach and engagement, engagement levels for consultations and attendance for any events.

APPENDIX A: Stakeholder list

Key stakeholders – List A

Stakeholder	Category
Loughborough MP Jane Hunt	Government / Board Member
CBC Borough Councillors	Government
County Councillors	Government
BEIS	Government
Loughborough University	Board member / Project lead / Education
Loughborough College	Board member / Project lead / Education
Environment Agency	Project lead
Loughborough Bell Foundry Trust	Project lead / Heritage / Tourism
Love Loughborough	Board member / Project lead / Business
Generator CIC	Project lead
Canals and River Trust	Project lead
Great Central Railway	Project lead / Heritage / Tourism
Loughborough Chamber of Commerce	Business
Loughborough Town Team	Business

Stakeholder - List B

Stakeholder	Category
Charnwood Arts	Arts and Culture
Charnwood Campus	Business
Federation of Small Businesses	Business
Loughborough Advanced Technology Initiative	Business
Landlords (commercial properties / student accommodation)	Business
Carillon Court shopping centre	Business
The Rushes Shopping Centre	Business
Loughborough Market Traders	Business / Town Centre

John Storer Charnwood	Charity / Community / Seldom Heard
Fearon Hall	Community
Grange Park Community Centre	Community centre
Gorse Covert	Community Centre
Leicestershire Police Authority	Crime / Community Safety
Charnwood Police	Crime / Community Safety
Baldwin Trust	Disabilities
Peter Le Marchant Trust	Disabilities / Charity
Parish Church / Rev Wendy Dalrymple	Faith
Loughborough Council of Faiths	Faith
Shree ram Krishna Project	Faith
Bangladeshi Association	Faith / Community Centre
Loughborough Mosque Islamic Cultural Association	Faith
Loughborough Heritage Forum	Heritage / Arts and Culture
Carillon War Memorial Trust	Heritage
Friends of Charnwood Museum	Heritage / Tourism
Storer & Ashby Area Residents Group (SARG)	Residents' Association
Haddon Way Residents Association	Residents' Association
Nanpantan Residents' association	Residents' Association
CBC Neighbourhoods team	Seldom Heard / residents / deprived wards
Equality Action	Seldom Heard / BAME / Deprived wards
JobCentre Plus	Skills
Active Charnwood	Sports and leisure
Friends of Queens Park	Town Centre / Tourism
Leicestershire Promotions	Tourism
Arriva Midlands	Transport
Kinchbus	Transport
East Midlands Trains	Transport

Student Union President	Young people
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Appendix B: Project Stakeholder Engagement Plan Template



Loughborough Town Deal Project Stakeholder Engagement Plan

This is a template for projects to use to assist them plan stakeholder engagements. It is not intended to replace project's stakeholder plans if they have them, but it would be expected their plans to cover similar areas.

Projects are expected to provide updates to the Board about engagement work and consider any feedback from the board or the Community Engagement and Consultation Group.

1. Project name and summary		
2. Who are your key stakeholders? (be as descriptive as possible and include their level of influence)		
<u>Core - Those highly affected</u>		

	<u>Direct - Those moderately affected</u>	<u>Indirect- Those minimally affected</u>
3. How will you engage with hard-to-reach groups?		
4. How will they be engaged? (please include channels and frequency)		

5. Please outline any existing stakeholder engagement work that you have carried out as part of your project and give examples of how that engagement has helped shape your project.

If you require any further information or have any questions, please contact:
Mike Roberts
Communications Manager
Charnwood Borough Council
mike.roberts@charnwood.gov.uk / 01509 634705

CABINET – 10TH FEBRUARY 2022

**Report of the Head of Strategic Support
Lead Member: Councillor Margaret Smidowicz**

Part A

ITEM REGULATION OF INVESTIGATORY POWERS ACT: POLICY
AND REVIEW OF USE DURING 2021

Purpose of Report

To approve a Regulation of Investigatory Powers Act (also known as RIPA, or the 2000 Act) Policy, and consider a summary of the use of RIPA during 2021.

Recommendations

1. That it be noted that there has been no use of RIPA by the Council during the calendar year 2021.
2. That the Audit Committee be requested to continue its responsibility for receiving a quarterly report on the use of RIPA, and to report to Cabinet any concerns arising from those reports that may indicate that the use of RIPA is not consistent with the Policy or that the Policy may not be fit for purpose.
3. That the updated RIPA Policy Statement 2022, attached as Appendix A to this report, be approved.

Reasons

1. To ensure compliance with the requirements of the Home Office's current 'Code of Practice – Covert Surveillance and Property Interference' relating to the involvement of elected Members in approving the RIPA policy and reviewing the Council's use of RIPA on at least an annual basis.
2. To ensure compliance with the requirements of the Home Office's latest 'Code of Practice – Covert Surveillance and Property Interference' relating to elected Members considering reports on the use of RIPA on at least a quarterly basis to ensure that it is being used consistently with the policy and the policy remains fit for purpose.
3. To ensure that the Council's RIPA Policy Statement remains up to date and consistent with the relevant legislation and codes of practice.

Policy Justification and Previous Decisions

The use of RIPA to conduct covert surveillance in appropriate instances may support many of the Council's enforcement and anti-fraud policies. The Home Office Code of Practice, which relevant bodies are obliged to follow when using RIPA, requires that elected Members should set a RIPA policy on an annual basis.

Implementation Timetable including Future Decisions and Scrutiny

The Audit Committee will continue to receive regular quarterly monitoring reports on any use of RIPA by the Council.

Report Implications

The following implications have been identified for this report.

Financial Implications

None.

Risk Management

There are no identified risks associated with the decision Cabinet is asked to make.

Key Decision: No

Background Papers: None

Officer to contact: Adrian Ward
(01509) 634573
adrian.ward@charnwood.gov.uk

Part B

Background

1. RIPA provides for the authorisation of covert surveillance by the Council where that surveillance is likely to result in the obtaining of private information about a person.
2. Surveillance includes monitoring, observing or listening to persons, their movements, conversations or other activities and communications. Surveillance is covert if it is carried out in a manner calculated to ensure that any persons who are subject to the surveillance are unaware that it is or may be taking place.
2. The Council only has the power to authorise covert surveillance under RIPA for the purpose of preventing or detecting crime, or of preventing disorder.
3. RIPA applications are required to be approved by a Justice of the Peace (JP) at the Magistrates' Court in addition to an internal authorisation process. The Protection of Freedoms Act 2012 requires that local authority authorisations and notices under RIPA for the use of particular covert investigation techniques can only be given effect once an order approving the authorisation or notice has been granted by a Justice of the Peace (JP). This would require the Council to make a formal application to a Magistrates' Court, followed by a hearing at Court in private at which the application for a surveillance order may be granted or declined by the Magistrates.
4. A local authority can only obtain an authorisation under RIPA for the use of directed surveillance where the local authority is investigating particular types of criminal offences. These are:
 - Criminal offences which attract a custodial sentence of six months or more; or
 - Certain criminal offences under sections 146, 147 or 147A of the Licensing Act 2003 involving the sale of alcohol to children; or
 - Certain criminal offences under section 7 of the Children and Young Persons Act 1933 relating to the sale of tobacco to minors.
5. Examples of offences which would not meet the above conditions are:
 - Any fine-only offences, such as littering, dog fouling or a householder failing the duty of care to check that household waste taken for disposal was taken by a person authorised to transfer waste (section 34 of the Environmental Protection Act 1990).
 - Any offences attracting a penalty of less than 6 months imprisonment, for instance false representations for obtaining benefit (s. 112 of the Social Security Administration Act 1992), which has a maximum penalty of 3 months imprisonment.

6. Examples of offences which would meet the above conditions are any offence attracting a penalty of 6 months or more imprisonment, such as:
 - Fly tipping (section 33 of the Environmental Protection Act 1990), which has a penalty of up to 5 years imprisonment.
 - Offences given special status under RIPA (as amended), such as the selling of alcohol or tobacco to children.

7. The requirements around the RIPA authorisation process are complex, and the Home Office has responsibility for issuing a Code of Practice under the Act to specify the processes and procedures which must be followed. The Code of Practice includes a best practice requirement that:

‘Elected members of a local authority should review the authority’s use of the 2000 Act and set the policy at least once a year. They should also consider internal reports on use of the 2000 Act on a regular basis to ensure that it is being used consistently with the local authority’s policy and that the policy remains fit for purpose’, (s3.35).

8. The Cabinet is therefore responsible for receiving an annual overall report on the use of RIPA and for approving the RIPA policy each year, and the Audit Committee are responsible for receiving quarterly reports on the use of RIPA and for reporting back to Cabinet any concerns relating to potential inconsistency with the policy, or if the policy does not appear to be fit for purpose.

9. The Council received an inspection report by the Investigatory Powers Commissioner’s Office (IPCO) in September 2021 (attached as Appendix B) which made some recommendations regarding updating the RIPA policy, which have been incorporated into the policy statement that Cabinet are being asked to approve (Appendix A).

Appendices

- Appendix A: RIPA Policy Statement (February 2022)
- Appendix B: IPCO inspection report

CHARNWOOD BOROUGH COUNCIL

COVERT SURVEILLANCE

REGULATION OF INVESTIGATORY POWERS ACT 2000

POLICY STATEMENT

(February 2022)

**Policy Statement
Regulation of Investigatory Powers Act 2000**

Introduction

The Regulation of Investigatory Powers Act 2000 (RIPA) provides a legal framework for covert **surveillance activities by public authorities (including local authorities)**. **The Investigatory Powers Commissioner's Office (IPCO) operates as an independent inspector to monitor these activities.**

The use of surveillance (both overt and covert) to provide information is a valuable resource for the protection of the public and the maintenance of law and order. To discharge their responsibilities local authorities and law enforcement agencies use unaided surveillance and surveillance devices. RIPA and codes of practice under it provide a legal framework and procedure to authorise the use of covert surveillance. Surveillance is covert if it is carried out in a manner that is calculated to ensure that people who are subject to it are unaware that it is or may be taking place.

In some circumstances, it may be necessary for Council employees, in the course of their duties, to make observations of people in a covert manner. Actions of this sort may constitute an interference with a person's right to privacy. This may give rise to legal challenge as a potential breach of "the right to respect for private and family life" under Article 8 of the European Convention on Human Rights and the Human Rights Act 1998. RIPA provides a procedure to defend the Council against such challenges.

Purpose

This policy statement is designed to ensure that Charnwood Borough Council meets the legal requirements in relation to the use of covert surveillance. It also promotes a professional approach in undertaking surveillance so that those affected may have confidence that the Council will act effectively and in a fair and lawful manner. It should be read in conjunction with the Regulation of Investigatory Powers Act 2000 and the current versions of the Code of Practice on the use of Covert Human Intelligence sources and the Code of Practice on Covert Surveillance.

STATEMENT OF INTENT

This policy statement applies only to the use of covert surveillance, although it is expected that usually any surveillance activity undertaken by or on behalf of the Council will be overt.

The Council will fulfil its lawful obligations and use directed surveillance within the terms of the **Regulation of Investigatory Powers Act 2000 and the directions of the IPCO.**

The Council will keep its policy and procedures under review and update them as necessary and in accordance with any changes in the law.

The Council will take necessary steps to ensure that all employees and councillors are aware of all relevant policy standards, procedures, legislation and best practice. Employees have a duty to follow this policy and its procedures and any employee acting outside this policy will be subject to the Council's disciplinary procedures.

Evidence gathered by surveillance will be treated as confidential and will only be disclosed to persons (internal and external) whose authority has been explicitly established. Such evidence may only be removed by employees from a Council office with the authority of their Head of Service or another senior officer formally designated by the Head of Service. Employees will be responsible for any misuse, security breach or unauthorised disclosure while such evidence is in their control.

Evidence gathered by covert surveillance will be held for as long as the law requires (a minimum of 5 years) after which it may be destroyed in a secure manner.

The Council will keep in place appropriate security measures as required.

Appropriate physical security will be provided for visitors being received and supervised at all times within the Council offices where evidence gathered by surveillance is stored.

Each service will be responsible for the security of evidence collected by it. Security arrangements will be reviewed regularly. All reported breaches or potential weaknesses will be investigated by the Head of Service concerned and where necessary further or alternative measures introduced.

A reporting structure will be established headed by the RIPA Monitoring Officer with a liaison officer in each service so that authorisation, review, renewal and cancellation forms and procedures are:

- co-ordinated and consistent, and
- **available for inspection by the IPCO;**

and so that any problems can be identified and investigated.

The intention is that subjects of covert surveillance carried out by or on behalf of the Council can be assured that evidence collected (including personal data) will be processed with care and in accordance with the law.

Council employees will not carry out intrusive surveillance within the meaning of the Regulation of Investigatory Powers Act 2000. This is covert surveillance carried out in relation to anything taking place on any residential premises or in any private vehicle; and involves the presence of an individual or a device on the premises or in the vehicle, or by means of a surveillance device capable of providing information of the same quality and detail as might be expected to be obtained from a device actually present on the premises or in the vehicle.

Although the law does not impose a requirement on the Council to seek or obtain authorisations, it will seek to adhere to the authorisation, review, renewal and cancellation procedure provided for by RIPA and the codes of practice before conducting any covert surveillance. The Council will not gather evidence by covert surveillance of individuals where it is disproportionate or unnecessary in relation to the purposes of the investigation.

Surveillance carried out by a third party on behalf of the Council shall be subject to a contract which stipulates compliance with the law and this policy.

PRINCIPLES OF SURVEILLANCE

In planning and carrying out covert surveillance Council employees shall comply with the following principles:

Lawful Purposes

Directed surveillance shall only be carried out where necessary to achieve one or more of the permitted purposes (see section 28(3) of RIPA) available to local authorities, namely;

- a) for the purposes of preventing or detecting crime or the prevention of disorder.

Employees carrying out surveillance shall not interfere with any property or harass any person.

Confidential Material

Applications where a significant risk of acquiring confidential material has been identified shall always require the authorisation of the Chief Executive (or in his absence a Director) after consulting with the RIPA Monitoring Officer.

Confidential material consists of;

- matters subject to legal privilege (eg. between a professional advisor and client)
- confidential personal information (eg. relating to a person's spiritual, physical or mental health), or
- confidential journalistic material.

DEFINITIONS

Unless the context otherwise requires, in this document the expressions in the first column shall have the meaning in the second column and any reference to a statute or statutory instrument or code of practice within the document shall include amendments to it.

Authorising Officer	means a person entitled to give an authorisation for directed surveillance or for the use of a covert human intelligence source in accordance with section 30 of RIPA and the Regulation of Investigatory Powers (Prescription of Offices, Ranks and Positions) Order SI. No. 2417, as adapted to the organisational structure of the Council and who is included in the list of officers designated as such by the Council within the Delegations to Officers section of the Council's Constitution.
Council	means Charnwood Borough Council
Covert Human Intelligence Source (CHIS)	means a person who establishes or maintains a personal or other relationship with a person for the covert purpose of facilitating the doing of anything falling within sections 26(8)(b) or (c) of RIPA, namely: <ul style="list-style-type: none"> (b) to covertly use such a relationship to obtain information or to provide access to any information to another person; or (c) to covertly disclose information obtained by the use of such a relationship, or as a consequence of the existence or such a relationship
Covert Surveillance	means surveillance carried out in a manner that is calculated to ensure that persons who are subject to this surveillance are unaware that it is or may be taking place
Directed Surveillance	means covert surveillance which is not intrusive and is undertaken; <ul style="list-style-type: none"> (a) for the purpose of a specific investigation or a specific operation, (b) in such a manner as is likely to result in the obtaining of private information about a

	<p>person (whether or not one specifically identified for the purposes of the investigation or operation), and</p> <p>(c) otherwise than by way of an immediate response to events or circumstances, the nature of which is such that it would not be reasonably practicable for an authorisation under Part II of RIPA to be sought for carrying out the surveillance</p>
Private Information	means information about a person relating to his or her private or family life
Private Vehicle	means any vehicle that is used primarily for the private purposes of the person who owns it or of a person otherwise having the right to use it
Residential Premises	means so much of any premises as is for the time being occupied or used by any person, however temporarily, as living accommodation (including hotels or prison accommodation that is being so occupied or used)
Social Media	means websites and applications that enable users to create and share content or to participate in social networking (eg. Twitter and Facebook)
Surveillance Device	means any apparatus designed or adapted for use in surveillance
Surveillance *	<p>is defined in section 48 of RIPA, and includes:</p> <p>(a) monitoring, observing or listening to persons, their movements, their conversations or their activities or communications,</p> <p>(b) recording anything monitored, observed or listened to in the course of the surveillance, and</p> <p>(c) surveillance by or with the assistance of s surveillance device</p> <p>* surveillance does not include</p>

	<p>references to:</p> <ul style="list-style-type: none"> (a) any conduct of a covert human intelligence source for obtaining or recording (whether or not using a surveillance device) any information which is disclosed in the presence of the source, (b) the use of a covert human intelligence sources for so obtaining or recording information, or (c) any such entry on or interference with property or with wireless telegraphy as would be unlawful unless authorised under section 5 of the Intelligence Services Act 1994 (warrants for the intelligence services, or Part III of the Police Act 1997 (powers of the police and of customs officers)
Necessity	<p>means that the use of covert surveillance is considered to be necessary, and that there are no other suitable means or processes which can be applied to obtain the information required</p>
Proportionality	<p>means that the following considerations must have been applied:</p> <ul style="list-style-type: none"> (a) balancing the size and scope of the proposed activity against the gravity and extent of the perceived crime or offence (b) explaining how and why the methods to be adopted will cause the least possible intrusion on the subject and others (c) considering whether the activity is an appropriate use of the legislation and a reasonable way, having considered all reasonable alternatives, of obtaining the necessary result (d) evidencing, as far as reasonably practicable, what

	other methods have been considered and why they were not implemented.
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SCOPE OF PROCEDURE

The procedure does not apply to:

- Observations that are not carried out covertly, or
- Ad-hoc covert observations that do not involve the systematic surveillance of a specific person(s)
- Unplanned observations made as an immediate response to events.

In cases of doubt, the authorisation procedure described below should be followed.

AUTHORISATION PROCEDURE

General

All directed surveillance and the use of covert human intelligence sources must be for a purpose that is necessary and proportionate to enable the Council to perform its duties and services and is subject to the inspection of the IPCO.

Authorisation will be obtained using the forms based on the current Home Office Model and approved by the Council's RIPA Monitoring Officer.

Forms, codes of practice and supplementary material will be available on the Council's intranet and will be maintained by the RIPA Monitoring Officer.

Applications for directed surveillance will only be made to an Authorising Officer. Officers responsible for management of an investigation will normally be no lower than a Team Leader and will not be graded below Senior Officer grade.

Authorising Officers will be at least Head of Service level, and will be trained to properly understand the requirements of RIPA. Authorising Officers should avoid authorising their own activities wherever possible and only do so in exceptional circumstances. An alternative Authorising Officer will otherwise be the Authorising Officer for such activities.

Authorising Officers shall ensure they are fully aware of their responsibilities and comply with the requirements of the law including the requirement to obtain magistrate's approval, the relevant codes of practice and the Council's policies and procedures in respect of the authorisation, review, renewal and cancellation of authorisations for covert surveillance.

Where an application for authorisation is refused, the Authorising Officer shall record the refusal on the application and the reasons for it on the case file and supply a copy of it to the RIPA Monitoring Officer as with other authorisations as quickly as possible and in any event within 7 days. The Authorising Officer shall also ensure that any supplementary information and supporting

documents submitted with any application for authorisation, review, renewal or cancellation are recorded and retained on the case file as required by the codes of practice or other legal requirement.

Consideration needs to be given at the start of the investigation as to whether or not the criminal offence that is being investigated meets the threshold criteria for RIPA authorisations:

- Criminal offences which attract a custodial sentence of six months or more; or
- Certain criminal offences under sections 146, 147 or 147A of the Licensing Act 2003 involving the sale of alcohol to children; or
- Certain criminal offences under section 7 of the Children and Young Persons Act 1933 relating to the sale of tobacco to minors.

If the Authorising Officer is satisfied that these criteria have been met then a further form requesting authorisation by the Magistrates' Court must be completed and sent to the Court together with a completed copy of the internal RIPA authorisation and any other appropriate evidence to support the application. Prior to this a hearing date must be listed with the Leicester Magistrates' Court for hearing the application by a Justice of the Peace.

Guidance on the process for obtaining Magistrate's authorisation can be obtained from the RIPA Monitoring Officer, and is available on the relevant section of the Council's intranet.

The effective authorisation period only commences once magisterial concurrence is given.

Directed Surveillance

All applications for directed surveillance authorisation will be made on **Form 1** (reference *RIPA 1 DS authorising* form). The applicant in all cases should complete this, and approval must be obtained from an Authorising Officer and from a magistrate. In urgent cases there are arrangements in place for out of hours approval to be obtained from a magistrate.

All applications for review of directed surveillance authorisation will be made on **Form 2** (reference *RIPA 2 DS review* form). The applicant in all cases should complete this where the investigation/operation is to be continued or cancelled.

All applications for directed surveillance renewals will be made on **Form 3** (reference *RIPA 3 DS renewal* form). The applicant in all cases should complete this where surveillance requires to continue beyond the previously authorised period (including previous renewal). As well as approval from an Authorising Officer, Magistrates approval is required for all renewals.

Where authorisation ceases to be either necessary or appropriate the Authorising Officer will cancel an authorisation using **Form 4** (reference *RIPA 4 DS cancellation* form).

Any person giving an authorisation for the use of directed surveillance must record on the appropriate form the matters they took into account in reaching their decision and they must be satisfied that:

- no overt means are suitable for the purpose
- the authorisation is for a prescribed lawful purpose
- account has been taken of the likely degree of intrusion into the privacy of persons other than those directly implicated/targeted in the operation or investigation (collateral intrusion)
- measures are being taken, wherever practicable, to avoid unnecessary intrusion into the lives of those affected by collateral intrusion
- the authorisation is necessary
- the proposed surveillance is proportionate and any equipment to be used is specified.

Necessity

Surveillance operations shall only be undertaken where there is no reasonable and effective alternative way of achieving the desired objective(s).

Effectiveness

Surveillance operations shall be undertaken only by suitably trained employees (or under their direct supervision). The Authorising Officer will determine which employees are to be involved in an operation and ensure that they are suitably trained.

Proportionality

The use of surveillance shall not be excessive but shall be in proportion to the significance/harm of the matter being investigated. Consideration of proportionality will be based on the factors set out in the Definitions section of this policy.

Authorisation

All directed surveillance shall be authorised in accordance with this procedure. Care must be taken by Authorising Officers to ensure that each authorisation is completed in its entirety by them, and in handwriting.

Use of a Covert Human Intelligence Source (CHIS)

Proper records must be kept of the authorisation and use of a source as required by Regulation 3 of Regulation of Investigatory Powers (Source Records) Regulations 2000, namely:

- (a) the identity of the source
- (b) the identity, where known, used by the source
- (c) any relevant investigating authority other than the authority maintaining the records
- (d) the means by which the source is referred to within each relevant investigating authority
- (e) any other significant information connected with the security and welfare of the source
- (f) any confirmation made by a person granting or renewing an authorisation for the conduct or use of a source that the information in (e) above has been considered and that any identified risks to the security and welfare of the source have, where appropriate, been properly explained to and understood by the source
- (g) the date when, and the circumstances in which, the source was recruited

- (h) the identities of the persons who, in relation to the source, are discharging or have discharged the functions mentioned in section 29(5)(a) to (c) of RIPA or in any order made by the Secretary of State under section 29(2)(c)
- (i) the periods during which those persons have discharged those responsibilities
- (j) the tasks given to the source and the demands made of him or her in relation to the activities as a source
- (k) all contacts or communications between the source and a person acting on behalf of any relevant investigating authority
- (l) the information obtained by each relevant investigating authority by the conduct or use of the source
- (m) any dissemination by that authority of information obtained in that way, and
- (n) in the case of a source who is not an undercover operative, every payment, benefit or reward and every offer of a payment, benefit or reward that is made or provided by or on behalf of any relevant investigating authority in respect of the source's activities for the benefit of that or any other relevant investigating authority.

In addition, the Code of Practice requires records to be kept of:

- a copy of the authorisation together with the supporting documentation and notification of the approval given by the Authorising Officer
- a copy of any renewal of an authorisation, together with the supporting documentation submitted when the renewal was requested
- the reason why the person renewing the authorisation considered it necessary to do so
- any risk assessment made in relation to the source
- the circumstances in which tasks were given to the source
- the value of the source to the investigating authority
- a record of the results of any reviews of the authorisation
- the reasons why, if any, for not renewing an authorisation
- the reasons for cancelling an authorisation
- the date and time when any permission was given by the Authorising Officer to cease using a source.

Authorising Officers must not grant an authorisation for a CHIS unless they believe that there are arrangements in place to ensure at all times there is a person responsible for maintaining a record of the use of that source, and that the person responsible is fully aware of their duty of care towards, and the safeguarding of, the CHIS.

Only the Chief Executive, or in his absence a Strategic Director, may authorise the use of a juvenile or vulnerable CHIS. In such instances the authorisation can be for a maximum period of 4 months, and must be subject to a review of the authorisation at least monthly.

All applications for authorisation for the use or conduct of a CHIS will be made on **Form 5** (reference *RIPA 5 CHIS authorising form*). The applicant in all cases should complete this. All applications need to be approved by a Magistrate as well as by an Authorising Officer.

All applications for review of authorisation for the use or conduct of a CHIS will be made on **Form 6** (reference *RIPA 6 CHIS review form*). The applicant in all cases should complete this where the investigation/ operation is to be continued or cancelled.

All applications for authorisation for the use or conduct of a CHIS renewals will be made on **Form 7** (reference *RIPA 7 CHIS renewal form*). The applicant in all cases should complete this where the surveillance requires to continue beyond the previously authorised period (including a previous renewal). As well as approval from an Authorising Officer, Magistrates approval is required for all renewals.

Where authorisation ceases to be either necessary or appropriate the Authorising Officer will cancel an authorisation using **Form 8** (reference *RIPA 8 CHIS cancellation form*).

Forms and other relevant material will be available on the Council's intranet and will be maintained by the RIPA Monitoring Officer.

Any person giving an authorisation for the use of CHIS must record on the appropriate form matters taken into account in reaching their decision and must be satisfied that:

- no overt means are suitable for the purpose
- the authorisation is for a prescribed lawful purpose
- account has been taken of the likely degree of intrusion into the privacy of persons other than those directly implicated/targeted in the operation or investigation (collateral intrusion)
- measures are being taken, wherever practicable, to avoid unnecessary intrusion into the lives of those affected by collateral intrusion
- the authorisation is necessary
- the proposed surveillance is proportionate and any equipment to be used is specified.

Necessity

Surveillance operations shall only be undertaken where there is no reasonable and effective alternative way of achieving the desired objective(s).

Effectiveness

Surveillance operations shall be undertaken only by suitably trained or experienced employees (or under their direct supervision). The Authorising Officer will determine which employees are to be involved in an operation and ensure that they are suitably trained.

Proportionality

The use of surveillance shall not be in excess but shall be in proportion to the significance/harm of the matter being investigated. Consideration of proportionality will be based on the factors set out in the Definitions section of this policy.

Authorisation

All directed surveillance shall be authorised in accordance with this procedure. Care must be taken by Authorising Officers to ensure that each authorisation is completed in its entirety by them, and in handwriting.

DURATION TIME OF AUTHORISATIONS

Authorisations

Written authorisations for directed surveillance expire after 3 months, starting on the day from which they took effect.

Written authorisations for the use of a CHIS expire after 12 months beginning on the day on which they took effect, except for a juvenile CHIS where the expiry period will be 4 months.

Renewals

If at any time before an authorisation expires, an Authorising Officer considers it necessary for the authorisation to continue for the purpose for which it was given, it may be renewed in writing for a further period of 3 months for directed surveillance of 12 months for a CHIS (or 4 months for a juvenile CHIS), in each case starting on the day on which the previous authorisation ceases to have effect. Applications should only be made approximately two weeks before the authorisation is due to expire, as this will allow time for a magistrate's approval to be sought. In the case of a CHIS, a review must be carried out immediately beforehand.

Authorising Officers may renew authorisations more than once, provided they continue to meet the criteria for authorisation.

Renewals must be approved by a magistrate.

Review

Authorising Officers shall review all authorisations at regular intervals or not more than one month. In the case of a CHIS the review shall be as frequently as considered necessary and practicable and include: the use made of the source during the period authorised, the tasks given to the source and the information obtained. Details of the review and the decision reached shall be noted on the original application.

Cancellation

Authorising Officers must cancel an authorisation if they are satisfied that the need for it no longer satisfies the criteria for authorisation or, additionally in the case of a CHIS, that satisfactory arrangements for the source's case no longer exist. Where necessary, the safety and welfare of the CHIS shall continue to be taken into account after the authorisation has been cancelled.

SAFEGUARDS (including privileged or confidential information)

The Council must ensure that any information it obtains through surveillance (or via a CHIS) is handled in accordance with the safeguards the Council has

put in place, any relevant frameworks (such as data protection), and the Home Office Codes.

Dissemination, copying and retention of material must be limited to the minimum necessary for authorised purposes. Something is necessary for the authorised purposes where the material:

(a) is (or is likely to become) necessary for the surveillance purposes set out in the legislation;

(b) is necessary for facilitating the carrying out of the functions of the Council under the surveillance legislation;

(c) is necessary for facilitating the carrying out of any functions of the Commissioner or Investigatory Powers Tribunal;

(d) is necessary for the purposes of legal proceedings; or

(e) is necessary for the performance of the functions of any person by or under any enactment.

When information obtained under a surveillance authorisation is used evidentially, the Council should be able to demonstrate how the evidence has been obtained, to the extent required by the relevant rules of evidence and disclosure.

Where the product of surveillance could be relevant to pending or future criminal or civil proceedings, it should be retained in accordance with established disclosure requirements.

All information and material obtained through surveillance and all copies, extracts or summaries must be stored securely to minimise the risk of theft or loss. Only those with appropriate legal authority and security clearance should be able to access the information.

The Council will ensure that it has in place:

(a) physical security to protect premises where the information is stored or can be accessed;

(b) IT security to minimise risk around unauthorised access to IT systems;

(c) An appropriate security clearance regime to provide assurance that those who have access to the information are reliable and trustworthy.

SOCIAL MEDIA

RIPA implications must be considered in relation to the use of social media sites (such as Twitter and Facebook) for gathering evidence to assist in enforcement activities, as set out below:

- officers must not create a false identity in order to 'befriend' individuals on social media networks without authorisation under RIPA

- officers viewing an individual's public profile on a social media network should do so only to the minimum degree necessary and proportionate in order to obtain evidence to support or refute the suspicions or allegations under investigation
- repeated viewing of open profiles on social media networks to gather evidence or to monitor an individual's status, must only take place once RIPA authorisation has been obtained
- officers should be aware that it may not be possible to verify the accuracy of information on social media networks and, if such information is to be used as evidence, take reasonable steps to ensure its validity.

RECORD KEEPING, TRAINING AND MONITORING

Security and Retention of Records

Each service or discrete location within a service which makes use of RIPA must maintain a record of all applications for authorisations (including refusals), renewals, reviews and cancellations on the appropriate forms. Each individual form will be given a unique central reference number by the RIPA Monitoring Officer, although services may also allocate their own investigation or operation numbers as well. The unique central reference number should follow on in sequential order from the used for previous forms. The lead officer in each service responsible for the investigation or operation will maintain progress record sheets for directed surveillance and CHISs.

Documents created under this procedure are confidential and shall be treated as such. Services shall make appropriate arrangements for their retention, security and destruction in accordance with RIPA and the codes of practice. In the case of a CHIS, special care will be taken to preserve the confidentiality of any source and information provided by them.

The Authorising Officer shall retain, together, the original authorisation, review and renewal forms until cancelled. On cancellation, the original forms and any associated documents shall be retained in a secure place for at least 5 years after cancellation.

All completed RIPA forms must be submitted to the RIPA Monitoring Officer as soon as possible, and in any event, within 7 days of their completion. This will include forms which have resulted in an authorisation being refused.

Training

The RIPA Monitoring Officer will be responsible for ensuring that RIPA training for the Senior Responsible Officer and Authorising Officer takes place and must retain a record of all training undertaken. Refresher training will be provided at intervals of no more than 2 years.

Central Register

The RIPA Monitoring Officer will maintain the central register of authorisations. Authorising Officers shall notify the RIPA Monitoring Officer as soon as reasonably practicable of the grant, renewal and cancellation of any

authorisation and the name of the applicant officer to ensure the accuracy of the central register. They shall send on a regular monthly basis a signed and dated photocopy of any authorisation (including refusals), renewals, reviews and cancellation forms for directed surveillance and similarly for those for the use of a CHIS.

The RIPA Monitoring Officer

The Council has designated an officer to act as the RIPA Monitoring Officer (currently the Head of Strategic Support). The RIPA Monitoring Officer will have responsibility for keeping an oversight of the Council's RIPA administration arrangements, and in particular:

- for organising RIPA training within the Council,
- raising awareness of RIPA and its regulatory framework amongst officers and Members, for example by maintaining appropriate guidance on the Intranet and by publishing articles about RIPA in internal publications,
- maintaining the Central Record of Authorisations, and
- Examining submitted RIPA documents to ensure they are of the required standard.

The Senior Responsible Officer

The Council has designated the Strategic Director of Corporate Services to act as the Senior Responsible Officer, who is responsible for:

- the integrity of the process in place within the Council for the management of CHIS and Directed Surveillance;
- compliance with Part 2 of the Act and with the Codes;
- engagement with the IPCO inspectors when they conduct their inspections, where applicable; and
- where necessary, oversight of the implementation of post-inspection action plans approved by the relevant oversight Commissioner.

The Authorising Officers

The Council's designated authorising officers are:

- Chief Executive
- Strategic Director of Corporate Services
- Head of Customer Experience, and
- Head of Neighbourhoods and Communities.

Elected Members

Elected Members:

- should review the Authority's use of the RIPA and set the policy at least once a year,
- should also consider reports on the use of RIPA Act on at least a quarterly basis to ensure that it is being used consistently with the policy and the policy remains fit for purpose,
- they should not however be involved in making decisions on specific authorisations.

The Investigatory Powers Commissioner's Office (IPCO)

The IPCO provides an independent overview of RIPA powers. This scrutiny includes inspection visits to local authorities by inspectors appointed by the IPCO.

RIPA established an independent tribunal. This tribunal has full powers to investigate and decide any cases within its jurisdiction.

The Council will ensure that copies of the Tribunal's information sheet, their complaint form and their Human Rights Act claim form will be made available at the Council's main offices. These and the relevant codes of practice produced by the Home Office will be made available on the Council's intranet.

ADVICE

Further advice about covert surveillance will be provided by the RIPA Monitoring Officer. In particular, advice should be sought before considering the use of a CHIS where the considerations of risk assessment, duty of care and safeguarding responsibilities, insurance, managing the source and ensuring confidentiality require specific consideration.

FURTHER INFORMATION AND ENQUIRIES

The RIPA Monitoring Officer is the first point of contact on any of the matters raised in this policy statement. Enquiries should be addressed to:

The RIPA Monitoring Officer
Head of Strategic Support
Charnwood Borough Council
Southfields Road
Loughborough
LE11 2TX

Tel: (01509) 634573

The RIPA Monitoring Officer will be responsible for dealing with all internal and external enquiries.

HOME OFFICE CODES OF PRACTICE

The Home Office have produced Codes of Practice which give guidance on the use of covert surveillance and covert human intelligence sources by public

authorities under part 2 of RIPA 2000. They are available via the following link:

<https://www.gov.uk/government/publications/covert-surveillance-and-covert-human-intelligence-sources-codes-of-practice>

COMPLAINTS

Any complaints relating to the Council's use of RIPA or the application of this policy statement should be in writing, dated and include details of the complaint and also an account of the nature of the problem, and should be sent to:

The Chief Executive
Charnwood Borough Council
Southfields Road
Loughborough
LE11 2TX

The Council will attempt to complete internal investigations within 20 working days. An acknowledgement of the complaint will be sent as soon as possible after its receipt.



Investigatory Powers
Commissioner's Office

PO Box 29105, London
SW1V 1ZU

Mr Robert Mitchell
Chief Executive
Charnwood Borough Council
Southfield Rd
Loughborough
LE11 2TN

Rob.Mitchell@charnwood.gov.uk

2 September 2021

Dear Mr Mitchell,

Inspection of Charnwood Borough Council

Please be aware that IPCO is not a “public authority” for the purpose of the Freedom of Information Act (FOIA) and therefore falls outside the reach of the FOIA. It is appreciated that local authorities are subject to the FOIA and that they may receive requests for disclosure of our reports. In the first instance the SRO should bring the matter to the attention of the IPCO Data Protection Officer (at: info@ipco.org.uk), before making any disclosure. This is also the case if you wish to make the content of this letter publicly available.

Your Council was recently the subject of a virtual inspection by one of my Inspectors, REDACTED. I am grateful to Mr Adrian Ward, your Head of Strategic Support and RIPA Monitoring Officer, for taking the lead in this discussion and providing all the relevant documentation. Mr Simon Jackson, your Strategic Director for Environmental Services also joined the discussion in his capacity as RIPA Senior Responsible Officer (SRO).

As a result of the inspection REDACTED has made a number of recommendations which are detailed below, and I would be grateful if they could be addressed at the earliest opportunity:

Covert Surveillance Policy

Your policy has recently been presented to and agreed by Elected Members, which is good to see. The policy is generally well written and covers many of the required elements well. As the key reference point for staff considering whether any proposed activity requires authorisation under RIPA, you may wish to follow the route that many councils have taken by including simple flow charts which guide the reader through the initial considerations, application process and include any necessary signposting.

While your policy recognises the impact of the IP Act and the existence of IPCO, there are still several references to one of its precursor organisations (OSC) which should be removed. Authorisation periods are included in the policy but the variation when considering the authorisation of a Juvenile Covert Human Intelligence Source should also be made clear.

Data Assurance

In the absence of any surveillance product, the inspection sought reassurance that the necessary measures were in place to manage such product should it ever be captured. Your current policy refers to the management of product and surveillance records but does not cover all the safeguarding requirements outlined in the current Home Office Codes of Practice for surveillance and CHIS. Your RIPA policy should be amended to reflect those requirements, and you may consider an addition to your Central Record to monitor the management of any such product.

Senior Responsible Officer

Mr Jackson seems aware of his responsibility as SRO but by his own admission, very much relies on Mr Ward to manage any RIPA related enquiries and issues, while his priorities lay elsewhere. Mr Ward has provided reassurance that any identified issues will be escalated appropriately to the SRO, aided by the fact that Mr Jackson is his immediate line manager. It is somewhat concerning that internally, beyond Mr Ward, there is little knowledge of RIPA across the organisation, which adds weight to the next paragraph.

Training and awareness

I note you have not conducted any training for some time. While this is not ideal, I do understand that training budgets are somewhat limited and bearing in mind Charnwood Borough Council has not conducted any RIPA activity in recent times, RIPA training could easily slip down the list of priorities. That said, many RIPA errors occur because of the lack of knowledge, and therefore some method of raising awareness across the organisation should be implemented. This would seem to have been highlighted by a recent letter received in my Office from one of your Elected Members. The letter not only highlighted a lack of awareness of the legislation but more importantly, a lack of understanding of where to go to seek advice internally. The letter was nonetheless responded to accordingly and the appropriate advice given.

In conclusion, although your Council is a limited user of its surveillance powers, I take the opportunity here to reiterate to you the importance of regular, ongoing internal oversight of the actual or potential use of these powers, which should be managed through your Senior Responsible Officer.

I hope that you find this letter to be helpful and constructive. My Office is available to you should you have any queries following the recent inspection, or at any point in the future. Contact details are provided at the foot of this letter.

I shall be grateful if you would acknowledge receipt of the report within two months and let me know your plans in regard to the compliance matters identified herein.

Yours sincerely,

SIGNATURE REDACTED

The Rt. Hon. Sir Brian Leveson
The Investigatory Powers Commissioner

SCRUTINY COMMISSION – 7TH FEBRUARY 2022

Report of the Cabinet

ITEM 8 SCRUTINY COMMISSION PRE-DECISION SCRUTINY – LEADER RESPONSE

Purpose of Report

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

Action Requested

To note the responses to the recommendations submitted by the Commission on items considered for pre-decision scrutiny.

Policy Context

One of the principles of effective scrutiny, identified by the Centre for Public Governance and Scrutiny, is “provide a constructive critical friend challenge to the Executive”.

Pre-decision Scrutiny

Since the meeting of the Commission on 10th January 2022, the Leader considered the following items on which the Commission undertook pre-decision scrutiny:

- A. CHARNWOOD GRANTS – STRATEGIC PARTNERS (2022/2023 – 2023/24)
- B. EXEMPT – LEISURE CENTRE CONTRACT 5 YEAR EXTENSION

Details of the Commission’s consideration of the items as reported to the meeting of the Informal Cabinet on the 13th January 2022 can be found in the minutes and the exempt minutes from the Commission’s meeting on 10th January 2022.

The Chair of the Commission, Councillor Seaton, attended the Informal Cabinet’s meeting on the 13th January 2022 to present the Commission’s reports to the Leader.

Since the meeting of the Commission on 10th January 2022, the Leader has considered the following items on which the Commission undertook pre-decision scrutiny:

Leader Response

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

CHARNWOOD GRANTS – STRATEGIC PARTNERS (2022/23 – 2023/24)

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

EXEMPT – LEISURE CENTRE CONTRACT 5 YEAR EXTENSION

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

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

Officer to contact: Sally Watson
Democratic Services Officer
01509 634969
sally.watson@charnwood.gov.uk

SCRUTINY COMMISSION – 7TH FEBRUARY 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 rescheduled and the panel will meet on 2nd February 2022. At the last meeting of the Scrutiny Commission it was agreed that the Waste Management Scrutiny Panel time scale be extended to May 2022.

Budget Scrutiny Panel

The Budget Scrutiny Panel had their final meeting of the 2022/23 cycle on 5th January 2022 and reported observations at the meeting of the Scrutiny Commission on 10th January 2022. The Scrutiny Commission approved the report of the Budget Scrutiny Panel to be submitted to the Cabinet at their meeting on 10th February 2022.

Digital Transformation Scrutiny Panel

The scoping document for the Digital Transformation Scrutiny Panel was approved at the last meeting of the Scrutiny Commission and an email asking for expressions of interest in participation in the panel had been sent out to eligible members.

Crime, Youth Crime and ASB Scrutiny Panel

As Chair of the Crime, Youth Crime and ASB Scrutiny Panel, Councillor Hamilton was due to meet with officers to discuss the scope of the panel.

Combatting Loneliness Scrutiny Panel

An email asking for expressions of interest in participation in the Combatting Loneliness Informal Scrutiny Panel had been sent out to eligible members.

Promoting Tourism in Charnwood Scrutiny Panel

It was agreed at the last meeting of the Scrutiny Commission that the Promoting Tourism in Charnwood Scrutiny Panel would be deferred due to officer availability to support the panel. A revised start date of March/April 2022 was agreed by the Scrutiny Commission.

Appendices: Appendix 1 – Scrutiny Panels

Background Papers: None

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

Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

Chair	Type	Topic	Scope	Terms of Reference	Timing
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 – May 2022
Cllr Brookes	Formal	Digitalisation and transformation of services	This panel will:		February 2022 – June 2022

			<ul style="list-style-type: none"> • Identify which forms were most used throughout lock-down 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. 		
TBC	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 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 – May 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	March/ April 2022

			<p>events? What else could be done? Do we have a unique selling point that we are not exploiting? 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>	TBC

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

SCRUTINY COMMISSION – 7TH FEBRUARY 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&2 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 – 7TH FEBRUARY 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 10th January 2022 the following items were identified for pre-decision scrutiny and added to the Scrutiny Commission Work Programme;

- i. Local Development Scheme – 7th March 2022
- ii. Corporate Delivery Plan 2022/23 – 4th April 2022
- iii. Charnwood Dog Control Public Spaces Protection Order 2022 – July 2022

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	7 February 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	7 February 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	7 February 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	7 February 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	7 February 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	7 February 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	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	7 March 2022	Pre-decision Scrutiny – 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.		Richard Bennett	Agreed Scrutiny Commission 10 January 2022, min ref 85

Scrutiny Commission Work Programme

Scrutiny Commission	4 April 2022	Pre-decision Scrutiny – Corporate Delivery Plan 2022/23	To approve the Corporate Delivery Plan 2022-23.		Helen Gretton	Agreed Scrutiny Commission 10 January 2022, min ref 85
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	July 2022	Pre-decision Scrutiny – 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.		Alan Twells	Agreed Scrutiny Commission 10 January 2022, min ref 85
Scrutiny Commission	October 2022	Glyphosate-Based Herbicides in Open Spaces, Playgrounds and Parks	To provide the Scrutiny Commission with an update on Glyphosate use and any potential alternatives identified by the Council following the review.		Matt Bradford	Agreed Scrutiny Commission 11 October 2021, minute reference 43 2021/22

Scrutiny Commission Work Programme

Scrutiny Commission	November 2022 (annual item)	Bulky Waste Collection Charges Review	To review the introduction (in October 2019) of charges for all bulky waste collections.	Annual review to include information on the number of civil litigation cases resulting from fly tipping in the Borough since the bulky waste changes had been implemented and cost of the scheme in relation to the income generated by the scheme.	Matt Bradford	Agreed Scrutiny Commission, 15 November 2021, minute reference 54, 2021/22.
Scrutiny Commission	January 2023 (annual item)	Budget Scrutiny Panel Report	A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2023/24.		Budget Scrutiny Panel Chair	



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

**Published
12th January 2022**

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
Solar Farm - Feasibility	To approve spend for the exploration of options and associated business case development to build a solar farm on the site of the former landfill and to provide appropriate delegations to move at pace.	Cabinet	10th February 2022	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Loughborough Town Deal	To note and endorse the approach being taken regarding the Loughborough Town Deal, including the Council acting as the accountable body.	Cabinet	10th February 2022	Report	Yes	Rob Mitchell Chief Executive Tel: 01509 634600 chief.executive@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

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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	10th March 2022	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk
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
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

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?
General Fund and HRA Revenue Outturn Report (2021/22) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2021/22 subject to audit.	Cabinet	July 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	July 2022	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Charnwood Dog Control Public Spaces Protection Order 2022	To approve the formal Notice of Intention to renew the Borough wide Public Spaces Protection Order for Dog Control (dog fouling, dogs on leads and dogs under control) under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014.	Cabinet	July 2022	Report	Yes	Alan Twells Head of Regulatory Services Tel: 01509 634650 alan.twells@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	September 2022 November 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
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

Page 7/9

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 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
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