



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 council offices on Monday, 6th February 2023 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

27th January 2023

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 9

To approve the minutes of the meeting of the Commission held on 9th January 2023.

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 9th February 2023:

- (a) UK Shared Prosperity Fund 'Future Charnwood Investment Plan': Programme of Delivery 10 - 50

A Cabinet report of the Head of Economic Development and Regeneration to provide a summary of progress on UKSPF since Cabinet met on 9th June 2022. To present a Delivery Plan for the implementation of the Future Charnwood Investment Plan. To seek delegated authority for the spend of UKSPF funding.

- (b) Review of Sheltered Accommodation - St Michael's Court, Thurmaston 51 - 73

A Cabinet report of the Director of Housing and Wellbeing to seek Cabinet approval for the redevelopment of St Michael's Court in Thurmaston, constructing several new bungalows at the location, the commencement of procurement exercises, including that for a main contractor, and allocation of budget to deliver the new scheme, which will be subject to the necessary planning permissions.

The contract for the main contractor is estimated at over £500,000, therefore under the Council's Contract Procurement Rules, a distinct report to Cabinet is necessary.

8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET
RESPONSE

There were no pre-decision scrutiny items at the last meeting of the Scrutiny Commission.

9. PROGRESS WITH PANEL WORK 74 - 78
A report of the Head of Governance and Human Resources to consider updates on the work of scrutiny panels.
10. SCRUTINY WORK PROGRAMME 79 - 83
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 84 - 97
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:

7th March 2023

11th April 2023

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 9TH JANUARY 2023

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

Councillor Barkley (Deputy Leader of the Council
and Lead member for Finance and Property
Services)
Councillor Charles

Democratic Services Manager
Democratic Services Officer (SW)

APOLOGIES: Councillor Popley

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.

68. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 12th December 2022 were approved.

69. DECLARATIONS OF PECUNIARY INTERESTS AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

No disclosures were made.

70. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

71. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

72. 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.

73. CABINET ITEMS FOR PRE-DECISION SCRUTINY

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

74. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

There were no pre-decision scrutiny items at the last meeting of the Scrutiny Commission.

75. PROGRESS WITH PANEL WORK

A report of the Head of Governance and Human Resources to review the progression of scrutiny panels was submitted (item 9 on the agenda filed with these minutes).

The Lead Officer and the Democratic Services Officer assisted with the consideration of this item.

- i. It was agreed that the two paused scrutiny panels (Combatting Loneliness and Promoting Tourism in Charnwood) would commence following the election period in May 2023. There was insufficient time to undertake the panels before the elections period, although it would be possible for panel Chairs to work on the scoping documents associated with these panels before elections.
- ii. It was suggested that a scrutiny workshop be programmed following the elections in May 2023 to allow any new scrutiny members to become familiarised with the scrutiny processes at the Council, and to keep existing scrutiny members up to date with scrutiny knowledge. It was suggested that the Scrutiny Commission meeting for 30th May 2023 be cancelled and the workshop be booked in its place. It was noted that if there were any Cabinet pre-decision scrutiny items selected then the scrutiny of these items be undertaken informally by email.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny panels.
2. That the paused scrutiny panels 'Combatting Loneliness' and 'Promoting Tourism in Charnwood' commenced following the election period.
3. That a scrutiny workshop be scheduled for 30th May 2023, replacing the Scrutiny Commission meeting.

Reasons

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

- 3 To ensure new scrutiny members were aware of the scrutiny processes at the Council and to develop the knowledge of existing scrutiny members.

76. BUDGET SCRUTINY PANEL DRAFT REPORT

A report of the Budget Scrutiny Panel to enable the Commission to consider any recommendations and observations of the Budget Scrutiny Panel was submitted (item 10 on the agenda filed with these minutes).

The Lead Member for Finance and Property Services, the Chair of the Budget Scrutiny Panel and the Lead Officer assisted with the consideration of this item.

- i. It was emphasized that there was a substantial amount of financial information available to members of the Council, including the annual budget books available on the Council's website and the information considered by the Finance and Performance Scrutiny Committee on a quarterly basis.
- ii. Officers involved with Council finances were extremely knowledgeable on the subject and were always monitoring figures closely. It was highlighted that members had confidence in the way finances were managed by officers of the Council.
- iii. It was highlighted that all members would be required to attend a member development session in financial awareness following the elections in May 2023. This was to ensure that all members of the Council had sufficient knowledge of financial processes and understanding financial information at the start of the new term of office.
- iv. Members would receive an update on the Council's response to the cost of living in June 2023. It was requested that this update included information on the amount of funding available, the amount of funding spent, and how quickly the funding had been spent.

RESOLVED

- i. That the Budget Scrutiny Panel report be approved for submission to the Cabinet at the next available meeting.
- ii. That the update on the Council's response to the cost of living in June 2023 included information on the amount of funding available, the amount of funding spent, and how quickly the funding had been spent.

Reasons

1. To ensure timely and effective scrutiny of the matter and subject.
2. To ensure the update on the Council's response to the cost of living included relevant information on funding.

77. SCRUTINY WORK PROGRAMME

A report of the Head of Governance and Human Resources 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 was submitted (item 11 on the agenda filed with these minutes).

RESOLVED

1. That the Scrutiny Commission reviewed the Finance and Performance Scrutiny Work Programme and make any amendments the Commission feel necessary.
2. That the Scrutiny Commission agreed 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.

78. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Governance and Human Resources 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 was submitted (item 12 on the agenda filed with these minutes).

The Lead Officer and the Democratic Services Officer assisted with the consideration of this item.

The Commission added the following items to their work programme:

- i. Pre-decision scrutiny - UK Shared Prosperity Fund 'Future Charnwood Investment Plan' – Programme of Delivery' (February 2023)
- ii. Pre-decision scrutiny – 'Review of Sheltered Accommodation – St Michael's Court, Thurmaston' (February 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.

Reasons

1. To ensure timely and effective scrutiny.
2. 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.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 23rd January 2023 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 Councillors attended the meeting virtually; Councillors Barkley and Charles.

CABINET – 9TH FEBRUARY 2023

Report of the Head of Economic Development and Regeneration Lead Member: Councillor Morgan

Part A

UK SHARED PROSPERITY FUND 'FUTURE CHARNWOOD INVESTMENT PLAN' PROGRAMME OF DELIVERY

Purpose of Report

To provide a summary of progress on UKSPF since Cabinet met on 9th June 2022. To present a Delivery Plan for the implementation of the Future Charnwood Investment Plan. To seek delegated authority for the spend of UKSPF funding.

Recommendations

1. That the approach set out in the Future Charnwood Delivery Plan (Appendix 1) for implementation of Charnwood Borough Council's UKSPF Investment Plan is approved.
2. That delegated authority be given to the Director of Commercial and Economic Development and Head of Economic Development and Regeneration to authorise spend of UKSPF funds on Council-led UKSPF funded projects or to release grants to external project leads, in consultation with the Leader.
3. That delegated authority be given to the Director of Commercial and Economic Development and Head of Economic Development and Regeneration to make amendments to the Charnwood UKSPF programme, in consultation with the Leader and after seeking the advice of the Future Charnwood Group.

Reasons

1. To ensure that the delivery of Charnwood's UKSPF programme is effectively and efficiently carried out, meeting the requirements of the Department for Levelling Up, Housing and Communities (DLUHC) and in an open and transparent manner.
2. To enable projects to be delivered as soon as possible once DLUHC funding is released whilst following the requirements of the Council's Constitution regarding authority to spend.
3. To enable changes to be made to the programme should any project(s) withdraw from the programme or incur significant overspend / underspend or fail to progress with delivery.

Policy Justification and Previous Decisions

The vision in the Corporate Strategy 2020 – 2024 is for Charnwood to be a borough for innovation and growth, delivering high-quality living in urban and rural settings, with a range of jobs and services to suit skills and abilities and meet the need of our diverse community. This vision has its expression in three themes committed to caring for the environment, securing healthy communities and supporting and fostering strong economic growth in Charnwood. The Government's levelling up agenda seeks to make people's lives better and in doing so, grow the economy and ensure we flourish as a country.

This report follows a previous decision taken by Cabinet on 9th June 2022 that approved the approach to developing the Future Charnwood Investment Plan and gave authority for the Investment Plan to be approved by the Leader in consultation with Charnwood's MPs.

Implementation Timetable including Future Decisions and Scrutiny

The timetable for implementation is set by the Department for Levelling Up, Housing and Communities (DLUHC) and requires immediate action by the Council to ensure delivery timescales set by Government can be met. The spend of allocated funds against an annual profile for the three-year period 2022/23 – 2024/5 is set out in the Investment Plan.

The proposed Future Charnwood Group (see Appendix 1) will act as an advisory panel for the delivery of the Investment Plan. Future decisions of a strategic nature will be brought to Cabinet and implementation of the Investment Plan will be subject to the Council's standard governance and scrutiny procedures. The council will also be required to submit monitoring reports to DLUHC.

Report Implications

The following implications have been identified for this report.

Financial Implications

All Local Authorities in England and Wales have been provided with pre-set allocations determined by Government. Charnwood has been allocated £4,028,041 from UK SPF. This will be paid out in tranches across the 3 financial years of the programme in line with the Investment Plan.

- Year 1 allocation £488,852
- Year 2 allocation £977, 704
- Year 3 allocation £2,561,585

The Fund can support investment in interventions that start from 1 April 2022 and payments to this Council commenced in January 2023 for the 2022/23 financial year. Any funding not spent in-year can be carried over into the following financial year subject to a spending plan being approved by DLUHC. DLUHC has advised that it will look to support councils in their potential need to carry-over, especially from 2022/23, due to funding not being received until December 2022 or January 2023.

Resources to support the administration and delivery of the UKSPF will come from

existing budgets although capacity funding of £20k will be awarded to the Council to cover costs associated with the development of the Future Charnwood Investment Plan and a further 4% (£161k) of the value of Charnwood’s UK SPF allocation is available to cover the cost of administering the fund to March 2025.

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
National macro-economic situation leads to further rise in construction materials and labour costs over duration of programme leading to budget shortfall in projects	3 (Likely)	4 (Major)	12 (High)	<ul style="list-style-type: none"> • Work with project leads to ensure they have contingency plans and have undertaken rigorous assessment of project cost base • Consider maintaining a programme contingency reserve
Council capacity to manage the programme is challenged due to recruitment issues or other priorities leading to poor assurance and due diligence.	1 (Remote)	3 (Serious)	3 (Low)	<ul style="list-style-type: none"> • Recruitment to permanent posts in the Service is underway • Programme’s spend of capacity funding (£181k total)
Project leads’ capacity and experience to deliver projects undermines delivery to budget and timescale leading to incomplete projects and partial outputs/outcomes	2 (Unlikely)	3 (Serious)	6 (Moderate)	<ul style="list-style-type: none"> • Establish a project leads liaison meeting for shared learning and support on a suitable frequency • Disaggregated DLUHC guidance and information to project leads as appropriate

Equality and Diversity

An Equalities Impact Assessment of the Investment Plan was undertaken before it was submitted to DLUHC.

Crime and Disorder

The report has no direct implications for crime and disorder.

Sustainability

The report has no direct implications for sustainability.

Key Decision:	Yes
Background Papers:	Future Charnwood Investment Plan EXEMPT UKSPF Deliverables Tables UKSPF Expenditure Profile
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Part B

Heading

1. Background

1.1 In February 2022, the Government published its levelling up White Paper setting out its plan to reverse the country's geographical inequalities and to radically improve the United Kingdom in the following ways:

- Boosting productivity, pay, jobs and living standards by growing the private sector, especially in those areas where they are lagging.
- Spreading opportunities and improving services, especially in those places where they are the weakest.
- Restoring a sense of community, local pride and belonging, especially in those places where they have been lost; and
- Empowering local leaders and communities, especially in those places lacking local agency.

1.2 The agenda coordinates and builds on existing programmes including the Levelling Up Fund, Future High Street Fund, Town Deals, Free ports, amongst other things, and the UK Shared Prosperity Fund (UK SPF) is the latest programme in this suite of complementary funding that all local authorities in the country will benefit from.

1.3 A prospectus for UK SPF was published on 13 April 2022 and a series of webinars have been held by DLUHC introducing the programme and providing support.

2. UK Shared Prosperity Fund

2.1 UK SPF is £2.6bn of new funding for local investment by March 2025. It is not a competitive bid process, but an allocation based on a funding formula. Charnwood has been allocated just over £4m.

The fund will:

- Taper in from 1 April 2022, with funding reaching £1.5bn by March 2025
- Empower each place to identify and build on their own strengths and needs at local level, focusing on Pride in Place.
- Delegate delivery of the fund to local authorities, supported by local partners.
- Enable local places to build a package of funding, drawing on other levelling up programmes

2.2 The UK Shared Prosperity Fund (UK SPF) is £2.6bn of new funding for local investment by March 2025, allocated to local authorities based on a funding formula. The fund aims to empower each place to identify and build on their own strengths and needs at local level, focusing on Pride in Place. Local authorities are responsible for developing an investment plan, receiving their area's funding allocation, assessing, and approving project applications, and processing

payments and day-to-day monitoring. The primary goal of UK SPF is to build pride in place and increase life chances across the UK through investment in community and place, supporting local business, and people and skills. Local partnerships are a core component of the fund's administration, and the local authorities are expected to work with diverse range of local stakeholders, civic society organizations, employer bodies, and businesses to achieve fund outcomes

- 2.7 DLUHC requires each place to set out measurable outcomes they are looking to deliver, and what interventions they are choosing to prioritise in an Investment Plan. These plans should take account of the wider funding landscape and in particular complementary interventions and other national or local schemes. There is flexibility to invest across a range of activities to improve local places; spread and create opportunity; and support a sense of community and belonging. DLUHC will sign off Investment Plans, unlocking each areas allocation to invest in priority projects.
 - 2.8 A further priority for government under UK SPF is the adult numeracy programme called 'Multiply'. £559m has been made available for upper tier authorities to invest in interventions to enhance adult numeracy. Leicestershire County Council will receive £3m.
 - 2.9 Capacity funding of £20k to help with the costs of preparing the Investment Plan is available to draw down once the plan is submitted. A further 4% (£161k) of the value of Charnwood's UK SPF allocation is available to cover the cost of administering the fund.
 - 2.10 The programme will be subject to regular monitoring and evaluation by DLUHC to ensure the money is being spent to agreed timescales and milestones and that outputs and outcomes are being achieved. The arrangements for monitoring will be set out in a memorandum of understanding with each local authority with the expectation of reporting every six months with qualitative updates on a more frequent basis. Further guidance on the reporting regime and process will be issued in the summer.
 - 2.11 The government is particularly keen that local authorities undertake locally led evaluations of how effective delivery has been for projects and what has worked well in terms of the impact of projects have had in creating pride in place. The government will also be undertaking its own evaluations to build its evidence base of what works well by selecting specific projects from Investment Plans across the country. If they choose projects from our Investment Plan, we will not need to duplicate their work. Further detail on the approach to evaluation can be found in Appendix 1.
3. Future Charnwood Delivery Plan
 - 3.1 Lead local authorities, in the development of UKSPF Investment Plans are required to produce targeted interventions in line with DLUHC pre-identified 'intervention areas' against three broad themes i) Communities and Place ii)

- 3.2 Supporting Local Business and iii) People and Skills. Given there is significant support for the local economy delivered via the Loughborough Town Deal, consideration was given how best to compliment that investment through a series of community-focused 'pride in place' investment projects. Those considerations provided a framework for project prioritisation and selection.
- 3.3 A call for projects was launched on 23rd May 2022 culminating in 53 funding expressions of interest with a combined value of over £15 million. A prioritisation exercise was undertaken focusing on deliverability, cost and complimentary to other funded programmes such as the Loughborough Town Deal.
- 3.4 In accordance with the Delegation approved by Cabinet in June 2022 which gave the Leader authority to approve the Investment Plan, senior officers and the Leader met as a panel to evaluate all project proposals. These were scored and ranked against set criteria. A copy of the criteria used is attached for information at Appendix 2. Following consultation with Jane Hunt MP and Edward Argar MP, in accordance with Government guidance for UKSPF, the 10 highest ranked projects were selected for inclusion in the Investment Plan. The projects are:

PROJECT 1	Shepshed Public Realm Project
Brief description of the intervention (project) and what it hopes to achieve	To help build people's pride in Shepshed town centre through investment in targeted public realm improvements that enhance the built and natural environment, strengthen the physical 'linkages' within the town centre and increase people's satisfaction with their town centre.
Project Value	£850,000 (Capital)
Delivery organisation(s)	Charnwood Borough Council
PROJECT 2	Improved community facilities in Anstey
Brief description of the intervention (project) and what it hopes to achieve	The project is looking to increase the capacity within Anstey for community groups by extending the Jubilee Hall which is the main community hall in the village.
Project Value	£524,000.00 (Capital)
Delivery organisation(s)	Anstey Parish Council
PROJECT 3	Community All-inclusive Multi-Use Games Area (MUGA)
Brief description of the intervention (project) and what it hopes to achieve	To install an all-inclusive, social amenity of a MUGA to facilitate and encourage all ages, groups, and abilities to partake in social and physical activities. It will encourage families to gather at a central location to the village which would in turn help to reduce the ASB experienced in the area.
Project Value	£150,000 (Capital)
Delivery organisation(s)	Birstall Parish Council
PROJECT 4	Sileby Memorial Park and Pavilion
Brief description of the intervention (project) and what it hopes to achieve	The project will deliver community led regeneration of Sileby Memorial Park and Pavilion, improving an important community green space at the heart of Sileby. Opportunities for sport, recreation, events, and activities

	will be created. Investment in community infrastructure will improve the health and wellbeing of Charnwood residents. The project will contribute to nature recovery objectives and 25 Year Environment Plan, including a partnership with the Environment Agency to build resilience to natural hazards (flooding).
Project Value	£483,667 (Capital) £15,000.00 (Revenue)
Delivery organisation(s)	Sileby Parish Council
PROJECT5	Mountsorrel - Halstead Road Sport, Leisure, and Play Infrastructure Development
Brief description of the intervention (project) and what it hopes to achieve	The development of cricket and football pitches, as well as ancillary facilities, to support the growth of local teams and to ease the overplaying and congestion of the current grass pitch provision at War Memorial Fields (WMF).
Project Value	£250,000 (capital)
Delivery organisation(s)	Mountsorrel Parish Council
PROJECT 7	Re-imagining Loughborough's Iconic Tower
Brief description of the intervention (project) and what it hopes to achieve	Redevelopment of the Carillon Tower War Memorial Museum, to commemorate its centenary (July 2023) following its closure to: <ul style="list-style-type: none"> • Improve access to Charnwood's unique heritage • Build community cohesion • Deliver community engagement plan • Enhance the visitor experience • Increase volunteering • Increase sense of place and local pride Encourage people to visit the area.
Project Value	£249,327.20 (£222,920 capital and £26,407.20 revenue)
Delivery organisation(s)	Charnwood Borough Council (CBC)
PROJECT 8	Gorse Covert Youth Project
Brief description of the intervention (project) and what it hopes to achieve	This project provides dedicated youth support, a youth wing at our Centre and the development of a Charnwood Youth Council. <ul style="list-style-type: none"> • Hosting structured, vibrant activities and opportunities to young people, enabling them with the skills and confidence to become involved with their personal development and the regeneration of their local community.
Project Value	£167,480 (Capital £7800, and revenue £162,680)
Delivery organisation(s)	Gorse Covert Community Association
PROJECT 9	Generation Charnwood
Brief description of the intervention (project) and what it hopes to achieve	Youth Sport Trust in partnership with Active Together, formerly LRS will develop the wellbeing, life chances and employability skills of Charnwood's young people , capitalising on the Borough's globally renowned sporting and educational opportunities. Embracing the future for all its young residents through the power of sport, physical activity, and wellbeing. (50 words)
Project Value	£540,901 (100% revenue)
Delivery organisation(s)	Active Together

	Youth Sport Trust (YST)
PROJECT 10	Replacement 1st Nanpantan Scout Hut
Brief description of the intervention (project) and what it hopes to achieve	Provide a new building for 1 st Nanpantan Scout Group which will secure its future as a thriving group for young people and also create a new community space in Loughborough for use by local groups to bring residents together.
Project Value	£65,000 (100% capital)
Delivery Organisation	1 st Nanpantan Scouts

- 3.4 The remainder of available funding, £337,282 is being held by the Council to explore a collaborative project across council boundaries. This is very much encouraged by DLUHC in its UKSPF guidance. At present, discussions are taking place with all authorities in Leicester and Leicestershire about the potential for funding business support activity which encourages business start-ups and small business growth.
- 3.5 The selected projects leads have formed, along with Council Officers, the Future Charnwood Delivery Group and are in the process of developing Business Cases as the final necessary step in securing funding from the Council for their proposed activity. Economic Development and Regeneration Officers are working with selected projects to finalise these business cases in readiness for funding being released to the Council in January 2023.
- 3.6 In the event a selected project cannot progress within the programme a reserve list of projects from the initial 53 has been created and Council Officers will work with reserve list projects to rapidly develop a deliverable project plan.
4. Future Charnwood Delivery Plan
- 4.1 Charnwood Borough Council Officers have developed the Future Charnwood Delivery Plan to enable the successful delivery of funded projects within a framework of the appropriate mix of scrutiny, support and oversight and enable the timely delivery of monitoring and reporting to DLUHC fulfilling Charnwood's role as the Accountable Body for this fund. A summary of the Delivery Plan is below.
- 4.2 Year 1 Project Delivery will take place from November to March 23, with submission of Year 1 Project Business Cases in January 2023 and a Quarterly Summary Report in February 23. Subsequent years follow a similar pattern with project delivery, submission of business cases, technical completion of project spend, and monitoring and evaluation reporting submitted to DLUHC. The project will end on March 25 and final evaluation will be submitted to Government by May 31, 2025.
- 4.3 The yearly allocation of funds is predetermined by the UK Government's funding formula with a spend profile that ramps up until the end of the funding period. The UK government has set objectives for the fund to align with, divided into

Communities and Place, Supporting Local Business, and People and Skills Priority Investment Areas.

- 4.4 Programme outputs and outcomes for the fund are detailed in appendix 3 to this report and should be considered the minimum delivery ambitions for the programme. As projects further refine output modelling through the development of Full Business Cases it is anticipated that reported outputs will increase.
- 4.5 The proposed governance structure for the Future Charnwood Investment Plan is intended to be light touch but robust in order to ensure successful delivery of the investment plan, provide learning opportunities for both Charnwood Borough Council and organizations receiving UKSPF funding, and provide appropriate technical and strategic oversight of the program.
- 4.5 The governance arrangements will align with existing structures within Charnwood Borough Council to enable comparison across project delivery activity. Responsibilities include providing strategic guidance and advice, receiving and monitoring delivery plans and targets, monitoring resources and capacity, representing the community, and ensuring effective governance. Decision-making authority rests with the Charnwood Borough Council, and professional and administrative support will be provided by council Officers.
- 4.6 Meetings of the Future Charnwood Steering Group will be held every three months, with additional meetings at the discretion of the chair. The group will operate in a spirit of partnership and abide by the Nolan principles, with all members required to sign a code of conduct and disclose any personal or financial interests.

Appendices

1. Future Charnwood Delivery Plan
2. Project Selection Criteria Template
3. Equality Impact Assessment

Future Charnwood Delivery Plan

Contents:

1. Background
2. Timescales
3. Budget
4. Outputs
5. Risks & Issues
6. Governance
7. Monitoring, Evaluation and Project Change Reporting

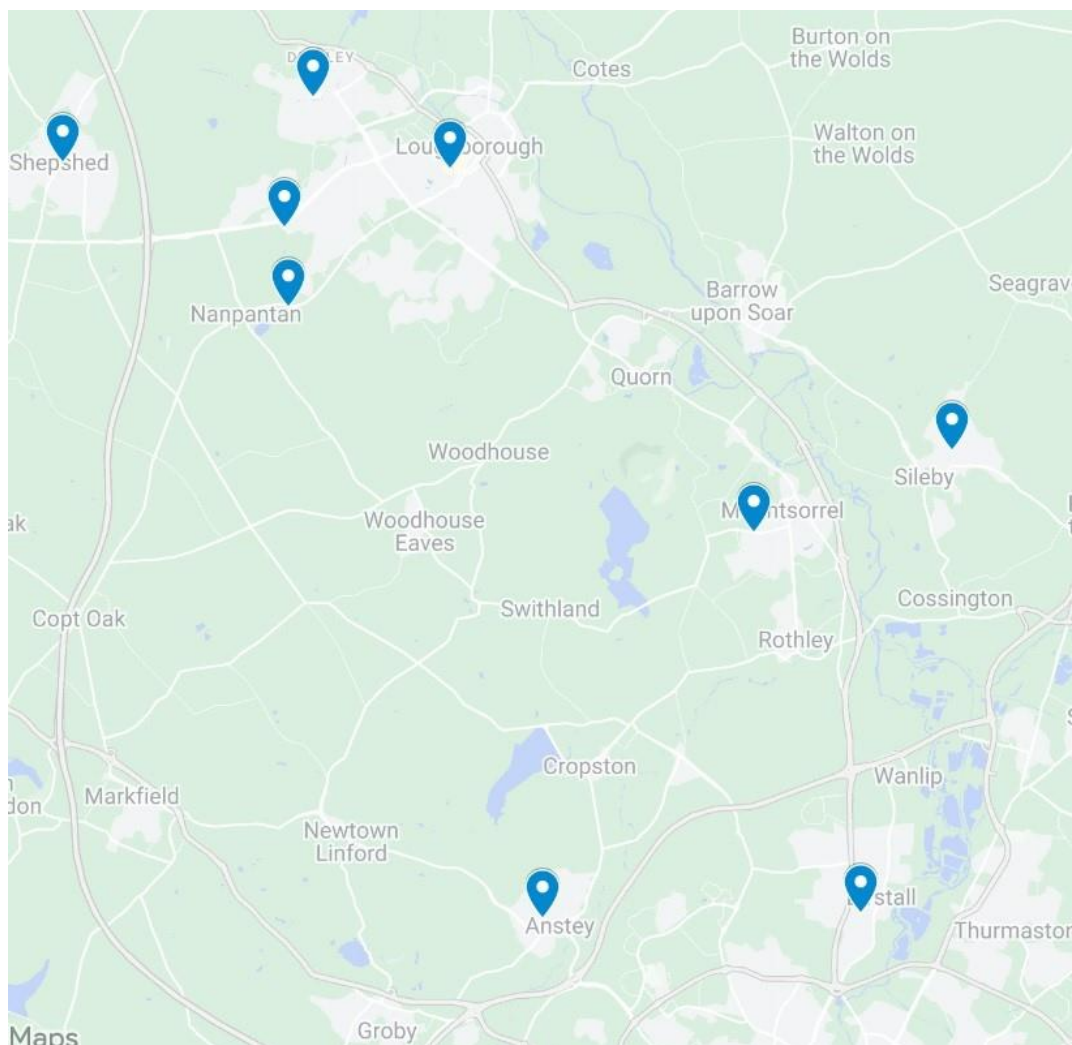
Background

The UK Shared Prosperity Fund (UKSPF) is a central pillar of the UK government's Levelling Up agenda and a significant component of its support for places across the UK. It provides £2.6 billion of new funding for local investment by March 2025, with all areas of the UK receiving an allocation from the Fund via a funding formula rather than a competition. It will help places right across the country deliver enhanced outcomes and recognises that even the most affluent parts of the UK contain pockets of deprivation and need support.

The main priority investment areas of the funding can include building pride in place, supporting high quality skills training, supporting pay, employment and productivity growth and increasing life chances. UKSPF seeks to embolden local decision making and target spending on the local priorities of places within the UK. It will lead to visible, tangible improvements to the places where people work and live, alongside investment in human capital, giving communities up and down the UK more reasons to be proud of their area.

Places are empowered to identify and build on their own strengths and needs at a local level, focused on pride in place and increasing life chances. Local places will be able to use the Fund to complement funding from other sources where it is considered beneficial to do so.

In May 2022 Charnwood Borough Council issued a Call for Projects following the release of the Government's UKSPF Prospectus in April of the same year. This resulted in the submission of over 50 project proposals to the Council. All the proposals were appraised with ability to deliver, complementarity with existing strategy programmes, impact upon future generations, value for money and responding to issues and needs of residents following the pandemic being important evaluation criteria.



(fig 1. Project

Geography Map)

At the time of writing (November 2022) the following projects have been prioritised for investment as part of the Future Charnwood UKSPF Investment Plan. They are the 10 projects which were ranked highest as a result of the evaluation process:

1. Improvements to Anstey community facilities

Anstey Parish Council wants to extend the Jubilee Hall in the village to increase its usage by community groups. The hall is already used by all sections of the community from mother and toddler groups, training events to lunch clubs for the elderly. This project will provide a second community hall which will double the capacity for community facilities. There will be a particular focus on activities for young people in the area.

2. Multi-use Games Area in Birstall

Birstall Parish Council wants to install a multi-use games area on the School Lane playing fields to enhance the area for all age groups and abilities.

The parish council says the new facility is much needed and will encourage families to gather at a central location to the village and prevent people from having to travel out of the area for similar facilities.

3. Sileby Memorial Park and Pavilion

Sileby Parish Council is intending to regenerate Sileby Memorial Park and Pavilion to improve the community green space at the heart of the village.

It wants to create a destination park that all residents are proud of and want to visit. The space will provide opportunities for community events, activities, sporting fixtures and a multi-functional meeting venue. The scheme also aims to help increase footfall and dwell time in the village centre.

4. Expanding Mountsorrel sports facilities

Mountsorrel Parish Council wants to create new cricket and football pitches in Halstead Road to support the local sporting scene and ease the pressure on the existing pitches there and at the War Memorial Fields. The Council also wants to build a new pavilion at Halstead Road.

5. Living Wall & Charnwood Growers Fair Project

Love Loughborough has proposed an exciting project to transform an ugly concrete façade in Loughborough town centre into a beautiful living feature.

The façade above a row of shops in Devonshire Square would be covered in a Living Wall which would see panels of plants added to the building to grow and bring nature into the town centre.

Also, a weekly Charnwood Gardeners' Fair would be held in the summer to bring more visitors to the town centre.

6. Regenerating Shepshed's Market Place

Charnwood Borough Council is planning to transform Market Place in Shepshed by creating an open and more pedestrian-friendly space while retaining parking for shoppers.

The scheme is broadly looking to create a large pedestrian area in front of the shops to create a much-improved environment for visitors as well as a place to host small-scale events and market stalls.

A pedestrian crossing would be added to make the area safer. Pavements will also be widened and new seating, cycling facilities and trees and planting will also be added. The scheme will provide an improved gateway to Shepshed.

This is hopefully the first phase of improvements for the town and the Council is hoping to make improvements to the Bull Ring and Hall Croft in the future.

7. Re-imagining Loughborough's iconic Carillon Tower and War Memorial Museum

The Carillon Tower in Queen's Park Loughborough is the town's war memorial and home to the popular War Memorial Museum.

The floors of the Tower will be transformed with purpose-built units and flexible display cases for the historic items. The project will also seek to inspire the next generation of Carillonners with the purchase of a practice clavier, the device used to play the bells in the tower. There will also a learning programme developed for school and group visits, a campaign to increase volunteers at the museum and a project to better understand the museum's audience.

The project is being led by Charnwood Borough Council.

8. Gorse Covert Youth Project, Loughborough

This project proposed by Gorse Covert Community Association proposes a three-year programme of youth support, including the appointment of a dedicated youth support worker.

The programme would facilitate drop-in sessions, workshops and activities as well as develop opportunities to improve young people's, confidence, and capabilities.

A youth wing would also be set up at Gorse Covert Community Centre and operate drop-in sessions, workshops and be a safe space for young people. The project would also create a Youth Council to help

give young people a voice. As well as discussions, the Youth Council would also help young people give their views on local and national issues.

9. Generation Charnwood

Youth Sport Trust, in partnership with Active Together, has proposed the Generation Charnwood project. It aims to improve the wellbeing, life chances and employability skills of young people in the borough through sport. The project will work with schools, employers, and partners to support them to use sport to help improve young people's skills. It will also offer training to help young people develop leadership skills, support after school activities, and help young people connect with potential employers.

10. Nanpantan Scout Hut

Nanpantan Scout Group is planning to build a new scout hut which will secure its future as a thriving group for young people. The new scout hut would replace two aging buildings currently being used by the group at its base in Nanpantan Road. The new hut would also be available for use by the local community.

Business support project

The Council is also in discussions with other Leicestershire district councils and partners about a potential programme of business support in the region. Some funding in the investment Plan has been earmarked for this possible joint project which would address potential gaps in provision as EU funding for the Growth Hub (business gateway) service ceases in mid 2023.

The Department of Levelling Up, Housing and Communities has been clear that localities have flexibility to reallocate funding as they see fit. If a joint funded programme does not progress, the Council will look to reallocate the earmarked funding to other projects.

Timeline

Prospectus Announced	Done	01 April 2022
Borough Council Project Call	Done	01 May 2022
22 Project Appraisal and notification	Done	30 June 2022
Writing Investment Plan	Done	31 August 2022
Business Case Completion	On-Going	31 March 2023
Notification of Funding Award to CBC	Done	05 January 2023
Year 1 Project Delivery	On-Going	31 March 2023
Submission of Year 1 Project Business Cases	Up-Coming	27 January 2023
Quarterly Summary Report	Up-Coming	01 February 2023
Submission of Year 2 & 3 Project Business Cases	Up-Coming	31 March 2023
Technical Completion of Year 1 Project Spend	Up-Coming	31 March 2023
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 May 2023
Year 2 Project Delivery Activity	Up-Coming	31 March 2024
Quarterly Summary Report	Up-Coming	01 August 2024
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 November 2023
Quarterly Summary Report	Up-Coming	01 February 2024
Technical Completion of Year 2 Project Spend	Up-Coming	31 March 2024
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 May 2024
Quarterly Summary Report	Up-Coming	01 August 2024
Monitoring and Evaluation Report Submitted to DLUHC	Up-Coming	01 November 2024
Quarterly Summary Report	Up-Coming	01 February 2025
Technical Completion of Year 3 Project Spend	Up-Coming	31 March 2025
Technical Project End	Up-Coming	31 March 2025
Monitoring and Evaluation Reporting Submitted to DLUHC	Up-Coming	01 May 2025
2025 Project Closure	Up-Coming	31 May 2025

Budget

The yearly allocation of funds is predetermined by the UK Government's funding formula with spend profile and draw down 'ramping' up until the end of the funding period with significant pressures in each year of the fund to ensure successful deployment and technical completion of funding awards.

A high-level breakdown of projected spend in each programme year is below. A full quarterly breakdown including spending against intervention priority areas and capital and revenue can be found at appendix 1.

2022-23	2023-24	2024-25	Annual Expenditure Totals
£150,000	£350,000	£350,000	£850,000
-	-	£524,000	£524,000
£226,222	£105,000	£167,619	£498,841
-	£166,741	£82,827	£249,568
£51,880	£119,060	£61,540	£232,480
£60,750	£236,903	£643,248	£940,901
-	-	£395,064	£395,064
-	-	£337,287	£337,287
£488,852	£977,704	£2,561,585	£4,028,141

Outputs

The UK Government has set objectives that UKSPF funded projects should align with to be eligible for funding. These fall under Communities and Place, Supporting Local Business and People and Skills Priority Investment Areas. The Future Charnwood Investment Plan does not include any projects under the People and Skills Priority Investment Area but a brief summary of all Priority Investment Area Objectives is below:

Communities and place

Objectives:

- Strengthening our social fabric and fostering a sense of local pride and belonging, through investment in activities that enhance physical, cultural and social ties and amenities, such as community infrastructure and local green space, and community-led projects.
- Building resilient, safe and healthy neighbourhoods, through investment in quality places that people want to live, work, play and learn in, through targeted improvements to the built environment and innovative approaches to crime prevention.

Supporting Local Business

Objectives:

- Creating jobs and boosting community cohesion, through investments that build on existing industries and institutions, and range from support for starting businesses to visible improvements to local retail, hospitality, and leisure sector facilities.
- Promoting networking and collaboration, through interventions that bring together businesses and partners within and across sectors to share knowledge, expertise, and resources, and stimulate innovation and growth.
- Increasing private sector investment in growth-enhancing activities, through targeted support for small and medium-sized businesses to undertake new-to-firm innovation, adopt productivity-enhancing, energy efficient and low carbon technologies, and techniques, and start or grow their exports.

People and skills

Objectives:

- Boosting core skills and support adults to progress in work, by targeting adults with no or low-level qualifications and skills in math's, and upskill the working population, yielding personal and societal economic impact, and by encouraging innovative approaches to reducing adult learning barriers.
- Reducing levels of economic inactivity through investment in bespoke intensive life and employment support tailored to local need. Investment should facilitate the join-up of mainstream provision and local services within an area for participants, through the use of one-to-one keyworker support, improving employment outcomes for specific cohorts who face labour market barriers.
- Supporting people furthest from the labour market to overcome barriers to work by providing cohesive, locally tailored support, including access to basic skills.
- Supporting local areas to fund gaps in local skills provision to support people to progress in work, and supplement local adult skills provision e.g., by providing additional volumes; delivering provision through wider range of routes or enabling more intensive/innovative provision, both qualifications based, and non-qualification based. This should be supplementary to provision available through national employment and skills programmes.
- Expected cohorts include, but are not limited to people aged over 50, people with a disability and health condition, women, people from an ethnic minority, young people not in education, employment or training and people with multiple complex needs (homeless, care leavers, ex/offenders, people with substance abuse problems and victims of domestic violence).

Future Charnwood UKSPF Programme Outputs

A detailed breakdown of Charnwood Borough Council's UK SPF Programme outputs can be found at appendix 2. These outputs should be viewed as the minimum level of delivery, and it is anticipated that a higher number of outputs will be delivered which will solidify as funded projects further develop detailed modelling of project activity.

Programme Risk Register

Each project will complete and regularly update an individual risk register and will report on mitigation activity to the Future Charnwood Group at appropriate intervals.

RISK REF	RISK DESCRIPTION	INHERENT			CONTROL ACTION	ACTION OWNER	RESIDUAL			COMMENTARY
		LIKELIHOOD	IMPACT	SEVERITY			LIKELIHOOD	IMPACT	SEVERITY	
001	New Government Cabinet, national/global economic crisis or other significant event leads to changes in programme funding and/or political priorities leading to delay or cancellation of programme	2	4	8	<ul style="list-style-type: none"> Maintain watching brief on Government changes in policy and activity 	CG	2	4	8	Live
002	National macro-economic situation leads to further rise in construction materials and labour costs over duration of programme leading to budget shortfall in projects	3	3	9	<ul style="list-style-type: none"> Brief project leads to ensure they have contingency plans Consider maintaining programme contingency reserve 	UKSPF Programme Manager	3	3	9	Live
003	Council capacity to manage the programme is challenged due to recruitment issues or other priorities leading to poor assurance and due diligence.	4	3	6	<ul style="list-style-type: none"> Programme the spend of the £161k and £20 capacity sums to provide suitable capacity 	JH / CG	2	1	2	Addressed via the Development and Reg Board.
004	Project capacity and experience to deliver projects undermines delivery to budget and timescale leading to incomplete projects and partial outputs/outcomes	3	3	9	<ul style="list-style-type: none"> Establish a project leads liaison meeting for shared learning and support on a suitable frequency Disaggregated DLUHC guidance and information to project leads as appropriate 	UKSPF Programme Manager	2	2	4	Live
005	Project match funding does not realise as expected leaving budget shortfall and leading to non-delivery of projects	3	3	9	<ul style="list-style-type: none"> Maintain dialogue with project leads to identify early the projects at risk ensure that grant funding agreements are conditional on 	UKSPF Programme Manager	3	3	9	Live

					match being proven					
006	Unforeseen issues during project delivery leads to increased costs and/or delay	3	3	9	<ul style="list-style-type: none"> Establish a project liaison meeting for shared learning and support on a suitable frequency Maintain dialogue with project leads to identify early the projects at risk 	UKSPF Programme Manager	3	3	9	Live
007	Organisations and/or members of the public challenge the distribution of funding leading to potential reputational impact	3	1	3	<ul style="list-style-type: none"> Prepare a strategy and ensure public facing messaging 	UKSPF Programme Manager	2	1	3	Live

Governance

It is proposed to create a light-touch but suitably robust governance structure to ensure successful delivery of the Future Charnwood Investment Plan, embed learning in both Charnwood Borough Council and organisations in receipt of UKSPF funding and provide sufficient technical and strategic oversight to the programme. It is further proposed to align structures to existing mechanisms wherever possible to, where appropriate, enable 'like-for-like' comparison across Charnwood Borough Council project delivery activity.

The governance arrangements for the Future Charnwood Programme sit within established and tested CBC governance structures to ensure appropriate oversight of programme delivery and Members and residents are able to receive timely programme updates.

The following organogram describes the key groups where decisions and actions are taken with a brief description of their function.



Purpose of the Group and Responsibilities

- To provide strategic guidance and advice to the Borough Council in its delivery of the UK SPF 'Future Charnwood' Investment Plan bid in accordance with the Government's UK SPF prospectus, any subsequently issued policy guidance and locally identified priorities.
- To receive and consider a Future Charnwood programme delivery plan and monitor the delivery of targets in the plan.
- To receive and consider reports from the Programme Team / Officer and to establish any delivery Sub-Groups as the Group sees fit.
- To monitor whether the Programme Team / Officer has sufficient resources, knowledge and capacity available to deliver the Future Charnwood programme.
- To make representation to Government departments if and as necessary.
- To monitor whether resources and arrangements are in place which enable collaborative working with, and support, for project leads.
- To ensure the views of the community are represented and considered and the communications strategy for UK SPF is proportionate and well targeted
- To ensure all the necessary governance matters within the remit of Charnwood Borough Council are identified and progressed effectively.

Delegation

As an advisory group decision making with regard to the execution of the Future Charnwood Investment Plan will, as provided for in the UK Shared Prosperity Fund Guidance, rest with the Council and is therefore subject to the standard scheme of delegation set out in the Council's constitution.

As such, approvals will be sought from Charnwood Borough Council Director Commercial and Economic Development who shall seek challenge and guidance from members of the Future Charnwood Group.

Professional and Administrative Support

Charnwood Borough Council will facilitate meetings of Future Charnwood Group.

Quorum

The quorum for meetings of the Group will be four voting members, including the Chair (or the person presiding the meeting). If there is no quorum at the published start time for the meeting, a period of ten minutes will be allowed, or longer, at the Chair's discretion. If there remains no quorum at the expiry of this period, the meeting will be declared null and void.

If there is no quorum at any stage during a meeting, the Chair will adjourn the meeting for a period of ten minutes, or longer, at their discretion. If there remains no quorum at the expiry of this period, the meeting will be closed, and the remaining items will be declared null and void.

Frequency of Meetings

Meetings will be held every three months in the first instance with additional extraordinary meetings called at the Chair's discretion. The frequency of meetings can be varied following a discussion and vote of the Group, at the discretion of the Chair.

Conduct

The Future Charnwood Group will be conducted in the spirit of partnership working and abide by the Nolan principles. All permanent Group Members are required to sign up to the Code of Conduct set out at Annex 1 and to declare any personal or pecuniary interests. These records will be maintained by the Lead Council and published on the Charnwood Borough Council website. All decisions will be made in accordance with the following principles:

- Due consultation will be carried out where appropriate (including taking relevant professional advice from officers);
- There will be a presumption in favour of open and transparent decision making;
- There will be a clarity of aims and desired outcomes;
- All decisions will be taken as members of the Future Charnwood Group and not on behalf of specific organisations or areas;
- If a Group member persistently disregards the ruling of the Chair, or person presiding the meeting, by behaving improperly or offensively or deliberately obstructs business, the Chair, or person presiding the meeting, may move that the Group member be not heard further. If seconded, a vote will be taken without discussion.
- If a Group member continues to behave improperly after such a motion is carried, the Chair, or person presiding the meeting, may move that either the Group member leaves the meeting or that the meeting is adjourned for a specified period. If seconded, a vote will be taken without discussion. Group members representing public authorities shall be bound by the Code of Conduct of their nominating body.

Notice of and invitations to meetings

At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Group. The agenda will give the date, time and place of each meeting and specify the business to be transacted and will be accompanied by such details as are available.

Voting

Group members commit to seek, where possible, to operate on the basis of consensus. Should it not be possible in a specific instance to find a consensus, the decision will be made on the basis of a simple majority. All permanent group members are able to vote. The Chair will have the casting vote.

All matters which are the responsibility of the programme's Accountable Body, Charnwood Borough Council, will be reserved to it.

Minutes

The Chair will sign the minutes of the proceedings at the next suitable meeting. The Chair will move that the minutes of the previous meeting be signed as a correct record.

The minutes will be published as draft minutes on the Future Charnwood website 10 working days after the meeting. Once the minutes have been confirmed by the Group they will be published on the Future Charnwood website within 10 working days of confirmation.

The minutes will be accompanied by a list of agreed action points, which may be discussed in considering the minutes of the previous meeting should they not be specifically listed as items on the agenda for the meeting.

Minutes will be made available to the public.

Monitoring, Evaluation and Project Change Reporting

In advance of the full UKSPF Monitoring and Evaluation Strategy publication in Autumn 2022, this section sets out the emerging M&E framework for the UKSPF. DLUHC expects lead local authorities to help contribute to the evidence base on what works. DLUHC will coordinate national evaluation but lead local authorities will engage and support this centrally coordinated evaluation work. Lead local authorities should continue to develop and conduct their own robust and credible evaluations.

The M&E framework will contribute to understanding the Fund's impact on Pride in Place and life chances through programme, place, and intervention level evaluation. There are 6 aspects to the M&E framework over the three levels:

Intervention level

- Pride in place and life chances survey
- Intervention impact evaluations
- Randomised control trials

Pride in place is an area where DLUHC is eager to develop metrics and build the evidence base (i.e. develop an understanding of what interventions work to improve the outcomes). Therefore, DLUHC is commissioning the pride in place and life chances survey to standardise measures and to help consistency of understanding, the impact of the UKSPF interventions across the UK. This survey will be funded and procured by DLUHC, enabling lead local authorities to use a standard survey and methodology to measure change. Lead local authorities are expected to use this survey for the purposes of benchmarking.

DLUHC will manage evaluation of a sample of intervention types with a third-party contractor, to gain in-depth understanding of how the UKSPF intervention types have worked in delivery. Intervention types will be chosen based on evidence gaps, scale of interventions, and evaluation methods.

DLUHC will invite lead local authorities to submit interventions for considerations for randomised control trials (RCTs).

Place level - UK wide

- Place level case studies

DLUHC will commission 36 place-based evaluation case studies to understand how the UKSPF has worked in places. The case studies will specifically focus on the role of the places, interactions between stakeholders, decision making, the different interventions and local growth funds, and processes. Details on the role of lead local authorities will be set out in the UKSPF M&E Strategy to be published in early Autumn.

Programme level

Programme level evaluation

DLUHC have consulted the What Works Centre for Local Economic Growth (WWG) and evaluation experts to begin to develop a programme level evaluation as part of the wider UKSPF evaluation portfolio. The detail of the programme level evaluation will be included in the M&E Strategy.

The role of lead local authorities

DLUHC will expect lead local authorities to capture and hold data sets to support monitoring, in addition to the formal reporting requests set out in the reporting section. DLUHC will require lead local authorities to obtain unique identification numbers from beneficiaries of interventions

Lead local authorities should also collect Company Record Numbers (CRN) for all businesses who directly benefit from UKSPF interventions within their area. This data will need to be captured and stored by lead local authorities for the duration of the project.

Lead local authorities will need to ensure that privacy notices are in place to inform data subjects of the need to collect and share personal data, including NINO and CRN data.

DLUHC will set out timings and mechanisms of how this data should be passed from lead local authority to the Department in the Evaluation Strategy. DLUHC will arrange data sharing agreements with lead local authorities to facilitate sharing along with any necessary privacy notices. The data will be used by DLUHC as part of a data matching exercise.

The costs for providing this data should be part of each lead local authorities' administration costs for the Fund.

Further evaluation information

The UKSPF Evaluation Strategy will be published in the Autumn when investment plans have been received. The Evaluation Strategy will set out the proposed programme, place and intervention level evaluation that will be conducted by DLUHC in detail. DLUHC may also conduct primary data collection in selected areas.

Any expectations of lead authorities to engage with evaluation activities will be set out in the Evaluation Strategy will be proportionate and should be funded by lead local authorities' administration budgets, unless otherwise stated in the Evaluation Strategy.

Places are encouraged to undertake their own place-based evaluations of how the UKSPF has worked in their area, particularly process evaluation on individual projects, alongside the place-based case studies commissioned by DLUHC.

Reporting and Performance Management

Lead local authorities will provide short, largely qualitative summary updates to DLUHC on a quarterly basis. This will include the following questions:

- I. Spend to date against the three UKSPF investment priorities and forecast?
- II. Summary of progress with an overall Red, Amber, Green (RAG) rating of the programme's progress. (Short narrative update)
- III. Are you forecasting underspend at the end of the financial year, if yes, please explain how you plan to address this and by when?
- IV. Provide narrative on any upcoming new projects, events, case studies and opportunities for Ministerial visits?

Lead local authorities will also be asked to answer a one-off question that explains, how they have spent their £20,000 capacity payment.

Alongside this DLUHC will require further detail on a six-monthly basis set out below:

- I. The UKSPF intervention the project has been set up to support
- II. Start date
- III. The Project's projected spend
- IV. The Project's actual spend to date
- V. Value of match funding against the project
- VI. Postcode(s) where funded activity is being delivered? (see 3.8 below)
- VII. Parliamentary Constituency / Constituencies benefiting from project
- VIII. Has UKSPF been used to complement an existing project?
- IX. [ENGLAND ONLY] People & Skills project at Risk? Voluntary Sector Project supported?
- X. Is the project live, finished, or abandoned?
- XI. Projected end date (when it will cease to be supported by UKSPF) if live, or confirmed end date if finished / abandoned.

Lead local authorities will also be asked to provide actual and projected spend profiles. In May 2023 we will ask lead local authorities to report on expenditure for each Investment Priority from the start of delivery to March 2023, asking for total spend against forecast, capital and revenue spent and any changes to capital and revenue forecasts for 23/24 and 24/25. We will also ask lead local authorities to report any match or third-party funding and an update on expenditure every six months.

Lead local authorities will be asked to confirm:

- I. Headline expenditure in year on management and administration.
- II. Have you identified any slippage / delay in delivering your projects against this investment priority? (Y/N)
- III. If yes, give reasons for delay, how you intend to resolve it and by when.

Lead local authorities should capture the postcodes of areas where activity takes place e.g., the postcode where X is being delivered, or the postcodes of grant recipients. Where activity takes places across multiple postcodes, areas should capture as many as possible. Where activity takes place over the whole of a lead local authority, all of the district postcodes that fall under the lead local authority should be captured (i.e. the first half of the relevant postcode(s))

- I. Intervention level
- II. Intervention number
- III. Output name
- IV. Output target to be achieved
- V. Output delivered to date
- VI. % of output delivered
- VII. Forecast output in next 6 months
- VIII. Forecast to meet output target (Y / N)
- IX. Outcome name
- X. Outcome target
- XI. Outcome delivered to date
- XII. % of outcome delivered
- XIII. Forecast outcome in next 6 months
- XIV. Forecast to meet outcome target (Y / N)

Where interventions generate multiple outcomes and outputs, lead local authorities should collect and report all of these.

UKSPF Performance management and change process

UKSPF will take a proportionate approach to changing local priorities and plans in line with the responsibilities delegated to lead local authorities. This means that DLUHC approval will only need to be sought when “material changes” are made to UKSPF investment plans. If changes are made but fall beneath the thresholds to be considered “material changes” then lead local authorities do not need to seek DLUHC approval. However, they should provide updates on these changes to DLUHC as part of their regular reporting cycle. This should be via their usual quarterly and sixth monthly reporting cycle. If the thresholds were crossed, DLUHC would consider the change “material” and formal approval would be required from the department before a lead local authority could make the changes. Requests for material changes can be made to the department as and when required. DLUHC will set out a template for lead local authorities to use following the process below.

Material changes

For the purposes of the UKSPF a ‘material change’ will constitute any of the following:

Material change 1:

A post investment plan approval request for administration costs to exceed the percentage agreed in a lead local authority’s investment plan.

Material change 2:

Moving funding between investment priorities if the change involves moving 30% of the total funding allocation over the three years or £5m whichever is lower. Any funding moved from an existing intervention to fund a bespoke intervention would also require approval.

Material change 3:

If the indicative outputs are expected to drop from what had been set out in the original investment plan submitted to DLUHC, within the following parameters:

- In lead local authorities with a total UKSPF allocation of £1.5m or lower it would constitute a material change if the total outputs set out in the investment plan were forecast to drop by 30% or more against an investment intervention.
- In lead local authorities with a total UKSPF allocation above £1.5m it would constitute a material change if the total outputs set out in the investment plan were forecast to drop by 20% or more against an investment intervention.
- In all lead local authorities, if the outputs forecasted have dropped by more than 40% against an investment intervention since the original investment plan was submitted.

Questions for Lead Authorities to answer as part of change process

The follow questions will be asked of lead local authorities as part of DLUHC's consideration of any 'material changes.'

All changes

- I. Has the Chief Finance Officer (S151) certified that the change is necessary and deliverable?
- II. Can you confirm that the local partnership group's view was sought prior to this change request and confirm they were content?

Request to use more than the agreed total of their UKSPF allocation for administration, post investment plan submission.

- I. How much additional funding for project management / administration is required to deliver your programme / project?
- II. What additional funding for management / administration is the lead authority able to provide itself?
- III. What impact will be increasing management / admin costs have on outputs and outcomes?

Request to move 30% or £5m or more of total UKSPF allocation between investment priorities

- I. What alternative intervention and outputs/outcomes, if any, do you now want to deliver?
- II. Confirm that you have considered the risks and issues that arise from your change of plans, and the management and mitigation of those risks and issues including e.g. risks, public sector equality duty?
- III. Confirm that you have sufficient capability and capacity to manage the impact of the requested change?
- IV. Confirm that any subsidy / State Aid implications from the requested change have been considered and activity can take place in compliance with these requirements and that funding the amended project will not breach subsidy/State Aid law.

Request to change forecast outputs

- I. What are the reasons for the reduction in expected outputs?
- II. What are the new output totals you now expect to deliver against this intervention?
- III. What is the forecast for the delivery of these outputs in the next six-monthly reporting period and the final target?

Material change requests will be assessed by the UKSPF team and further details on the format of the collection of this data from lead authorities will be set out in due course, in advance of the first formal reporting deadline.

The Fund’s ethos and design is intended to give lead authorities flexibility and responsibility in delivering. However, there are some changes that the department would not consider:

- I. Requests for increased RDEL spend beyond each lead local authority’s percentage cap, which is set out here in the UKSPF prospectus [RDEL % CAP]
- II. In Scotland and Wales, requests to move funding allocated for the delivery of Multiply to core UKSPF interventions.

An indicative timescale of reporting deadlines is below:

Reporting Periods	Report Due Date	Information Type
1 August to 31 December 2022	1 February 2023	Quarterly (summary report only)
1 January to 31 March 2023	1 May 2023	Sixth monthly
1 April to 30 June 2023	1 August 2023	Quarterly (summary report only)
1 July to 30 September 2023	1 November 2023	Sixth monthly

Reporting Periods	Report Due Date	Information Type
1 October to 31 December 2023	1 February 2024	Quarterly (summary report only)
1 January to 31 March 2024	1 May 2024	Sixth monthly
1 April to 30 June 2024	1 August 2024	Quarterly (summary report only)
1 July to 30 September 2024	1 November 2024	Sixth monthly
1 October to 31 December 2024	1 February 2025	Quarterly (summary report only)
1 January to 31 March 2025	1 May 2025	Sixth monthly and final reporting of the SR funding cycle

Overall payment process

The typical process would include:

Activity	Date
Approval of plan	October 2022 onwards
Quarterly qualitative progress reporting. This will include: Overall costs incurred to date at plan level	February 2023 (quarterly thereafter)
Six monthly expenditure, outputs/outcomes and milestone reporting. This will include: A statement of grant expenditure from a Chief Finance Officer. This should be reconciled to management/statutory accounts, in line with financial accounting standards at the mid-year report. It should cover the final amount of expenditure incurred over the year	May 2023 (six-monthly thereafter)
Review by DLUHC, reconciling and considering proposals to make up any underspend where appropriate. Any changes to local investment plan considered where required. Annual payment made.	May to July 2023 (annually)

Future Charnwood Investment Plan Project Score Card		
	Project -	
	Name of scorer -	Score 1-5 (1 low to 5 high)
1) Need for the Intervention (see proforma Section B)		<i>[multiply scores x 2 in this section]</i>
1.1	Evidence that the project meets the Future Charnwood objective of giving the next generation of residents / businesses increased opportunities within an attractive, sustainable environment.	
1.2	Evidence that the project contributes to the Pride in Place headline objective of the UKSPF.	
1.3	Evidence / justification of the need for the intervention	
2) Ability to Deliver the Project (see proforma Section C)		
2.1	A clear approach to how the project will be delivered	
2.2	Clear accountability of who will lead the project's delivery	
2.3	Effective and clear description of what the different elements of the project are.	
2.4	Project delivered by 2025 at the latest	
3) Outcomes and Outputs (see proforma Section D)		<i>[multiply scores x 3 in this section]</i>
3.1	Beneficial outcomes for Charnwood and / or the local community	
3.2	One or more the Government's Outcome Deliverables are consistent with the project	
3.3	The outputs and outcomes align with CBC Corporate Plan, Future Charnwood and Member priorities	
4) Finance (see proforma Section E)		
4.1	Level of funding previously received from the public purse <i>[score LOW if high levels received, score HIGH if nil or low levels received]</i>	
4.2	Confirmed or pending match	<i>[multiply this score x 2]</i>
4.3	The funding ask is skewed towards year 3	
5) Other considerations		
5.1	The project is targeted at an area which is disadvantaged or identified as needing regeneration	
5.2	Project will have a lasting impact for next generations	
5.3	Project contributes to lowering carbon emissions and an improved environment	
5.4	The project is a new initiative which people in local communities will notice and value	
	Total Score	
	<i>(Maximum score available is 135)</i>	
	Note – Total Scores will be transferred to a Project Scoring Matrix containing all projects.	

Comments:

Equality Impact Assessment

**‘Future Charnwood’
Investment Plan (UK Shared
Prosperity Fund)**

- **Background**

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

- **Legislation- Equality Duty**

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

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

For the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (Gender)
- Sexual orientation

What is prohibited?

- ✓ Direct Discrimination
- ✓ Indirect Discrimination
- ✓ Harassment
- ✓ Victimisation
- ✓ Discrimination by association
- ✓ Discrimination by perception
- ✓ Pregnancy and maternity discrimination
- ✓ Discrimination arising from disability
- ✓ Failing to make reasonable adjustments

Complete this action plan as you go through the questions

- **Step 1 – Introductory information**

Title of the policy	Future Charnwood Investment Plan
Lead officer and others undertaking this assessment	Lead officer: Christopher Grace Assessment undertaker: Michael Dow
Date EIA started	11th July 2022
Date EIA completed	27th July 2022

- **Step 2 – Overview of policy/function being assessed**

Outline: What is the purpose of this policy/strategy/project? (Specify aims and objectives)

The Investment Plan is required by the Government to enable release of UK Shared Prosperity Fund finance to Charnwood. The purpose of the Plan is to set out how the Council intends to prioritise interventions which deliver levelling-up across the Borough and how broad areas of expenditure will align with those priorities.

What specific group/s is the change designed to affect/impact and what is the intended change or outcome for them?

The range of interventions contained within the Investment Plan seek to positively impact the lives of all groups, including those with/in protected characteristic groups, across the Charnwood Borough Council local authority area. The Investment Plan seeks to improve physical and mental health, cultural and civic engagement across all groups but there is a positive focus on young people as a response to the negative effects of the pandemic and increasing isolation.

The Investment Plan is intended to deliver outcomes which will give all groups across Charnwood a 'Pride in Place' and an increase in life opportunities, for example by improving the public realm, public amenity improvements and access to employment.

Which groups have been consulted as part of the creation or review of the policy?

Targeted engagement occurred with public, private and voluntary sector organisations. This took place via email, online meetings, phone calls and face-to-face meetings. We contacted over 50 organisations asking them to come forward with project proposals. All service areas across the Council were also engaged with to reinforce and further contextualise the results from community and partner organisation consultation.

The Council was particularly pro-active in engaging with voluntary groups which represent strong cross-section of society including people from different ethnic backgrounds, young people, older residents, the disabled, and the homeless. All parish councils were engaged with. Through our public relations and website activity all residents of the borough were able to find out about intentions for the production of an Investment Plan.

Project Sponsors have engaged in sustained, multichannel engagement activities with their user groups in the development of proposals which give further confidence and assurance that projects have been developed in such a way as to mainstream equalities considerations.

An example of this is the Gorse Govert Youth Project which has been designed through a series of workshops and consultation exercise with young people and other user groups to ensure that the offer is i) relevant ii) contains programmatic specificity with regard to the lived experiences of young people in West Loughborough iii) youth led.

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

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

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

The Investment Plan is a new document and is subject to approval by the Government. Once approved, programme management of delivery of the Plan will include specific further Public Sector Equality Duty activity, for example, funding for projects would not be released until the Council is satisfied that equalities assessments have been undertaken. Nevertheless, the Council already has a wealth of data and information which has helped inform production of the Plan.

The demographic profile of Charnwood skews younger than the national average due to large numbers of students living in off-campus accommodation primarily, but not exclusively, in Loughborough. The latest data from the 2021 Census shows breakdown by broad age category and is as follows:

- 0-19 (23.21%)
- 20-39 (27.46%)
- 39-64 (30.56%)
- 65-90+ (18.81%)

This is higher than the England and Wales average for populations under 19 and 39-64 and lower than the England and Wales average for 20-39 and 65+ population groups. Comparing to the 2011 census there has been an increase of 26.9% in people aged 65 years and over, an increase of 7.0% in people aged 15 to 64 years, and an increase of 10.2% in people aged under 15 years.

Of these ages groups the breakdown by sex, by which is meant the sex of an individual assigned at birth or to whom a Gender Recognition Certificate has been issued is 91,100 females and 92,000 males or 49.97% and 50.02%, respectively. This is in line with previous census data.

In the borough it is estimated that there are 10,540 (6.4%) people between the ages of 16-64 with a moderate or serious physical disability. This compares to 12,882 (7.7%) over 65. Nationally it is estimated that 1 in 4 people will be affected by mental health issues at some time in their life. In Charnwood this would equate to 41,525 out of 166,100 residents. Mental health issues can either be short or long term, the most common being mixed anxiety and depression. In Charnwood there are 290 people aged 18-64 with learning disabilities. There are 567 children with Statements of Special Educational Needs or on an Education Health Care Plan. The Council is currently in the process of determining how many people residing in Charnwood are registered with sight or hearing loss, or both. It is estimated that there are a high number of people with a sight and hearing loss within Charnwood who have not yet registered.

Within Charnwood approximately 65,000 people (47.1%) are either married or are in a registered same-sex civil partnership. This is relative to Leicestershire as a whole.

Local Authority level data for ethnicity from the 2021 census has yet to be released however previous census data shows 145,114 people (86.2%) of the population identified themselves as 'White' and 20,986 people (12.7%) are from Black and Minority Ethnic (BME) Groups, which shows an increase of 4,413 people from the 2001 census data. Specific race groups within Charnwood, which the population identified themselves as, are Indian (10,225 people), Other White (4,147 people), Bangladeshi (2,022 people), Chinese (1,943) and Other EU- Accession Countries (1.1% of people).

On Gypsy & Traveller community it is estimated across Leicester, Leicestershire and Rutland in 2012 was 588 families, many of whom may pass through Charnwood and the neighbouring areas.

Refugees and Asylum Seekers: In Loughborough there is a Home Office East Midlands Reporting Centre and Loughborough is recognised as a 'Town of Sanctuary' for refugee and asylum seekers to seek support. Therefore, we recognise that there may be a number of asylum seekers and refugees situated in, travelling through or visiting Charnwood.

Religion or Belief (& No Belief): Within Charnwood there are a number of religions and beliefs followed by local people, which include Buddhist, Christian, Hindu, Jewish, Muslim, Pagan, Sikh and Spiritualist faiths. In the 2011 census (55%) of the population identify themselves as being Christian, 5% Hindu, 2% are Muslim, 1% are Sikh and 1% are all other religions. 29% of Charnwood residents stated that they had no religion.

There are a number of areas where there remain gaps and/or lags in data reporting. Gaps include sexual orientation, maternity or pregnancy status and gender identity and reassignment status. This is due, in particular regard to LGBT+ communities, to ONS not capturing or reporting on this data, however it is assumed that between 6-10% of a given population will identify as Lesbian, Gay or Bisexual with estimates of between 0.5-1% identifying as Transgender or Non-Binary.

We will continue to monitor Census data releases in line with the ONS release schedule upon which we will update our monitoring activity and mitigative actions in line with national and international best-practise.

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

The data available highlights that Charnwood is an area which is largely representative of the England and Wales average with small divergences primarily in age. This is largely derived from the high number of students relative to the permeant, settled population of residents. For groups where data is not captured or currently held, we have no current plans to capture additional information. This is due to considerations for privacy and safety of particular at-risk groups e.g., Trans and Non-Binary people or, as in the case for pregnancy and maternity status data is captured elsewhere and has limited interoperability with local government or ONS capture and reporting systems.

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

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

There has been significant engagement to date which has informed the development of the investment plan, individual projects, governance approaches and reporting and monitoring activity, inter alia.

● **Step 5 – Assessing the impact**

Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any 'protected characteristics' and provide an explanation for your decision. Please refer to the general duties on the front page.

Age	<p>Positive Impact</p> <p>There are significant opportunity to;</p> <ul style="list-style-type: none"> i. Eliminate discrimination ii. Foster Good Relations iii. Delivery Equality of Opportunities
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	<p>Across all project sponsors there is recognition of the critical need to support children and young people meet their aspirations and potential, particularly in light of the disproportion impact measures to reduce infection rates during the height of the pandemic caused. Reporting of isolation, poor socialisation and loneliness have all increased during and after the pandemic and were already rising during the 2010s. Via sporting, civic and social action the Investment Plan seeks to provide specific, high-quality provision for children and young people. Furthermore, the creation of volunteering and social action opportunities supports intergenerational exchanges and helps foster good relations between younger people and older people as these groups are more likely than working age adults to volunteer. This in turn tackles social isolation and loneliness in the two most at risk groups.</p>
<p>Disability</p> <ul style="list-style-type: none"> • Physical • Visual • Hearing • learning disabilities • mental health 	<p>Positive Impact</p> <p>Several projects within the Investment Plan work specifically to improve access and equity for people with disabilities and support individuals and communities to fully participate in society regardless of impairment or disability.</p> <p>Over 50% of the projects identified within the Investment Plan seek to support the equity or access for people with disabilities either explicitly via improved provision of accessible events, venues and activities. Or via activities with proven benefits for equity such as sport, civic and cultural engagement supporting people with disabilities to fully participate in society.</p>
Gender Reassignment (Transgender)	<p>Neutral Impact</p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.</p>
Race	<p>Neutral Impact</p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.</p>
Religion or Belief (Includes no belief)	<p>Neutral Impact</p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.</p>
Sex (Gender)	<p>Neutral Impact</p> <p>All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities</p>

	with protected characteristics. We will continue to work with partners to maintain best practice.
Sexual Orientation	Neutral Impact All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.
Other protected groups <ul style="list-style-type: none"> • Pregnancy & maternity • Marriage & civil partnership 	Neutral Impact All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.
Other socially excluded groups <ul style="list-style-type: none"> • Carers • Low literacy • Priority neighbourhoods • Health inequalities • Rural isolation • Asylum seeker and refugee communities 	Neutral Impact All project sponsors have in place Equity, Diversity and Inclusion policies which support individuals and communities with protected characteristics. We will continue to work with partners to maintain best practice.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

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

We have not identified any adverse or negative impact arising from the Investment Plan. On-going monitoring and evaluation is designed to capture any adverse impact as soon as possible and mitigative action will be overseen and authorised, in consultation with the appropriate bodies and communities, via the Government’s UK SPF monitoring and governance requirements.

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

As described above, the approach taken to production of the Investment Plan has ensured there is a sustained commitment to closing disparity gaps between different groups with a particular focus on next generations and the health and well-being of Charnwood communities and is fully compliant with the Public Sector Equalities duty.

By focusing on making improvements to public realm, health and wellbeing and civic and cultural engagement the Investment Plan, when delivered, will create new and improved sites of citizen led action and engagement which supports the fostering of good relations via shared spaces and civic and cultural activity. It works for the elimination of discrimination, harassment and victimisation by forging stronger cross community relations both in terms of geographic spread and by protected characteristic. The Investment Plan supports equality of opportunity by taking a strength-based approach to the development of services for children and young people, encouraging greater civic engagement and the development of confidence amongst younger generations enabling them to inform, support and/or critique the

development of future services provision, providing opportunities to develop critical life skills such as teamwork, advocacy, presentation and organisation.

● **Step 6- Monitoring, evaluation, review**

Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?

The Investment Plan will be subject to strategic delivery oversight by a Steering Group which will ask the Programme Manager to provide regular monitoring information. Additionally, the Programme Manager will require all project leads to provide information at both business case and project delivery stages about how they are including engagement with all relevant stakeholder groups across the community.

There is a robust monitoring, evaluation and reporting cycle as a funding condition which will assess both qualitative and quantitative measures of success of which a consideration of ongoing equity, diversity and inclusion issues are a part. All Council funded projects must commit to truthful and timely reporting of issues which may impact upon the Council execution of its equality duty. This is formally communicated to funding recipients via the grant awarding process.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

This EqIA and all subsequent monitoring activity will be reported to the Council’s corporate equalities officer and the relevant Strategic Director. They will raise any issues of required action at corporate leadership meetings and / or with the relevant Head(s) of Service.

● **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan


Reference Number	Action	Responsible Officer	Target Date
	NONE.		

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

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA’s)

Employees	UKSPF Project Team;	By email / meetings.
Service users	N/A	
Partners and stakeholders	Project Leads	By email / meetings
Others	Future Charnwood UKSPF Steering Group	By email / meetings.
	Public	Publication on CBC website
To ensure ease of access, what other communication needs/concerns are there?	None.	

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

Delete as appropriate
I agree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales below.
N/A
Signed (Service Head): 
Date: 8 th September 2022

Please send completed & signed assessment to **Vicky Brackenbury** for publishing.

CABINET – 9TH FEBRUARY 2023

Report of the Director of Housing and Wellbeing Lead Member: Councillor James Poland

Part A

REVIEW OF SHELTERED ACCOMMODATION - ST MICHAEL'S COURT, THURMASTON

Purpose of Report

To seek Cabinet approval for the redevelopment of St Michael's Court in Thurmaston, constructing several new bungalows at the location, the commencement of procurement exercises, including that for a main contractor, and allocation of budget to deliver the new scheme, which will be subject to the necessary planning permissions.

The contract for the main contractor is estimated at over £500,000, therefore under the Council's Contract Procurement Rules, a distinct report to Cabinet is necessary.

Recommendations

1. That the Director of Housing and Wellbeing be authorised to redevelop St Michaels Court in Thurmaston, progressing in line with Option A Bungalows Version 2 at Appendix 1, and;
2. To commence the necessary procurement exercises and award contracts, including that for a main contractor to deliver the new scheme, subject to planning permission being obtained.

Reasons

1. To develop a high quality accommodation scheme in the Borough which meets housing need, performs well financially, is considered an attractive layout with convenient parking for residents with mobility issues, is likely to be acceptable from a planning perspective bearing in mind the adjacent listed church, and provides accommodation that current tenants of St Michael's Court can move back in to, and;
2. To deliver the scheme in a way that is compliant with the Council's contract procurement rules.

Policy Justification and Previous Decisions

On the 7th of July 2011 Cabinet (Minute 24, Strategic Review of Sheltered Schemes) endorsed the categorisation of Martin Court Anstey... as a sheltered housing scheme for which it is appropriate to undertake a detailed feasibility appraisal; to inform the HRA business plan and enable fully informed future decisions to be made in relation to the scheme.

The construction of new high-quality accommodation on the site at St Michael's Court will support compliance with the Homes and Communities Agency *Home Standard* (2012), which the Council must:

- *ensure that tenants' homes meet the standard set out in the Government's Decent Homes Guidance and continue to maintain their homes to at least this standard.*

Implementation Timetable including Future Decisions and Scrutiny

Subject to Cabinet approval, works on site are expected to commence in the second half of 2023, with the new accommodation completed in 2024.

Report Implications

The following implications have been identified for this report.

Financial Implications

The cost of the scheme is £2m and the item is referred to in the Capital Plan Amendment Report which is on the agenda for this meeting.

The scheme can be fully funded through the Housing Revenue Account Financing fund.

Sustainability

The scheme has been designed to meet the needs of older people with careful attention to accessibility. The courtyard design places vehicles adjacent to the proposed bungalows. The scheme is well placed for local shops, and bus routes are within a 3 minute walk.

The scheme will be environmentally sustainable, and will be specified to meet the emerging challenges presented by the climate emergency and the Future Homes Building Standards.

Equality and Diversity

An Equality Impact Assessment can be found at Appendix 1.

The redevelopment of St Michael's Court will meet Charnwood Borough Council's responsibilities in relation to equality and diversity. New high-quality accommodation which better meets the needs of older people and those with mobility issues will be provided.

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
Failure to follow the Council's Procedures leading to a breach of procurement legislation and not obtaining best value.	Unlikely (2)	Serious (3)	Moderate (6)	Procurement advice to be obtained from Nottingham City Council where needed. Likely procurement route is via framework.
Current cost uncertainties, contractor availability, and material pricing impact on the overall cost of the scheme, making costs higher than expected.	Likely (3)	Serious (3)	Moderate (9)	Detailed specification and scope of works to be included in a comprehensive tender package. Fixed price design and build project. Likely procurement route is via framework.
Planning risks around the presence of the church, which is a heritage asset, and the preservation of the existing frontage impact on the Council's ability to implement a scheme which meets housing need, leading to reputational damage and abortive costs.	Unlikely (2)	Serious (3)	Moderate (6)	Pre-application advice to be sought. Consultation to take place with Highways. Progression of a low rise scheme.
Programme delays lead to reputational damage and increased costs and use of resources.	Unlikely (2)	Serious (3)	Moderate (6)	Detailed mobilisation, and delivery programme to be obtained from the contractor during the tender process. Project plan monitoring throughout delivery.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Residents refuse to move out resulting in reputational damage and increased costs.	Unlikely (2)	Significant (2)	Low (4)	Package of support offered to residents. Close liaison with residents. Information giving / consultation exercise to take place with existing residents, families, and the wider community.

Key Decision: Yes

Background Papers:

https://www.charnwood.gov.uk/files/papers/cab_07_july_2011_item_07_strategic_review_of_sheltered_schemes/Cab%2007%20July%202011%20Item%2007%20Strategic%20Review%20of%20Sheltered%20Schemes.pdf

Officer to contact:

Peter Oliver
 Director of Housing and Wellbeing
 01509 634 666
 Peter.oliver@charnwood.gov.uk

Part B

1. Background

- 1.1. The Council owns thirteen low rise sheltered accommodation schemes for occupation by people aged over 60.
- 1.2. Several improvements to sheltered accommodation have been delivered over the years, including:
 - Grays Court, Barrow upon Soar: conversion of bedsits into flats, and bungalows built in the grounds.
 - Riversdale Court, Birstall: conversion of bedsits into flats, a full refurbishment, extension, and construction of high-quality communal areas.
 - Aingarh, Loughborough, and Dudley Court, Sileby: conversion of some bedsits to flats.
- 1.3. Some of the schemes, including St Michael's Court, were developed in the late 1960s and early 1970s. Many dwellings are not self-contained, have shared bathing facilities, and contain steps and long corridors which are difficult for people with reduced levels of mobility to navigate. Consequently, some properties do not meet the current aspirations of older people (residents have been consulted in this respect) and are very hard to let. There are therefore a high number of voids in sheltered accommodation.
- 1.4. St Michael's Court in Thurmaston comprises 23 units, of which 2 are flats. The rest are bedsits, none of which have a self-contained bathroom. Compared to other schemes, St Michaels Court has the most bedsits. It has therefore been prioritised for redevelopment and existing residents have been made aware of this.
- 1.5. A Project Team and Project Board has been formed. Ark Consultancy has been appointed as Project Manager. Pelham has been procured to provide architectural services.

2. Assessment of Housing Need

- 2.1. Data from the Council's housing register shows that:
 - Demand for sheltered accommodation in the area is low.
 - There is a need for smaller property types (1 and 2 bed).
 - There are around 1200 people on the entire housing register, of which 250 have expressed they want to live in the area.
 - 50 people have the area as their first area of preference.
- 2.1. Of the 250 who have expressed they want to live in the area:
 - 31 need ground floor accommodation with a level access entrance.
 - 8 need full wheelchair access.
 - 14 need a Level Access Shower.

- 2.2 Between the areas of Thurmaston and Syston lies the approved Strategic Urban Extension of Thorpebury Park. This site has planning permission for up to 4,500 homes, of which over 1,100 will be affordable homes to rent and buy. Within the second phase of this development, secured within the legal agreement, is a 60+ bedroomed affordable rented Extra-Care Scheme to meet the needs of the areas older and disabled citizens. Understanding this pipeline delivery is key so as not to oversaturate a particular locality with too many homes of the same type, and an important consideration for the redevelopment options at St. Michaels Court.

3. Options for St Michael's Court

- 3.1 A replacement sheltered scheme has been considered, however the data from the housing register does not show there is a high demand in the area for sheltered accommodation. Furthermore, the size and location of the site would not accommodate a scheme which would meet the aspirations of older people and be good value. The scheme is adjacent to a listed church. This is an important heritage feature, which is currently visible over the top of St Michaels Court and is a factor which limits the scale and mass of any development at St Michael's Court. A flagship development such as that completed at Riversdale Court in Birstall could not likely be achieved on an economic basis.
- 3.2 The existing scheme cannot economically be internally remodelled to deliver a fit for purpose, sustainable homes. Consideration has been given to sale of the land, however this would negatively impact on the Council's ability to use the site for Council accommodation to meet housing need.
- 3.3 Several other options have therefore been considered. These are detailed at Appendix 2 - Options A through to D.
- 3.4 Appendix 3 - Scheme Comparison shows the capital and revenue cost of running each scheme over a lifetime 40-year period, allowing financial comparison across schemes on a like for like basis. The net present value of each scheme varies as each has a different size /makeup. On a purely financial comparator basis, the result, is as follows:
- The best financially performing options are the Bungalow schemes: Option A Version 1 and Option A Version 2.
 - Houses are more expensive to build than bungalows. Option C, which is houses with a bungalow present, performs better financially as it is cheaper to build and the rent for a bungalow is similar to a house.
 - Flats (Option D) sit, from a financial performance perspective, between the bungalow and house schemes.
 - Any grant received would change the financial evaluation outcome. Homes England has been engaged in a dialogue around the potential for grant funding.

- 3.5 The housing need data shows there is demand for smaller ground floor, level access accommodation. A bungalow scheme would meet this need. It would also provide the prospect for current residents of St Michael's Court to move into a new bungalow when the scheme is completed.
- 3.6 Of the two bungalow options (A) Version 2 presents an attractive layout which places car parking spaces in relatively close proximity to front doors. Version 1 has parking which is a comparatively long way away from each front door, which would likely present a challenge to residents with limited mobility.
- 3.7 It is likely 8 bungalows could be purchased from the open market for less than £2 million, however it is unlikely they could be obtained in a unit of 8, forming a community, and the ability to closely control design and standards around accessibility and energy efficiency would be compromised.

4. Recommended Scheme

- 4.1 Bungalow Version 2 is the recommended scheme. It meets housing need, performs well financially, is considered an attractive layout with convenient parking for residents with mobility issues, is likely to be acceptable from a planning perspective bearing in mind the adjacent listed church, and provides accommodation that current tenants of St Michael's Court can move back in to.

5. Support for Current Tenants at St Michael's Court

- 5.1 There are very few tenants remaining at St Michael's Court. Each tenant has been visited individually to identify aspirations around future accommodation, and to set out the package of support that is in place to help with moving. Relative and carer involvement has also been sought. This package of support, includes, amongst other things: removals, decorations, curtains, and carpets at the new home, and re-direction mail. Steps have been taken to ensure that tenants are not financially disadvantaged.

6. Consultation

- 6.1 Residents have been consulted on a sheltered housing standard against which all sheltered accommodation schemes have been assessed. St Michael's Court does not and cannot economically meet that standard.
- 6.2 Current and former residents of the scheme, and residents living in the immediate vicinity will be invited to a consultation event in the Spring of 2023.
- 6.3 The Housing Management Advisory Board has been consulted at its meeting in January 2023, and is in agreement with the redevelopment of the site in to new bungalow accommodation.

Appendices

- Appendix 1 - Equality Impact Assessment
Appendix 2 - Scheme Options A to D
Appendix 3 - Scheme Comparison

Equality Impact Assessment

**REVIEW OF SHELTERED
ACCOMMODATION - ST
MICHAEL'S COURT,
THURMASTON**

- **Background**

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

- **Legislation- Equality Duty**

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

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

For the following protected characteristics:

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex (Gender)
- Sexual orientation
- Socially excluded groups

What is prohibited?

- ✓ Direct Discrimination
- ✓ Indirect Discrimination
- ✓ Harassment
- ✓ Victimisation
- ✓ Discrimination by association
- ✓ Discrimination by perception
- ✓ Pregnancy and maternity discrimination
- ✓ Discrimination arising from disability
- ✓ Failing to make reasonable adjustments

Complete this action plan as you go through the questions

- **Step 1 – Introductory information**

Title of the policy	REVIEW OF SHELTERED ACCOMMODATION - ST MICHAEL'S COURT, THURMASTON
Lead officer and others undertaking this assessment	Director of Housing and Wellbeing
Date EIA started	09.01.23
Date EIA completed	09.01.23

● **Step 2 – Overview of policy/function being assessed**

Outline: What is the purpose of this policy? (Specify aims and objectives)
<p>To redevelop St Michael’s Court in Thurmaston, constructing several new bungalows at the location.</p> <p>The accommodation no longer meets housing need.</p> <p>It is proposed that new accommodation be built which meets housing need.</p>
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
<p>To provide high quality housing for older people and those who require level access accommodation.</p> <p>The existing tenants of St Michael’s Court will need to move into new accommodation as the existing scheme will be redeveloped.</p> <p>Existing tenants will be provided with the opportunity to move into the new scheme when it is completed.</p>
Which groups have been consulted as part of the creation or review of the policy
<p>Older people living in sheltered accommodation have been involved in the creation of a sheltered accommodation standard.</p> <p>Tenants on the Housing Management Advisory Board.</p>

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

<p>List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> ● Consultation ● Previous Equality Impact Assessments ● Demographic information ● Anecdotal and other evidence
<p>Detailed tenant profiling data is captured and recorded on QL, the Council’s electronic housing management system.</p> <p>A sheltered housing standard has been agreed with residents.</p>

Housing needs and allocations data has been analysed.
What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)
Properties in St Michael's Court, as built are hard to let as many dwellings are not self-contained, have shared bathing facilities, and contain steps and long corridors which are difficult for people with reduced levels of mobility to navigate. Consequently, some properties do not meet the current aspirations of older people.
Data confirms that people in need of housing have a need for level access accommodation.

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

Considering the answers given in Step 2, do you need to consult with specific groups to identify needs / issues? If not explain why.
Further consultation with residents will take place in the Spring to identify any wider community concerns about the development.

● **Step 5 – Assessing the impact**

Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any 'protected characteristics' and provide an explanation for your decision. Please refer to the general duties on the front page.	
Age	<p>Positive impact - existing residents will be able to access the new, high-quality accommodation when built.</p> <p>Negative impact - existing residents will have to move out of their current accommodation.</p>
Disability <ul style="list-style-type: none"> ● Physical ● Visual ● Hearing ● learning disabilities ● mental health 	<p>Positive impact - existing residents will be able to access the new, high-quality accommodation when built. It is expected this accommodation will be better for people with physical disabilities.</p> <p>Negative impact - existing residents will have to move out of their current accommodation.</p>
Gender Reassignment (Transgender)	Neutral impact identified.
Race	Neutral impact identified.

Religion or Belief (Includes no belief)	Neutral impact identified.
Sex (Gender)	Neutral impact identified.
Sexual Orientation	Neutral impact identified.
Other protected groups <ul style="list-style-type: none"> • Pregnancy & maternity • Marriage & civil partnership 	Neutral impact identified.
Other socially excluded groups <ul style="list-style-type: none"> • Carers • Low literacy • Priority neighbourhoods • Health inequalities • Rural isolation • Asylum seeker and refugee communities 	Neutral impact identified.

<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> • If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately. • Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.
<p>Residents that must move out of their current accommodation have been met with individually to identify support needs and will have a package of support provided to help them move.</p>
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>The redevelopment of St Michael's Court will meet Charnwood Borough Council's responsibilities in relation to equality and diversity.</p> <p>New high-quality accommodation which better meets the needs of older people and those with mobility issues will be provided.</p>

● **Step 6- Monitoring, evaluation, review**

<p>Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?</p>
<p>Yes, a regular project team meeting is in place. The agenda, amongst other things, considers tenant liaison.</p>
<p>How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.</p>
<p>N/A</p>

- **Step 7- Action Plan**


Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
	N/A		

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

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA's)
Employees	Y	Project Board.
Service users	Y	Publication on the Council's website
Partners and stakeholders	N	
Others	N	
To ensure ease of access, what other communication needs/concerns are there?		None identified

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

Delete as appropriate
I agree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales below.
N/A
Signed (Director):  Peter Oliver – Director of Housing and Wellbeing
Date: 09.01.23

Please send completed & signed assessment to **Vicky Brackenbury** for publishing.



KEY: OPTION A BUNGALOWS VERSION 1

ALL PLOTS WILL BE "CHIC" UNITS DESIGNED FOR MODULAR CONSTRUCTION.

9 x 1B2P BUNGALOWS 50 m²

TOTAL 9 DWELLINGS-

- Parking : 100% parking provided with 9 spaces.

- 800mm HIGH DECORATIVE GALV. PLASTISOL COATED STEEL RAILINGS FINISHED IN BLACK GLOSS.
- CLOSE BOARD TIMBER FENCING 1800 HIGH. GATES TO MATCH WHERE NOTED. GATES TO BE FITTED WITH PADLOCK FROM THE OUTSET. CONCRETE POSTS.
- RETAINING WALL TO ENGINEERS DESIGN
- 1800 HIGH BOUNDARY OF BRICK PIERS WITH TIMBER CLOSE BOARD PANELS BETWEEN. BLUE BRICK COPING PLUS CREAMING TILE
- HEAVY DUTY ROTARY DRIER TO BE PROVIDED TO RENTED HOMES
- SHEDS TO HOUSES - 1.22m WIDE BY 1.8m LONG APPROX. NO WINDOW, DOOR TO BE LOCKABLE.
- 1.8m SQUARE PATIO TO EACH OF THE HOMES
- BIN COLLECTION POINT
- CONCRETE SLABS FORMING PATHWAYS- SLABS SHOWN 450sq.
- BLOCK PAVED PRIVATE DRIVE OR PARKING AREAS. SUDS IF POSSIBLE.
- PARKING SPACES IN SUDS PAVING IF SUDS POSSIBLE. 2.4m x 5.5m LONG.
- PROPOSED TREE
- SOFT LANDSCAPE PLANTING.
- EXISTING HEDGE WITH NEW PLANTING TO FILL IN GAPS.
- HARD PAVED SPACE FOR LOCAL AUTHORITY 3 BIN STORAGE AREA FOR EACH PROPERTY. ALL THE PLOTS HAVE EASILY ACCESSED REAR BIN STORES.
- GATE TO MATCH BOUNDARY MATERIAL, IF TIMBER OR METAL. OTHERWISE TIMBER TO BOUNDARY WALLS IN BRICK.

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FEASIBILITY OPTION A - Version 1 BUNGALOWS TO REPLACE ST. MICHAELS COURT. 1:200

CDM Regulations 2015
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- Appoint Principal Designer (PD) & ensure they provide a pre-construction H&S file. The client must take reasonable steps to ensure the PD complies with any other PD duties.
- Appoint a Principal Contractor (PC). The client must take reasonable steps to ensure the PC complies with any other PC duties.
- Ensure Pre Construction H&S file is provided to every designer and contractor throughout the works & is reviewed regularly & available for inspection.
- Ensure suitable welfare facilities are available throughout the construction phase & that the principal contractors construction phase plan is place prior to construction phase and is maintained throughout construction works.

FOR THE OUTSTANDING RISKS PLEASE SEE 'P D'S DESIGNERS RISK ASSESSMENT REGISTER' WITHIN THE PRE-CONSTRUCTION H&S FILE.

Revision / Date / Notes	
Pelham Architects	
12-14 Pelham Road, Sherwood Rise, Nottingham NG5 1AP T: 0115 844 3038 info@pelhamarchitects.co.uk www.pelhamarchitects.co.uk	
STAGE	Stage
PROJECT	St Michaels Ct Thurmaston, Leicestershire
DRAWING TITLE	Bungalow Option A- V1
DRAWING NUMBER	2691/SK1000
SCALE	1:200 @ A2
DATE	20/01/22
DRAWN BY	SH
CHECKED BY	MP
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KEY: OPTION A BUNGALOWS VERSION 2

ALL PLOTS WILL BE "CHIC" UNITS DESIGNED FOR MODULAR CONSTRUCTION.

8 x 1B2P BUNGALOWS 50 m²

TOTAL 8 DWELLINGS-

- Parking : Over 100% parking provided with 9 spaces.
- Courtyard parking is closer for the residents than other option.
- Courtyard could be detailed to look more like an almshouse scheme.

- 800mm HIGH DECORATIVE GALV. PLASTISOL COATED STEEL RAILINGS FINISHED IN BLACK GLOSS.
- CLOSE BOARD TIMBER FENCING 1800 HIGH, GATES TO MATCH WHERE NOTED. GATES TO BE FITTED WITH PADLOCK FROM THE OUTSET. CONCRETE POSTS.
- RETAINING WALL TO ENGINEERS DESIGN
- 1800 HIGH BOUNDARY OF BRICK PIERS WITH TIMBER CLOSE BOARD PANELS BETWEEN. BLUE BRICK COPING PLUS CREASING TILE
- HEAVY DUTY ROTARY DRIER TO BE PROVIDED TO RENTED HOMES
- SHEDS TO HOUSES - 1.22m WIDE BY 1.8m LONG APPROX. NO WINDOW, DOOR TO BE LOCKABLE.
- 1.8m SQUARE PATIO TO EACH OF THE HOMES
- BIN COLLECTION POINT
- CONCRETE SLABS FORMING PATHWAYS- SLABS SHOWN 450sq.
- BLOCK PAVED PRIVATE DRIVE OR PARKING AREAS. SUDS IF POSSIBLE.
- PARKING SPACES IN SUDS PAVING IF SUDS POSSIBLE. 2.4m x 5.5m LONG.
- PROPOSED TREE
- SOFT LANDSCAPE PLANTING.
- EXISTING HEDGE WITH NEW PLANTING TO FILL IN GAPS.
- HARD PAVED SPACE FOR LOCAL AUTHORITY 3 BIN STORAGE AREA FOR EACH PROPERTY. ALL THE PLOTS HAVE EASILY ACCESSED REAR BIN STORES.
- GATE TO MATCH BOUNDARY MATERIAL, IF TIMBER OR METAL. OTHERWISE TIMBER TO BOUNDARY WALLS IN BRICK.

FEASIBILITY OPTION A Version 2 - BUNGALOWS TO REPLACE ST. MICHAELS COURT. 1:200

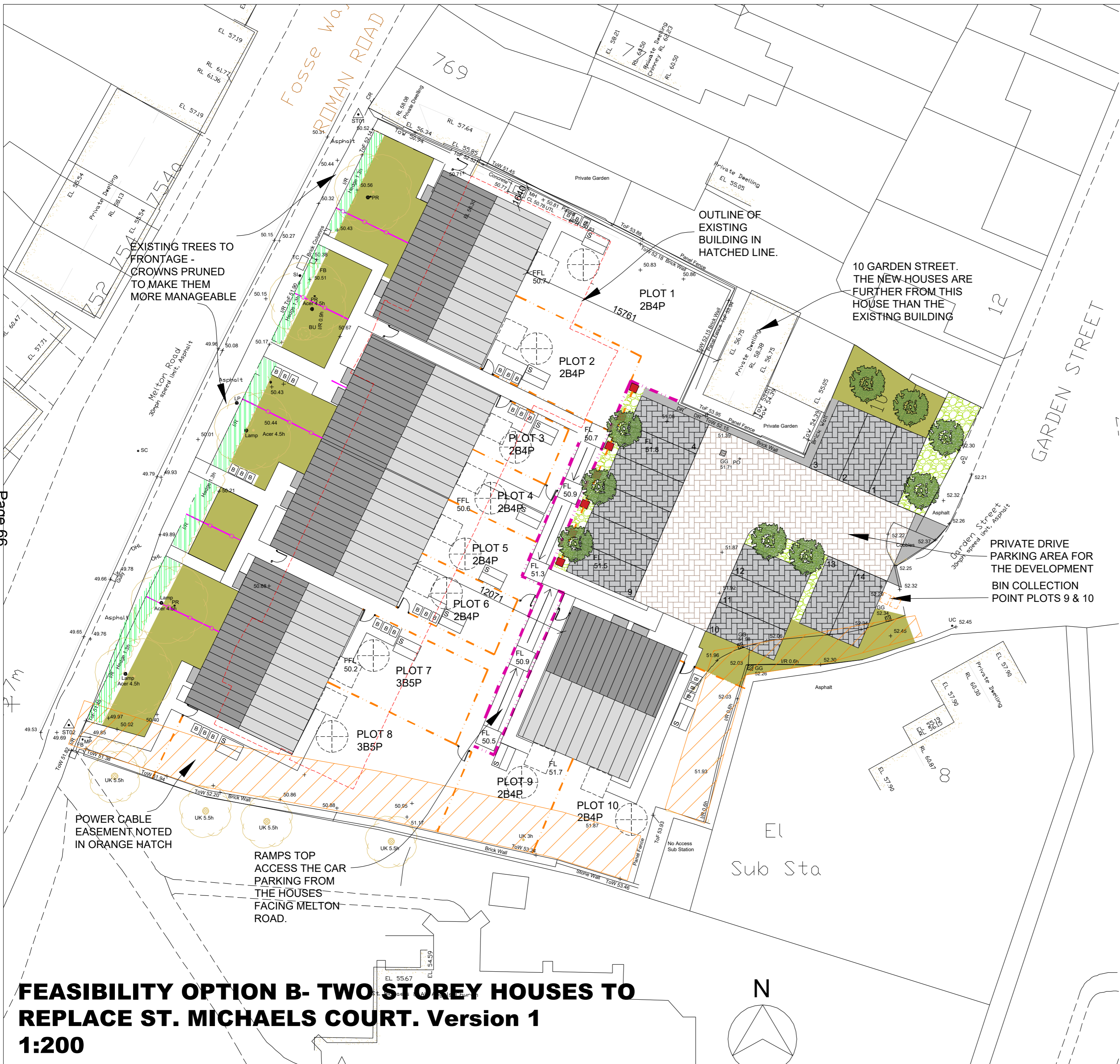
REV A SH 09.01.23- NOTES ALTERED TO SHOW CORRECT NUMBER OF BUNGALOWS.

CDM Regulations 2015
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STAGE	Stage
PROJECT	St Michaels Ct Thurmaston, Leicestershire
DRAWING TITLE	Bungalow Option A- V2
DRAWING NUMBER	2691/SK1001 rev A
SCALE	DATE
1:200 @ A2	20/01/22
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KEY: OPTION B - HOUSES

ALL PLOTS WILL BE "CHIC" UNITS DESIGNED FOR MODULAR CONSTRUCTION.

8 x 2B4P HOUSE 79 m²
 2 x 3B5P HOUSE 93m²
TOTAL 10 DWELLINGS- ALL HOUSES ARE 2 STOREY

- Parking : just under 150% parking provided with 14 spaces.
- Decorative fences and some brick walling is noted

- 800mm HIGH DECORATIVE GALV. PLASTISOL COATED STEEL RAILINGS FINISHED IN BLACK GLOSS.
- CLOSE BOARD TIMBER FENCING 1800 HIGH, GATES TO MATCH WHERE NOTED. GATES TO BE FITTED WITH PADLOCK FROM THE OUTSET. CONCRETE POSTS.
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FEASIBILITY OPTION B- TWO STOREY HOUSES TO REPLACE ST. MICHAELS COURT. Version 1 1:200

CDM Regulations 2015
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STAGE	Stage
PROJECT	St Michaels Ct Thurmaston, Leicestershire
DRAWING TITLE	Houses Option B
DRAWING NUMBER	2691/SK1002
SCALE	1:200 @ A2
DATE	20/01/22
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KEY: OPTION C - HOUSES & A BUNGALOW

ALL PLOTS WILL BE "CHIC" UNITS DESIGNED FOR MODULAR CONSTRUCTION.

1	x	1B2P BUNGALOW	50m ²
6	x	2B4P HOUSE	79 m ²
2	x	3B5P HOUSE	93m ²
TOTAL 9 DWELLINGS- ALL HOUSES ARE 2 STOREY			

- Parking : 150% parking provided with 14 spaces.
- Decorative fences and some brick walling is noted

- 800mm HIGH DECORATIVE GALV. PLASTISOL COATED STEEL RAILINGS FINISHED IN BLACK GLOSS.
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- PARKING SPACES IN SUDS PAVING IF SUDS POSSIBLE. 2.4m x 5.5m LONG.
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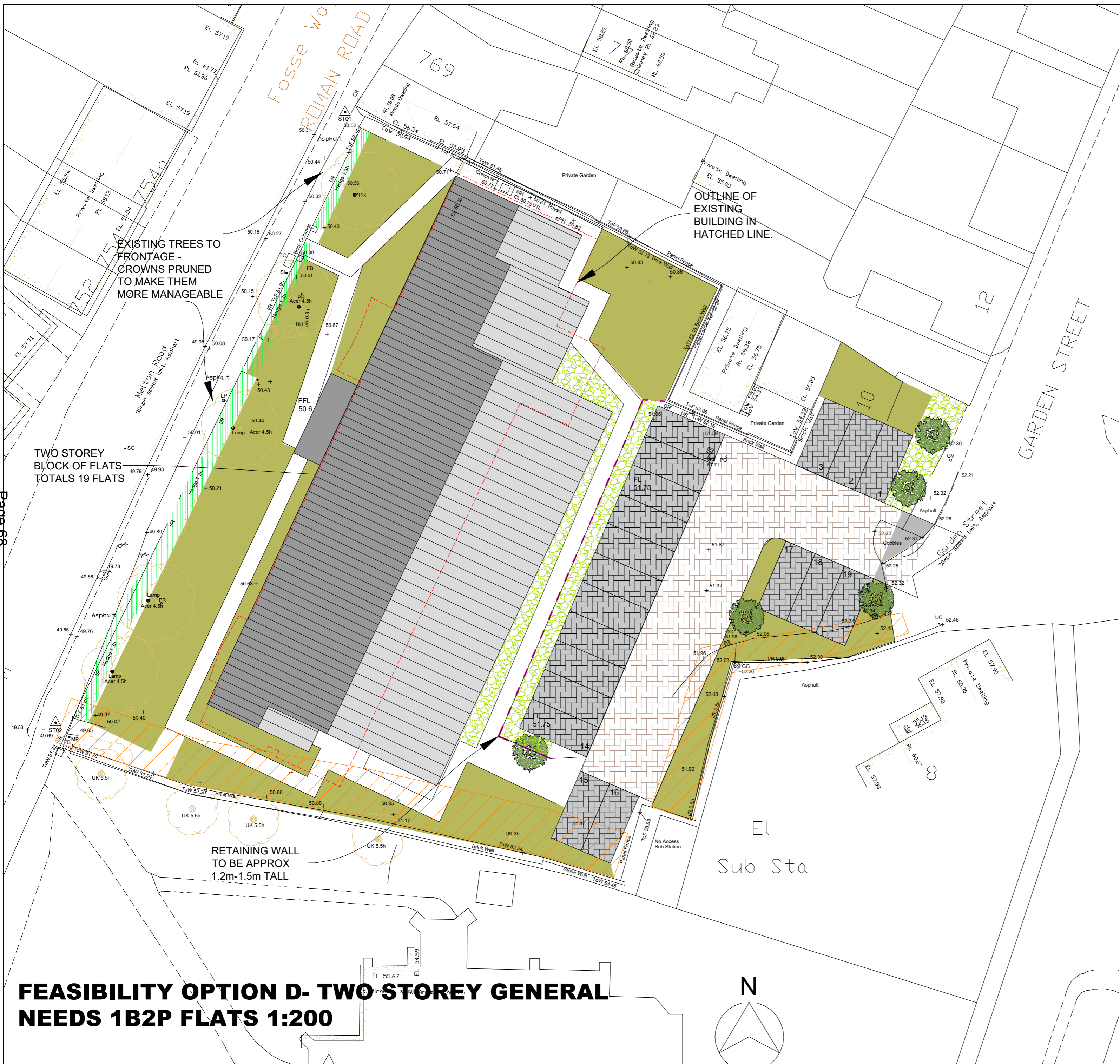
FEASIBILITY OPTION C- TWO STOREY HOUSES & BUNGALOW TO REPLACE ST. MICHAELS COURT. 1:200

CDM Regulations 2015
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STAGE	Stage
PROJECT	St Michaels Ct Thurmaston, Leicestershire
DRAWING TITLE	Houses & bungalow Option C
DRAWING NUMBER	2691/SK1003
SCALE	1:200 @ A2
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EXISTING TREES TO FRONTAGE - CROWNS PRUNED TO MAKE THEM MORE MANAGEABLE

TWO STOREY BLOCK OF FLATS TOTALS 19 FLATS

OUTLINE OF EXISTING BUILDING IN HATCHED LINE.

RETAINING WALL TO BE APPROX 1.2m-1.5m TALL

FEASIBILITY OPTION D- TWO STOREY GENERAL NEEDS 1B2P FLATS 1:200

KEY: OPTION D - GENERAL NEEDS FLATS

19 x 1B2P GENERAL NEEDS FLATS 50m²

Internal bins, bike and plant room

TOTAL 19 DWELLINGS- 2 STOREY

- Parking : 100% parking provided with 19 spaces.
- The block is two storeys, the roof could be flat to reduce impact if planners required.

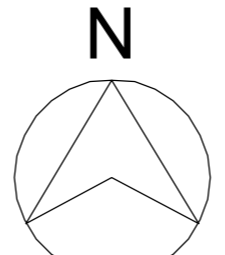
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Peiham Architects	
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STAGE	Stage
PROJECT	St Michaels Ct Thurmaston, Leicestershire
DRAWING TITLE	General needs flats Option D
DRAWING NUMBER	2691/SK1004
SCALE	DATE
1:200 @ A2	20/01/22
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CHARNWOOD - ST MICHAELS COURT OPTIONS

INTRODUCTION

At a meeting on 2 August 2022 ARK were requested to prepare a document to compare the relative merits and constraints of five options scoped for the site by Pelham architects.

The purpose of this short paper is to assist the Council in the selection of an option that can then be designed in detail with a view to making a planning application and being built out to provide a new Council housing resource and asset.

ARK has completed financial appraisals designed to show the relative financial position of each of the schemes. We ask that readers note that these are not detailed scheme appraisals based on detailed design and costing. But each scheme has been reviewed on the same basis to show relative positions. The NPV per home figure is the basis for the comparisons.

We have set out our key assumptions in the assumptions section.

FINANCIAL COMPARISONS

The table below compares the relative financial performance of the five options. Each option is show with and without land value.

SCHEME	Type of homes	No of homes	M2 per home	Land	Build	On costs	Interest	TSC	BE Year	NPV per home
Bungalow Option A - V1	Bung 1B 2P	9	50	Nil	1,181,250	229,792	11,083	1,422,125	46	-£62,171.78
Bungalow Option A - V1	Bung 1B 2P	9	50	400,000	1,181,250	229,792	28,940	1,839,982	52	-£108,604.67

Bungalow Option A - V2	Bung 1B 2P	8	50	Nil	1,050,000	228,010	10,387	1,288,397	46	-£65,232.13
Bungalow Option A - V2	Bung 1B 2P	8	50	400,000	1,050,000	228,010	28,244	1,706,254	52	-£117,463.38
Houses - Option B	2B 4P	8	79	Nil	1,975,470	238,205	17,607	2,231,282	47	-£94,580.00
	3B5 P	2	93							
Houses - Option B	2B 4P	8	79	400,000	1,975,470	238,205	36,768	2,650,443	51	-£136,498.50
	3B5 P	2	93							
Houses & Bungalow - Option C	2B 4P	6	79	Nil	1,725,150	235,231	15,848	1,976,229	47	-£93,889.33
	3B5P	2	93							
	Bung	1	50							
	1B2P									
Houses & Bungalow - Option C	2B 4P	6	79	400,000	1,725,150	235,231	35,008	2,395,389	52	-£140,463.33
	3B5P	2	93							
	Bung	1	50							
	1B2P									
General Needs Flats - Option D	1B 2P	19	50	Nil	2,850,000	272,555	41,980	3,164,535	49	-£80,489.26
General Needs Flats - Option D	1B 2P	19	50	400,000	2,850,000	272,555	65,874	3,588,429	52	-£102,799.47

In financial terms on a per home comparison there is little difference between the two bungalow schemes which show better cost / rental income ratios. The house scheme performs less well as the relationship between property size and construction cost v rental income is greater, hence option C improves the position slightly by including a bungalow.

The flat scheme falls between the bungalow and house options. Were grant to be included, the benefit from the number of homes would, we surmise, make the flat scheme the most viable simply by bringing in more grant, especially if offsetting land value.

SCHEME COMMENTARIES

The table below provide a commentary on the relative merits of the alternative schemes

SCHEME	Type of homes	No of homes	M2 per home	Merits	Possible constraints / issues
Bungalow Option A - V1	Bung 1B 2P	9	50	Retains a strong frontage to Melton Road 100% parking / 1 space per bungalow (1 accessible parking space) In planning terms there is low impact on the Church	The design is overall less attractive than Bungalow option B
Bungalow Option A - V2	Bung 1B 2P	8	50	The courtyard scheme presents an attractive alternative approach to the frontage and a better sense of cohesion for residents All but one frontage tree retained 9 car parking spaces, all at the front of the scheme (4 accessible parking spaces) In planning terms there is low impact on the Church	Bungalow 8 at the rear of the site has little relationship with the remainder of the scheme. It does though present well as a single dwelling Car parking access to / from Melton Road may be an issue

Houses - Option B	2B 4P	8	79	Retains frontage and trees	Houses do not reflect the previous sheltered housing / older persons use for the scheme The parking court dominates the rear Garden Street aspect of the site
	3B5 P	2	93	Relatively little impact on the church 14 parking spaces at the rear of the site (just under 1.5 parking spaces per house) 8 houses facing Melton Road provides a strong frontage to the scheme.	
Houses & Bungalow - Option C	2B 4P	6	79	Retains frontage and trees	Houses do not reflect the previous sheltered housing / older persons use for the scheme The parking court dominates the rear Garden Street aspect of the site Bungalow 9 at the rear of the site has little relationship with the remainder of the scheme and may feel isolated facing into the parking court
	3B5P	2	93	Relatively little impact on the church	
	Bung	1	50	14 parking spaces at the rear of the site	
	1B2P			8 houses facing Melton Road provides a strong frontage to the scheme.	
General Needs Flats - Option D	1B 2P	19	50	Presents a strong frontage to Melton Road The flat scheme mirrors the existing scheme most closely.	Perhaps a too strong a frontage but with careful design it will be attractive It presents the highest density unit option but would house no more people than option C The parking court dominates the rear Garden Street aspect of the site The most likely scheme to impact the church

					Is 19 x 1B flats too many in this location?
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In design terms schemes A1, B and C have similar linier presentations to Melton Road and similar parking court resolutions to the rear of the scheme. A2 has a better resolved approach to Garden Street and in our view forms an attractive frontage to Melton Road with the schemes courtyard design. Each scheme has its merits and the selection will, to some extent, depend on the demand for the property types in Thurmaston. The Council team are reviewing demand.

ASSUMPTIONS

ARK utilises an industry standard appraisal tool “Proval” to undertake viability appraisals.

ARK has utilised a benchmarked set of standard assumptions relating to interest rates, borrowing costs, management and maintenance costs and other assumptions to create the appraisals. These assumptions will be refined to mirror the Council’s HRA assumptions once the scheme option is selected.

We have used

- The Readings 8 March valuation
- Council social rents
- Build costs £2,300m2 for houses and £2,500m2 construction cost for flats and bungalows plus 5% contingency

NEXT STEPS

The Council will select the preferred option, once this is established the team will arrange the surveys required to complete the detailed design of the scheme.

Present the proposed option to Homes England for comment and to ascertain the likelihood of grant being available to support the scheme.

SCRUTINY COMMISSION – 6TH FEBRUARY 2023

Report of the Head of Governance and Human Resources

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

Budget Scrutiny Panel

Following approval from the Scrutiny Commission, the report of the Budget Scrutiny Panel has been submitted to the Cabinet for considering at their meeting on 9th February 2023. The report to the Cabinet included some comments from the Lead Officer of the panel (the Director of Finance, Governance and Contracts, S151).

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. At their last meeting, the Scrutiny Commission agreed to pause these panels until after the upcoming election period, as there was insufficient time to complete panels before this period.

Appendices: Appendix 1 – Scrutiny Panels

Background Papers: None

Officer to Contact: Karen Widdowson
 Democratic Services Manager

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Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

Chair	Type	Topic	Scope	Terms of Reference	Timing
Cllr Parton	Informal	Combatting Loneliness	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	Seek residents’ individual views through social media and press. Interview local charities and support groups. Interview Leicestershire County Council Adult Social Care	Paused until June 2023

			<p>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>	representatives and CAMHs.	
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?</p> <p>What specific actions could</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 until June 2023

			<p>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>		
To be confirmed	Formal	Budget Scrutiny	To closely review all aspects of the proposed budget for the following year and to monitor the performance of the budget from the previous year.		Autumn (Sept – Jan annually)

Express	Informal	Formal	Proposed

SCRUTINY COMMISSION – 6TH FEBRUARY 2023

Report of the Head of Governance and Human Resources

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 the 6th December 2022. The outcomes of the meeting can be found in the minutes of the meeting which are published on the Council's website. The Committee was due to meet again on 15th March 2023.

Appendices: Appendix - Finance and Performance Scrutiny Committee Work Programme

Background Papers: None

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Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
15th Mar 2023	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
15th 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.
15th 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.
15th 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.
15th Mar 2023	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. On 6 Sep 2022 update requested for Mar 2023 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.
12th Sept 2023 (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.
12th Sept 2023 (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 for 2022 and confirmed at meeting to continue to be annual every Sept
12th Sept 2023 (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.
12th Sept 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.
12th Sept 2023 (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)
28th Nov 2023 (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	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.

		incidences of violent crime to be monitored.			
28th Nov 2023 (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.
28th Nov 2023 (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.
28th Nov 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.

SCRUTINY COMMISSION – 6TH FEBRUARY 2023

Report of the Head of Governance and Human Resources

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 9th January 2023 the Scrutiny Commission added the following items to their work programme;

- i. Pre-decision scrutiny – UK Shared Prosperity Fund 'Future Charnwood Investment Plan' Programme of Delivery (February 2023)
- ii. Pre-decision Scrutiny – Review of Sheltered Accommodation – St Michael's Court, Thurmaston (February 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

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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	06 February 2023 (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	06 February 2023 (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	06 February 2023 (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	06 February 2023 (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	06 February 2023 (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	06 February 2023 (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	06 February 2023	Pre-decision scrutiny – UK Shared Prosperity Fund 'Future Charnwood Investment Plan'		To approve the delivery programme for the Future Charnwood Investment Plan.	Lead Officer	Agreed Scrutiny Commission, 9 January 2023, minute reference 78 2022/23

Scrutiny Commission Work Programme

Scrutiny Commission	06 February 2023	Pre-decision scrutiny – Review of Sheltered Accommodation – St Michael's Court, Thurmaston		To authorize the Director of Housing and Wellbeing to proceed on the basis outlined in the report, and to commence the necessary procurement exercises, including that for a main contractor, to deliver the new scheme, subject to planning permission.	Lead Officer	Agreed Scrutiny Commission, 9 January 2023, minute reference 78 2022/23
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	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 Work Programme

Scrutiny Commission	April 2023	Digital Transformation Scrutiny Panel – Update (6 month review)	To update on the actions associated with the recommendations of the Digital Transformation Scrutiny Panel six months after the completion of the panel.		Lead Officer	
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	June 2023	Update on Internal Anti-Social Behaviour Review	To update the Commission on the outcomes of the Internal Anit-social Behaviour Review, six months after the initial review		Peter Oliver/Alan Twells/Vicky Brackenbury	Agreed Scrutiny Commission, 12 December 2022, min ref 60, 2022/23

Scrutiny Commission Work Programme

Scrutiny Commission	June 2023	Waste Management Scrutiny Panel – Update (6 month review)	To update the Commission on the work undertaken as a result of the Waste Management Scrutiny Panel recommendations to Cabinet, six months after completion of the panel		Matt Bradford/Lead Member	
Scrutiny Commission	June 2023	Update on Void Property Information	To update the Commission on the Void Property Information, six months after the initial review.		Peter Oliver/Katie Moore	Agreed Scrutiny Commission, 12 December 2022, min ref 61, 2022/23
Scrutiny Commission	June 2023	Cost of Living Action Plan Update	To provide the Scrutiny Commission with an update on the work undertaken in relation to the Cost of Living action plan.		Lead Officer	Agreed Scrutiny Commission, 10 October 2022, minute reference 40 2022/23

Scrutiny Commission Work Programme

Scrutiny Commission	January 2024 (annual item)	Budget Scrutiny Panel Report	A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2024/25.		Budget Scrutiny Panel Chair	
Scrutiny Commission	To be confirmed	Web Contract Procurement	To allow the Scrutiny Commission to scrutinise 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



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

**Published
11th January 2023**

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,
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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?
Adoption of the Leicestershire Resources and Waste Strategy 2022-2050	To adopt the Leicestershire Resources and Waste Strategy 2022-2050.	Cabinet	9th February 2023	Report	Yes	Matt Bradford Head of Contracts, Leisure, Waste and Environment Tel: 01509 634695 matthew.bradford@charnwood.gov.uk
UK Shared Prosperity Fund 'Future Charnwood Investment Plan' - Programme of Delivery	To approve the delivery programme for the Future Charnwood Investment Plan.	Cabinet	9th February 2023	Report	Yes	Chris Grace Head of Economic Development and Regeneration Tel: 01509 634534 christopher.grace@charnwood.gov.uk
Review of Sheltered Accommodation - St Michael's Court, Murmaston	To authorise the Director of Housing and Wellbeing to proceed on the basis outlined in the report, and to commence the necessary procurement exercises, including that for a main contractor, to deliver the new scheme, subject to planning permission.	Cabinet	9th February 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@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 Finance 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 Finance 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?
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 Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Business Rates Write-Off	To approve the write-off of outstanding uncollectable business rates debt.	Cabinet	9th March 2023	Report	Yes	Simon Jackson Director Finance, Governance and Contracts Tel: 01509 634699 simon.jackson@charnwood.gov.uk
Housing Revenue Account (HRA) Asset Management Strategy	To approve the HRA Asset Management Strategy.	Cabinet	9th March 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
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 Director Housing and Wellbeing 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 Growth 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 Head of Transformation, Strategy and Performance Tel: 01509 634556 helen.gretton@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 2023/24.	Cabinet	6th July 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
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 Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
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 Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	14th September 2023 6th November 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	16th November 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Draft Capital Plan (2024-25 to 2026-27)	To seek approval to the draft capital plan for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance 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?
Draft General Fund and HRA 2024-25 Budgets	To seek approval to the Draft Revenue Budget for 2024-25 as a basis for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	14th December 2023 15th January 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants – Strategic Partners (2024/25-2025/26)	To put forward recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	11th January 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@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, Democratic Services, Legal Services, HR, Electoral Services, Land Charges, Investments and Development, Regeneration, Communications and Inward Investment.
Councillor Barkley (Conservative)	Deputy Leader of the Council Finance and Property Services Council Tax, Business Rates, Revenues and Benefits, Property Services and Building Control, and Audit & Risk.
Councillor Bailey (Conservative)	Planning Development Control, Conservation & Landscape and S106 Agreements.
Councillor Baines (Conservative)	Investment Strategy and monitoring of Council investments (treasury and commercial) and monitoring of the Council's capital programme.
Councillor Bokor (Conservative)	Loughborough Loughborough Markets & Fairs, Museums, Town Centre Management, Town Hall, Loughborough Public Conveniences, Arts & Culture, Open Spaces, Grounds Maintenance and Engineering.
Councillor Harper-Davies (Conservative)	Community Support Community Safety & Neighbourhood Management, Community Grants, Children & Young People, CCTV, Sports & Recreation, Leisure Centres, Waste and Waste Education.
Councillor Mercer (Conservative)	Private Housing Refugee Resettlement, Housing Option, Allocations & Lettings, Housing Needs, Empty Homes and HMO Licensing.
Councillor Poland (Conservative)	Public Housing Repairs & Investment, Tenancy Management, Supported Housing, Rents & Income Management, Leaseholders and Lifeline, and Equalities.
Councillor Rattray (Conservative)	Business Support Regulatory Services, Parking, Env Health, Street Management, Licensing, Tourism and High Street Recovery.
Councillor Rollings (Conservative)	Transformation Carbon Neutral by 2030, ICS, Customer Relationships, Organisational Development & Improvements and Emergency Planning.