



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, at the Council Offices, Southfields, Loughborough on Monday, 4th April 2022 at 6.00 pm for the following business.



Chief Executive

Southfields
Loughborough

25th March 2022

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 11
To approve the minutes of the meeting of the Commission held on 7th March 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 Cabinet agenda for 7th April 2022:

- (a) Corporate Delivery Plan 2022-23 12 - 47
A Cabinet report of the Strategic Director: Environmental and Corporate Services to propose the Council's Corporate Delivery Plan for 2022-23.

8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET 48 - 49
RESPONSE

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

9. PROGRESS WITH PANEL WORK 50 - 56

To consider updates on the work of scrutiny panels.

10. SCRUTINY WORK PROGRAMME 57 - 61

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

11. KEY PERFORMANCE INDICATOR KI 11 - % RENT LOSS FROM 62 - 68
VOID PROPERTIES

A report of the Finance and Performance Scrutiny Committee to provide further details to the Commission regarding the Finance and Performance Scrutiny Committee's consideration of Key Performance Indicator KI 11 - % rent loss from void properties prior to requesting the Commission schedules the topic for further scrutiny.

12. SCRUTINY COMMISSION WORK PROGRAMME 69 - 82

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:

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 7TH MARCH 2022

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

Councillors Morgan (Leader of the Council),
Morgan (Leader of the Council), Harper-Davies
(Cabinet Lead Member for Community Support
and Equalities) and Mercer (Cabinet Lead
Member for Private Housing)

Strategic Director; Commercial Development,
Assets and Leisure
Head of Neighbourhood Services
Head of Strategic and Private Sector Housing
Head of Strategic Support
Democratic Services Officer (SW)

APOLOGIES: Councillor Seaton. Councillors Popley and
K. Harris attended the meeting virtually. See notes
at the 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.

100. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 7th February 2022 were approved.

101. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

102. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

103. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

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

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

105. CABINET ITEMS FOR PRE-DECISION SCRUTINY

106. ACTIVE TOGETHER PHYSICAL ACTIVITY FRAMEWORK 2022-31

A Cabinet report of the Head of Neighbourhood Services to update members on the Active Together Physical Activity Framework 2022-31, provide background information as to its purpose, objective, and relevance to the work of the Council and to seek Cabinet endorsement of the framework and a commitment to supporting the delivery of its priorities and principles. (item 7a on the agenda filed with these minutes).

The Lead Member for Community Support and Equalities, the Head of Neighbourhood Services and the Sport and Active Recreation Manager assisted with the consideration of this item. The following summarises the discussion:

- i. The framework was intended to overcome the barriers preventing participation in physical activity. There were officers in post at the council that could assist individual sports and recreation clubs with looking at resourcing issues.
- ii. It was anticipated that the framework would be endorsed by all of the councils in Leicester, Leicestershire and Rutland, along with other agencies. Charnwood Borough Council had been actively involved in the consultation which had shaped the framework.
- iii. It was acknowledged that the timescale of the framework was significant. The Active Partnership reported to the Active Together Board and would need to demonstrate how the objectives in the plan had been delivered. The 'milestones to success' were outlined in the framework document and these the key performance indicators for the framework would be based around these.
- iv. The annual Sport and Physical Activity commissioning plan for 2022/23 which has to be submitted by the Council's Sport and Active Recreation Team includes activities that demonstrate how they will contribute to the the Active Together Physical Activity Framework 2022-31.
- v. The framework was designed to be inclusive and would support individuals with physical disabilities to overcome the barriers to participating in activities. In addition, the framework would also support the improvement of mental health.

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 recommendation set out.

Councillors K Harris and Popley, attending virtually, confirmed that they would have voted in support of the recommendation set out in the report had they been physically present at the meeting and able to do so.

107. PRIVATE SECTOR HOUSING LICENSING SCHEMES

A Cabinet report of the Head of Strategic and Private Sector Housing to endorse the work completed to date, approve the Houses in Multiple Occupation and Selective Licensing Policies and Conditions, approve the publication of the Public Notices for the two designated schemes for three months and the implementation of the schemes thereafter (item 7b on the agenda filed with these minutes).

The Lead Member for Private Housing and the Head of Strategic and Private Sector Housing assisted with the consideration of this item. An error in the 'Selective Licensing Policy' was highlighted on page 62 of the agenda, as the maps had been labelled incorrectly. It was clarified that the first map was Hastings Ward and the second map was Lemyngton Ward. This error would be corrected before the publication of the schemes. The following summarises the discussion:

- i. It was highlighted that cases of antisocial behaviour would be considered on a case by case basis and that prevention methods were in place to avoid issues. Resolution efforts would be made before action was taken.
- ii. Data collected from consultation suggested overwhelming support of the schemes from residents and some Landlords.
- iii. The council would provide Landlords with anti-social behaviour and fire safety templates in order to support their compliance with the schemes when implemented.
- iv. The communications strategy associated with the implementation of the schemes included liaison efforts using a comprehensive mailing list, public notices, the 'Staying Connected' newsletter, Landlords Forums and consultation events.
- v. The council had liaised with representatives at Loughborough University and had received endorsement of the schemes.

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

Reason

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

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

108. EXEMPT - AUTHORITY TO SELL COUNCIL OWNED LAND

An exempt Cabinet report of the Strategic Director: Commercial Development, Assets and Leisure was circulated to Members and was considered under item 13 on the agenda.

109. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Commission on pre-decision scrutiny items (item 8 on the agenda filed with these minutes).

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

Reason

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

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

- i. The appointed Chair of the 'Promoting Tourism in Charnwood' Scrutiny Panel was yet to meet with officers regarding the formation of the scoping document. This was due to availability issues.
- ii. The appointed Chair of the 'Crime, Youth Crime and ASB' Scrutiny Panel explained that he had met with officers to discuss the panel. At that meeting it was highlighted that an ASB review was taking place at the council and that it would be beneficial to defer the start of the panel in order to allow the ASB review to be undertaken. It was suggested that the Scrutiny Commission should reconsider the need for a panel in September or October 2022.
- iii. The appointed Chair of the 'Digital Transformation' Scrutiny Panel stated that the group had met and had refined the scope of the panel.
- iv. The appointed Chair of the 'Loneliness' Scrutiny Panel stated that there had been three expressions of interest, making the membership of the panel four members. This panel would start work imminently.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny panels.
2. That the 'Crime, Youth Crime and ASB' Scrutiny Panel be reconsidered by the Scrutiny Commission in September or October 2022.

Reason

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

111. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support was considered to agree the Scrutiny 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 Head of Strategic Support assisted with the consideration of this item.

It was highlighted that the Digital Transformation Scrutiny Panel had asked that the web development contract procurement be scrutinised by the Scrutiny Commission at the appropriate time.

RESOLVED

1. That the Scrutiny Commission review the Finance and Performance Scrutiny Work Programme and make any amendments the Commission feel necessary.
2. That the Scrutiny Commission 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.
3. That the Scrutiny Commission agree that the annual Community Safety Partnership Review remained on the Finance and Performance Scrutiny Committee Work Programme, and that any issues identified during the scrutiny of this item be referred to the Scrutiny Commission.
4. That the Scrutiny Commission scrutinises the web development contract procurement at the appropriate time.

Reasons

- 1-4 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.

112. 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 following item was added to the work programme:

- Shepshed Town Centre Public Realm Improvement Project – 4th April 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.
3. That the Shepshed Town Centre Public Realm Improvement Project be added to the Scrutiny Commission Work Programme for the meeting on 4th April 2022.

Reasons

1&3 To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public service providers and partners were operating effectively for the benefit of the Borough.

- 2 To ensure effective and timely scrutiny.

113. 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 Paragraph 3 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.

114. AUTHORITY TO SELL COUNCIL OWNED LAND

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

The Leader of the Council and the Strategic Director: Commercial Development, Assets and Leisure 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 114E. 2021/22).

NOTES:

1. No reference may be made to these minutes at the Council meeting on 25th April 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. Councillors K Harris and Popley attended the meeting virtually. This was due to the position with Covid-19. Votes were taken from members physically present in the meeting.
4. The following officers and Lead Members listed as present attended the meeting virtually; The Leader of the Council, the Lead Member for Community Support and Equalities, the Strategic Director: Commercial Development, Assets and Leisure, the Head of Neighbourhood Services, the Sport and Active Recreation Manager. The remaining officers listed were physically present in the meeting.

CABINET - 7TH APRIL 2022

Report of the Director of Corporate Services Lead Member: Leader of the Council, Cllr Jonathan Morgan

Part A

ITEM CORPORATE DELIVERY PLAN 2022-23

Purpose of Report

To propose the Council's Corporate Delivery Plan for 2022-23.

Recommendations

1. That the 2022-23 Corporate Delivery Plan, appended to this report, be approved.
2. That indirect key performance indicators are replaced with a suite of place indicators that will evolve throughout 2022-23.
3. That delegated authority be given to the Chief Executive, in consultation with the Leader to make amendments to the Corporate Delivery Plan, including to the suite of place indicators.

Reasons

1. To identify the Council's key activities and performance indicators for 2022-23 that support the objectives set out in the Corporate Strategy (2020-2024).
2. To provide an overview of key place metrics for Charnwood Borough Council, benchmarking these against a regional and national picture to provide wider context and comparison.
3. To allow minor corrections and amendments to be made in a timely manner prior to publication and throughout the 2022-23 Corporate Delivery Plan.

Policy Justification and Previous Decisions

Cabinet approved the Corporate Strategy (2020-2024), on 16 January 2020, as the longer-term vision for Charnwood. The Corporate Strategy will act as a guide to the development of future corporate strategies and plans and wider partnership working where appropriate.

This Corporate Delivery Plan is a one-year plan for 2022-23 which supports the delivery of the Corporate Strategy, by setting out both the key activities that services will undertake to deliver the objectives and the key corporate indicators that will be used to monitor progress.

This is the third Corporate Delivery Plan of the 2020-2024 Corporate Strategy.

Implementation Timetable including Future Decisions and Scrutiny

If approved the Corporate Delivery Plan will be published and made available to the public and staff.

The performance indicators actions set out in the Corporate Delivery Plan will be reported on quarterly to the relevant scrutiny committees and an annual report will be published.

Report Implications

The following implications have been identified for this report.

Financial Implications

The Corporate Delivery Plan 2022-23 will be funded within the financial strategy and budget approved by Council. At this stage, on the basis of the financial strategy, the Corporate Delivery Plan 2022-23 does not have any additional financial implications.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Further reductions in funding or income over the lifetime of the Corporate Delivery Plan may result in objectives not being delivered, impacting on customers	Unlikely (2)	Significant (3)	Moderate (6)	The outcomes will be monitored operationally by the Senior Leadership Team and reviewed regularly considering any potential changes.

Equality and Diversity

An overarching Equality Impact Assessment has been undertaken on the Corporate Strategy (2020-2024) to consider the overall impact on our communities. Subsequent Equality Impact Assessments will be undertaken on individual tasks and activities, if appropriate.

In supporting the Corporate Strategy (2020-2024), the Corporate Delivery Plan 2022-23 has a strong focus on activities and performance indicators which support residents’ priorities and those areas that the Council recognises as requiring additional support; therefore, the Corporate Delivery Plan should be beneficial for many of those within the community who need us the most.

The overall impact of the Corporate Delivery Plan can be considered to be positive. However, it is important that as specific initiatives are undertaken to deliver the

Corporate Delivery Plan that where appropriate they are assessed individually to ensure that the Council complies with its statutory duty to give due regard to the need to:

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Encourage participation by people with disabilities in public life and take account of the disabilities of individuals, even when that involves treating people with disabilities more favourable.

Crime and Disorder

The Corporate Delivery Plan specifically covers crime and disorder under the second theme within the plan, “Healthy Communities.” The theme features an objective to “continue to work with partners to make our towns and villages safer places to live, work and visit.” This objective will focus on the work of the Council will be doing to reduce anti-social behaviour, reduce burglaries and reduce re-offending as well as reassuring residents and increasing confidence that effective action is being taken by the Council and its key partners in this area.

Sustainability

The Corporate Delivery Plan specifically covers sustainability under the first theme within the plan, “Caring for the Environment.” The theme features two objectives to “take action to become a carbon neutral organisation by 2040, to help tackle climate change” and “help protect our environment by using all powers available to tackle those who threaten it”. These objectives will focus on the work the Council will be doing to tackle support sustainability.

Key Decision:	Yes
Background Papers:	Cabinet, 16 th January 2020, Item 8, Corporate Strategy 2020-2024 Cabinet, 12 th March 2020, Item 7, Corporate Delivery Plan 2020-2021 Cabinet, 11 th March 2021, Item 9, Corporate Delivery Plan, 2021-2022
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Part B

Background

1. A Corporate Strategy for 2020-2024 was agreed by Cabinet on 16 January 2020. The Corporate Strategy was influenced by the priorities gathered from residents during consultation in autumn 2019 and verified by a further survey in autumn 2021.
2. This Corporate Delivery Plan, which covers 2022-23, is the third Plan of the new Corporate Strategy.
3. The Corporate Delivery Plan is structured in three parts: firstly, it includes an introduction from the chief executive and outlines the performance management framework at the council and the current financial statement; secondly, it outlines the activities and tasks which will support the objectives set out in the Council's Corporate Strategy; thirdly, it identifies key indicators which will monitor the Council's corporate performance.
4. Heads of Service completed the Corporate Delivery Plan by outlining the activities that they would be undertaking in the forthcoming year to support the objectives within the Corporate Strategy.
5. As this Corporate Delivery Plan only measures corporate initiatives, activities and indicators, each service area also produces an individual service plan and service indicators. Service plans will be primarily for the use of services to manage their activity on an ongoing basis. Activities which feature in the Corporate Delivery Plan will be outlined in greater detail in these service plans.
6. This Corporate Delivery Plan will be used by Directors and Elected Members to monitor progress and achievement against the activities, ensuring that activities are delivered, and targets are on track.
7. In conjunction with the Corporate Strategy and Medium-Term Financial Strategy, this document will help the Council meet a range of challenges and shape the future direction.

Appendices

Appendix 1 – Corporate Delivery Plan Introduction

Appendix 2 – Corporate Delivery Plan (2022-23)

Appendix 3 – Place Indicator Example

Appendix 4 – Corporate Plan 2020-2024 Equality Impact Assessment

Corporate Delivery Plan 2022/23

Charnwood Borough Council

Introduction from the Chief Executive

Welcome to the Council's Corporate Delivery Plan for 2022-23. This is the third year of our Corporate Strategy and despite the pandemic significantly affecting the first two years of this strategy, we continue to make excellent progress towards becoming a more efficient, effective and dynamic organisation.

The purpose of this document is to identify the key activities Charnwood Borough Council will deliver during 2022-23. It sets out our commitments and actions and how these will be measured.

Each year, the Council adopts a Corporate Delivery Plan with specific targets based on the objectives in the Corporate Strategy. These corporate objectives then cascade into service delivery plans and the objectives and actions of individual staff members through the performance management system.

It is fair to say 2021/22 was another challenging year and we will continue to feel the effects of the pandemic as we move into 2022/23. However, this plan outlines the scale of activity that will be undertaken to ensure we continue to improve the borough, help its recovery and transform service delivery.

Values

The foundations of all the council's activities are a set of values – employees and members will work together as one council, living and breathing these values:

- **Pride in Charnwood** – We take pride in our work and our borough and are ambitious for improvement.
- **Customer Focused** – We listen to our customers and are focused on delivering excellent services.
- **Working Together** – We work together with pace and positivity as one council and in partnership with others.

Performance Management Framework

Our strategic priorities and plans identify the objectives that we aim to deliver, and our performance management framework provides the mechanism for how the Council achieves these objectives and monitor's progress.

The Corporate Strategy 2020-24 sets out what the Council will be doing over a four-year period to make Charnwood a stronger and more vibrant place for people to live, work, visit and invest in.

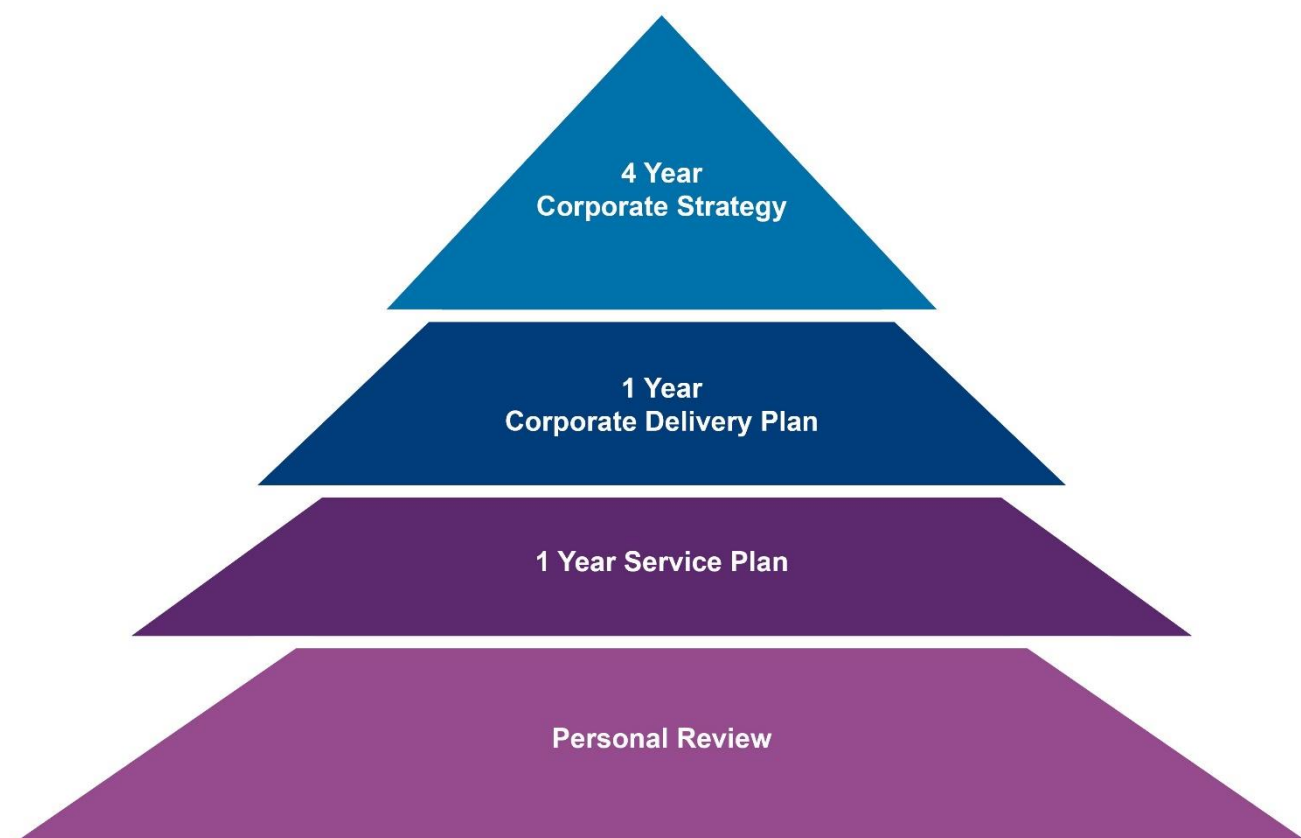
The strategy is supported by this annual Corporate Delivery Plan – this is a key document for recording how service areas and corporate activity will work to deliver the objectives of the strategy.

The Corporate Delivery Plan will be monitored by the Senior Leadership Team (SLT), Heads of Service and Scrutiny Committees to ensure that progress is made against the objectives and that targets are on track and delivered.

All areas of the Council contribute to the delivery of the Corporate Strategy. Therefore, each service area will also produce a Service Delivery Plan.

Individual personal reviews will also reflect the key themes and objectives of the Corporate Strategy and allow all staff to identify the importance of their role in delivering the strategy.

This is outlined in the diagram below:



Strategies underpin the direction of the council, these include the Equality, Diversity and Inclusion Strategy, People Strategy, ICT Strategy and Customer Service Strategy. Each one has an action plan and governance structure to ensure that the objectives are delivered.

A number of Boards have been established to ensure oversight of delivery of key programmes of work, these include:

- SWaP Board – The Service, Workspace and People programme
- Capital Projects Board
- Climate Action Board
- Growth and Regeneration Board

The Council will continue to commission a survey of residents' priorities and identify their views on a range of issues. Feedback received will be incorporated into the corporate strategy and associated delivery plan.

Financial Statement

A financial challenge exists which is the key driver for change, Charnwood has a proven track record of excellent financial management which the organisation is extremely proud of.

Charnwood Borough Council is committed to growing the local economy, creating healthy communities, looking after our environment and creating a more efficient Council. In order to achieve this, our financial management strategy must be sustainable and realistic to provide excellent services.

COVID-19 continues to have a significant impact on our finances, presenting a continuous challenge. The continued uncertainty caused by the pandemic, combined with reductions in Government funding, is likely to make it difficult to maintain services at current levels.

Our transformation and commercial agenda will continue to be critical factors to increasing revenue, maximising efficiency, and stabilising our future financial position.

The Council's overall draft budget for 2022/23 is £17.6 million, and the Council is proposing to make approximately £600,000 of savings and generate income of around £400,000. This strategy will continue to help secure the long-term financial stability of the organisation.

CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)	SMART Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Climate Change: Take action to become a carbon neutral organisation by 2030, to help tackle climate change.	Complete replacement of the Street Management Fleet Vehicles with new vehicles to achieve the best reduction in CO2 emissions in line with the budget provision available.	Head of Regulatory Services / Head of Cleansing and Open Spaces	Q1	Q4
	Complete the replacement of the Pest Control Fleet Vehicles with new vehicles to achieve the best reduction in CO2 emissions in line with the budget provision available.	Head of Regulatory Services / Head of Cleansing and Open Spaces	Q1	Q4
	Upgrade the Electric Supply within Beehive Lane Car Park to allow the expansion of Electric Vehicle Charging Points.	Head of Regulatory Services	Q1	Q2
	Following the completion and installation of the EV Charging points at Sileby and Anstey Car Parks, undertake further feasibility of the further expansion of Electric Vehicle Charging Points in other car parks.	Head of Regulatory Services	Q1	Q4
	Undertake a Green Fleet Review with the assistance of the Carbon Trust.	Head of Cleansing and Open Spaces	Q1	Q4
	Undertake a smart bin trial in one part of the borough.	Head of Cleansing and Open Spaces	Q1	Q3
	Deliver the Hathern Woodland Project (deferred from 21/22) by planting c. 14,000 trees.	Head of Cleansing and Open Spaces	Q1	Q3

CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)

SMART Delivery Plan Action (2022-2023)

Responsibility

Start / End Date

	Give away 5,000 garden trees to residents and community groups	Head of Cleansing and Open Spaces	Q3	Q3
	Deliver the "green market" plan, in partnership with the market traders to encourage new and existing traders to embrace environmental initiatives that collectively support the delivery and promotion of a "green market".	Head of Leisure and Culture	Q1	Q4
	Complete solar farm feasibility work.	Strategic Director - Commercial Development, Asset and Leisure	Q1	Q3
	The Council will actively engage in the county-wide partnership to deliver Sustainable Warmth across Leicestershire and continue to explore options and funding opportunities.	Head of Strategic and Private Sector Housing	Q1	Q4
Parks and Open Spaces: Develop, improve, and continue to care for our parks and open spaces, so they can be enjoyed by everyone.	Maintain Green Flag status for key sites across the borough.	Head of Cleansing and Open Spaces	Q1	Q4
	Obtain gold standard for Loughborough in Bloom.	Head of Cleansing and Open Spaces	Q1	Q3
	Open the new Cemetery at Nanpantan Road.	Head of Cleansing and Open Spaces	Q1	Q3
	Investigate the possibility of undertaking mowing trials in some locations. The trails will look at altering mowing frequencies to improve biodiversity at a number of sites across Charnwood.	Head of Cleansing and Open Spaces	Q1	Q2
Protecting our Environment: Help protect our environment by using all powers available to tackle those who threaten it.	Under the provisions of the Environment Act 2021, review any proposed emerging Air Quality targets and the impact on the current Air Quality Management Areas. Develop relevant monitoring and actions as required by the new requirements when implemented.	Head of Regulatory Services	Q1	Q4

CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)	SMART Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
	Undertake a consultation and review the Dog Control Public Spaces Protection Orders. Report outcome to Cabinet along with recommendations for the PSPOs concerning any changes.	Head of Regulatory Services	Q1	Q4
	Develop and implement an enviro-crime enforcement campaign for waste and litter to target problem locations for littering and waste and achieve a 10% reduction in waste and litter in targeted locations.	Head of Regulatory Services	Q1	Q4
	Deliver improved end of summer term waste arrangements for students.	Head of Cleansing and Open Spaces	Q1	Q2
	Scrutinise the level of fly-tipping across the Borough (Annual Review through scrutiny).	Head of Cleansing and Open Spaces / Head of Regulatory Services	Q1	Q3
Waste and Recycling: Improve and develop our outstanding waste and recycling service to make it more efficient, more resilient, and better for the environment.	Remove the need for Garden Waste stickers by using in-cab technology.	Head of Cleansing and Open Spaces	Q1	Q1
	Review the Council's own waste and recycling arrangements following changes in working practices.	Head of Cleansing and Open Spaces	Q1	Q4

HEALTHY COMMUNITIES

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Safer Charnwood: Continue to work with partners to make our towns and villages safer places to live, work and visit	Complete a minimum of 90% of the Food Safety High Risk (A-C rated food businesses) Inspection Programme in line with the Food Law Enforcement Plan 2022-23 and the Food Standards Agency Recovery Plan.	Head of Regulatory Services	Q1	Q4
	Following consultation, obtain Full Council approval for the draft 2022 Licensing Act 2003 Policy.	Head of Regulatory Services	Q1	Q2
	In conjunction with partners, deliver 10 crime and ASB prevention campaigns / events with the aim of preventing and deterring crime, ASB and creating safer communities free from harm and violence.	Head of Neighbourhood Services	Q1	Q4
	Work with partners to prevent violence and exploitation, including that targeted at women and girls, through the delivery of 2 local reduction initiatives.	Head of Neighbourhood Services	Q1	Q4
Supporting our communities: Invest in services to help those who are most vulnerable, empower people to make a positive difference in their local areas and ensure community cohesion remains a top priority	Continue to recognise and support an effective and viable local voluntary and community sector through the provision of 4 learning and development events.	Head of Neighbourhood Services	Q1	Q4
	Support community recovery, especially in our priority neighbourhoods, through the delivery of 6 local initiatives aimed at building community resilience, capacity, and cohesion.	Head of Neighbourhood Services	Q1	Q4
	Support the wellbeing of our residents through the delivery of 10 targeted physical activity interventions to our least active communities with the aim of reducing health inequalities.	Head of Neighbourhood Services	Q1	Q4

HEALTHY COMMUNITIES

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Healthy and happy residents: Provide high-quality leisure facilities and sports activities for people and offer services to improve wellbeing, either directly or with our partners	Work with the Football Foundation to deliver to football infrastructure across the borough with at least one Football Foundation Grant being secured.	Head of Cleaning and Open Spaces	Q1	Q4
	To operate our leisure centres to the highest industry standard, maintaining customer service excellence. To manage the contract extension ensuring that the Capital investment c£1 million is invested by March 2023.	Head of Leisure and Culture	Q1	Q4
Housing: Help those in need of accommodation by continuing to make our council homes better for tenants and work with developers and the privately rented sector to ensure high-quality homes are available to residents	Continue to meet the housing needs of households on the housing register by bringing 35 Empty Homes back into use through housing advice/ assistance and partnership grants.	Head of Strategic and Private Sector Housing	Q1	Q4
	Purchase between 10 and 20 properties in 2022-2023 to meet the housing needs of the Borough using RTB receipts.	Head of Strategic and Private Sector Housing	Q1	Q4
	Undertake a representative sample stock condition survey and produce a high-level energy study.	Head of Landlord Services	Q1	Q3
	Deliver kitchen, bathroom, and heating programmes.	Head of Landlord Services	Q1	Q4
	Produce an updated Asset Management Strategy setting out future investment priorities.	Head of Landlord Services	Q1	Q3
	Sheltered housing review Cabinet report for options for St Michaels Court to be completed and presented.	Head of Strategic and Private Sector Housing	Q2	Q3
	Implement the changes to the Lightbulb team structure to increase capacity.	Head of Strategic and Private Sector Housing	Q1	Q4
	Implement the HMO and selective licencing schemes	Head of Strategic and Private Sector Housing	Q2	Q4

A THRIVING ECONOMY

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Economic growth: Continue to support and foster strong economic growth in Charnwood.	Review the Charnwood Economic Development Strategy to respond to the Covid Pandemic by end of September 2022. This strategy promotes employment growth and support for businesses.	Head of Planning and Regeneration	Q1	Q2
	Service the local plan examination and adopt the draft local plan before end of March 2023.	Head of Planning and Regeneration	Q1	Q4
	Prepare the council's response to the Government's prospectus for the UK Shared prosperity Fund and submit the Investment Plan to Government by December 2022.	Head of Planning and Regeneration	Q1	Q3
Towns: Whilst respecting the heritage of our town centres, lead, support and collaborate (with partners and the private sector) to progress regeneration opportunities across Charnwood, ensuring future generations have access to high-quality jobs, growing Charnwood's reputation as a place where businesses thrive and helping our high streets become more diverse places...	Review the Charnwood Regeneration Strategy before the end of December 2022. This strategy pulls together the Towns Fund UKSPF programmes and other regeneration activities in Charnwood.	Head of Planning and Regeneration	Q2	Q3
	Ensure the construction of the Bedford Square Gateway Project is completed in accordance with the Project timetable.	Head of Planning and Regeneration	Q1	Q2
	Bring forward proposals for the improvement of the Shepshed Public Realm and seek agreement to proceed with the construction contract by July 2022.	Head of Planning and Regeneration	Q2	
	Support the delivery of the Town Deal Investment Plan by ensuring all project business cases are submitted by July 2022.	Head of Planning and Regeneration	Q1	Q2
	Submit a business case before July 2022 to support the installation of the Hope Bell and Lanes and Links from Wards End and Devonshire Square to deliver the first phase of the Lanes and Links and Hope Bell Project included in the Town Deal.	Head of Leisure and Culture	Q1	2023/24

A THRIVING ECONOMY

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
<p>Culture and visitor: Help make Charnwood, and its beautiful open countryside and thriving market towns, a key destination for local, national, and international visitors.</p>	Undertake a review of the Council's car parks to develop a Long-Term Car Parking Strategy.	Head of Regulatory Services	Q1	Q4
	Commission and launch a destination website with branding, images, and content to reflect the unique features of Charnwood, its heritage, attractions, activities, and events, alongside a heritage publication aimed at visitors in the area.	Head of Leisure and Culture / Communications Manager	Q1	Q1
	Submit a business case before July 2022 to secure Town Deal Funding for the delivery of the Living Loughborough Project.	Head of Leisure and Culture	Q1	2023/24
	Apply for a Heritage Lottery fund grant to support the Carillon Trust to redisplay the museum collections and to tell the story of the Carillon Tower in readiness for July 2023 which marks the centenary of the tower.	Head of Leisure and Culture	Q1	Q2
	Subject to successful grant application for the Carillon Tower effectively deliver the "Iconic Carillon Tower project" including an audience development programme and a centenary celebration plan with the Carillon Museum Trust and other key partners.	Head of Leisure and Culture	Q2	Q4
	Publish and deliver a programme of events in Loughborough and support events across the Borough. This will include events for the Queens Platinum Jubilee, Armed Forces Day, Remembrance Sunday, and Loughborough Fair, as well as events aimed at supporting local business and Loughborough Market.	Head of Leisure and Culture	Q1	Q4

YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Customer Service: Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.	Develop and implement a Customer Focus Programme.	Head of Customer Experience	Q1	Q2
	Complete the implementation of the ASSURE back-office system in Housing, Planning and Regulatory Services.	Head of Customer Experience, Planning and Regeneration & Regulatory Services	Q1	Q2
Transformation and Efficiency: Transform into a more efficient, effective, and innovative organisation. In addition, continue to build our digital services using technology that will help us be more effective, efficient, and flexible to meet customers' needs.	Develop options for the replacement of the CRM system.	Head of Customer Experience	Q1	Q3
	Compile a work programme for the Services, Workspace and People Board (SWaP) for 2022-23 and deliver over the course of the year - meeting individual review and project timescales.	SWaP Board	Q1	Q4
	Introduce a recruitment process which is attractive to applicants and is more streamlined for the council. Resulting in a revised recruitment and selection policy.	Organisational Development Manager	Q1	Q2
	Complete a strategic review of development control.	Head of Planning and Regeneration / SWaP Board	Q1	Q4
	Complete rollout of report writing modules for Modern.Gov	Head of Strategic Support	Q1	Q2

YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
Developing Staff: Develop our staff to help them deliver outstanding services and ensure our employees and elected members work together, as one council, to bring positive change to Charnwood.	Develop opportunities to embrace cultural change in the organisation through: a) Launching a culture framework with new appraisal process b) Identifying ways to incorporate culture framework in R&S process, c) Consulting with staff forum to identify further actions to promote the culture framework	SWaP Board	Q1	Q3
	Develop a new performance management process that meets the needs of a modern, flexible workforce and promotes regular high performance and regular communication.	SWaP Board	Q1	Q4
	Develop an action plan based on the recent staff survey.	SWaP Board	Q1	Q4
Financial stability: Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Retender the insurance contract.	Organisational Development Manager	Q1	Q1
	Develop a new set of savings for the current and future years	Strategic Director of Environment and Corporate Services	Q1	Q4
Commercialism: Operate more commercially and reducing the burden on the taxpayer and government support will be a key element of this transformation.	Increase income from chargeable services as per the approved budget.	Head of Cleansing and Open Spaces	Q1	Q4

YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2022-2023)	Responsibility	Start / End Date	
<p>One Council: Collaborate with partners, in the public and private sector, to improve services and ensure employees and members work together, as one council, and listen, talk, and engage with residents to bring positive change to Charnwood.</p>	Undertake a polling places review to implement the ward boundary changes arising from the LGBCE review and to ensure the May 2023 borough elections can be delivered effectively.	Head of Strategic Support	Q1	Q4
	Complete a communications campaign to promote and highlight the borough's open spaces, particularly in light of the pandemic and benefits of outdoor exercise and leisure time.	Communications Manager	Q1	Q4
	Complete a series of communications activity including content for media and digital channels around the Loughborough Town Deal and the benefits it will bring to the town.	Communications Manager	Q1	Q4

Key Indicators 2022-2023

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Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 3	Percentage of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System	Quarterly	Head of Regulatory Services	92%	92%	92%	92%	92%
KI 4(a)	Percentage of household waste sent for reuse, recycling, and composting <i>(Stretch Target)</i>	Quarterly	Head of Cleansing and Open Spaces	50%	50%	50%	50%	50%
KI 4(b)	Percentage of household waste sent for reuse, recycling, and composting	Quarterly	Head of Cleansing and Open Spaces	43%	43%	43%	43%	43%
KI 5	Percentage non-decent council general needs homes	Annual	Head of Landlord Services					1.5%
KI 6	Percentage rent collected (Including arrears brought forward) <i>(Cumulative Target)</i>	Quarterly	Head of Landlord Services	86.50%	90.50%	95.38%	95.70%	95.70%
KI 7(a)	Time taken to process Housing Benefit/Council Tax new claims	Quarterly	Head of Customer Experience	18 Days	18 Days	18 Days	18 Days	18 Days
KI 7(b)	Time taken to process Housing Benefit/Council Tax change of circumstances	Quarterly	Head of Customer Experience	8 Days	8 Days	8 Days	8 Days	8 Days

Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 8	Percentage of Council Tax Collected (Cumulative Target)	Quarterly	Head of Customer Experience	29.32%	57.38%	85.48%	97.80%	97.80%
KI 9	Percentage of non-domestic rates collected (Cumulative Target)	Quarterly	Head of Customer Experience	30.24%	56.53%	84.19%	97.20%	97.20%
KI 10	The number of working days / shifts lost to the local authority due to sickness absence (Cumulative Target)	Quarterly	Organisational Development Manager	1.8 Days	3.4 Days	5.3 Days	7.5 Days	7.5 Days
KI 11 (a)	Percentage rent loss from void properties (Proxy Target) Age restricted properties	Quarterly	Head of Strategic and Private Sector Housing	3%	3%	3%	3%	3%
KI 11 (b)	Percentage rent loss from void properties (Proxy Target) Non age restricted properties	Quarterly	Head of Strategic and Private Sector Housing	2.5%	2.5%	2.5%	2.5%	2.5%
KI 13	Percentage of Major Planning applications determined in 13 weeks or agreed timescale	Annual	Head of Planning and Regeneration					70%
KI 14	Percentage Minor Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Regeneration					80%
KI 15	Percentage of Other Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Regeneration					90%
KI 18	Sustained reduction of CO2 from the 2018/19 baseline	Annual	Head of Planning and Regeneration	To be determined following the refresh of the Carbon Neutral Plan				

Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 19	Percentage of air quality monitoring locations which comply with the National Air Quality Objective Limits	Annual	Head of Regulatory Services					95%
KI 20	Percentage of customers not proceeding past Stage 1 of the corporate complaint process	Quarterly	Head of Customer Experience	90%	90%	90%	90%	90%
KI 21	Number of people attending shows & events at the Town Hall	Quarterly	Head of Leisure & Culture	12,200 Attendees	6,500 Attendees	32,000 Attendees	12,000 Attendees	56,200 Attendees
KI 22	Total number of email subscribers	Annual	Communications Manager					15,500
KI 23	Total combined Twitter and Facebook audience	Annual	Communications Manager					20,500
LS10 (a)	Leisure Centres- total number of visits	Quarterly	Head of Leisure & Culture	91,000 Visits	130,000 Visits	137,500 Visits	204,000 Visits	562,000 Visits
LS10 (b)	Number of new members at Leisure Centres (including Swim School programme)	Annual	Head of Leisure & Culture					600 New Members
NI 191	Residual household waste per household	Quarterly	Head of Cleansing & Open Spaces					460kg
KI 24	Museum – total number of attendees	Quarterly	Head of Leisure & Culture	6,500 Attendees	9,000 Attendees	4,500 Attendees	5,000 Attendees	25,000 Attendees

Place Indicator Example

Charnwood Borough Council

Place Indicators

Please note that Charnwood Borough Council is not responsible for place indicators, however, does work with partners to influence change.

Officers will not be in a position to answer detailed questions on this information but can signpost queries to relevant agencies.

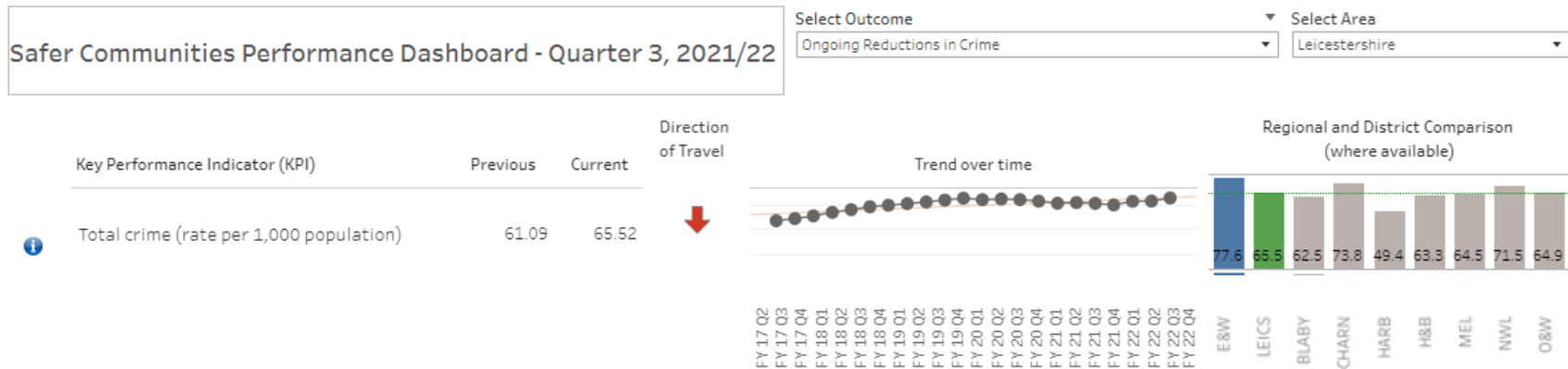
Including place indicators provides context against key themes and domains. Place indicators may change throughout the lifecycle of 2022-23 dependent on emerging themes and available data sets.

Frequency of data

The intention is to share a 6 monthly update on key themes and domains, this will be shared with Finance and Performance Scrutiny Committee.

Examples of place information for future reporting can be seen below.

Crime Overview



**Source – Leicestershire Insight Survey, Leicestershire Police ASB statistics and Leicestershire Police SENTINEL case management system

Period – Rolling 12 Months**

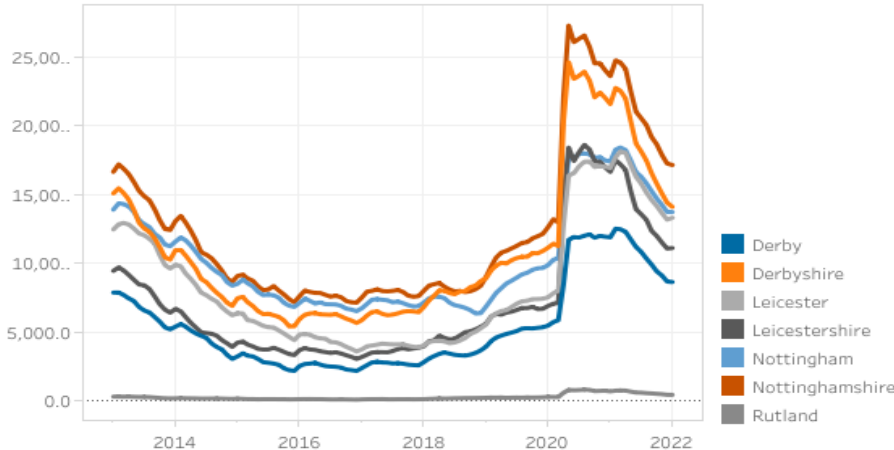
Unemployment Overview



Local Authority JSA & UC Claimants (Jan 2013 - Jan 2022)

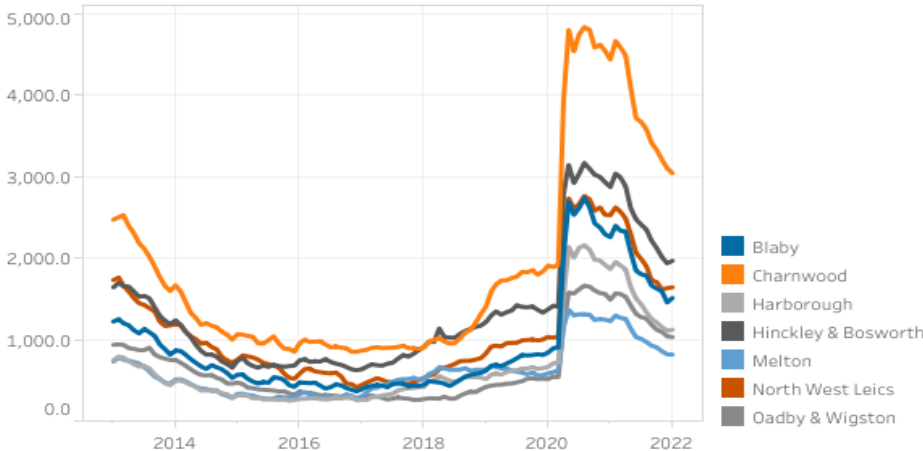
- Chart Display
- Monthly Figure
 - Diff from Previous
- Measure
- Count
 - Rate

Upper Tier Authorities



	Nov 2021	Dec 2021	Jan 2022
Derby	9,125.0	8,690.0	8,655.0
Derbyshire	15,080.0	14,425.0	14,120.0
Leicester	13,655.0	13,195.0	13,325.0
Leicestershire	11,515.0	11,090.0	11,125.0
Nottingham	14,260.0	13,750.0	13,745.0
Nottinghamshire	17,885.0	17,270.0	17,165.0
Rutland	500.0	455.0	450.0
LLEP	25,175.0	24,285.0	24,450.0
East Midlands	117,680.0	113,200.0	113,290.0
England	1,617,805.0	1,560,280.0	1,557,415.0
United Kingdom	1,881,715.0	1,815,325.0	1,812,535.0

Leicestershire Districts



	Nov 2021	Dec 2021	Jan 2022
Blaby	1,590.0	1,455.0	1,510.0
Charnwood	3,205.0	3,100.0	3,040.0
Harborough	1,150.0	1,110.0	1,120.0
Hinckley & Bosworth	2,010.0	1,935.0	1,965.0
Melton	855.0	820.0	815.0
North West Leics	1,615.0	1,630.0	1,640.0
Oadby & Wigston	1,095.0	1,040.0	1,030.0

Source: Claimant count, ONS, 2022. For more information, please visit www.nomisweb.co.uk. Produced by the Strategic Business Intelligence Team, Leicestershire County Council, 2022.

Health Overview

Staying healthy and well– public health data

Indicator	Period	Charnwood		Region England			England		Best
		Recent Trend	Count	Value	Value	Value	Worst	Range	
Smoking Prevalence in adults (18+) - current smokers (APS)	2019	–	18,033	12.0%	14.8%	13.9%	27.5%		3.4%
Percentage of physically active adults	2019/20	–	-	65.7%	65.9%	66.4%	49.4%		80.2%
Percentage of adults (aged 18+) classified as overweight or obese	2019/20	–	-	59.4%	65.4%	62.8%	78.3%		41.6%
Excess winter deaths index	Aug 2018 - Jul 2019	–	26	5.3%	16.4%	15.1%	36.4%		-8.2%
New STI diagnoses (exc chlamydia aged <25) / 100,000 New data	2019	→	702	573	624	917	4,562		294
TB incidence (three year average)	2017 - 19	–	41	7.5	7.3	8.6	45.0		0.2
Smoking Prevalence in adults in routine and manual occupations (18-64) - current smokers (APS)	2019	–	-	19.7%	25.5%	23.2%	60.3%		3.5%

Charnwood performs relatively well on the indicators listed above with only one indicator (% of physically active adults) performing very slightly below the national and regional value.

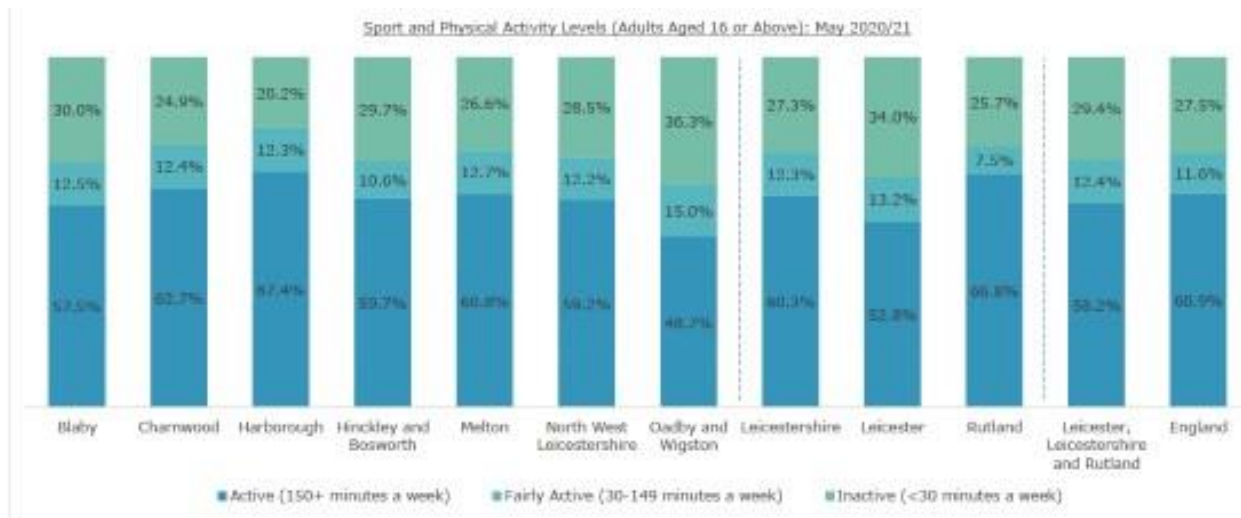
Source, PHE, Fingertips, 2021

Physical activity and wellbeing

Active Together physical health and wellbeing survey, 2021:

- 450 responses for Charnwood residents
- 67% saying health was good or very good, 24.9% stating it was 'fair', 8% stating bad or very bad

Active Lives Adult Survey, May 2020/21:



Charnwood has the second lowest levels of inactive residents of all of the Leicestershire districts and the second highest level of active residents

Planning Overview

Indicator	2020/21	Q1 22/23	Q2 22/23	Q3 22/23	Q4 22/23	Direction of travel	Commentary	Regional Commentary	National Commentary
Net additional homes provided (cumulative Target)	1,116 Homes	278 Homes	555 Homes	834 Homes	1,111 Homes		To be updated 6 monthly	To be updated 6 monthly	To be updated 6 monthly
Number of affordable homes delivered (gross) (cumulative target)	213 Homes	45 Homes	90 Homes	135 Homes	180 Homes		To be updated 6 monthly	To be updated 6 monthly	To be updated 6 monthly
Number of years housing supply	4.1 Yrs.	Annual Indicator – to be reported in quarter 4 only					To be updated end of Q4	To be updated end of Q4	To be updated end of Q4
Direction of travel to 5-year housing supply							To be updated end of Q4	To be updated end of Q4	To be updated end of Q4

Housing Delivery Test: 2021 Measurement

Area Name	Number of homes required			Total number of homes required	Number of homes delivered			Total number of homes delivered	Housing Delivery Test: 2021 measurement
	2018-19	2019-20	2020-21		2018-19	2019-20	2020-21		
Charnwood	820	751	658	2228	1117	993	1116	3225	145%
Harborough	542	496	366	1404	729	938	1011	2678	191%
Hinckley and Bosworth	468	418	301	1188	464	285	267	1016	86%
Leicester	1280	1474	1154	3908	1437	1448	1050	3935	101%
Melton	170	156	113	440	222	334	310	866	197%
North West Leicestershire	368	347	239	954	713	754	702	2169	227%
Oadby and Wigston	144	136	99	378	93	170	215	478	127%

The housing Delivery Test is published annually and covers the previous 3 financial years.

The Housing Delivery Test compares the net homes delivered over 3 years to the homes required over the same period.

Source – Department for Levelling Up, Housing and Communities

Charnwood Borough Council

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

Background

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

Legislation- Equality Duty

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

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

For the following protected characteristics:

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

What is prohibited?

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

Note: Complete the action plan as you go through the questions.

Step 1 – Introductory information

Title of the policy	Corporate Plan 2020-2024
Name of lead officer and others undertaking this assessment	Helen Gretton Suzanne Kinder
Date EIA started	October 2019
Date EIA completed	December 2019

Step 2 – Overview of policy/function being assessed:

Outline: What is the purpose of this policy? (Specify aims and objectives)
The Corporate Plan 2020-2024 is a strategic plan which outlines what Charnwood Borough Council plans to deliver to the community over the next four years. It sets out the activity to be undertaken by the authority, and with partners, and identifies real and achievable targets, which in turn will create positive outcomes for individuals and communities in service design, delivery and employment.
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
The whole population of Charnwood will be affected. The Corporate Plan 2020-2024 is an overarching document which is designed to create positive impacts for people who live, work and visit in the Borough. It should not have an adverse impact on any groups or individuals as its purpose is to make the Council's practices and services more effective, fair and accessible for all.
Which groups have been consulted as part of the creation or review of the policy?
A resident's survey was undertaken for 12 weeks, from July- September 2019. This was an opportunity to consult with a cross range of residents, across each of the protected characteristics throughout the Borough. The survey was conducted by M.E.L Research, on behalf of Charnwood Borough Council, who ensured a quota sampling approach was used to ensure that the sample represented the population of Charnwood Borough. Independent quotas were set by ward, gender, age and ethnicity (White and BME) based on the 2011 census data, with 550 responses was set in order to achieve a margin of error of $\pm 4\%$ at the 95% confidence level (based on a population of 166,100). A further 4-week consultation took place in December 2019 (in line with the Budget & Policy Framework) to consult with stakeholders on the final draft version of the Corporate Plan 2020-2024. Results from other appropriate service specific consultations were also used to influence the content of the Corporate Plan 2020-2024.

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

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

- Consultation
- Previous Equality Impact Assessments
- Demographic information
- Anecdotal and other evidence

1. Demographic information (based on Census 2011) which provides information on a range of the protected characteristics, in particular age, disability, race, religion or belief and sex.
2. Residents Survey (2019) which surveyed a cross range of residents across the borough of Charnwood.
3. Various information based on service specific consultations and monitoring of services.

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

This information/ consultation informs the council of the specific needs and priorities of residents and service users across the Borough. The development of the Corporate Plan 2020-2024, ensures that the actions and objectives embedded within the Plan provide positive outcomes for everyone living, working and visiting the Borough.

The following information was highlighted as pertinent from analysis of the 551 responses to the Residents Survey (2019):

93% felt that their local area is a place where people from different backgrounds get on well together. However, this was statistically lower in the Rothley & Thurstaston ward.

A difference was found between age groups, with respondents aged 18 to 24 significantly happier (99%) compared to those aged 35 to 44 (90%) and 55 to 64 (92%).

Being able to go to sports and leisure facilities: Residents under 35 (57%) are less likely to be satisfied than those aged 35-44 (73%) or those aged 55-74 (74%).

Being able to go to sports and leisure facilities: 65% of those without a disability report satisfaction compared to 81% of those with a disability (limited a lot).

Encouraging and investing in business and jobs: Residents aged between 35-44 (67%) were more likely to be satisfied than residents in the 18-24 (46%) or 65-74 age group (51%).

Feeling safe in my home and the local area: 83% of 35-44 year olds report satisfaction compared to 94% of 65-74 year olds.

Climate change and looking after the environment: 70% of 45-54-year olds report satisfaction compared to 84%-85% of 18-44 year olds and 90% of those aged 65-74.

My rubbish collected on a regular and reliable basis: 93% of 35-44 year olds report satisfaction compared to 100% of 18-24 year olds.

Availability of affordable housing to buy: Residents aged 18-24 (52%) are less likely to be satisfied compared to older residents (64%-84%).

Availability of affordable housing to rent: 35% of those with a disability (limited a little) report satisfaction compared to 63% of those without a disability and 68% of those with a disability (limited a lot).

Cleanliness and tidiness of my local area: 91% of 18-34 year olds report satisfaction compared to 79% of 45-54 year olds.

Significantly fewer white residents (71%) were satisfied with the variety of shops and markets available, compared to non-white residents (83%).

My rubbish collected on a regular and reliable basis: 89% of those with a disability (limited a lot) report satisfaction compared to 96% of those without a disability.

Only 29% of all respondents felt it was easy to influence decisions that might affect them and 36% were satisfied with how they can get involved in local decision making.

Where a potential adverse impact has been identified through consultation and engagement, this will either be addressed via mitigating action within the Corporate Plan (2020-2024) and/or the associated Business Plan, or where appropriate in specific Team Plans to address any inequality within specific service delivery.

Additionally, a further potential barrier is access to, and availability of, relevant information on sexual orientation and gender reassignment from within the Council and from other organisations. As the Corporate Plan 2020-2024 is an overarching strategic document, this will not create any adverse impacts on any diverse groups within the community, but when implementing the individual projects and initiatives within the plan it is important to consider collecting information in these areas in order to inform service delivery and to mitigate any potential adverse impact.

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

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

Not in this circumstance. The Corporate Plan 2020-2024 is an overarching strategic plan which includes a range of initiatives and different projects which are designed to provide positive outcomes for the wider community. Further consultation, with individuals of protected characteristics, will take place as part of the ongoing development and implementation of these specific projects and initiatives which make up the Corporate Plan 2020-2024.

Step 5 – Assessing the impact

In light of any data/consultation/information and your own knowledge and awareness, please identify whether the policy has a positive or negative impact on the individuals or community groups (including what barriers these individuals or groups may face) who identify with any 'protected characteristics' and provide an explanation for your decision (please refer to the general duties on the front page).

	Comments
Age	<p>The actions and objectives set out in the Corporate Plan 2016-2020 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of age.</p> <p>Specific initiatives have been included in the Corporate Plan to support vulnerable members of our community, including younger people and older people. This should create a greater positive impact on this protected characteristic.</p> <p>However, given the disparity of some issues/ elements of service delivery, across different age ranges, which were highlighted in the Residents Survey 2019 any potential adverse impact will either be addressed via mitigating action within the Corporate Plan (2020-2024) and/or the associated Business Plan, or where appropriate in specific Team Plans to address any inequality within specific service delivery.</p>
Disability (Physical, visual, hearing, learning disabilities, mental health)	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of disability.</p> <p>Specific initiatives have been included in the Corporate Plan to support vulnerable members of our community, including</p>

	<p>people with disabilities. This should create a greater positive impact on this protected characteristic.</p> <p>However, given the disparity of some issues/ elements of service delivery, based on the protected characteristic of disability, which were highlighted in the Residents Survey 2019 any potential adverse impact will either be addressed via mitigating action within the Corporate Plan (2020-2024) and/or the associated Business Plan, or where appropriate in specific Team Plans to address any inequality within specific service delivery.</p> <p>The publication of the Corporate Plan 2020-2024 will be provided in an accessible format if required and requested by specific individuals/ community groups.</p>
Gender Reassignment (Transgender)	<p>The actions and objectives set in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of gender reassignment.</p> <p>A potential barrier may be access to and availability of relevant information as there is little national and local information on gender re-assignment both within the Council and other organisations. Therefore, additional monitoring of this protected characteristic may be required.</p>
Race	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of race.</p> <p>The published Corporate Plan 2020-2024 will be available in alternative languages if required and requested by specific individuals/ community groups.</p>
Religion or Belief (Includes no belief)	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of religion or belief.</p>
Sex (Gender)	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of sex.</p>
Sexual Orientation	<p>The actions and objectives set out in the Corporate Plan 2020-2024 are likely to have a positive impact on individuals and communities with regards to the protected characteristic of sexual orientation.</p> <p>A potential barrier may be access to and availability of relevant information as there is little national and local information on sexual orientation both within the Council and other organisations. Therefore, additional monitoring of this protected characteristic may be required.</p>
Other protected groups (Pregnancy & maternity, marriage & civil partnership)	<p>The Corporate Plan 2020-2024 will provide positive impacts for all members of the community and this fully includes individuals within the protected characteristics of pregnancy & maternity and marriage & civil partnership.</p>
Other socially excluded groups	<p>The actions and objectives within the Corporate Plan 2020-2024 also cover a variety of other groups such as; rural</p>

<p>(carers, low literacy, priority neighbourhoods, health inequalities, rural isolation, asylum seeker and refugee communities etc.)</p>	<p>isolation, deprived or disadvantaged communities (priority neighbourhoods), health inequality, asylum seeker and refugee communities. The specific actions in the Corporate Plan 2020-2024 are likely to have a positive impact on all individuals and communities.</p> <p>The Corporate Plan 2020-2024 aims to create inclusive communities and foster good community relations. Key initiatives are focussed on involving communities, giving them a voice and supporting them to be involved in decision making within their own communities. Therefore, there is likely to be a further positive impact on individuals and communities with regards to community involvement and cohesion.</p>
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Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

Please note:

- a) If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- b) Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

Further consultation for individual protected characteristics will take place as part of the ongoing development and implementation of these specific projects and initiatives which make up the Corporate Plan 2020-2024 and associated Business Plan.

Equality Impact Assessments will also be undertaken, where appropriate, on the individual elements of the projects and initiatives which make up the Corporate Plan 2020-2024 and associated Business Plan.

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

The Corporate Plan 2020-2024 aims to provide positive impact for all individuals living, working and visiting the Borough and therefore meets the Council's responsibilities in relation to equality and diversity.

Step 6- Monitoring, evaluation and review

<p>Are there processes in place to review the findings of this Assessment and make appropriate changes? In particular, how will you monitor potential barriers and any positive/ negative impact?</p>
<p>If any negative impacts occur/ potential barriers arise then this will be monitored and evaluated via our Corporate Customer Complaints Procedure.</p>
<p>Where appropriate, individual Equality Impact Assessments will be conducted as part of the ongoing development and implementation of specific projects and initiatives which make up the Corporate Plan 2016-2020. This will seek to mitigate any barriers or adverse impact to any of the protected groups.</p>
<p>How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.</p>
<p>All actions within the Corporate Plan are monitored through the Annual Business Plan via the Council's Performance Management System. This is monitored via the Council's Corporate Management Team, Senior Management Team and Performance Scrutiny Panel and any negative impacts will be picked up through this scrutiny process.</p>

Step 7- Action Plan

Please include any identified concerns/actions/issues in this action plan: The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan			
Reference Number	Action	Responsible Officer	Target Date
001	Further consider the protected characteristics of gender reassignment and sexual orientation when developing and implementing specific projects and initiatives within the Corporate Plan 2020-2024.	Heads of Service in all service areas across Charnwood Borough Council	Ongoing
002	Further consider consultation for individual protected characteristics as part of the ongoing development and implementation of specific projects and initiatives which make up the Corporate Plan 2020-2024.	Heads of Service in all service areas across Charnwood Borough Council	Ongoing

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

	Who needs to know (Please tick)	How they will be informed (we have a legal duty to publish EIA's)
Employees		This EIA will be published on Charnwood Borough Council's webpage and intranet. Service users, partners and stakeholders can also request this EIA in alternative formats if required.
Service users		
Partners and stakeholders		
Others	N/A	N/A
To ensure ease of access, what other communication needs/concerns are there?	N/A	N/A

Step 9- Conclusion (to be completed and signed by the Service Head)

Please delete as appropriate
I agree with this assessment / action plan
If disagree, state action/s required, reasons and details of who is to carry them out with timescales:
Signed (Service Head): Adrian Ward
Date: 04/12/19

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

SCRUTINY COMMISSION – 4TH APRIL 2022

Report of the Cabinet

ITEM 8 SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

Purpose of Report

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

Action Requested

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

Policy Context

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

Pre-decision Scrutiny

Since the meeting of the Commission on 7th March 2022, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

- A. ACTIVE TOGETHER PHYSICAL ACTIVITY FRAMEWORK 2022-31
- B. PRIVATE SECTOR HOUSING LICENSING SCHEME
- C. EXEMPT – AUTHORITY TO SELL COUNCIL OWNED LAND

Details of the Commission’s consideration of the items as reported to the meeting of the Cabinet on the 10th March 2022 can be found in the minutes from the Commission’s meeting on 7th March 2022.

The Vice-Chair of the Commission, Councillor Ranson, attended the Cabinet’s meeting on the 10th March 2022 to present the Commission’s reports to the Cabinet.

Cabinet Response

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

ACTIVE TOGETHER PHYSICAL ACTIVITY FRAMEWORK 2022-31

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

PRIVATE SECTOR HOUSING LICENSING SCHEMES

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

EXEMPT – AUTHORITY TO SELL COUNCIL OWNED LAND

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

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

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SCRUTINY COMMISSION – 4TH APRIL 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 scheduled for 15th March 2022 unfortunately had to be cancelled due to Covid related reasons. The Waste Management Scrutiny Panel are due to meet again on 26th April 2022.

Digital Transformation Scrutiny Panel

The Digital Transformation Scrutiny Panel met for the first time on 28th February 2022. The panel reviewed the scoping document, which will be updated before the next meeting. The panel also considered a report on the current and future projects being undertaken at the Council with regards to digital transformation, and discussed how the work of the panel could support this.

Crime, Youth Crime and ASB Scrutiny Panel

The Chair of the Crime, Youth Crime and ASB Scrutiny Panel, Councillor Hamilton has met with officers to discuss the panel. At that meeting it was explained that an ASB review was taking place at the Council and that there would be little benefit in scrutinising this topic at the current time. It was suggested that the Scrutiny Commission reconsider the need for a scrutiny panel on Crime, Youth Crime and ASB in September or October 2022, following the completion of the ASB review.

Combatting Loneliness Scrutiny Panel

The Combatting Loneliness Scrutiny Panel is comprised of four members and it is anticipated that activity will start soon.

Promoting Tourism in Charnwood Scrutiny Panel

The Chair of the Promoting Tourism in Charnwood Scrutiny Panel, Councillor Popley has not yet met with officers to discuss the panel due to lack of officer availability. This meeting is anticipated to take place soon.

Appendices: Appendix 1 – Scrutiny Panels

Background Papers: None

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Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

Chair	Type	Topic	Scope	Terms of Reference	Timing
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	This panel will:		February 2022 – June 2022

		services	<ul style="list-style-type: none"> • Identify which forms were most used throughout lockdown and whether more forms should be created to support our customers • Identify whether there is a need to create a personalised front-end login portal • If there is a need, would this be for: <ul style="list-style-type: none"> - All customers - Council tenants only - Another key customer group • If a front end portal is required, what information should be displayed and how will this integrate with existing software. • Identify economies of scale and potential savings for the Council and/ or service. 		
TBC	Formal	Budget Scrutiny	To closely review all aspects of the proposed budget for the following year and to monitor		Autumn (Sept – Jan annually)

			the performance of the budget from the previous year.		
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	<p>Identify our key attractions to the area, both physical buildings and special events. What is CBC doing to promote and support these venues/ events? What else could be done? Do we have a unique selling point that we are not exploiting? 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>Approach and/ or interview peer councils to see what they do. Look at specific events around the country to see if they could be adapted for CBC, eg: Congleton Makers Market, or Stockton on Tees Comedy Festival.</p>	March/ April 2022
Councillor Hamilton	TBC	Crime, ASB and Youth Crime	Identify specific actions that CBC can undertake to support our key partners in preventing and tackling crime.	Interview outside bodies such as the police, probation service, youth groups, and charities to understand their work and what prevents/ hinders	To be reviewed Sept/Oct 2022

			<p>Review of ASB currently planned within Council.</p> <p>Discussion required with officers to establish scope of review.</p>	<p>them from dealing with crime, ASB and youth crime promptly in our Borough.</p>	
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Express	Informal	Formal	Proposed

SCRUTINY COMMISSION – 4TH APRIL 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.

Finance and Performance Scrutiny Committee Work Programme

The Finance and Performance Scrutiny Committee met on 1st March 2022. The outcomes of the meeting can be found in the minutes which are available on the Council's website.

At the meeting of the Finance and Performance Scrutiny Committee on 1st March 2022, the Committee requested that the Scrutiny Commission be asked to schedule further scrutiny of the Key Performance Indicator KI 11 - % rent loss from void properties. A separate report documenting the discussions held by the FPSC on this matter, can be found elsewhere on the agenda.

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.

At the meeting of the Scrutiny Commission on 7th March 2022, it was agreed that the annual Community Safety Partnership Review remained on the Finance and Performance Scrutiny Committee Work Programme, and that any issues identified during the scrutiny of this item be referred to the Scrutiny Commission.

It was highlighted that the Digital Transformation Scrutiny Panel had suggested that the Scrutiny Commission scrutinise the procurement of the web development contract at the appropriate time.

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

Appendices: Appendix - Finance and Performance Scrutiny Committee Work Programme

Background Papers: None

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Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
01 Mar 2022	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
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.
28 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.
28 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.

28 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.
28 June 2022	Car parking charges	To provide the Committee with update on raising of car parking fees for Loughborough and general overview	Suggested by Budget Scrutiny Panel, to assess impact and consequences	S. Jackson	Requested FPSC 01 March 2022
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)
Nov 2022 (annual item)	Community Safety Partnership	To review the work of the Community Safety Partnership on an annual 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.

Nov 2022 (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.
Nov 2022 (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.
Nov 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.

SCRUTINY COMMISSION 4TH APRIL 2022

Report of Finance and Performance Scrutiny Committee

ITEM 11 KEY PERFORMANCE INDICATOR KI 11 - % RENT LOSS FROM VOID PROPERTIES.

Purpose of Report

To provide further details to the Commission regarding the Finance and Performance Scrutiny Committee's consideration of Key Performance Indicator KI 11 - % rent loss from void properties prior to requesting the Commission schedules the topic for further scrutiny.

Action Requested

That the Scrutiny Commission schedules further scrutiny of the Key Performance Indicator KI 11 - % rent loss from void properties.

Reason

Members of the Finance and Performance Scrutiny Committee were concerned that this matter was not being given significant priority and wished for further detailed scrutiny on this topic.

Policy Justification and Previous Decisions

At four meetings of the Finance and Performance Scrutiny Committee members have scrutinised the Key Performance Indicator 'KI 11 - % rent loss from void properties' and have sought clarification and responses from the attending Cabinet Lead Member and Head of Service. Members became increasingly concerned by the lack of progress to resolve matters identified and wished further scrutiny to take place. Having been notified by the Chair of Finance and Performance Scrutiny Committee that the Scrutiny Commission welcomed suggestions of topics for scrutiny to further balance the work carried out by both committees, it requested that the Commission be asked to scrutinise this matter further.

In consultation with the Chairs of the Scrutiny Commission and Finance and Performance Scrutiny Committee, it was agreed that the scrutiny previously performed regarding this Key Performance Indicator be shared with the Commission to ensure it had clarity of the concerns raised by the Finance and Performance Scrutiny Committee prior to its scheduling.

Implementation Timetable including future decisions

This report has no implementation timetable

Report Implications

Financial Implications

There are no identified financial implications associated with this report

Risk Management

There are no identified risks associated with this report

Equality and Diversity

No implications

Crime and Disorder

No implications

Sustainability

No implications

Background Papers: minutes of the Finance and Performance Scrutiny Committee:

June 2021 - [Minutes Template \(moderngov.co.uk\)](#)

September 2021 - [Minutes Template \(moderngov.co.uk\)](#)

November 2021 - [Minutes Template \(moderngov.co.uk\)](#)

March 2022 - [Minutes Template \(moderngov.co.uk\)](#)

Appendices: Appendix A - KI 11 Additional narrative provided to the Committee at its meeting on 1st March 2022

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Part B

1. The Finance and Performance Scrutiny Committee was created following a report submitted to the Scrutiny Commission at its meeting on 8th March 2021 recommending its formation. The first meeting of the Committee was held on 22 June 2021. At each meeting as part of its remit the Committee has scrutinised performance monitoring reports and consistently highlighted performance concerns with Key Performance Indicator KI 11 - % rent loss from void properties.
2. The Head of Strategic and Private Sector Housing has attended every meeting of the Committee and the Cabinet Lead Member for Housing has attended two meetings to aid the Committee in its consideration of performance monitoring.
3. Minutes extract 22nd June 2021 (minute 4/2021-22 refers)

the key performance indicator for number of void properties indicator noted as red before and during the pandemic with approx. 10% of the Council's housing stock void. The reasons for properties being void was complex; some were in the process of being renovated, some under major works, properties unsuccessfully advertised, repeat adverts, no business placed or short lists exhausted. The Charnwood Lettable Standard for voids and the renewing of bathrooms and kitchens was not a limiting factor in letting properties, although it was easier to replace when the properties were empty. The Council operated a choice based letting system which allowed prospective tenants to bid for properties and they were encouraged to consider properties across the borough. Some properties and areas were less popular.

4. Minutes extract 7th September 2021 (minute 13/2021-22 refers)

With respect to KI 11 % rent loss from void properties, concerns were raised regarding the loss of rent, the average void of 126 days before returning to use, the number of homeless people and the types of houses available. There were several reasons why the situation was as indicated in Appendix B. the Voids performance had continued to be impacted by the COVID pandemic and related restrictions, which had affected customers, staff and services. In addition with staff vacancies, both the reviews on the Council housing stock for sheltered and age designated had been delayed. Planning advice had been sought for options for the Sheltered Housing and would be presented to the Sheltered Housing review Board prior to submitting a report to Cabinet. Once the vacancies were filled the data already collated for age designated properties will be analysed to determine whether the age restrictions should be lifted.

The Choice based lettings bidding system was effective; when an applicant was accepted on to the Housing Register they would be notified of their band and the properties they were eligible for. It was

noted that tenant aspirations had changed and that the types of properties available did not match these. The Council had 400+ properties to allocate yearly and nearly 2000 to be housed, there was not enough stock available. The policy of allowing three refusals of properties before the Council could state that it didn't have a duty to house people had been agreed as part of the consultation exercise when the Allocation Policy had been introduced. A review was planned during this financial year and this approach would be reconsidered.

Members considered that it was not acceptable as a Council, that there were high numbers of housing void, high numbers of people homeless and significant % rent loss. The Committee wished to highlight the difficulties facing the Strategic and Private Sector Housing Service to its Cabinet Lead Member portfolio holder suggesting that additional support was urgently required.

5. Minutes extract 30th November 2021 (minute 23/2021-22 refers)

The Chair and Vice-chair had identified the following principal topics/focus for this item:

- % rent loss through void properties (red indicator);*
- Sheltered schemes – where are we on progress?*
- Age criteria for acceptance into certain properties.*

Timeline needed for when sheltered schemes review would be completed, had been delayed for some time. Additional narrative agenda page 51 useful. Refocus needed. Needed to update properties so that provided what tenants needed, perhaps switch focus of capital spending from purchasing properties to updating properties so could be let. Income to Council being lost and not housing as many people as could otherwise do. Funds available in HRA as not spent on repairs over last year. In response, had been increase rent loss, less voids end of quarter, decrease in terminations, starting this quarter in better position. Had been increase in re-advertised properties, linked into previous comments made re: sheltered schemes/age designation, had been more offers made. Longstanding nature of sheltered schemes review outlined, also schemes completed to date, agreed standard, assessment/work undertaken and plans moving forward, in particular timeline for next scheme, Thurmaston and report to Cabinet on that and prioritisation of remaining schemes. Considerable work had been undertaken. However, progress had been impacted by Covid. Also, by staff leaving. Updates on sheltered schemes review was provided to Housing Management Advisory Board. Recognised that had been delay, apology for that including to affected residents. Funds from Right to Buy being used to purchase properties could not be used for refurbishment costs.

Clarified that void rent loss, review of sheltered schemes, age designation all within remit of Head of Strategic and Private Sector Housing.

Regarding age designation, project had commenced, past changes looked at, currently 1,079 45+ properties, approximately 5% void. Progress on plan affected by available staff resources, work to recruit and position in that respect outlined, had been difficult, also staffing to assist turnaround. Analysis of age designation changes made previously and practice elsewhere indicated that there had not been a problem with management/additional anti-social behaviour, which had been the main concern. Housing Management Advisory Board to consider, possibility of pilot blocks initially. View expressed that age criteria had become barrier, removal supported.

6. Minutes extract 1st March 2022 (minute 32/2021-22 refers)

KI 11 – the additional narrative was welcomed, but still significant concerns regarding the % rent loss and number of voids; there didn't appear to be a sense of urgency and action was needed. If non-sheltered accommodation and sheltered accommodation data were separated into two indicators, it was clear that sheltered accommodation turnaround times was impacting on the overall target and that general needs at 2.99% would be within tolerance. Challenges included age designation criteria, residents' preferences and staff resources. The Sheltered Housing Review Board and project plan had been set to decide on the future of the schemes and what works were required to bring them up to a 'fit for purpose' standard.

was the Housing Strategy still appropriate? Consider selling off sheltered accommodation? In response the Board had a vision for future accommodation to meet the changing demographics and aspirations of residents of the Borough, with 14 current schemes under review on demand basis. A report would be submitted to the Cabinet outlining the review, the prioritisation of schemes and for the Thurmaston sheltered scheme. The delays were currently caused by lack of resources with posts currently out for recruitment. Age designated criteria work had begun, and any changes to current designations would require Cabinet approval. The matter had been added to the workplan of the Housing Management Advisory Board as part of the consultation process.

views expressed that assets no longer seemed fit for purpose and tasks should be outsourced if no internal resources available. Would cost of renovation prevent activity even if resources available? Noted all HRA investment possibilities were being considered, following completion of a stock condition survey later this year. Recognised properties not fit for purpose and that sensitivity was required around review and renovation

costs of homes, the Charnwood Decent Homes Standard impacted costs but was considered valuable to retain. A report would be submitted to Cabinet and funding was potentially available from Homes England and Landlord Services. Financial modelling around sheltered accommodation improvements was included in HRA Business Plan and financial assumptions would be checked and updated later in the year (following the stock condition survey).

reference was made to £787K rent loss and that this had steadily increased each year. If action had been taken sooner to recoup the losses, the Council could have been able to renovate properties by now. A member noted there seemed to be no political will to deliver.

APPENDIX A

ADDITIONAL NARRATIVE PROVIDED BY THE HEAD OF SERVICE FOR THE MEETING HELD ON 1ST MARCH 2022

KPI 11 - % Rent loss from void properties additional narrative

Void performance continues to be impacted by the ongoing effects of the COVID-19 pandemic and related restrictions which have affected customers, staff, services, suppliers, and contractors.

There is a lower level of demand for some property types, particularly sheltered and non-sheltered age-restricted properties. A review of sheltered and other age restricted properties is being carried out to identify potential options to reduce voids and void times and make the best use of the housing stock. In the meantime, some lower demand properties are being used for decants for existing council tenants and temporary accommodation placements for homeless households.

Performance at end of Quarter 3 was **£787,813 (4.85%)** rent loss against available rent of **£16,241,554**. The rent loss breakdown equates to **£485,821 (2.99%)** for non-sheltered properties and **£301,992 (1.86%)** for sheltered properties.

At the end of the quarter:

321 properties were void. **167 (52%)** of these properties had a 60+ minimum age criteria (146 sheltered and 21 non-sheltered), **51 (16%)** had a 45+ minimum age criteria and **103 (32%)** had no age criteria. **187 (58%)** of these properties were undergoing works (149 under inspection/standard works, 38 under major works). **10 (3%)** of these properties were being used for decants for existing tenants pending major works to their usual properties. **124 (39%)** of these properties were ready to let (90 in the process of being advertised/allocated following advertisement, 11 under offer/in the process of being let, 23 on hold for use for direct matches for wheelchair users/temporary accommodation for homeless applicants/decants for existing tenants).

During the quarter:

- **92** properties became void. **25 (27%)** of these properties had a 60+ minimum age criteria (12 sheltered and 13 non-sheltered), **24 (26%)** had a 45+ minimum age criteria and **43 (47%)** had no age criteria.
- **83** properties were advertised for the first time. **25 (30%)** of these properties had a 60+ minimum age criteria (14 sheltered and 11 non-sheltered), **24 (29%)** had a 45+ minimum age criteria and **34 (41%)** had no age criteria.
- **197** properties were readvertised following unsuccessful adverts where either no bids were placed, or the shortlists of bids was fully exhausted (a total of 1,795 repeat advert instances for 197 properties). **158 (80%)** of these properties had a 60+ minimum age criteria (138 sheltered and 20 non-sheltered), **38 (19%)** had a 45+ minimum age criteria and **1 (0.1%)** had no age criteria.
- **74** properties were offered to applicants (a total of 84 offers for 74 properties). **24 (32%)** of these properties had a 60+ minimum age criteria (10 sheltered and 14 non-sheltered), **16 (22%)** had a 45+ minimum age criteria and **34 (46%)** had no age criteria.
- **42** properties were refused by applicants (a total of 49 offer refusals for 42 properties). **12 (29%)** of these properties had a 60+ minimum age criteria (7 sheltered and 5 non-sheltered), **10 (24%)** had a 45+ minimum age criteria and **20 (47%)** had no age criteria.
- **91** properties were relet. **15 (16%)** of these properties had a 60+ minimum age criteria (5 sheltered and 10 non-sheltered), **30 (33%)** had a 45+ minimum age criteria and **46 (51%)** had no age criteria. The average true void time was **162** days. The average relet time (excluding time spent under major works/decants) was **135** days. The average repairs time was **47** days. The average ready to let time was **116** days. **50 (55%)** of the relet properties were refused at least once before being successfully let.

The Landlord Services and Strategic and Private Sector Housing teams continue to work together to identify, implement and monitor measures to reduce voids and void times, alongside ensuring the best use is made of the housing stock. This includes through the Voids Working Group, Adaptations Review Group and Sheltered Housing Review Board.

SCRUTINY COMMISSION – 4TH APRIL 2022

Report of the Head of Strategic Support

ITEM 12

SCRUTINY COMMISSION WORK PROGRAMME

Purpose of Report

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

Work Programme

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

At the meeting of the Scrutiny Commission on 7th February 2022 the following changes were made to the Scrutiny Commission work programme;

- i. The 'Shepshed Town Centre Public Realm Improvement Project' was added to the work programme for pre-decision scrutiny at the meeting of the Scrutiny Commission on 4th April 2022. However, since the meeting of the Scrutiny Commission, this item has been deferred and is now to be programmed.

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	4 April 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	4 April 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	4 April 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	4 April 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	4 April 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	4 April 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	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	4 April 2022	Pre-decision Scrutiny – Shepshed Town Centre Public Realm Improvement Project	To approve the commitment of resources to bring forward the Shepshed public realm improvement scheme in light of the latest budget projections and engagement with the Town Team, Town Council and local businesses and residents.		Richard Bennett	Agreed Scrutiny Commission 7 March 2022, min ref 112

Scrutiny Commission Work Programme

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 2022/23
Scrutiny Commission	September /October 2022	Crime, Youth Crime and ASB Scrutiny Panel	To assess whether a scrutiny panel on Crime, Youth Crime and ASB is required, following the council's ASB review.	The Crime, Youth Crime and ASB scrutiny pnael was deferred until after the council's ASB review at the request of officers.	Julie Robinson/Tim McCabe	Agreed Scrtuiny Commission 7 March 2022, min ref 100 2022/23

Scrutiny Commission Work Programme

Scrutiny Commission	October 2022	Glyphosate-Based Herbicides in Open Spaces, Playgrounds and Parks	To provide the Scrutiny Commission with an update on Glyphosate use and any potential alternatives identified by the Council following the review.		Matt Bradford	Agreed Scrutiny Commission 11 October 2021, minute reference 43 2021/22
Scrutiny Commission	November 2022 (annual item)	Bulky Waste Collection Charges Review	To review the introduction (in October 2019) of charges for all bulky waste collections.	Annual review to include information on the number of civil litigation cases resulting from fly tipping in the Borough since the bulky waste changes had been implemented and cost of the scheme in relation to the income generated by the scheme.	Matt Bradford	Agreed Scrutiny Commission, 15 November 2021, minute reference 54, 2021/22.
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	

Scrutiny Commission Work Programme

Scrutiny Commission	2023 – to be confirmed	Web Contract Procurement	To allow the Scrutiny Commission to scrutinize the Web Contract Procurement when appropriate.	Referred from Digital Transformation Scrutiny Panel.	Karey Barnshaw/Aymen Khan	Agreed Scrutiny Commission, 7 March 2022, min ref 111 2022/23
Scrutiny Commission	To be programmed	Pre-decision Scrutiny – Shepshed Town Centre Public Realm Improvement Project	To approve the commitment of resources to bring forward the Shepshed public realm improvement scheme in light of the latest budget projections and engagement with the Town Team, Town Council and local businesses and residents.		Richard Bennett	Agreed Scrutiny Commission 7 March 2022, min ref 112



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

**Published
9th March 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?
Discretionary Business Rate Relief Policies	To adopt the Council's discretionary business rate relief policies (updated).	Officer Delegated Decision	10th March 2022	Delegated Decision Document	No Delegated Decision Document will be publicly available.	Simon Jackson Strategic Director; Environmental and Corporate Services Tel: 01509 634699 simon.jackson@charnwood.gov.uk
Private Sector Licensing Schemes	To endorse work completed to date to implement two new discretionary licensing schemes, approve the HMO and Selective Licensing Policies. Approve the publication of the Public Notices for the two designated schemes for three months and the implementation of the schemes thereafter.	Cabinet	10th March 2022	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 alison.simmons@charnwood.gov.uk
Authority to Sell Council Owned Land	To seek approval for the Council-owned land known as Limehurst Depot to be declared surplus to requirement and for authority to be delegated to the Strategic Director; Commercial Development, Assets and Leisure to advertise the land for sale, either formally or informally, at the pre-planning stage.	Cabinet	10th March 2022	Report	No	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Active Together Physical Activity Framework 2022- 31	To endorse the co-developed and designed Active Together Physical Activity Framework 2022- 31.	Cabinet	10th March 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@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
Shepshed Town Centre Public Realm Improvement Project	To approve the commitment of resources to bring forward the Shepshed public realm improvement scheme in light of the latest budget projections and engagement with the Town Team, Town Council and local businesses and residents.	Cabinet	7th April 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	7th July 2022	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 julie.robinson@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Outturn 2021/22	To report the Council's capital expenditure results for 2021/22 subject to audit.	Cabinet	7th July 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2021/22) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2021/22 subject to audit.	Cabinet	7th 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	7th 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	7th 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	15th September 2022 7th November 2022	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	15th September 2022	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2022/23.	Cabinet	17th 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	15th 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	15th December 2022 23rd 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	15th December 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?
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	9th February 2023 27th February 2023	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 2023-24	To seek approval to a Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2023-24 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	9th February 2023 27th February 2023	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2023-24 General Fund and HRA Revenue Budgets and Council Tax and Medium-Term Financial Strategy 2023-26	To seek approval to the Revenue Budget for 2023-24 and to propose the Council Tax for approval by Council, also the Medium-Term Financial Strategy 2023-26.	Cabinet Council	9th February 2023 27th February 2023	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 lesley.tansey@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?
Authority to Sell Council Owned Land	To seek approval for the Council-owned land known as Limehurst Depot to be declared surplus to requirement and for authority to be delegated to the Strategic Director; Commercial Development, Assets and Leisure to advertise the land for sale, either formally or informally, at the pre-planning stage.	Cabinet	10th March 2022	Report	No	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@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