



SCRUTINY COMMISSION

This meeting will be recorded and the sound recording subsequently made available via the Council's website: [charnwood.gov.uk/pages/committees](https://www.charnwood.gov.uk/pages/committees)

Please also note that under the Openness of Local Government Bodies Regulations 2014 that other people may film, record, tweet or blog from this meeting. The use of any images or sound recordings is not under the Council's control.

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 council offices on Monday, 6th June 2022 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

25th May 2022

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 11
To approve the minutes of the meeting of the Commission held on 4th April 2022.
3. DECLARATIONS OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS
4. DECLARATIONS OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES
11.16

No questions were submitted.

6. ANNUAL SCRUTINY REPORT 2021-22 12 - 28

A report of the Head of Strategic Support to consider the draft Annual Scrutiny Report 2021/22 with a view to it being recommended to Council for approval.

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

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

8. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following item has been identified for pre-decision scrutiny from the Cabinet agenda for 9th June 2022:

- (a) EXEMPT - Shepshed Town Centre Public Realm Improvement Project
An exempt Cabinet report of the Head of Planning and Regeneration circulated to members.

THIS IS AN EXEMPT REPORT AND WILL BE CONSIDERED UNDER ITEM 14.

9. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE 29 - 30

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

10. PROGRESS WITH PANEL WORK 31 - 37

To consider updates on the work of scrutiny panels.

11. SCRUTINY WORK PROGRAMME 38 - 42

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

12. SCRUTINY COMMISSION WORK PROGRAMME 43 - 57

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.

13. EXEMPT INFORMATION

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

14. SHEPSHED TOWN CENTRE PUBLIC REALM IMPROVEMENT PROJECT

An exempt Cabinet report of the Head of Planning and Regeneration, circulated to members. For information, further meetings of the Scrutiny Commission are scheduled as follows;

5th July 2022
8th August 2022
12th September 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 4TH APRIL 2022

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

Councillor Morgan (Leader of the Council)

Chief Executive
Organisational Change Officer
Head of Strategic Support
Democratic Services Officer (SW)

APOLOGIES: Councillor Popley and K. Harris

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.

115. MINUTES OF THE PREVIOUS MEETING

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

116. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made

117. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

118. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

119. 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.

120. CABINET ITEMS FOR PRE-DECISION SCRUTINY

121. CORPORATE DELIVERY PLAN 2022-23

A Cabinet report of the Strategic Director: Environmental and Corporate Services to propose the Council's Corporate Delivery Plan for 2022-23 (item 7a on the agenda filed with these minutes).

The Leader of the Council, the Chief Executive and the Organisational Change Officer assisted with the consideration of this item. The following summarises the discussion:

- i. It was highlighted that the newly established Hamilton Lea parish could be more integrated into the council's work. Members felt that the parish could have a stronger identity within the borough.
- ii. The Council would support the independent Inspector undertaking the Local Plan examination by enabling open sessions and providing the information and evidence required. It was acknowledged that the word 'service' on page 26 of the agenda could be replaced with the word 'support' to clarify the actions of the council.
- iii. The Hope Bell project had commenced and was currently at the consultation and design stage. A significant amount of work remained and it was anticipated that the project would be completed within the next 13-14 months.
- iv. The council had introduced Place Indicators which were separate from Key Performance Indicators. The purpose of the Place Indicators was to inform the context in which the council operated in order to gain insight, and to facilitate future planning and service delivery. Key Performance Indicators remained in place.
- v. The recommendation to give delegated authority to the Chief Executive in consultation with the Leader to make amendments to the Corporate Delivery Plan would involve minor changes. Any significant changes would need to be agreed by the Cabinet. It was suggested that the word 'minor' be inserted into the recommendation in the report.
- vi. It was unlikely that further reductions in funding or income over the lifetime of the Corporate Delivery Plan may result in objectives not being delivered and impacting on customers. This was because the council's government funding was secure for the duration of the Corporate Delivery Plan 2022-23.
- vii. The KIs 13-15 outlined in Appendix 2 to the report were statutory, with an annual target only.
- viii. The Council was working closely with partner organisations to address anti-social behaviour. Overcoming issues linked to anti-social behaviour was challenging and the partnership was bound by legal frameworks.
- ix. The council was working with the Football Foundation to deliver a football infrastructure across the borough. This would include assessing the needs and requirements in different areas to provide pitches. The facilities would not be restricted to specific demographic groups. It was agreed that more information on this could be provided to members following the meeting.

- x. The Bedford Square Gateway Project was being delivered through a revised timetable following the expansion of the project.
- xi. The council was working to manage air quality in the borough and would review air quality targets in line with the Environment Act 2021.
- xii. The targets associated with the collection of litter on large roads was within the relevant Service Delivery Plan and contract with the operator.
- xiii. The council aimed to meet the housing needs of households on the housing register by bringing 35 empty homes back into use. The council would be required to assess the needs of individuals on the housing register in order to identify the properties which would be suitable to include within this target.
- xiv. The opening of the Cemetery at Nanpantan Road was imminent. It was highlighted that the work undertaken had been praised by the community. The council would actively promote the opening of the Cemetery at the appropriate time.
- xv. The Discover Charnwood website was live and there was a possibility that printed material could be provided to promote the initiative. Research had suggested that website use was the preferred information source for tourists.
- xvi. Members thanked Officers for including the delivery of improved end of summer waste arrangements for students within the Corporate Delivery Plan 2022-23, as requested. It was highlighted that this would make a significant positive impact on the community.

RESOLVED

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Strategic Director: Environmental and Corporate Services.
2. That officers consider changing the word 'service' on page 26 of the agenda to 'support'.
3. That officers consider adding the word 'minor' to describe the changes made through the delegated authority of the Chief Executive as recommended.
4. That the Organisational Change Officer provides more information on the provision of football infrastructure through the Football Foundation.

Reasons

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

2. To improve clarity of the actions of the council in relation to the Local Plan inspection.
3. To improve clarity of the nature of delegated decisions made by the Chief Executive as outlined in the recommendation.
4. To ensure the Committee is informed on the provision of football infrastructure through the Football Association.

122. 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.

123. 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).

RESOLVED that the Scrutiny Commission reviewed the progression of scrutiny panels.

Reason

To ensure timely and effective scrutiny of the matter and subject.

124. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support to enable the Commission to review and agree the Scrutiny Work Programme. This includes reviewing the changes made by the Finance and Performance Scrutiny Committee and adding items to their work programme (item 10 on the agenda filed with these minutes).

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.

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.

125. KEY PERFORMANCE INDICATOR KI 11 - % RENT LOSS FROM 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 (item 11 on the agenda files with these minutes).

The Head of strategic Support assisted with the consideration of this item.

It was highlighted that there was an error in the report on page 64 of the agenda. The report stated that the Cabinet Lead Member for Housing had attended two meetings of the Finance and Performance Scrutiny Committee. The Cabinet Lead Member for Housing had attended three meetings of the Committee.

The Scrutiny Commission considered various options to address the concerns of the Finance and Performance Scrutiny Committee. It was agreed that the most appropriate action was to request a report from the Head of Strategic and Private Sector Housing to detail the following information;

- i. A break down of each void property that has been void for over 28 days, and properties in sheltered accommodation, including;
 - The reason for the property remaining void
 - The location of each property (by Ward)
 - The number of bedrooms in each property (example – 3 bedroom property in Southfields ward, void due to criminal damage)
 - A tabulated bar chart indicating the length of time the property has been void
 - An indication of the total rent lost during the time that each property has been void.
- ii. Further information on properties which are 'hard to let'. Reasons why they are hard to let. Is there a possibility that the council could sell any properties which are too difficult to let?
- iii. The impact of Covid-19 on the backlog of void properties.

The Commission felt that following the receipt of this information, they would be better able to decide on the most suitable action. The options for the Commission to consider would be to create a scrutiny panel to explore the issues identified by the Finance and Performance Scrutiny Committee, or to progress the issue to Cabinet to consider.

RESOLVED

1. That the Head of Strategic and Private Sector Housing provide a report to the next meeting of the Scrutiny Commission outlining the information discussed during the consideration of this item.
2. That at the next meeting, having received the information in resolution (1), the Scrutiny Commission makes a decision on how to progress the issues identified by the Finance and Performance Scrutiny Committee.

Reason

1. To enable the Commission to receive additional information to assist with the decision on how to progress the issues identified by the Finance and Performance Scrutiny Committee.
2. To ensure the Scrutiny Commission progress the issues identified by the Finance and Performance Scrutiny Committee in the most appropriate way.

126. SCRUTINY COMMISSION WORK PROGRAMME

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

The Head of strategic Support and the Democratic Services Officer assisted with the consideration of this item.

The Commission had agreed to add an item to the work programme as follows;

- Key Performance Indicator KI11 - % Rent Loss from Void Properties – 3rd May 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 an item on Key Performance Indicator KI11 - % Rent Loss from Void Properties be added to the work programme for the meeting on 3rd May 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.

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. The following officers and Lead Members listed as present attended the meeting virtually; The Leader of the Council, The Chief Executive and the Organisational Change Officer. The remaining officers listed were physically present in the meeting.

SCRUTINY COMMISSION – 6TH JUNE 2022

Report of the Head of Strategic Support

ITEM 6 DRAFT ANNUAL SCRUTINY REPORT 2021/22

Purpose of Report

To consider the draft Annual Scrutiny Report 2021/22 with a view to it being recommended to Council for approval.

Action Requested

1. That delegated authority be given to the Democratic Services Manager, in consultation with the Chair and Vice-chair of the Scrutiny Commission, to format and amend the draft report to include reference to matters raised at the meeting.
2. That it be recommended to Council that the Annual Scrutiny Report 2021/22, including any amendments made following the meeting as per recommendation 1, above, be approved.

Reasons

1. To ensure that additional and updated information is incorporated into the final Annual Report before its submission to Council.
2. To report annually, as required by the Council's Constitution, on the operation and workings of Scrutiny.

Policy Context

In accordance with Scrutiny Committee Procedure 6.3(e) of the Council's Constitution, the Scrutiny Commission must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally.

Background

The draft Annual Scrutiny Report 2021/22 is attached as an appendix. The information contained within the draft report was informally approved by the chairs of each scrutiny body prior to it being submitted for consideration by the Commission.

Should the Commission agree the report it will be considered by Council on 5th September 2022.

Financial and Legal Implications

None

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

Officer to contact: Karen Widdowson
Democratic Services Manager
01509 645785
karen.widdowson@charnwood.gov.uk



Charnwood

APPENDIX

Annual Scrutiny Report 2021/22

Scrutiny Commission

Introduction from the Chair of the Scrutiny Commission

At the start of the 2021-22 Council year, the national position on the Covid-19 pandemic was starting to look a lot brighter. After a year of new procedures, recovery updates and online meetings, committee members were able to meet in person again with additional safety precautions. Instead of concentrating on the impact of Covid-19 on the Council's services, the Scrutiny Commission has been able to review a wider range of topics this year. In addition, the Council installed hybrid meeting equipment, allowing officers to attend meetings through a virtual platform, which is an entirely new approach to anything we have done before. The return of the standard Scrutiny Commission agenda and a more conventional approach to scrutiny has enabled the Scrutiny Commission to examine a variety of issues and continue to review items from the Cabinet's forward programme of work. The scrutiny function at the Council remains as strong, effective and influential as ever and we have added some valuable insight to council services and decision-making processes this year.



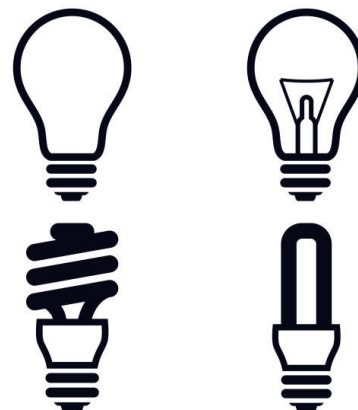
Councillor Brenda Seaton, Chair of the Scrutiny Commission 2021/22

Returning to the standard pre-Covid Scrutiny Commission agenda has allowed members to commission a number of scrutiny panels this year covering topics such as Waste Management and Digital Transformation. In addition, at the meeting of the Full Council on 26th April 2021, it was resolved that a Finance and Performance Scrutiny Committee be established, following a review of the scrutiny structure. This was a significant and necessary change in order to ensure the council's scrutiny function continues to operate successfully and delivers valuable outcomes.

Scrutiny Commission

The Scrutiny Commission's work in 2021/22, included;

- Adapting to new and innovative ways of working
- Participating in a scrutiny workshop, designed to allow members to schedule important items for scrutiny
- Agreeing a new scrutiny structure to recommend to Full Council
- Identifying new ideas for scrutiny panels, reviewing scrutiny panel scoping documents, scheduling time frames and monitoring panel progress
- Commissioning the Budget Scrutiny Panel for 2021-22
- Approving a temporary suspension of the aspect of the Constitution which stated that members chairing scrutiny panels must be a Chair or Vice-Chair of a scrutiny committee. This was made permanent following the next Constitution review.
- Updating the Finance and Performance Scrutiny Committee Work Programme with relevant items, including asking the committee to review the Community Safety Partnership annually in line with legislation.
- Responding to concerns of the Finance and Performance Scrutiny Committee and scheduling further scrutiny of Key Performance Indicator KI 11 - %Rent Loss from Void Properties.
- Reviewing the Charnwood Grant Applications process.
- Review of the Bulky Waste Collection charges, including scheduling of further scrutiny in November 2022 and requesting further information on civil litigation cases and costings of the scheme.
- Reviewing an update on the work recommended by the Commercialisation Scrutiny Panel.



Scrutiny Commission

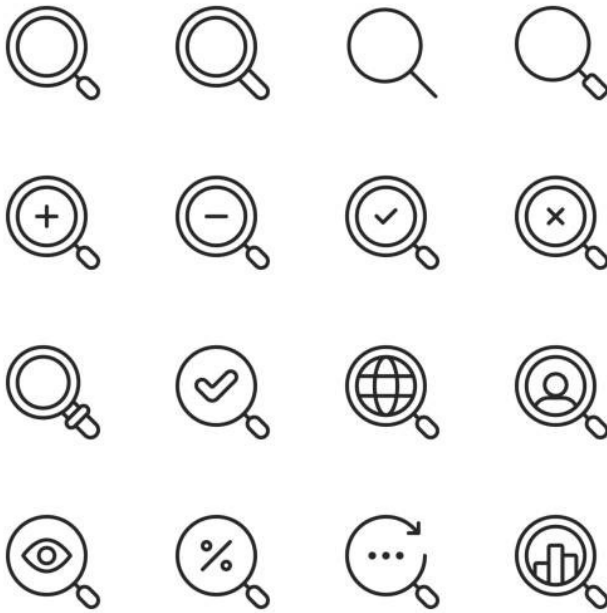
In addition to these fundamental activities, the Scrutiny Commission conducted pre-decision scrutiny on a range of items selected from Cabinet agendas, including;

- Authority to Advertise and Award an Asset Management Contract
- Pre-Submission Charnwood Local Plan (2021-2037)
- Nanpantan Cemetery
- Additional and Selective Licensing Scheme – Licensing Conditions
- Charnwood 2030 Carbon Neutral Plan
- Corporate Anti-Social Behaviour and Hate Incident Policy 2021-25
- Feasibility Work on Southfields Extension Car Park
- Motion on Notice Referral – Glyphosate-Based Herbicides in Open Spaces, Playgrounds and Parks and requesting an update for October 2022.
- Pets Policy 2021-25
- Loughborough Business Improvement District (BID) Third Term
- Charnwood Grants – Round Two 2021/22 Charnwood Community and Community Facilities Grant Applications
- The Introduction of Revised License Conditions for Permanent Residential Mobile Home Sites
- Charnwood Grants – Strategic Partners (2022/23 – 2023/24)
- Leisure Centre Contract 5 Year Extension
- Loughborough Town Deal
- Regulation of Investigatory Powers Act: Policy and Review of Use in 2021, including a recommendation that best practice research be incorporated into the new review, and that a briefing note outlining the procedure be circulated to members.
- Active Together Physical Activity Framework 2022-31
- Private Sector Housing Licensing Schemes
- Authority to Sell Council Owned Land
- Corporate Delivery Plan 2022-23

Scrutiny Commission

Over the past year the Scrutiny Commission has made every effort to act as a critical friend to the council and the Executive, to raise public concerns and to ensure public services are delivered effectively and efficiently. Details of the scrutiny we have undertaken can be found in the minutes and recordings available [online](#). The members of the Scrutiny Commission are very passionate and enthusiastic and take their roles very seriously. I am very proud of the work we have achieved over the last year, and how well we have moved on following the Covid-19 pandemic. I am looking forward to seeing what outcomes we can produce and what we can achieve in 2022/23!

Councillor Brenda Seaton, Chair of the Scrutiny Commission 2021/22



Finance and Performance Scrutiny Panel

At its meeting on 8th March 2021 the Council's scrutiny committee structure was reviewed by the Scrutiny Commission and the Finance and Performance Scrutiny Committee was created with its meetings held on a quarterly basis. The first meeting of this Committee was held as a hybrid meeting on 22nd June 2021 where it agreed its Terms of Reference.



The Finance and Performance Scrutiny Committee's key roles are to receive regular performance and financial monitoring reports and identify areas of underperformance or where performance could be improved. To date it has scrutinised four performance monitoring reports with support from officers and Cabinet Lead Members, including the Annual Report 2020-21. In the Committee's view the performance delivered by the Council during that year was outstanding considering the impact of the Coronavirus pandemic. Before its meetings the Committee has identified key areas of performance for scrutiny and has scrutinised the following:

- Net additional homes provided
- Number of affordable homes delivered (gross)
- % rent loss through void properties
- Progress of Sheltered schemes
- Age criteria for acceptance into certain properties
- Household waste sent for reuse recycling and composting
- Residual household waste per household
- Community safety

Finance and Performance Scrutiny Panel



At its meeting on 1st March 2022 the Committee requested that the Scrutiny Commission schedule a review of Key Performance Indicator KI11 (% rent loss) as it considered there were unresolved issues that would benefit from further scrutiny.

It has an additional function acting as the Council's crime and disorder committee by scrutinising the discharge of crime and disorder functions by the Council and other agencies through the Community Safety Partnership. The Committee received a Community Safety Partnership Update at its November 2021 meeting and considered in depth reasons why there had been an overall increase in crime and that the position in the family group was worse. There was a considerable issue with substance misuse in the Borough and this had impacted on crime but members were of the view that good work was being done in difficult circumstances.

It has also considered the following matters:

- Delivery of the Climate Change Strategy – reviewed the tree planting data to offset CO2 emissions, planned move of offices for the Council, electric charging points and communication strategy with the public.
- Carbon Neutral Strategy – considered progress with building of new premises, and the Council's position on the national Climate Emergency Score Card and what could be done to improve its score.
- Decent Homes Contract Update - considered progress on future arrangements for delivery of planned works voids and associated works.

Councillor Mark Charles, Chair of the Finance and Performance Scrutiny Committee

Scrutiny Panels



Scrutiny panels can be established by the Scrutiny Commission in order to undertake short, sharp scrutiny reviews and ensure members can swiftly reach conclusions and make recommendations, perhaps over the course of a couple of months or less;

A standing panel reflects a necessity to keep a watching brief over a critical local issue, for example Budget Scrutiny Panel.

Non-executive members of the council participated in a scrutiny workshop this year, which included identifying topics for scrutiny panels. In addition, members received training on running scrutiny panels and creating effective recommendations.

Panel work at the council was rejuvenated following the pandemic, and members and officers have been working together to produce constructive outcomes.

Budget Scrutiny Panel

Following a decision of the Scrutiny Commission at its meeting on 13th September 2021, a Budget Scrutiny Panel has undertaken scrutiny of the Council's draft budget for 2022/23. The Panel met between October 2021 and January 2022. The Panel's deliberations focussed on the Medium-Term Financial Strategy, the revenue position for the General Fund and Housing Revenue Account, and The Draft Capital Plan 2022/23 to 2024.



Councillor Miah, Chair of the Budget Scrutiny Panel 2021/22

Budget Scrutiny Panel

The Panel recognised the challenges faced by the Council and the work that had been undertaken to keep the Council's finances resilient in uncertain times. The Panel had worked with uncertainty over the Government Financial Settlement, which was not made public until shortly before the Panel's final meeting, but nonetheless looked closely at the Council's finances and how the budget could be approached under a number of different scenarios based on different predicted outcomes of the settlement, the Panel also monitored the Council's Medium Term Financial Strategy. Once the settlement was released, the Panel made some observations based on its implications for the Council and the key risks involved which were as follows:

- (i) Key risk areas include:
 - The need to deliver on 2021/22 savings, including salary increases.
 - Risks surrounding the final and future grant settlement figures,
 - The impact of the environmental bill on garden waste collection
 - The need to monitor commercial rents.
 - Inflationary risks.
 - Contractual cost risks.
 - The impact of Omicron and the ongoing Covid-19 pandemic.
 - Interest rates and the effects a rise in rates would have on the wider economy, particularly in terms of business rates and council tax collection. Whilst treasury management would give the Council more income, borrowing would cost the Council more.
- (ii) Whilst not having officers in their posts creates savings, it means that services are not being delivered.
- (iii) The Council needs to be mindful of the financial pressures faced by its residents.

It was suggested that the next cycle of meetings of the Panel consider reviewing the use of Council Garage land and the land to be considered for Council housing/building. At the meeting of Scrutiny Commission on 10th January 2022 it was further suggested that the next cycle of meetings of the Budget Scrutiny Panel consider the budget implications of void properties and car parking charges.

The Panel's report was considered by the Scrutiny Commission in January 2022, with the Commission resolving to submit that report to the Cabinet at its meeting on 10th February 2022. A copy of the Panel's report can be seen [here](#) and sets out the observations made by the Panel.

Councillor Jewel Miah, Chair of the Budget Scrutiny Panel

Waste Management Scrutiny Panel



Following the Scrutiny Commission’s approval of a scrutiny scope document in October 2021, a Waste Management Scrutiny Panel has been working to consider the Council’s waste management performance and how that might be improved, particularly in terms of its recycling rates and given also that waste minimisation is now so important.

The Panel held its first meeting in November 2021 and hopes to conclude its work in June 2022, having been on occasion delayed by Covid-19.

Councillor Emma Ward, Chair of the Waste Management



Waste Management Scrutiny Panel

Scrutiny has been focused on the key tasks listed in the scrutiny scope document, which have included considering the proposals in the Environment Bill regarding waste management and the changes it will necessitate, examining the Council's waste and recycling data and benchmarking against other authorities, looking at those leading in waste management and how their practices might be applied in Charnwood and investigating new research, technology and methods that could help improve recycling rates. Groups and organisations were contacted that may be able to work in partnership with the Council on waste reduction projects, including Transitions, Men & Women in Sheds, Less Waste Leicestershire and Leicester Fixers.

The Panel added to its scope consideration of the pledges and collection options in the draft Leicestershire Resources and Waste Strategy 2022-50, with a view to submitting a Panel response to the consultation on that.

At its meeting in May 2022, the Panel will discuss barriers to recycling and how to overcome them, to include the outcome of informal engagement on this with stakeholders such as students, those living in flats and the Council's waste contractor. Panel members also hope to have the opportunity to visit the Casepak Materials Recycling Facility in Leicester before concluding the scrutiny exercise in June 2022 and agreeing the Panel's report and recommendations.

Councillor Emma Ward, Chair of the Waste Management Scrutiny Panel

Digital Transformation Scrutiny Panel



Councillor Matthew Brookes, Chair of the Digital Transformation Scrutiny Panel

Following approval of the Scrutiny Commission at its meeting on 28th June 2021, a Digital Transformation Scrutiny Panel was set up to ensure that any current projects connected to the IT Strategy and Customer Services Strategy were progressing in a timely and effective manner and to provide further ideas for how to transform services. The panel was also interested in increasing accessibility to council services, helping to raise customer satisfaction levels.

The panel first met on 28th February 2022 and held subsequent meetings on 29th March 2022 and 27th April 2022. The panel is due to conclude at their next meeting.

The panel have reviewed a variety of documentation, such as the council's Corporate Strategy 2020-24, the Customer Services Strategy 2022-25, the Information and Communication Technology Strategy 2021-23, Lloyd's Bank Digital Skills Report 2021 and the Lloyd's Bank UK Consumer Digital Index 2021. They have also interviewed witnesses including Paul Ward, Head of IT and Digital at Coventry City Council, Mike Roberts, Communications Manager and Richard Bennett, Head of Planning and Regeneration at Charnwood Borough Council. The final report of the Digital Transformation Scrutiny Panel, including recommendations will be submitted to the Scrutiny Commission following the conclusion of the panel.

The panel have recognised that some of their initial ideas were not viable options for the council to implement but have explored some new concepts. The following summarises the outcomes of the panel's meetings so far;

- There was not a need for an app to allow members of the public to access the council's services.
- There was a significant amount of work being undertaken at the council already in terms of digital transformation. This was a theme that had been introduced into all service areas.
- Some residents within the Borough were not digitally active, and the council would need to continue to provide services accessible to these members of the community.
- The council had a 'digital champions' scheme. The panel felt that this could be extended and that members could be used to support digital inclusion in the Borough.

Digital Transformation Scrutiny Panel



I am pleased with the work undertaken by the panel at this stage, and I feel that we have had valuable insight into digital transformation at the council, and also outside of the council. We have looked at best practice and learnt lessons from other local authorities, which is invaluable. Throughout the work of the panel, we have kept our customers in mind and tried to ensure that the way services are delivered at the council is appropriate for our customers. We anticipate that our panel will be complete at the next meeting, and I look forward to offering some recommendations to the Scrutiny Commission, to further improve the experience of our customers.

Councillor Matthew Brookes, Chair of the Digital Transformation Scrutiny Panel

Reflection and Looking Ahead

The Scrutiny function has been in place since the implementation of the Local Government Act 2000, its practices have been interpreted widely and with varying degrees of effect nationally.

Essentially, overview and scrutiny exists to ensure the Council's Executive is publicly held to account for its decisions and actions, and to promote open and transparent decision-making and democratic accountability. It has a wide remit to explore how the Council and its partner organisations could improve services for the residents of Charnwood. When evidence shows there could be a better way of doing things, overview and scrutiny can make recommendations for change.



The 2021-22 Council year saw a return to in-person meetings and to more standardised practices within the scrutiny function at the council. After a difficult few years during the Covid-19 pandemic, it was great to have scrutiny councillors and officers back in committee rooms together to resume business as usual. The council has installed hybrid meeting equipment, meaning that some attendees are able to join meetings through Microsoft Teams, which makes scrutiny committees even more efficient.

In the past year we have introduced the Finance and Performance Scrutiny Committee and a number of scrutiny panels, which have all added a great deal of value to council services. I am pleased with the outcomes of these meetings and with the substantial amount of work that members and officers have put into ensuring strong and effective scrutiny at every meeting. The new scrutiny structure has been a catalyst in making a real difference to the lives of local people.

Looking ahead, the scrutiny committees have some excellent opportunities for influential and interesting scrutiny. In addition, there are already a number of new scrutiny panels lined up to explore topics such as combatting loneliness and tourism in Charnwood. Whilst the council's recovery from the Covid-19 pandemic is ongoing, there are still many challenges ahead and I am confident that our scrutiny committees and panels will be key in the development of policies and procedures to further strengthen our council.

Karen Widdowson, Democratic Services Manager

Get Involved!

There are many opportunities for members of the public and representatives of organisations to get involved in the work of Scrutiny. The Scrutiny Members would welcome more public participation in scrutiny meetings. You can find out more about upcoming meetings, and view recordings of previous meetings on the [Council's website](#). You can get involved by;

- Observing meetings of the Scrutiny Committees and standing panels, except in instances where confidential information is to be discussed. Details of these meetings are on our website, [here](#)
- Asking a question on notice on any agenda item. Email Democratic Services for more information, democracy@charnwood.gov.uk
- Suggesting a topic for Scrutiny to consider by getting in touch with the Democratic Services team either through email democracy@charnwood.gov.uk
- Raising issues with your local Ward Councillor and requesting that Scrutiny considers this as part of a Councillor Call for Action, or that it should be added to the Scrutiny Work Programme
- Looking out for consultations, surveys and requests for evidence by registering at <https://www.charnwood.gov.uk/pages/currentconsultations>

More Information?

If you would like to suggest a topic for scrutiny to look into, would like more information about scrutiny, or need this information in a different format, for example large print, audio or braille, please contact:

Democratic Services
Telephone: 01509 634785
Email: democracy@charnwood.gov.uk



SCRUTINY COMMISSION – 6TH JUNE 2022

Report of the Cabinet

ITEM 9 SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

Purpose of Report

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

Action Requested

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

Policy Context

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

Pre-decision Scrutiny

Since the meeting of the Commission on 4th April 2022, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

A. CORPORATE DELIVERY PLAN 2022-23

Details of the Commission’s consideration of the items as reported to the meeting of the Cabinet on the 7th April 2022 can be found in the minutes from the Commission’s meeting on 4th April 2022.

The Chair of the Commission, Councillor Seaton attended the Cabinet’s meeting on the 7th April 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:

CORPORATE DELIVERY PLAN 2022-23

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

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

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

SCRUTINY COMMISSION – 6TH JUNE 2022

Report of the Head of Strategic Support

ITEM 10 SCRUTINY PANELS

Purpose of the Report

To review the progression of scrutiny panels.

Actions Requested

1. To review the progression of scrutiny panels.
2. To approve any panel scoping documents submitted.

Reasons

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

2. To enable panel work to commence.

Scrutiny Panels

Waste Management Scrutiny Panel

The Waste Management Scrutiny Panel met on 31st March 2022 and 11th May 2022. At the meeting on 31st March 2022, the panel discussed other local authorities considered to be leaders in waste management and ways to apply to Chanwood, taking into account demographics. The panel also looked at new research, technology and methods that could help improve recycling rates. The panel looked at the draft Leicestershire Resources and Waste Strategy and agreed to draft a response to the consultation.

At the meeting on 11th May 2022, the panel considered the barriers to recycling and identified ways to overcome them. The panel resolved that education campaigns on recycling would be beneficial in some areas, with a focus on contamination. The panel also resolved that further consideration and completion of this key task be scheduled for the next Panel meeting on 20th June 2022, via consideration of Collection Round data, reporting back on Head of Cleansing and Open Spaces' discussion with tenant members of the Council's Housing Management Advisory Board (tenant input) and, if possible, a contribution from Loughborough University.

Digital Transformation Scrutiny Panel

The Digital Transformation Scrutiny Panel met on 29th March 2022 and 27th April 2022. At the meeting on 29th March 2022, the panel reviewed the updated scoping document and received more information on the ongoing projects at the council. Members fed

back to the group on the work they were assigned at the previous meeting and discussed the 'Digital Coventry' document. Head of IT and Digital and Coventry City Council attended the meeting assist with the discussion of this item. Members also received a demonstration of the planning applications digital portal and were informed about planned updates to the system. In addition, the panel had a discussion on the identification of key stakeholders. It was agreed that the Head of Customer Experience would consider key stakeholders out side of the meeting for consideration at the next meeting of the panel.

At the meeting on 27th April 2022, the panel interviewed the Council's Communications Manager, Mike Roberts about the marketing and communication of new products. The panel decided that a survey was no longer required and that their next meeting would be the final meeting of the panel.

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

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

Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

| Chair | Type | Topic | Scope | Terms of Reference | Timing |
|--------------|--------|--------------------------------------|---|--------------------|---------------------------|
| Cllr Ward | Formal | Waste Management and Recycling | To provide the Council with the technical information and necessary evidence base to aid future decision making on the waste management strategy. | | November 2021 – TBC |
| 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 – TBC |

| | | | | | |
|---------------------|----------|--------------------------------|--|--|------------------------------|
| 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> | TBC |
| 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> | |
|--|--|--|---|---|--|

| | | | |
|---------|----------|--------|----------|
| | | | |
| Express | Informal | Formal | Proposed |

SCRUTINY COMMISSION – 6TH JUNE 2022

Report of the Head of Strategic Support

ITEM 11 SCRUTINY WORK PROGRAMME

Purpose of the Report

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

Actions Requested

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

Reasons

1&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 Scrutiny Commission on 4th April 2022, a report was considered which highlighted the concerns of the Finance and Performance Scrutiny Committee in relation to the Key Performance Indicator KI 11 - % rent loss from void properties. 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

the topic. The Scrutiny Commission agreed that in order to decide the most appropriate action, more information on void properties was required. The Commission requested a report to their next meeting, scheduled for 3rd May 2022, outlining the information they wanted to receive. After the meeting, it was agreed by the Chair that the report would be considered by the Scrutiny Commission at a later date, due to the volume of information required for the report. Following the consideration of this report, the Scrutiny Commission would then decide the most appropriate action.

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

Appendices: Appendix - Finance and Performance Scrutiny Committee Work Programme

Background Papers: None

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

Finance & Performance Scrutiny Committee Work Programme

| Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Offices | Progress / Notes / Action Requested |
|---|--|--|---|---|--|
| 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 – 6TH JUNE 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 4th April 2022 the following changes were made to the Scrutiny Commission work programme;

- i. A report containing more information on the Key Performance Indicator KI 11 - % rent loss from void properties – 3rd May 2022.

Following the last meeting, officers had liaised with the Chair of the Scrutiny Commission to reschedule this report, due to the amount of information required. It was agreed that the report will be submitted to the Scrutiny Commission at their meeting scheduled for 5th July 2022.

The pre-decision item previously scheduled for the meeting of the Scrutiny Commission on 4th April 2022, 'Shepshed Town Centre Public Realm Improvement Project' was deferred to a later meeting of the Cabinet and has now been scheduled for the meeting of the Scrutiny Commission on 6th June 2022.

Key Decisions

To enable the Commission to be aware of the Key Decisions to be taken by the Cabinet over the coming months and to determine which, if any, of these items should be programmed for pre-decision scrutiny, details of forthcoming Exempt and Key Decisions to be taken by the Cabinet are attached as Appendix 2.

Items dated prior to this meeting have been removed from the Appendix to avoid confusion.

Appendices:

Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers:

None

Officer to Contact:

Karen Widdowson
Democratic Services Manager
(01509) 634785
Karen.widdowson@charnwood.gov.uk

Scrutiny Commission Work Programme

APPENDIX 1

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---------------------|---|---|---|---|--|---|
| Scrutiny Commission | 6 June 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 | 6 June 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 | 6 June 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 | 6 June 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 | 6 June 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 | 6 June 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 | 6 June 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 | Key Performance Indicator KI 11 - % rent loss from Void Properties – More information | To provide more information to the Scrutiny Commission on the void properties to enable the Commission to decide on further action. | | Alison Simmons | Agreed Scrutiny Commission 4 April 2022, min ref 125 2021/22 |
| 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 2021/22 |

Scrutiny Commission Work Programme

| | | | | | | |
|---------------------|-----------------------------|---|--|---|---------------------------|---|
| 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 2021/22 |
| 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 Work Programme

| | | | | | | |
|---------------------|----------------------------|------------------------------|---|--|-----------------------------|---|
| 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 | 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 2021/22 |



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

**Published
11th May 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 |
| 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 | 9th June 2022 | Report | Yes | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |
| UK Shared Prosperity Fund | To agree the governance required to facilitate the UKSPF. To request authority to draw down the £4m made available by Government. | Cabinet | 9th June 2022 | Report | Yes | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |
| Housing Customer Engagement Strategy 2022 – 2025 | To approve the Housing Customer Engagement Strategy 2022 – 2025. To give delegated authority to Head of Landlord Services in consultation with the Lead Member for Public Housing to make minor amendments to the Housing Customer Engagement Strategy 2022 – 2025. | Cabinet | 9th June 2022 | Report | Yes | Peter Oliver Head of Landlord Services Tel: 01509 634952 peter.oliver@charnwood.gov.uk |
| Statement of Common Ground on Housing and Employment Land Needs | To consider the scope and content of the Statement of Common Ground, between the Borough Council and the other Leicestershire authorities, on Housing and Employment Land Need. Subject to any amendments or additions by the Cabinet to agree to the Borough Council being a signatory of the Statement. | Cabinet | 9th June 2022 | Report | Yes | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|--|---|-----------------------------|--|-----------------------------|--|---|
| 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 |
| 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 |
| 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 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 | 13th October 2022 | Report | Yes | Alan Twells Head of Regulatory Services Tel: 01509 634650 alan.twells@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 |

| 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 December 2022 | Report | Yes | Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: justin.henry@charnwood.gov.uk |
| 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 |
| Annual Procurement Plan 2023/24 | To seek approval to the Annual Procurement Plan for 2023/24. | Cabinet | 9th March 2023 | 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 | 9th March 2023 | 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 | 9th March 2023 | Report | Yes | Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 richard.bennett@charnwood.gov.uk |
| Corporate Delivery Plan 2023/24 | To approve the Corporate Delivery Plan 2023-24. | Cabinet | 9th March 2023 | Report | Yes | Helen Gretton Organisational Development Manager Tel: 01509 634556 helen.gretton@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? |
|---------------|---|-----------------------------|--|-----------------------------|--|-----------------------------------|
| | | | | | | |

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 |