



**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 the council offices on Monday, 12th September 2022 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

2nd September 2022

**AGENDA**

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 12

To approve the minutes of the meeting of the Commission held on 5th July 2022.

3. DISCLOSURES OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

For information, disclosable pecuniary interests and registrable interests relate to

entries that are included, or should be included, on a councillor's register of interests. Non-registrable interests relate to any other matters.

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 15th September 2022:

- (a) Feasibility Studies for Carbon Reduction 13 - 16

A Cabinet report of the Strategic Director: Commercial and Economic Development seek approval and delegation to commission a feasibility study for the construction of a solar farm on Council owned land.

8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET 17 - 18  
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 19 - 25

A report of the Head of the Governance and Human Resources to consider updates on the work of scrutiny panels.

10. SCRUTINY WORK PROGRAMME 26 - 30

A report of the Head of Governance and Human Resources enabling the Commission to review and agree the scrutiny work programme.

11. SCRUTINY COMMISSION WORK PROGRAMME 31 - 44

A report of the Head of Governance and Human Resources setting out the list of forthcoming Executive Key Decisions and the Group's Work Programme for

consideration, in order to identify items for future scrutiny.

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

10th October 2022

14th November 2022

12th December 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 5TH JULY 2022

PRESENT: The Chair (Councillor Seaton)  
The Vice Chair (Councillor Ranson)  
Councillors Hamilton, Murphy and Fryer

Councillors Barkley (Deputy Leader of the Council and Cabinet Lead Member for Finance and Property Services), Harper-Davies (Lead Member for Community Support) and Mercer (Cabinet Lead Member for Private Housing)

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

APOLOGIES: Councillor Brookes, Parton and Popley. Councillor Keith Harris attended the meeting virtually (see notes at end of minutes).

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

### 15. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 6th June 2022 were approved.

### 16. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

The following disclosure was made:

- i. Councillor Fryer – a non-registrable interest in item 7b on the agenda (Procurement of Environmental Services), having been involved in the previous procurement process as Lead Member at the time of procurement and did not have an open mind.

### 17. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

### 18. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

19. 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.

20. CABINET ITEMS FOR PRE-DECISION SCRUTINY

21. AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN

A Cabinet report of the Strategic Director: Commercial Development, Assets and Leisure to set out updates to the Annual Procurement Plan for Charnwood Borough Council for 2022/23 (item 7a on the agenda filed with these minutes).

The Lead Member for Finance and Property Services, the Strategic Director: Commercial Development, Assets and Leisure and the Democratic Services Manager assisted with the consideration of this item. The following summarises the discussion:

- i. It was highlighted that the proposed changes to the current Annual Procurement Plan update process were necessary as updates added little value to the execution of the procurement. The proposed changes would eliminate an additional step that was not required. There were a number of processes in place which would allow the monitoring of contracts, such as regular budget monitoring and bi-weekly officer meetings which would continue to ensure contracts were managed effectively.
- ii. The contract concerning audio visual equipment installation at the Town Hall would be a shared contract between the Democratic Service team and Loughborough Town Hall. The execution of this contract would allow both parties to utilise equipment installed and would mean that the Council would no longer need to pay for external audio visual support on a meeting-by-meeting basis. It was anticipated that the Council would have recuperated the cost of the contract over approximately one to two years, depending on the usage of the equipment by the Town Hall.
- iii. A briefing note containing further detail on the audio visual equipment installation at the Town Hall was offered to members.
- iv. The Council intended to begin exploratory work on a potential new office site in the coming months. If the site was considered appropriate for development, completion of the project would take three to five years as a minimum. Therefore it was not justifiable to wait for the Council to build a new space for meetings to be held with audio visual equipment installed. Therefore it was considered to be most appropriate to undertake the contact to identify a contractor to fulfil the current needs of the Council in providing audio visual support for meetings and events at Loughborough Town Hall.

- v. It was highlighted that the contract concerning audio visual equipment installation at the Town Hall would be utilised by two teams within the Council and so the benefits of the contract procurement would be doubled.
- vi. In relation to the audio visual equipment, once a procurement exercise had been completed, the Council was not obliged to continue with the current supplier as they had been booked on a meeting-by-meeting basis.

## **RESOLVED**

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Strategic Director: Commercial Development, Assets and Leisure.
2. That a briefing note be prepared by the Democratic Services Manager outlining detail on the intended procurement of services for audio visual equipment installation at the Town Hall.

### Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendation set out.
2. To ensure members were informed about the contract and services required.

*Councillor Keith Harris, attending the meeting virtually, confirmed that he would have supported the recommendations as set out in the report of the Strategic Director: Commercial Development, Assets and Leisure had he been present in the room and able to do so.*

## 22. PROCUREMENT OF ENVIRONMENTAL SERVICES

*Councillor Fryer left the meeting for the consideration of this item.*

A Cabinet report of the Head of Cleansing and Open Spaces to review the different commissioning options for the provision of household recycling and waste collections, as well as street cleaning beyond 31st March 2024 (item 7b on the agenda filed with these minutes).

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

- i. It was highlighted that following the implementation of the new senior leadership structure of the Council, it was possible to realign officer delegated authority (if required) in order to ensure services were not disrupted.

- ii. Each option outlined within the report of the Head of Cleansing and Open Spaces had positive and negative implications. It was considered that the preferred option (option three – to commission services from a mature and well-developed marketplace) would minimise risk to the Council and maximises private sector expertise.
- iii. There were a number of large national companies which would be invited to enter bids to supply the Council with environmental services. It was considered that there was sufficient competition in the marketplace in order for the Council to appoint an appropriate service provider.
- iv. The contents of the new secondary legislation under the Environment Act 2021 were unknown at this point. It was anticipated that this could impact on service delivery. However, it would be possible for specifications to be changed if this would not materially change the tendering process. In addition, the Government had committed to cover additional service costs following the implementation of additional legislation.
- v. It was highlighted that the Scrutiny Commission would be interested in scrutinising the matter further when more information becomes available to the Cabinet.

**RESOLVED** that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Cleansing and Open Spaces.

#### Reason

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

*Councillor Keith Harris, attending the meeting virtually, confirmed that he would have supported the recommendations set out in the report of the Head of Cleansing and Open Spaces had he been present in the room and able to do so.*

*Councillor Fryer returned to the meeting following the consideration of this item.*

#### 23. PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

A Cabinet report of the Head of Strategic and Private Sector Housing to present the proposed Private Sector Housing Enforcement Policy. This Policy seeks to ensure that all properties let as residential dwellings and those in private ownership throughout the Borough are of good quality and are well managed (item 7c on the agenda filed with these minutes).

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



- i. Members praised the Lead Member and work of the officers involved in the Private Sector Housing Enforcement Policy, specifically the Head of Strategic and Private Sector Housing. It was highlighted that the work had been highly valuable to the Council and had been undertaken thoroughly and professionally.
- ii. Members acknowledged the consistent professionalism and hard work of the departing Head of Strategic and Private Sector Housing and thanked her for the invaluable support that she had offered to members during her time at the Council.

**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 recommendation set out.

*Councillor Keith Harris, attending the meeting virtually, confirmed that he would have supported the recommendations set out in the report of the Head of Strategic and Private Sector Housing had he been present in the room and able to do so.*

24. 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).

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

**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.

25. PROGRESS WITH PANEL WORK

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

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

It was suggested that the Combatting Loneliness Scrutiny Panel and the Promoting Tourism in Charnwood Scrutiny Panel be paused until the new senior leadership structure of the Council had been embedded.

## **RESOLVED**

1. That the Scrutiny Commission reviewed the progression of scrutiny panels.
2. That the Combatting Loneliness Scrutiny Panel and the Promoting Tourism in Charnwood Scrutiny Panel be paused until the new senior leadership structure of the Council had been embedded.

### Reasons

1. To ensure timely and effective scrutiny of the matter and subject.
2. To ensure that the most appropriate officers were able to support the work of the panels where required.

## 26. DIGITAL TRANSFORMATION SCRUTINY PANEL FINAL REPORT

A report of the Digital Transformation Scrutiny Panel to consider recommendations and observations of the Digital Transformation Scrutiny Panel (item 10 on the agenda filed with these minutes).

- i. It was acknowledged that the panel had produced some valuable work on a topic that was integral to the work of the Council. Members felt that the panel's inquiry had been thorough and in-depth and had produced good recommendations.
- ii. It was highlighted that residents should always come first and that any transformation of services must consider all residents in the community.
- iii. It was also highlighted that future digital transformation of services were progressed with considerations to simplification and ease of use.

## **RESOLVED**

1. That the report of the Digital Transformation Scrutiny Panel be submitted to Cabinet to their meeting on 11th August 2022.
2. That the procurement of the website management contract be added to the Scrutiny Commission Work Programme.

### Reasons

1. To enable Cabinet to decide if the recommendations of the Digital Transformation Scrutiny Panel should be implemented.

2. To ensure the Procurement of the Website Management Contract be scrutinised.

*Councillor Keith Harris, attending the meeting virtually, confirmed that he would have supported the resolutions had he been present in the room and able to do so.*

## 27. SCRUTINY WORK PROGRAMME

A report of the Head of Strategic Support to enable the Commission to review and agree the Scrutiny Work Programme. This includes reviewing the changes made by the Finance and Performance Scrutiny Committee and adding items to their work programme (item 11 on the agenda filed with these minutes).

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

### **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.

*Councillor Keith Harris, attending virtually, confirmed that he would have supported the resolutions had he been present in the room and able to do so.*

## 28. SCRUTINY COMMISSION WORK PROGRAMME

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

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

- i. The Scrutiny Commission added the following items to their work programme:
  - (Pre-decision Scrutiny) Procurement of Website Management Contract – TBC

- (Pre-decision Scrutiny) Local Development Scheme – 6th March 2023
- (Pre-decision Scrutiny) Corporate Delivery Plan – 6th March 2023

## 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 following items be added to the Scrutiny Commission's work programme for pre-decision scrutiny:
  - (Pre-decision Scrutiny) Procurement of Website Management Contract – TBC
  - (Pre-decision Scrutiny) Local Development Scheme – 6th March 2023
  - (Pre-decision Scrutiny) Corporate Delivery Plan – 6th March 2023

## 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.

*Councillor Keith Harris, attending the meeting virtually, confirmed that he would have supported the resolutions had he been present in the room and able to do so.*

## NOTES:

1. No reference may be made to these minutes at the Council meeting on 5th September 2022 unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Commission.
3. Councillor Keith Harris attended the meeting virtually. Decisions were taken only from members of the committee physically present in the room.
4. The following Lead Members and Officers attended the meeting virtually:  
Councillor Barkley and the Strategic Director: Commercial Development, Assets and Leisure.

## CABINET – 15TH SEPTEMBER 2022

### Report of the Strategic Director – Commercial and Economic Development Lead Member: Councillor Jonathan Morgan

#### Part A

#### ITEM FEASIBILITY STUDIES FOR CARBON REDUCTION

##### Purpose of Report

This report requests that the budget initially agreed for Solar Feasibility be expanded in its scope to include feasibility work for any measure to reduce or offset carbon.

##### Recommendations

1. That Cabinet approves wider use of the £150,000 budget allocated for solar feasibility studies to undertake wider carbon reduction/offsetting feasibility studies.
2. That authority for the same be delegated to the Strategic Director – Commercial and Economic Development to commission work.

##### Reasons

1. To understand the Council's options and ability to significantly reduce carbon emissions in the move to net zero
2. To allow for the timely completion of studies such that that any following phases of a project can be planned and submitted for scrutiny and approval.

##### Policy Justification and Previous Decisions

In June 2019, Charnwood Borough Council committed to achieving carbon neutrality for the Council's own operations by 2030. This builds on the success of our 2015-2020 Carbon Management Plan, which saw us reduce our carbon footprint by 37% between 2012 and 2018. Since then, our footprint has fallen by a further 3%.

The Council's Carbon Neutral Plan, approved at Cabinet on the 16<sup>th</sup> September 2021, sets out a series of actions (also approved) to move the Council further towards its carbon neutral target.

On 10 February 2022, Cabinet approved the use of up to £150,000 to undertake solar feasibility work.

The level of spend required to undertake these studies is above the Key Decision threshold in the Council's constitution and therefore requires Cabinet approval to spend.

The budget will be taken from the Carbon Neutral Action Fund, approved and allocated in the Council's Capital plan.

## Implementation Timetable including Future Decisions and Scrutiny

The decision will come into effect immediately (subject to Call-in).

Following this decision, future reports will come before Cabinet to determine the direction forward and will be open to Scrutiny.

### Report Implications

The following implications have been identified for this report.

#### *Financial Implications*

The Carbon Neutral Action Fund forms part of the approved Capital Plan.

#### *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
Surveys return results that are financially unfavourable	Unlikely (2)	Serious (3)	Moderate (6)	Officers will investigate if external funding or partnership opportunities exist.
The budget identified is insufficient to thoroughly understand the potential.	Unlikely (2)	Significant (2)	Low (4)	There is a significant contingency built into the figure for approval. The money need not be spent if not warranted but must be available if needed. The nominated individuals will manage this process as it happens, and robust procurement routes will be used.

#### *Equality and Diversity*

No implications

#### *Crime and Disorder*

No implications

#### *Sustainability*

This decision forms part of the adopted Carbon Neutral Plan

Key Decision: Yes

Background Papers: None

Officer to contact  
Justin Henry  
Strategic Director – Commercial and Economic  
Development  
[justin.henry@charnwood.gov.uk](mailto:justin.henry@charnwood.gov.uk)

## Part B

### Background

1. The Council's Carbon Neutral Plan was approved by Cabinet on the 16<sup>th</sup> September 2021.
2. The two major contributors to the Council's carbon footprint are Buildings (15%) and Transport (84%). Reductions in emissions with both areas will take time as the council investigates the options for future accommodation and adoption of green technologies for our fleet as they emerge.
3. Carbon offsetting, in the form of renewable energy installations, provides the best opportunity to significantly reduce the Council's carbon footprint in the shorter term and is one of the main 3 challenges outlined in the Carbon Neutral Plan.
4. At a meeting of Cabinet on 10 February 2022, Cabinet approved a budget of up to £150,000 to undertake solar feasibility work. The majority of this spend was intended to produce feasibility work in support of the development of solar farms on Council-owned land.
5. In beginning this work, officers sought advice to better understand the ability of the National Grid to take electricity generated from such an installation. Western Power has advised that the Grid has reached the limit on the amount of generation that can be added to the network until upstream reinforcements are carried out. The reinforcements are planned beyond 2030 and the National Grid has not advised any firm timescales for this work.
6. As such, none of the budget allocated was spent before this information came to light.
7. Despite this setback, other elements of the Carbon Neutral Plan should be investigated to determine the Council's ability to invest in those other measures sustainably. These could be measures to reduce carbon in buildings and transport as well as alternative offsetting initiatives.
8. Therefore, it is requested that the budget initially agreed for Solar Feasibility be expanded in its scope to include feasibility work for any measure to reduce or offset carbon.



## SCRUTINY COMMISSION – 12TH SEPTEMBER 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 July 2022, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

- A. AMENDMENTS TO THE ANNUAL PROCUREMENT PLAN
- B. PROCUREMENT OF ENVIRONMENTAL SERVICES
- C. PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

Details of the Commission’s consideration of the items as reported to the meeting of the Cabinet on the 7th July 2022 can be found in the minutes from the Commission’s meeting on 5th July 2022.

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

##### AMENDEMENTS TO THE ANNUAL PROCUREMENT PLAN

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

##### PROCUREMENT OF ENVIRONMENTAL SERVICES

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

### PRIVATE SECTOR HOUSING ENFORCEMENT POLICY

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  
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## SCRUTINY COMMISSION – 12TH SEPTEMBER 2022

### Report of the Head of Governance and Human Resources

#### 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.
3. To approve a Budget Scrutiny Panel for the Council year 2022/23 and that expressions of interest for the appointments of Chair and Vice Chair be sought.

##### Reasons

1-3. 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 27th July 2022. The outcomes of the meeting can be found in the minutes of the meeting which are published on the Council's website.

##### Digital Transformation Scrutiny Panel

The Digital Transformation Scrutiny Panel submitted their final report to the Scrutiny Commission at their meeting on 5th July 2022. The Scrutiny Commission praised the work of the panel and agreed to submit the report to the next available meeting of the Cabinet. The Scrutiny Commission also agreed to add the procurement of the website management contract to their work programme, when available, as recommended by the panel.

##### Combatting Loneliness Scrutiny Panel and Promoting Tourism in Charnwood Scrutiny Panel

At their meeting on 5th July 2022 the Scrutiny Commission agreed to pause the Combatting Loneliness Scrutiny Panel and the Promoting Tourism in Charnwood Scrutiny Panel until the Council's new senior management structure had been embedded.

Appendices: Appendix 1 – Scrutiny Panels

Background Papers: None

Officer to Contact: Karen Widdowson  
Democratic Services Manager  
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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 –
Cllr Brookes	Formal	Digitalisation and transformation of	This panel will:		Panel report complete

		services	<ul style="list-style-type: none"> <li>• Identify which forms were most used throughout lockdown and whether more forms should be created to support our customers</li> <li>• Identify whether there is a need to create a personalised front-end login portal</li> <li>• If there is a need, would this be for: <ul style="list-style-type: none"> <li>- All customers</li> <li>- Council tenants only</li> <li>- Another key customer group</li> </ul> </li> <li>• If a front end portal is required, what information should be displayed and how will this integrate with existing software.</li> <li>• Identify economies of scale and potential savings for the Council and/ or service.</li> </ul>		
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>	PAUSED

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?</p> <p>How do people travel to the area? Where do they stay? What specific actions could CBC take to encourage more people to visit the area; spend more money on local businesses; and to stay for a longer period?</p> <p>Identify opportunities for tourism to recover post-pandemic.</p>	<p>Approach and/ or interview peer councils to see what they do.</p> <p>Look at specific events around the country to see if they could be adapted for CBC, eg: Congleton Makers Market, or Stockton on Tees Comedy Festival.</p>	PAUSED
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 – 12TH SEPTEMBER 2022

### Report of the Head of Governance and Human Resources

#### 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 28th June 2022. The outcomes of that meeting can be found in the minutes available on the Council's website.

The Finance and Performance Scrutiny Committee was due to meet again on 6th September 2022.

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**

<b>Meeting Date</b>	<b>Issue</b>	<b>Scope of Item / Terms of Reference</b>	<b>Reason for Scrutiny</b>	<b>Invitees / Offices</b>	<b>Progress / Notes / Action Requested</b>
6th Sept 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
6th Sept 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, added to agenda 28 June, update requested in Sep.
6th 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.
6th Sept 2022 (annual item)	Annual Performance report	Annual collation of performance information for publication on the Councils website	To communicate performance of the Council against annual targets	V. Brackenbury	Added to work programme by email agreement of the Chair
6th 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.
6th 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.
6th Sept 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	Requested by Scrutiny Workshop to be an annual review. Agreed with C/VC to review in Sep (19 Jul '21)

29th 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 / relevant Head of Service / T McCabe	Legal requirement to be reviewed annually. Agreed with C/VC 19 Jul 2021 to occur mid-year in November.
29th 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.
29th 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.
29th 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.
Mar 2023 (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.
7th Mar 2023 (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.
7th Mar 2023 (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.

27th June 2023 (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.
27th June 2023 (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.
27th June 2023	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.

## SCRUTINY COMMISSION – 12TH SEPTEMBER 2022

### Report of the Head of Governance and Human Resources

#### ITEM 11                      SCRUTINY COMMISSION WORK PROGRAMME

##### Purpose of Report

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

##### Work Programme

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

At the meeting of the Scrutiny Commission on 5th July 2022 the following items were added to the Scrutiny Commission work programme;

- i. (Pre-decision Scrutiny) Procurement of Website Management Contract – TBC
- ii. (Pre-decision Scrutiny) Local Development Scheme – 6th March 2023
- iii. (Pre-decision Scrutiny) Corporate Delivery Plan – 6th March 2023

##### 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	12 September 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	12 September 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	12 September 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	12 September 2022	Pre-Decision Scrutiny – Reasibility Studies for Crabon Reduction		To seek approval and delegation to commission a feasibility study for the construction of a solar farm on Council owned land.	Lead Officer	
Scrutiny Commission	12 September 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	12 September 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	12 September 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 Work Programme

Scrutiny Commission	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 panel was deferred until after the council's ASB review at the request of officers.	Lead Officer	Agreed Scrutiny Commission 7 March 2022, min ref 100 2021/22
Scrutiny Commission	October 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.		Lead Officer	Agreed Scrutiny Commission 10 January 2022, min ref 85 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.		Lead Officer	Agreed Scrutiny Commission 11 October 2021, minute reference 43 2021/22

### Scrutiny Commission Work Programme

Scrutiny Commission	November 2022 (annual item)	Bulky Waste Collection Charges Review	To review the introduction (in October 2019) of charges for all bulky waste collections.	Annual review to include information on the number of civil litigation cases resulting from fly tipping in the Borough since the bulky waste changes had been implemented and cost of the scheme in relation to the income generated by the scheme.	Lead Officer	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	6 March 2023	Pre-decision scrutiny – Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.		Lead Officer	Agreed Scrutiny Commission, 5 July 2022, minute reference 28 2022/23

### Scrutiny Commission Work Programme

Scrutiny Commission	6 March 2023	Pre-decision scrutiny – Corporate Delivery Plan	To approve the Corporate Delivery Plan 2023-24.		Lead Officer	Agreed Scrutiny Commission, 5 July 2022, minute reference 28 2022/23
Scrutiny Commission	June 2023(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	To be scheduled	Key Performance Indicator KI 11 - % rent loss from Void Propoerties – More information	To provide more information to the Scrutiny Commission on the void properties to enable the Commission to decide on further action.		Lead Officer	Agreed Scrutiny Commission 4 April 2022, min ref 125 2021/22

### 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.	Lead Officer	Agreed Scrutiny Commission, 7 March 2022, min ref 111 2021/22
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**FORTHCOMING KEY  
DECISIONS AND DECISIONS  
TO BE TAKEN IN PRIVATE  
BY CHARNWOOD BOROUGH  
COUNCIL'S EXECUTIVE**

**Published  
17th August 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](mailto: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?
Charnwood Museum – Partnership Agreement with Leicestershire County Council	To renew the partnership agreement with Leicestershire County Council in respect of the operation of Charnwood Museum.	Officer Delegated Decision	15th September 2022	Delegated Decision Document	No. Delegated Decision Document will be publicly available.	Sylvia Wright Head of Leisure and Culture Tel: 01509 634658 <a href="mailto:sylvia.wright@charnwood.gov.uk">sylvia.wright@charnwood.gov.uk</a>
Procurement for the Supply of Repairs Materials	To authorise the Director of Housing and Wellbeing to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for repairs materials for a period of up to four years.	Cabinet	15th September 2022	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Solar Feasibility Funding Update	To expand the applicable use of the funding allocated to Solar Farm feasibility work to broader carbon saving feasibility work. To delegate authority to the Strategic Director; Commercial Development, Assets and Leisure to spend this budget to undertake broader investigations beyond solar.	Cabinet	15th September 2022	Report	Yes	Justin Henry Strategic Director; Commercial Development, Assets and Leisure Tel: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:alan.twells@charnwood.gov.uk">alan.twells@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2022/23.	Cabinet	17th November 2022	Report	Yes	Eileen Mallon Strategic Director; Community, Planning and Housing Tel: 01509 634662 <a href="mailto:eileen.mallon@charnwood.gov.uk">eileen.mallon@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>



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?
2023-24 General Fund and HRA Revenue Budgets and Council Tax <b>and Medium-Term Financial Strategy 2023-26</b>	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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
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 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
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 <a href="mailto:helen.gretton@charnwood.gov.uk">helen.gretton@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	6th July 2023	Report	Yes	Eileen Mallon Strategic Director; Community, Planning and Housing Tel: 01509 634662 <a href="mailto:eileen.mallon@charnwood.gov.uk">eileen.mallon@charnwood.gov.uk</a>
Capital Plan Outturn 2022/23	To report the Council's capital expenditure results for 2022/23 subject to audit.	Cabinet	6th July 2023	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
General Fund and HRA Revenue Outturn Report (2022/23) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2022/23 subject to audit.	Cabinet	6th July 2023	Report	Yes	Lesley Tansey Head of Financial Services Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

**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:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor Morgan (Conservative)	<b>Leader of the Council</b> Strategic Relationships, Democratic Services, Legal Services, HR, Electoral Services, Land Charges, Investments and Development, Regeneration, Communications and Inward Investment.
Councillor Barkley (Conservative)	<b>Deputy Leader of the Council</b> <b>Finance and Property Services</b> Council Tax, Business Rates, Revenues and Benefits, Property Services and Building Control, and Audit & Risk.
Councillor Bailey (Conservative)	<b>Planning</b> Development Control, Conservation & Landscape and S106 Agreements.
Councillor Bokor (Conservative)	<b>Loughborough</b> Loughborough Markets & Fairs, Museums, Town Centre Management, Town Hall, Loughborough Public Conveniences, Arts & Culture, Open Spaces, Grounds Maintenance and Engineering.
Councillor Harper-Davies (Conservative)	<b>Community Support</b> Community Safety & Neighbourhood Management, Community Grants, Children & Young People, CCTV, Sports & Recreation, Leisure Centres, Waste and Waste Education.
Councillor Mercer (Conservative)	<b>Private Housing</b> Refugee Resettlement, Housing Option, Allocations & Lettings, Housing Needs, Empty Homes and HMO Licensing.
Councillor Poland (Conservative)	<b>Public Housing</b> Repairs & Investment, Tenancy Management, Supported Housing, Rents & Income Management, Leaseholders and Lifeline, and Equalities.
Councillor Rattray (Conservative)	<b>Business Support</b> Regulatory Services, Parking, Env Health, Street Management, Licensing, Tourism and High Street Recovery.
Councillor Rollings (Conservative)	<b>Transformation</b> Carbon Neutral by 2030, ICS, Customer Relationships, Organisational Development & Improvements and Emergency Planning.