



**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 Tuesday, 7th March 2023 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

24th February 2023

**AGENDA**

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

To approve the minutes of the meeting of the Commission held on 6th February 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 March 2023:

- (a) Corporate Delivery Plan 2023-24 13 - 37

A Cabinet report of the Chief Executive to propose the Council's Corporate Delivery Plan for 2023-24.

- (b) Charnwood Enterprise Zone - Request for Forward Funding (Building 28E) 38 - 46

A Cabinet report of the Director of Finance, Governance and Contracts to request approval for forward funding in respect of the Charnwood Campus site. The funding would enable the refurbishment of Building 28E on the site.

- (c) Charnwood Local Development Scheme 2023 47 - 71

A Cabinet report of the Head of Planning and Growth to seek approval of the revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.

8. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET  
RESPONSE 72 - 73

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

9. PROGRESS WITH PANEL WORK 74 - 77

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

10. SCRUTINY WORK PROGRAMME

78 - 82

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

83 - 98

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:

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 6TH FEBRUARY 2023

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

Councillor Morgan (Leader of the Council) and Poland (Cabinet Lead Member for Public Housing)

Director Housing and Wellbeing  
Head of Economic Development and Regeneration  
Business Relations and Economic Growth Officer  
Democratic Services Officer (SW)

APOLOGIES: Councillor Popley

The Vice-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.

### 79. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 9th January 2023 were approved.

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

The following disclosures were made:

- i. Councillor Seaton - In respect of item 7b (Review of Sheltered Accommodation – St Michael's Court, Thurmaston) a non-registrable interest as a ward Councillor for Thurmaston. Councillor Seaton stated that she came to the meeting with an open mind.
- ii. Councillor Brookes - In respect of item 7b (Review of Sheltered Accommodation – St Michael's Court, Thurmaston) a non-registrable interest as a ward Councillor for Thurmaston. Councillor Brookes stated that he came to the meeting with an open mind.

### 81. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

### 82. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

83. 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.

84. CABINET ITEMS FOR PRE-DECISION SCRUTINY

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

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

*Councillor Brookes arrived at the meeting at 6:04pm.*

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

The Leader of the Council, the Head of Economic Development and Regeneration and the Business Relations and Economic Growth Officer assisted with the consideration of this item. The following summarises the discussion:

- i. The UK Shared Prosperity Fund (UKSPF) allocation offered local flexibility and freedom in terms of expenditure. The Investment Plan had been approved and therefore the Council needed to move forward to the delivery phase. As the delivery of the plan was rolled out, if there were to be any significant underspends, that money could potentially be directed towards other projects that were not within the top ten highest ranked projects in order to increase the impact and scope of UKSPF locally.
- ii. There had been 53 funding expressions of interest from across the Borough and the ten projects selected for funding had been chosen on a ranked basis after assessment against the criteria. The Head of Economic Development and Regeneration agreed that the complete list of the names of projects and the proposing organisations that had put forward project ideas for consideration at the interest expression stage could be shared following the meeting. Details of the submissions were submitted in commercial confidence.
- iii. The criteria used to assess projects was formed using both DLUHC guidance and local priorities, as the government wanted spending to reflect local circumstances and needs. Local Authorities were required to use three thematic areas as part of the selection process; Communities and Place, Supporting Local Business and People and Skills. With these themes in mind,

- the project team were then able to apply criteria which reflected the local needs in the Borough, with a focus on opportunities, challenges, deliverability, supporting levelling-up and legacy impact.
- iv. It was highlighted that the proposed Delivery Plan would be managed carefully and that resource implications would be considered on an ongoing basis. There was a degree of flexibility which enabled changes to projects where required in order to manage costs effectively and deliver projects within the allocated budget.
  - v. The Council issued a call for projects in May 2022. A proactive publicity campaign was launched involving social media, videos, emails, briefing sessions, press releases and liaison with stakeholders and community and voluntary groups. All Borough Councillors had received information about UKSPF and all Parish and Town Clerks had been sent information asking for project ideas.
  - vi. It was not possible to exceed the end of programme delivery at the end of March 2025 as this date was confirmed by DLUHC. However, it was considered that governments were likely to be realistic about project delivery and would allow projects nearing completion at the end date to continue.
  - vii. To ensure effective delivery within budget and time scales, all successful projects had been instructed to complete Full Business Cases designed in-line with the HM Treasury 5 Case Model. Upon completion, technical appraisal of projects would take place, including scrutiny of expenditure and project level approach to risk management and the development of contingency planning in the event that external cost pressures exceeded the allocated budget for a given project.
  - viii. The Future Charnwood Group would act as an advisory panel for the delivery of the Investment Plan. The membership of this group would include local MPs, the Leader of the Council, the Chief Executive of the Council, the Director of Commercial and Economic Development and the Head of Economic Development and Regeneration.

## **RESOLVED**

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Economic Development and Regeneration.
2. That the Head of Economic Development and Regeneration shared the complete list of projects that had put forward for consideration at the interest expression stage.

### Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To provide members with information relating to the 53 expressions of interest received in the UKSPF allocation process.

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

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, was submitted (item 7b on the agenda filed with these minutes).

The Lead Member for Public Housing and the Director of Housing and Wellbeing assisted with the consideration of this item. The following summarises the discussion:

- i. Members expressed concerns over the proposals and believed that the loss of the sheltered accommodation at St. Michael's Court would be detrimental to the community. Members stated that they felt there was a need for bungalows in the area, but that there was also a need for sheltered accommodation.
- ii. It was anticipated that the approved Thorpebury Park development would include an Extra-Care Scheme, providing support to a significant number of older and disabled residents. It was raised that the proposed development was distanced from the central Thurmaston area and would not include a bus route, making it difficult for older and disabled residents to access services and facilities in Thurmaston and the wider area. It was acknowledged that shops and services would be included within the Thorpebury Park development, and that this would lead to a new community being formed. It was likely that the older and disabled residents living in the Thorpebury Park development would no longer be part of the Thurmaston community.
- iii. There were a number of void spaces within St. Michael's Court. It was raised that eight of the void spaces were vacated following discussions about the redevelopment of the area.
- iv. St. Michael's Court was considered to be unattractive due to the lack of bathing facilities in dwellings as bathrooms were shared.
- v. There were 164 expressions of interest for properties in Thurmaston, 19 of which were from residents aged 60+. It was raised that the proposed development would take a number of years to complete and that there were residents waiting for available properties now.
- vi. There were approximately 60 sheltered accommodation properties ready to let across the Borough. The Director of Housing and Wellbeing agreed to circulate



- information on these properties, specifically the number of bedsits and self-contained properties.
- vii. It was highlighted that nationally there was a significant shortage of sheltered accommodation properties and that the demand was not being met. However, Charnwood did meet the need for the demand of sheltered accommodation.
  - viii. The initial intention was for replacement multi-story sheltered accommodation to be developed on the site of St. Michael's Court. However, this was compromised due to the presence of the listed church next door.
  - ix. Members felt that the proposed development would not allow for sufficient parking in the area. It was highlighted that each property would include a double bedroom, but only one parking space. There was no on-street parking available and it was suggested that older or disabled residents may require regular visits from carers. It was confirmed that discussions with the Architects were ongoing and that parking was a consideration.
  - x. It was confirmed that pre-application advice had been received from the Planning Department at the Council prior to the development of the proposals. There had been ongoing discussions with the Planning Department and Architects appointed to plan the works. Any proposals would be subject to planning permission.
  - xi. There had been some remodelling of some sheltered schemes over time, although the technical complexities of refurbishing the site in full were not viable.
- Post meeting note: It was requested by the Director of Housing and Wellbeing that the paragraph reads "There had been some remodelling of some sheltered schemes over time, although the technical complexities of refurbishing the site in full meant it was not viable."*
- xii. There would be no return on investment for between 46-52 years, although it was highlighted that the purpose of the development was to meet a social need, in addition to being a financial investment.
  - xiii. The land at St. Michael's Court could achieve approximately £400k on the open market.
  - xiv. Some members felt that alternative options from those set out in the report should be identified and considered. It was also suggested that the other options with the report be further considered.
  - xv. The Lead Member thanked the Scrutiny Commission for their scrutiny on the subject and stated that there were a number of valuable comments and issues for consideration raised.

## RESOLVED

1. That the Cabinet be informed that the Commission did not support the recommendations as set out in the report of the Director of Housing and Wellbeing.
2. The Director of Housing and Wellbeing agreed to circulate information on the ready to let sheltered accommodation properties available in Charnwood, specifically the number of bedsits and self-contained properties.

#### Reasons

1. The Commission, having carefully considered the report, did not feel the Cabinet should approve the recommendations set out.
2. To enable the Commission to better understand the specifications of the ready to let sheltered accommodation properties in Charnwood.

#### 87. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

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

#### 88. 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 assisted with the consideration of this item.

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

#### Reason

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

#### 89. 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 10 on the agenda filed with these minutes).

The Lead Officer assisted with the consideration of this item.

**RESOLVED** that the Scrutiny Commission reviewed the Finance and Performance Scrutiny Work Programme and make any amendments the Commission feel necessary.

Reason

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

90. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Governance and Human Resources was considered, to enable the Commission to consider its work programme and forthcoming Key Decisions and decisions to be taken in private by the Cabinet in order to schedule items for pre-decision scrutiny (item 11 on the agenda filed with these minutes).

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

- i. Members asked for a report on the progress of the Selective Licensing Scheme. It was agreed that this item be scheduled for July/August 2023.
- ii. It was highlighted that the Commission's meeting scheduled for June 2023 had a significant number of items programmed. It was agreed that the following items be rescheduled for July 2023:
  - Update on Anti-Social Behaviour Review
  - Waste Management Scrutiny Panel - Update

**RESOLVED**

1. That forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted.
2. That the Commission's current work programme be noted.
3. That the following items be added to the Scrutiny Commission's work programme:
  - Selective Licensing Scheme Update (July/August 2023)
4. That the following items be rescheduled for July 2023:
  - Update on Anti-Social Behaviour Review
  - Waste Management Scrutiny Panel - Update

Reasons

1-4 To ensure effective and timely scrutiny, either to provide Cabinet with advice prior to it taking a decision or to ensure that the Council and external public service providers and partners were operating effectively for the benefit of the Borough.

2. To ensure effective and timely scrutiny.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 27th February 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 Lead Members and officers attended the meeting virtually: The Leader of the Council, the Head of Economic Development and Regeneration and the Business Relations and Economic Growth Officer.

## CABINET - 9TH MARCH 2023

### Report of the Chief Executive Lead Member: Leader of the Council, Cllr Jonathan Morgan

#### Part A

#### CORPORATE DELIVERY PLAN 2023-24

##### Purpose of Report

To propose the Council's Corporate Delivery Plan for 2023-24.

##### Recommendations

1. That the 2023-24 Corporate Delivery Plan, appended to this report, be approved.
2. That delegated authority be given to the Chief Executive, in consultation with the Leader to make amendments to the Corporate Delivery Plan.

##### Reasons

1. To identify the Council's key activities and performance indicators for 2023-24 that support the objectives set out in the Corporate Strategy (2020-2024).
2. To allow minor corrections and amendments to be made in a timely manner prior to publication and throughout the 2023-24 Corporate Delivery Plan.

##### Policy Justification and Previous Decisions

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

This Corporate Delivery Plan is a one-year plan for 2023-24 which supports the delivery of the Corporate Strategy, by setting out both the key activities that services will undertake to deliver the objectives and the key corporate indicators that will be used to monitor progress.

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

##### Implementation Timetable including Future Decisions and Scrutiny

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

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

## Report Implications

The following implications have been identified for this report.

### *Financial Implications*

The Corporate Delivery Plan 2023-24 will be funded within the financial strategy and budget approved by Council. At this stage, on the basis of the financial strategy, the Corporate Delivery Plan 2023-24 does not have any additional financial implications.

### *Risk Management*

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

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

### *Equality and Diversity*

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

In supporting the Corporate Strategy (2020-2024), the Corporate Delivery Plan 2023-24 has a strong focus on activities and performance indicators which support residents' priorities and those areas that the Council recognises as requiring additional support; therefore, the Corporate Delivery Plan should be beneficial for many of those within the community who need us the most.

The overall impact of the Corporate Delivery Plan can be considered to be positive. However, it is important that as specific initiatives are undertaken to deliver the Corporate Delivery Plan that where appropriate they are assessed individually to ensure that the Council complies with its statutory duty to give due regard to the need to:

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act.

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

### *Crime and Disorder*

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

### *Sustainability*

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

Key Decision:	Yes
Background Papers:	<p>Cabinet, 16<sup>th</sup> January 2020, Item 8, Corporate Strategy 2020-2024</p> <p>Cabinet, 12<sup>th</sup> March 2020, Item 7, Corporate Delivery Plan 2020-2021</p> <p>Cabinet, 11<sup>th</sup> March 2021, Item 9, Corporate Delivery Plan, 2021-2022</p> <p>Cabinet, 7<sup>th</sup> April 2022, Item 7, Corporate Delivery Plan 2022-2023</p>
Officer(s) to contact:	<p>Rob Mitchell Chief Executive 01509 634600 <a href="mailto:Rob.mitchell@charnwood.gov.uk">Rob.mitchell@charnwood.gov.uk</a></p> <p>Helen Gretton Head of the Transformation, Strategy and Performance (01509 634556)</p>

[Helen.Gretton@charnwood.gov.uk](mailto:Helen.Gretton@charnwood.gov.uk)

Vicky Brackenbury  
Transformation and Improvement Manager  
(01509 634504)  
[Vicky.brackenbury@charnwood.gov.uk](mailto:Vicky.brackenbury@charnwood.gov.uk)



## **Part B**

### Background

1. A Corporate Strategy for 2020-2024 was agreed by Cabinet on 16 January 2020. The Corporate Strategy was influenced by the priorities gathered from residents during consultation in autumn 2019 and verified by a further survey in autumn 2021.

### Heading

2. This Corporate Delivery Plan, which covers 2023-24, is the third Plan of the new Corporate Strategy.
3. The Corporate Delivery Plan is structured in two parts: firstly, it includes an introduction from the chief executive and outlines the performance management framework at the council and the current financial statement; secondly, it outlines the activities and tasks which will support the objectives set out in the Council's Corporate Strategy.
4. Heads of Service completed the Corporate Delivery Plan by outlining the activities that they would be undertaking in the forthcoming year to support the objectives within the Corporate Strategy.
5. As this Corporate Delivery Plan only measures corporate initiatives, activities and indicators, each service area also produces an individual service plan and service indicators. Service plans will be primarily for the use of services to manage their activity on an ongoing basis. Activities which feature in the Corporate Delivery Plan will be outlined in greater detail in these service plans.
6. This Corporate Delivery Plan will be used by Directors and Elected Members to monitor progress and achievement against the activities, ensuring that activities are delivered, and targets are on track.
7. In conjunction with the Corporate Strategy and Medium-Term Financial Strategy, this document will help the Council meet a range of challenges and shape the future direction.

### Appendices

- Appendix 1 – Corporate Delivery Plan Introduction
- Appendix 2 – Corporate Delivery Plan (2023-24)

# **Corporate Delivery Plan 2023/24**

## **Charnwood Borough Council**

# Introduction from the Chief Executive

I am pleased to present the Council's Corporate Delivery Plan for 2023-24.

We produce a Delivery Plan each year and it sets out specific objectives and actions the Council will be aiming to achieve over the coming 12 months.

The actions in our Corporate Delivery Plan are aligned to the objectives in the Corporate Strategy. These actions are in addition to the essential day-to-day services we operate, such as emptying the bins at over 70,000 homes, managing over 600 acres of open spaces, supporting local communities, operating leisure centres, Loughborough Town Hall and Charnwood Museum, handling planning applications and managing around 5,500 council homes. These are just some of the services we operate.

We continue to experience high demand for our services. That demand when coupled with reductions in our funding and increasing costs means we have less capacity to deliver our core services and in particular projects and initiatives which are over and above the day-to-day delivery. Our track record over recent years and our collective commitment to delivering projects and initiatives makes me proud of the way the Council has performed.

We continue to meet our strategic objectives and deliver services that make a real difference to residents and local communities. We are also continuing to drive change and progress towards becoming a more efficient, effective, and dynamic organisation.

I am pleased to say we completed almost all the actions in our previous Corporate Delivery Plan which given the context is a significant achievement.

As before, this year's Delivery Plan is focussed on the four priority themes as set out in the Corporate Strategy. They are:

1. Caring for the Environment
2. Healthy Communities
3. A Thriving Economy
4. Your Council

We look forward to delivering this plan and continuing to implement and support improvements across the borough.

# Values

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

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

## Performance Management Framework

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

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

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

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

It is important to acknowledge that all areas of the Council contribute to the delivery of the Corporate Delivery Plan. Therefore, each service will also produce a Service Delivery Plan.

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

This is outlined in the diagram below:



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

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

- Capital Programme Monitoring Board
- Climate Action Board
- Communities Board
- Customer Experience and Transformation Board
- Economic Development and Regeneration Board
- Workforce Board

The council will continue to commission a survey of resident's priorities and identify their views on a range of issues. Feedback received will be incorporated in to the Corporate Strategy and associated Delivery Plans.

## Financial Statement

The Council has a proven track record in meeting financial challenges, and our previous careful management of finances mean that we continue to drive change and stability across the borough.

We remain committed to growing the local economy, creating healthy communities, looking after our environment, and creating a more efficient council. To achieve ongoing success, our finances must remain sustainable and our plans realistic whilst continuing to provide excellent services.

The Council's budget for 2023/24 looks to spend around £66 million on services across the borough.

# CARING FOR THE ENVIRONMENT

**Corporate Strategy  
Outcome (2020-2024)**

**SMART Delivery Plan Action  
(2023-2024)**

**Responsibility**

**Start /  
End Date (Qtrs)**

**Climate Change:**  
Take action to become a carbon neutral organisation by 2030, to help tackle climate change.

Provide a briefing to all new councillors on climate change and carbon neutral issues as part of the member induction programme following the May 2023 local elections.	Head of Governance & HR	Q2	Q3
Undertake a Green Fleet Review with the assistance of the Carbon Trust.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
Give away 4,000 garden trees to residents and community groups.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q3
Upgrade the Loughborough Town Hall auditorium air handling system.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q3
Install 6 dual Electric Vehicle Charging Points, to accommodate up to 12 vehicles, at Beehive Lane Car Park to support the charging infrastructure for the residents, visitors, business and staff.	Head of Regulatory and Community Services	Q1	Q3
Install 3 dual Electric Vehicle Charging points, to accommodate 6 vehicles, at Charnwood Borough Council office car park to support charging of fleet and staff vehicles.	Head of Regulatory and Community Services	Q1	Q3
Complete replacement of the Street Management Fleet Vehicles with new vehicles to achieve the best reduction in CO2 emissions in line with the budget provision available.	Head of Regulatory and Community Safety/ Head of Contracts: Leisure, Waste and Environment	Q1	Q4

# CARING FOR THE ENVIRONMENT

**Corporate Strategy Outcome (2020-2024)**

**SMART Delivery Plan Action (2023-2024)**

**Responsibility**

**Start / End Date (Qtrs)**

**Parks and Open Spaces:**  
Develop, improve, and continue to care for our parks and open spaces, so they can be enjoyed by everyone.

Maintain Green Flag status for key sites across the borough.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
Implement mowing trials in suitable locations through the borough as identified in the Nature Positive report.	Head of Contracts (Leisure, Waste and Environment)	Q4	Q4
Install new gateway features at the Granby Street Car Park entrance to Queen's Park as part of the Living Loughborough Town Deal project.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
Improve drainage and lighting and replace information points in Queen's Park as part of the Living Loughborough Town Deal project.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
Upgrade the Queen's Park New Street side-lighting columns to match the Bedford Square Gateway Project lighting scheme as part of the Living Loughborough Town Deal project.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
Provide lighting in Queen's Park in the area near the Granby Street entrance as part of the Living Loughborough Town Deal project.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
Enhance the space outside the Museum café and provide year-round cover through a canopy structure and create secure storage for furniture that cannot be left outdoor all year round as part of the Living Loughborough Town Deal project.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
Deliver the Hope Bell Project in Queen's Park, including communications and engagement under the Lanes and Links Town Deal project.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4

# CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)	SMART Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
	Secure long-term provision of the management of Open Spaces by entering into new contractual arrangements.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4
<b>Protecting our Environment:</b> Help protect our environment by using all powers available to tackle those who threaten it.	Prepare, consult and adopt a Biodiversity Supplementary Planning Document.	Head of Planning & Growth	Q4	Q2 2024/25
	Use mobile CCTV cameras to detect fly-tipping offences and take appropriate action.	Head of Contracts (Leisure, Waste and Environment)/ Head of Regulatory and Community Safety	Q1	Q2
	<b>(Carried forward from 2022-23 as targets yet implemented)</b> Under the provisions of the Environment Act 2021, review any proposed emerging Air Quality targets and the impact on the current Air Quality Management Areas. Develop relevant monitoring and actions as required by the new requirements when implemented.	Head of Regulatory and Community Safety	Q1	Q4
	<b>(Subject to funding being received from DEFRA)</b> Identify targeted locations for high littering from vehicles, then undertake a targeted enforcement exercise, including an awareness campaign followed by use of enforcement cameras to reduce littering by a minimum of 20%.	Head of Regulatory and Community Safety	Q1	Q4



# CARING FOR THE ENVIRONMENT

Corporate Strategy Outcome (2020-2024)	SMART Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<b>Waste and Recycling:</b> Improve and develop our outstanding waste and recycling service to make it more efficient, more resilient, and better for the environment.	Implement the collection of mixed dry recycling from commercial premises.	Head of Contracts (Leisure, Waste and Environment)	<b>Q1</b>	<b>Q2</b>
	Secure the long-term provision of environmental services (Waste and Recycling Collections, and Street Cleansing) by entering into new contractual arrangements.	Head of Contracts (Leisure, Waste and Environment)	<b>1</b>	<b>Q3</b>
	Prepare for the proposed introduction of weekly food waste collections from all households.	Head of Contracts (Leisure, Waste and Environment)	<b>Q1</b>	<b>2025/26</b>

# HEALTHY COMMUNITIES

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<b>Safer Charnwood:</b> Continue to work with partners to make our towns and villages safer places to live, work and visit	Work with key partners to establish a Flood Risk Management Board for Loughborough to investigate long-term flood risk mitigation measures.	Head of Contracts (Leisure, Waste and Environment)	<b>Q1</b>	<b>Q4</b>
	Complete a minimum of 95% of the Food Safety High Risk (A-C rated food businesses) Inspection Programme in line with the Food Law Enforcement Plan 2023-24 and the Food Standards Agency Strategy.	Head of Regulatory and Community Safety	<b>Q1</b>	<b>Q4</b>
	Support the delivery of the Community Safety Partnership Plan 2023-26 and ensure that Council actions within the plan are completed.	Head of Regulatory and Community Safety	<b>Q1</b>	<b>Q4</b>
	Deliver the actions contained within the Home Office joint funded Safer Streets 4 programme.	Head of Regulatory and Community Safety	<b>Q1</b>	<b>Q4</b>
	In partnership with the Office of the Police and Crime Commissioner (OPCC) Violence Reduction Network, implement the new Serious Violence Duty requirements to ensure the completion of the Strategic Needs Assessment and a Partnership Strategy is in place.	Head of Regulatory and Community Safety	<b>Q1</b>	<b>Q4</b>

# HEALTHY COMMUNITIES

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<p><b>Supporting our communities:</b> Invest in services to help those who are most vulnerable, empower people to make a positive difference in their local areas and ensure community cohesion remains a top priority</p>	Deliver the internal Cost of Living Plan.	Neighbourhoods and Partnerships Manager	Q1	Q4
	Provide 4 learning and development events to recognise and support an effective and viable local voluntary and community sector.	Neighbourhoods and Partnerships Manager	Q1	Q4
	Deliver 10 targeted physical activity interventions to our least active communities with the aim of supporting the wellbeing of our residents and reducing health inequalities.	Sport and Active Recreation Manager	Q1	Q4
	Deliver 6 local initiatives aimed at building community resilience capacity and cohesion (focused on our priority neighborhoods).	Neighbourhoods and Partnerships Manager	Q1	Q4
	Secure feedback from communities about Council services and priorities through undertaking a residents' survey.	Communications Manager	Q2	Q3
<p><b>Healthy and happy residents:</b> Provide high-quality leisure facilities and sports activities for people and offer services to improve wellbeing, either directly or with our partners</p>	Deliver a football infrastructure across the borough, working with the Football Foundation to secure at least one grant.	Head of Contracts (Leisure, Waste and Environment)	Q1	Q4

# HEALTHY COMMUNITIES

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<b>Housing:</b> Help those in need of accommodation by continuing to make our Council homes better for tenants and work with developers and the privately rented sector to ensure high-quality homes are available to residents	Prepare, consult and adopt a Supplementary Planning Document for Housing.	Head of Planning & Growth	Q1	Q4
	Develop a Sheltered Accommodation Asset Management Strategy.	Head of Strategic Housing	Q1	Q4
	Progress the re-development of St Michael's Court in Thurmaston as part of the review of sheltered accommodation.	Head of Strategic Housing	Q1	Q4
	Develop a Homelessness and Reducing Rough Sleeping Strategy.	Head of Strategic Housing	Q1	Q4
	Develop a Housing Development, Acquisitions, and Disposals of Stock Strategy.	Head of Strategic Housing	Q1	Q4
	Produce an updated Repairs Policy for Council housing and assets.	Director of Housing and Wellbeing	Q1	Q4
	Undertake a review of the Lightbulb Service to identify the best way of meeting resident needs in the future.	Head of Strategic Housing	Q1	Q4
	Implement a document management system for tenant files.	Director of Housing and Wellbeing	Q1	Q4
	Develop a Garage Site Asset Management Strategy.	Head of Strategic Housing	Q1	Q4
	Review declassification of age restricted properties, to support the faster re-let of properties.	Head of Strategic Housing	Q1	Q4

# A THRIVING ECONOMY

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<b>Economic growth:</b> Continue to support and foster strong economic growth in Charnwood.	Review and adopt a revised Local Development Scheme.	Head of Planning & Growth	Q4	Q4
	Adopt the draft Charnwood Local Plan when the Inspectors' report is received.	Head of Planning & Growth	Q3	Q3
	Review and update the inCharnwood website and produce new marketing material and website content.	Head of Economic Development and Regeneration	Q1	Q3
	Implement a business start up and support programme for the borough in conjunction with partners using exiting and new funding streams, such as UK Shared Prosperity Fund (UKSPF).	Head of Economic Development and Regeneration	Q1	Q4
	Deliver a series of communications and engagement to support Loughborough Town Deal.	Communications Manager	Q1	Q4
<b>Towns:</b> Whilst respecting the heritage of our town centres, lead, support and collaborate (with partners and the private sector) to progress regeneration opportunities across Charnwood, ensuring future generations have access to high-quality jobs,	Deliver and promote the Market Place element of the Shepshed Public Realm construction contract, subject to Cabinet approval to proceed, as part of the Living Loughborough Town Deal project.	Head of Planning & Growth	Q1	2024/ 2025
	Produce a Regeneration Prospectus which enables the Council to effectively enter dialogue with investors, landowners, developers and Government agencies / departments about regeneration opportunities across Loughborough.	Head of Economic Development and Regeneration	Q1	Q3

# A THRIVING ECONOMY

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
growing Charnwood's reputation as a place where businesses thrive and helping our high streets become more diverse place.	Ensure all monitoring and performance returns to Department for Levelling Up, Housing and Communities (DLUHC) regarding Town Deal are submitted on time to ensure that the programme is delivered on schedule and to budget.	Head of Economic Development and Regeneration	Q1	Q4
	Identify the improvements needed to Loughborough's markets infrastructure, procure the ensuing services and product and commence implementation of works in order to deliver a key element of the Living Loughborough Town Deal project.	Head of Economic Development and Regeneration	Q1	Q4
	Hold at least 4 meetings of the Future Charnwood Group and 6 meetings of the Project Leads Group to help ensure that all 2023/24 UKSPF projects are progressed and delivered as per the approved Investment Plan and the deliverables and expenditure tables.	Head of Economic Development and Regeneration	Q1	Q4
	Deliver a programme of events in Loughborough and across the borough. The programme will include specialist markets and/or events for the King's Coronation, Remembrance Sunday and the Loughborough Fair and Christmas Lights switch-on and publish and promote to residents.	Head of Economic Development and Regeneration	Q1	Q4
	Produce a communications and development plan in order to raise awareness of the Discover Charnwood website and social media accounts to ensure its evolution as a key tool for helping encourage visitors to Charnwood and its attractions.	Head of Economic Development and Regeneration / Communications Manager	Q2	Q4

# A THRIVING ECONOMY

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
	Produce and publish a dedicated Groups Guide on the Discover Charnwood website and hold an educational visit for operators in order to encourage more coach and group visitors to the borough.	Head of Economic Development and Regeneration / Leics Promotions Ltd	Q3	Q4
	Subject to successful grant application for the Carillon Tower effectively deliver the “Iconic Carillon Tower project” including a brand, audience development programme and a centenary celebration plan with the Carillon Museum Trust and other key partners.	Head of Contracts (Leisure, Waste and Environment) / Communications Manager	Q1	Q2
	Develop a Car Parking Strategy and action plan for Charnwood car parks for the medium and long term and ensure they remain viable and sustainable to support our communities.	Head of Regulatory and Community Safety	Q1	Q2

# YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<b>Customer Service:</b> Commit strongly to improving customer service, delivering outstanding services and working together to create a more vibrant and prosperous Charnwood.	Implement and embed the Customer Focus Programme across the organisation.	Customer Experience Manager	Q1	Q2
	Establish a Digital Inclusion Network across the borough to improve digital capability in the highest risk areas.	Customer Experience Manager	Q1	Q4
<b>Transformation and Efficiency:</b> Transform into a more efficient, effective, and innovative organisation. In addition, continue to build our digital services using technology that will help us be more effective, efficient, and flexible to meet customers' needs.	Review of the Customer Relationship Manager (CRM) system and determine what the future need is.	Customer Experience Manager/ICT Delivery Manager	Q1	Q4
	Complete the implementation of the Assure back-office system in Housing, Planning and Regulatory Services.	ICT Delivery Manager, Head of Planning and Growth, Head of Regulatory and Community Safety, Head of Strategic Housing	Q1	Q3
	Review and procure a new corporate website.	ICT delivery Manager/ Communications Manager/Customer Experience Manager	Q1	Q4
	Complete an options appraisal and contract award and replacement option for the Revenues and Benefits contract.	Director of Customer Experience	Q1	Q3
	Explore options for customers to view their rent account and other Tenancy information online.	Director of Housing and Wellbeing	Q1	Q4



# YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<b>Developing Staff:</b> Develop our staff to help them deliver outstanding services and ensure our employees and elected members work together, as one Council, to bring positive change to Charnwood.	Develop a Workforce Strategy for publication in April 2024.	Head of Transformation, Strategy and Performance	Q2	Q4
	Undertake a range of recruitment and retention projects to ensure that Charnwood attracts the best candidates and retains a strong and committed workforce.	Head of Transformation, Strategy and Performance	Q1	Q4
	Deliver virtual staff briefings on an alternate monthly cycle and support two in-person staff events per year.	Communications Manager / Health and Wellbeing Group	Q1	Q4
<b>Financial stability:</b> Continue to carefully manage our budgets, particularly by using effective procurement and well-managed contracts.	Manage the action plan for the Financial Pressures meeting to ensure a robust mechanism for delivering savings is established.	Head of Finance	Q1	Q4
	Investigate and evaluate office accommodation options in line with our sustainability and carbon reduction approach.	Director of Commercial and Economic Development	Q1	2027/28
	Monitor live schemes relating to the Capital Plan, General Fund & Housing Revenue Account and to ensure all capital schemes are correctly categorised. 1) Live schemes 2) Provisional Scheme 3) Third party schemes.	Head of Finance	Q1	Q4
	Review budget monitoring reports and management information in line with Budget Scrutiny Panel recommendation for Members and Senior Leadership Team.	Head of Finance	Q1	Q2

# YOUR COUNCIL

Corporate Strategy Outcome (2020-2024)	Delivery Plan Action (2023-2024)	Responsibility	Start / End Date (Qtrs)	
<b>Commercialism:</b> Operate more commercially and reducing the burden on the taxpayer and government support will be a key element of this transformation.	Review all significant and relevant fees and charges and continue to consider commercial opportunities.	Director of Commercial and Economic Development	Q1	Q4
	Review all significant and relevant fees and charges and continue to consider commercial opportunities.	Director of Commercial and Economic Development	Q1	Q4
<b>One Council:</b> Collaborate with partners, in the public and private sector, to improve services and ensure employees and members work together, as one Council, and listen, talk, and engage with residents to bring positive change to Charnwood.	Deliver a comprehensive induction and training programme for new Councillors following the May 2023 local elections.	Head of Governance & HR	Q2	Q3
	Drive forward the Delivery Boards to ensure that a work programme of key projects is delivered resulting in a more efficient, effective and innovative organisation.	Head of Transformation, Strategy and Performance	Q1	Q4
	Develop a new Corporate Strategy for publication in April 2024, including gathering public consultation.	Head of Transformation, Strategy and Performance	Q2	Q4
	Develop a new Equality, Diversity and Inclusion Strategy for publication in April 2024.	Transformation and Improvement Manager	Q2	Q4

## Key Indicators 2023-2024

Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 3	Percentage of food establishments that achieve level 3 (broadly compliant) within the Charnwood Food Hygiene Rating System	Quarterly	Head of Regulatory and Community Safety	94%	94%	94%	94%	94%
KI 4(a)	Percentage of household waste sent for reuse, recycling, and composting <i>(Stretch Target)</i>	Quarterly	Head of Contracts: Leisure, Waste & Environment	50%	50%	50%	50%	50%
KI 4(b)	Percentage of household waste sent for reuse, recycling, and composting	Quarterly	Head of Contracts: Leisure, Waste & Environment	43%	43%	43%	43%	43%
KI 5	Percentage non-decent Council general needs homes	Annual	Director of Housing and Wellbeing					2.5%
KI 6	Percentage rent collected (Including arrears brought forward) <i>(Cumulative Target)</i>	Quarterly	Director of Housing and Wellbeing	86.75%	91.25%	95.45%	96.70%	96.70%
KI 7(a)	Time taken to process Housing Benefit/Council Tax new claims	Quarterly	Customer Experience Manager	18 Days	18 Days	18 Days	18 Days	18 Days
KI 7(b)	Time taken to process Housing Benefit/Council Tax change of circumstances	Quarterly	Customer Experience Manager	8 Days	8 Days	8 Days	8 Days	8 Days

Ref	Indicator	Quarterly/ Annual	Owner	Q1 Target	Q2 Target	Q3 Target	Q4 Target	Annual Target
KI 8	Percentage of Council Tax Collected (Cumulative Target)	Quarterly	Customer Experience Manager	29.32%	57.38%	85.48%	97.80%	97.80%
KI 9	Percentage of non-domestic rates collected (Cumulative Target)	Quarterly	Customer Experience Manager	30.24%	56.53%	84.19%	97.20%	97.20%
KI 10	The number of working days / shifts lost to the local authority due to sickness absence (Cumulative Target)	Quarterly	Head of Governance and HR	1.8 Days	3.4 Days	5.3 Days	7.5 Days	7.5 Days
KI 11 (a)	Percentage rent loss from void properties (Proxy Target) Age restricted properties	Quarterly	Head of Housing	11%	9%	5%	3%	3%
KI 11 (b)	Percentage rent loss from void properties (Proxy Target) Non age restricted properties	Quarterly	Head of Housing	4.75%	3.5%	2.5%	1.5%	1.5%
KI 13	Percentage of Major Planning applications determined in 13 weeks or agreed timescale	Annual	Head of Planning and Growth					70%
KI 14	Percentage Minor Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Growth					80%
KI 15	Percentage of Other Planning Applications determined within 8 weeks or agreed timescale	Annual	Head of Planning and Growth					90%
KI 18	Sustained reduction of CO2 from the 2018/19 baseline	Annual	Director of Commercial and Economic Development	To be determined following the refresh of the Carbon Neutral Plan				

<b>Ref</b>	<b>Indicator</b>	<b>Quarterly/ Annual</b>	<b>Owner</b>	<b>Q1 Target</b>	<b>Q2 Target</b>	<b>Q3 Target</b>	<b>Q4 Target</b>	<b>Annual Target</b>
KI 19	Percentage of air quality monitoring locations which comply with the National Air Quality Objective Limits	Annual	Head of Regulatory and Community Safety					95%
KI 20	Percentage of customers not proceeding past Stage 1 of the corporate complaint process	Quarterly	Customer Experience Manager	75%	75%	75%	75%	75%
KI 21	Number of people attending shows & events at the Town Hall	Quarterly	Head of Contracts: Leisure, Waste & Environment	18,000 Attendees	9,000 Attendees	39,000 Attendees	14,500 Attendees	80500 Attendees
KI 22	Total number of email subscribers	Annual	Communications Manager					18,200
KI 23	Total combined Twitter and Facebook audience	Annual	Communications Manager					21,800
LS10 (a)	Leisure Centres- total number of visits	Quarterly	Head of Contracts: Leisure, Waste & Environment	170,000 Visits	170,000 Visits	170,000 Visits	255,000 Visits	765000 Visits
LS10 (b)	Number of new members at Leisure Centres (including Swim School programme)	Annual	Head of Contracts: Leisure, Waste & Environment					600 New Members
NI 191	Residual household waste per household	Quarterly	Head of Contracts: Leisure, Waste & Environment					460kg
KI 24	Museum – total number of attendees	Quarterly	Head of Contracts: Leisure, Waste & Environment	11,000 Attendees	15,000 Attendees	5,000 Attendees	4,000 Attendees	35,000 Attendees

## CABINET – 9TH MARCH 2023

### Report of the Director of Finance, Governance & Contracts

Lead Member: Councillor Barkley

#### Part A

#### CHARNWOOD ENTERPRISE ZONE – REQUEST FOR FORWARD FUNDING (BUILDING 28E)

##### Purpose of Report

This report requests approval for forward funding in respect of the Charnwood Campus site. The funding would enable the refurbishment of Building 28E on the site.

##### Recommendations

1. That Cabinet approve a conditional grant to the Leicester & Leicestershire Economic Partnership for an amount of up to £5.0m, to be recovered through retention of business rates generated within the Enterprise Zone.
2. That Cabinet give delegated authority to the Director of Finance, Governance & Contracts, in conjunction with the Chief Executive and Lead Member for Finance, to finalise details of the grant agreement and other agreements associated with this transaction.

##### Reasons

1. To facilitate the development of the Charnwood Campus site within the Enterprise Zone.
2. To facilitate efficient and timely completion of the legal arrangements.

##### Policy Justification and Previous Decisions

The Enterprise Zone for Charnwood was designated with effect from 1 April 2017.

The overarching legal agreement between the Council, the Leicester & Leicestershire Economic Partnership (LLEP) and Leicester City Council (as Accountable Body of the LLEP), which sets out the distribution of business rates generated from within the Enterprise Zone and outlines the forward funding mechanism, was approved by Cabinet and subsequently signed by parties representing the Council, the LLEP and Leicester City Council on 12 November 2020.

##### Implementation Timetable including Future Decisions and Scrutiny

It is envisaged that, subject to Cabinet approval, legal documentation will be completed allowing the funding to be made available in April 2023.

Scrutiny Commission have the opportunity to scrutinise this report in line with usual arrangements at the meeting of 7 March 2023.

## Report Implications

The following implications have been identified for this report.

### *Financial Implications*

An amount of £10m is held within the Capital Plan to cover forward funding requests in respect of the Enterprise Zone. It is planned that funding of this capital expenditure will be through borrowing. At this time, it is likely that internal borrowing will be used, at least initially.

If loan repayments from business rates generated within the Charnwood Campus site proceed as planned, then this this will result in a small contribution to the General Fund over the term of the forward funding arrangement.

### *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.

<i>Risk Identified</i>	<i>Likelihood</i>	<i>Impact</i>	<i>Overall Risk</i>	<i>Risk Management actions planned</i>
Business rate generation at the EZ site prove insufficient to repay the loan	Remote (1)	Major (3)	Low (3)	<ul style="list-style-type: none"><li>• Due diligence on project</li><li>• Site sponsor is required to underwrite the loan</li><li>• Pre-existing business rates can be diverted to support repayment of the loan</li></ul>

Key Decision: Yes

Background Papers: Cabinet report 15 October 2020 - Charnwood Enterprise Zone – Request for Forward Funding

Officer to contact: Simon Jackson  
Director of Finance, Governance & Contracts  
T: 01509 634699  
E: [simon.jackson@charnwood.gov.uk](mailto:simon.jackson@charnwood.gov.uk)

## Part B

### Background

1. Background details of the Enterprise Zone and forward funding mechanisms were set out in the Cabinet Report of 15 October 2020 (Charnwood Enterprise Zone – Request for Forward Funding). For convenience, this detail has been updated to reflect the subsequent completion of the overarching agreement between the Council, the LLEP and Accountable Body and appended to this report at Appendix A.
2. This report brings forward the second forward funding request relating to the Campus site within the Enterprise Zone. This initial request (for some £2m) is also outlined within the Cabinet report of 15 October 2020.

### Forward funding opportunity – Charnwood Campus – refurbishment of Building 28E

3. The formal title of the investment scheme is the Charnwood Campus - B28E/B21 - Small Molecule Research and Development Facility (Innovation Centre Phase 1). The business case for this scheme has been approved by the the LLEP Board in line with the usual governance arrangements set out at Appendix A.
4. The principal objective of the scheme is the reactivation of currently unoccupied world-class bio-chemistry laboratory building to attract a strategically important research organisation from outside of the LLEP area. The project will upgrade existing building-part of Phase I Innovation Centre project, to comply with modern regulatory requirements providing specialised laboratories building resilient life sciences cluster in the Life Sciences Opportunity Zone.
5. It is also envisaged that the scheme will (extracts from the scheme Business Case):
  - Make available 9,417sqm of highly specialised but unused medicinal chemistry laboratory space that will support the development and growth of pharmaceutical, biotechnology, high-technology, medical technology businesses
  - Generate £408,000 pa in business rates
  - Enable Charnwood Campus to secure prospective tenants who require specialised medicinal bio-chemistry facilities, including one who have secured significant venture backing, and are now seeking space for their planned growth and expansion



- Encourage thriving companies to locate with the region and facilitate access to established science businesses in close proximity with shared experiences
  - Create 100 high value jobs within the first 12 months and a total of 225 within three to five years
  - Create a further 1,110 jobs in the supply chain (based on a 1:5 industry standard ratio where one high value job creates five low value jobs in the supply chain)
  - Achieve threefold growth in the next three to five years
6. As implied by the above, it is understood that discussions with prospective tenants for the refurbished building are well advanced.
7. The budgeted cost of the scheme per the approved business case – against which the grant will be awarded – is £4.649m; it is likely that some of this funding will be sourced from retained business rates in-hand at the LLEP and for the purposes of financial modelling a sum of £4.5m is assumed to be the forward funding required.

#### Forward funding arrangements

8. The outline arrangements in respect of the forward funding arrangements would be as follows:
- The ‘conditional grant’ to be made by the Council to the LLEP (or strictly the Accountable Body) would be in the order of £4.5m, with the balance of the funding grant to the Campus being met from historical business rate generation from the Campus site currently held by the LLEP
  - The Council would take out a loan to cover the conditional grant to the LLEP; this would be repaid on an annuitised (essentially a repayment) basis using business rates generated from the Campus site that would otherwise have been remitted to the LLEP (as set out in the overarching agreement covering business rate distributions)
  - The interest rate would be the PWLB certainty rate for the relevant period of loan, plus a risk premium reflecting the risks inherent in the forward funding arrangement; whilst generally the arrangement can be regarded as low risk the likely duration of the forward funding arrangements – likely to extend beyond ten years – inevitably gives rise to a certain level of uncertainty
9. Whilst detail on the precise forward funding required, applicable interest rates and the duration of the forward funding arrangement (including the period over which the loan would be repaid) has yet to be agreed, financial modelling has

been undertaken which strongly suggests that future business rate generation comfortably supports forward funding of the order of that requested.

10. As the loan would be a repayment type arrangement no Minimum Revenue Provision charges would arise.
11. It is highly likely that the Council would – at least initially - be able to fund the loan via internal borrowing due to the Councils current level of cash balances.
12. The loan would be supported by:
  - Grant agreement – essentially an agreement between the LLEP and the Campus
  - Underwriting letter, or equivalent, setting out details of the Campus’s commitment to underwriting the loan; the Council will be party to this document and must find the covenant set out within the letter as acceptable
  - Conditional grant agreement, which will cover the amount to paid over to the LLEP additional business rates to be withheld by the Council, between the Council and the LLEP (or strictly, the Accountable Body)
13. It is envisaged that documents used to underpin the previous forward funding request that were initially developed by Leicester City Council in its role as LLEP Accountable Body can be used as the basis for the new forward funding request.

#### Risk assessment and due diligence

14. Generally, the loan required to facilitate the forward funding agreement can be considered as a reasonably low risk proposition since:
  - The Campus site is already generating business rates of around £0.8m per annum that would be attributable to the LLEP to service forward funding arrangements; business rates generated by this additional Charnwood Campus investment scheme would be over and above this amount
  - The current forward funding arrangement requires business rate retention of £0.55m in each financial year to 2024/25, at the end of which the initial forward funding will have been repaid; this retention can then be wholly applied to another forward funding arrangement.
  - The Campus business case for the scheme states that negotiations with tenants for the refurbished building are advanced; further, in comparison to other prospective Enterprise Zone investments (such as infrastructure) the timeframe for project delivery is relatively short at eight to ten months

- The loan will be underwritten by Charnwood Campus; in legal terms this will be by a Jayplas group holding company or group Pension Fund; Jayplas are a locally well-known and perceived as a financially substantial organisation

15. Due diligence will be undertaken to ensure that covenants set out within the underwriting letter can be met by parties representing the campus ownership.

### Appendices

Appendix A            Background on the Enterprise Zone and forward funding arrangements



- Leicestershire County Council                      2.7%
- Leicestershire Fire & Rescue Service      0.3%

8. In terms of the selection of investment schemes it may be noted that the Agreement sets out that each Charnwood site will have an Implementation Group that will be chaired by the Chief Executive (or designated officer) of Charnwood Borough Council. The functions of the Implementation Groups are:

- To plan, oversee and advise the LLEP Board on the implementation of the LLEZ sites in Charnwood
- To develop, maintain and implement Implementation Plans for the LLEZ sites in Charnwood
- To recommend the priority and suitability of bids to the LLEP Board for the use of the LLEP retained business rates in accordance with the implementation plans
- To prioritise bids and make recommendations by application of the following criteria:
  - strategic fit – sequential approach referenced to implementation plan, planning and highway considerations
  - generation of retained business rates – amount, risk and speed of return
  - intervention rate and high level value for money, with the bid to be underwritten by the bidder (basically either the Campus or LUSEP)
  - third party funding – match or time critical issues.
  - such other criteria as shall be agreed by the LLEP and the Council in conjunction with the other parties to the Implementation Groups
- To shortlist Bids for recommendation to the LLEP Board

9. The above elements of the Agreement are designed to ensure that Charnwood Brough Council has influence on the direction of the LLEZ while recognising the role of the LLEP and other partners.

10. Once schemes have been through the LLEP approval process there will be the option for Charnwood Borough Council to forward fund projects via a separate and bespoke loan Agreement.

## Forward Funding Mechanism

11. The way that forward funding arrangements will be set is as follows:
  - I. The LLEP approves the business case for an investment scheme with the site sponsor (which could be either the Campus or LUSEP) in line with the governance processes outlined above.
  - II. The funding body – which would usually be the Council – will provide funding to the LLEP in the form of a ‘conditional grant’ enabling the LLEP to make a grant to the site sponsor for the agreed amount
  - III. The funding body will be repaid using the 85% LLEP share of business rates generated from the LLEZ site; where the funding body is also the billing authority (as is likely to be the case in practice) repayments can be deducted from amounts that would otherwise be remitted to the LLEP
12. The above mechanism is designed to avoid complex accounting arrangements within Accountable Body for the LLEP.
13. In order to allow the Council to act as funding body it is necessary that funds and the associated loans required to provide that funding are reflected in the extant Capital Plan and Capital Strategy. Updated versions of these documents are scheduled for approval at the Council meeting of 27 February 2023, following which (and assuming these are approved) £10m will be available in 2023/24 to provide forward funding for the LLEZ.
14. Typically, it may be expected that the Council will need to take out a loan (which may be via ‘internal’ or external borrowing) to provide the forward funding. Any loan entered into will reflect the likely profile and timing of cash flows from future business rates, previous funding arrangements relating to the site and projections of total business rates generated by the site over the 25-year life of the LLEZ.
15. Other features of the loan:
  - Where future business rate cash flows permit, the loan will be repaid on a repayment basis; this allows a charge in respect of Minimum Revenue Provision to be avoided
  - A margin will be created between interest rate charges borne by the Council and repayments from business rates generated; this margin will vary on a case by case basis and depend on the risk associated with the loan in terms of the receipt of future business rates projected in the investment scheme business case, and other pre-existing loans relating to that LLEZ site

## CABINET – 9TH MARCH 2023

### Report of the Head of Planning and Regeneration Lead Member: Councillor Richard Bailey

#### Part A

#### CHARNWOOD LOCAL DEVELOPMENT SCHEME 2023

##### Purpose of Report

To seek approval of the revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.

##### Recommendations

1. That the revised programme for the preparation of local development documents as set out in the Local Development Scheme attached to this report be approved;
2. That the Local Development Scheme comes into effect and is published by Friday 30 March 2023; and
3. That authority is delegated to the Head of Planning and Regeneration in consultation with the Lead Cabinet Member for Planning to make any minor typographical/graphical amendments to the Local Development Scheme prior to its publication.

##### Reasons

1. To ensure that the Local Development Scheme provides a realistic programme for the preparation of development plan documents.
2. To meet the requirements of Section 15 of the Planning and Compulsory Purchase Act (2004), as amended by the Localism Act 2011 and the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended by the Town and Country Planning (Local Development) (England) (amendment) Regulations 2008, 2009 and 2012.
3. To enable the timely publication of the revised Local Development Scheme.

##### Policy Justification and Previous Decisions

The Local Development Scheme (LDS) is a statutory document that sets out the programme for the production of the Charnwood Local Plan. The last LDS was published in April 2022 following Cabinet approval on 10 March 2022 (minute 93 s93/40 refers).

The Local Plan is an important tool that contributes the delivery of key elements of the Corporate Strategy and its vision for the Borough, particularly in relation to the themes 'Caring for the environment', 'Healthy communities' and 'A thriving economy'.

An up-to-date local plan serves as a mechanism to encourage new jobs and businesses, ensure that growth in homes and infrastructure benefits residents, and to protect the environment for future generations. It will also support the Council's work to increase tourism and support initiatives to help our towns and villages to thrive and provide sports facilities and green spaces.

The legislative provisions for the Local Plan are set out in the Planning and Compulsory Purchase Act 2004 and the Localism Act 2011. Further regulation is provided by the Town and Country Planning (Local Development) (England) Regulations 2004. Amendments to the 2004 Act and Regulations in 2008, 2009 and 2012 provide further specificity around the requirements for LDS and Local Plan production. The Localism Act 2011 requires the LDS to be made available to the community and other interested parties so they understand what policy work will be done and when it is programmed to take place. This then helps them to time their own activities around engagement and promote their objectives at the appropriate time.

The form and content of local plans are shaped by the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG) as appropriate.

#### Implementation Timetable including Future Decisions and Scrutiny

A revised version of the LDS is attached in the appendix and covers the three-year period until 31 March 2026 and would come into effect before the end of March 2023. The programme responds to the strategic planning matters for Leicester and Leicestershire and allows for local development need and supply factors to be considered over an appropriate timescale. The programme is necessary to set out the next stages in the preparation of local planning policy for Charnwood.

Development Plan Documents must be based on credible and robust evidence if they are to be found 'sound'. The revised LDS includes a programme that focuses on the preparation of a Local Plan for Charnwood in this context. The LDS also signals the intention to prepare two Supplementary Planning Documents (SPD) to inform decision-taking. The first of these being revised guidance on meeting housing needs – specifically relating to affordability, mix, tenure, and specialised residential accommodation (including purpose-built student accommodation). The other proposed SPD relates to the implementation of the Council's approach to securing biodiversity net gain from new development.

#### Report Implications

The following implications have been identified for this report.

##### *Financial Implications*

Provision has been made in the budget for 2023/24 for the work required on the final elements of the evidence base, examination, possible public consultation on modifications (to the new Plan) and adoption to enable work identified by the LDS to progress during the first year. The potential costs of the detailed programme of activity under years two and three will be identified ahead of the appropriate budget setting periods, considering the relevant LDS review and prevailing



circumstances. These will be identified as one-off budget pressures in the relevant budget rounds where necessary in line with normal working practice.

The total costs of producing a Local Plan consist of the consultancy costs and establishment staff costs over the period of plan preparation and the costs of the Planning Inspectorate. These costs are met by existing budgets. Members should be aware that the Local Plan draws on staff resources from across the Council, including the CEO and Director, and that staff in the Planning and Regeneration Service are engaged in other tasks, so it is difficult to establish exact Local Plan programme costs.

### *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 publish a Local Development Scheme prejudices the effective programming of planning documents and the timely preparation of a sound Local Plan.	Unlikely (2)	Significant (2)	Low (4)	Maintain effective project management through the LDF Project Board

Key Decision:

Yes

Background Papers:

None

Officers to contact:

Karol Jakubczyk  
Group Leader, Plans, Policies, Place  
(07591) 947043  
[Karol.jakubczyk@charnwood.gov.uk](mailto:Karol.jakubczyk@charnwood.gov.uk)

Richard Brown  
Team Leader, Local Plans  
01509634646  
[richard.brown@charnwood.gov.uk](mailto:richard.brown@charnwood.gov.uk)

## Part B

### Background

1. Local planning authorities are required to prepare a Local Development Scheme (LDS) setting out a 3-year programme for the preparation of local development documents and to keep it under review.
2. The Council adopted its first LDS in October 2005 and revisions have been made in every year since. The LDS is now reviewed on an annual basis and presented to Cabinet.
3. The review of the LDS sets out the programme for preparing a Local Plan and signals the intention announced in the Core Strategy to prepare two further supplementary planning documents. It is essential that work on the Local Plan continues to be given high priority to maintain a positive planning framework for growth and to engage positively in strategic planning matters for Leicester and Leicestershire.

### Progress made on the Local Plan

4. Following the adoption of the Core Strategy in November 2015, the 2016 LDS signalled the commencement of a single Local Plan to cover the period to 2036 (now extended to 2037) to respond to the Leicester and Leicestershire Strategic Growth Plan and the government's priority to significantly boost housing delivery.
5. Consultation on the Draft Charnwood Local Plan took place in November and December 2019. Based on information supplied by the Planning Inspectorate the previous LDS (April 2022) anticipated a local plan examination process comprised of hearing sessions during Summer 2022; consultation on major modifications during late-Summer 2022; the publication of the Inspectors' Report during Autumn 2022; and adoption of the Local Plan during December 2022/ January 2023.
6. Initially the examination programme proceeded in accordance with the previous LDS (April 2022) – with a three-week block of hearing sessions programmed to take place during June-July 2022. However, upon commencement, the Inspectors determined that for procedural reasons it was necessary to pause the Sessions. This was because the Borough Council had during the opening day stated their intention to respond positively to the apportionment of some of Leicester City's unmet housing and employment needs incorporated into the draft Local Plan.
7. The pause in the examination concluded with an additional set of Hearing Sessions during October 2022 to discuss the apportionment of Leicester City's unmet needs and the implications for the housing and employment needs. The successful conclusion of these additional Sessions has allowed for the examination to resume, with the Hearing Session that had originally been planned for Summer 2022 now taking place during February 2023. For this reason, it is necessary to review the LDS.

8. The proposed programme for the preparation of the new Local Plan is:
  - Resumption of Examination in Public hearing sessions – February 2023
  - Inspector’s report published – July 2023
  - Adoption of Local Plan – September 2023
9. Following the scheduled resumption of the examination Hearing Sessions, the latest version of the LDS (March 2023) seeks to identify a reasonable and deliverable timetable. The new LDS anticipates that subject to the February 2023 Hearing Sessions concluding successfully the Inspectors could be able to invite the Borough Council to consult on major modifications during late Spring/early Summer 2023, with the reasonable expectation that the Inspectors could publish their report during Summer 2022. This could allow for the Borough Council to adopt the new Local Plan during September 2023.
10. The management of the Local Plan examination falls with the Planning Inspectorate and the appointed Inspectors area of control; consequently, there is scope for the anticipated milestones to change. This is evidenced by the delay that the process has already experienced. Although the Borough Council has limited influence on these factors, it nevertheless continues to seek to minimise the potential risk of delay.
11. The Local Plan programme has been amended since the publication of its original LDS. This has previously taken account of significant extra work to overcome infrastructure constraints, and to respond to representations on the Draft Local Plan. Revision to the LDS have also been made alongside pressure from competing priorities particularly related to supporting Neighbourhood Planning, supporting the delivery of strategic developments, and contributing to and influencing strategic planning matters.
12. The programme for the LDS will be monitored through the Authority Monitoring Report. Managing performance against this programme is important given community and stakeholder expectations and powers available to the Secretary of State to intervene in poor performing authorities.

#### Supplementary Planning Documents (SPD)

13. The LDS identifies two SPDs to be prepared during the three-year period. The two SPDs proposed under this LDS seek to provide additional planning policy guidance firstly on housing and secondly in relation to biodiversity. Both documents are linked and dependent upon parent policies contained within the new Charnwood Local Plan. Although it will be possible to initiate and commence work on these SPDs during the first year of the new LDS, their latter stages, particularly public consultation, will need to take place post-adoption of the new Local Plan.
14. The proposed new Housing SPD will seek to inform and provide guidance to decision-taking in relation to proposals that meet specific aspects of the Borough’s housing need. The scope of this SPD will be guided by the Borough Council’s corporate priorities and the evolving decision-taking experience. It is anticipated that it will include guidance on housing mix of size and tenure,

specialised forms of housing, space standards, and the delivery of new affordable homes.

15. New proposals coming through the development management process – particularly those relating to highly specialised forms of residential accommodation – have accelerated the need for the new Housing SPD. This was acknowledged by the Borough Council's Local Plan Project Board, who suggested that the LDS prioritise work on this SPD. Work on the SPD could commence during Spring 2023. This could focus upon evidence base production and those areas of housing policy that have passed uncontested through the Local Plan examination. This would prepare the way for expanding the scope of work as the Local Plan gains weight as the process progresses towards adoption. Based on the anticipated Local Plan timeline this could provide an opportunity for public consultation during the end of 2023 and formal adoption of the SPD during early 2024.
16. The proposed new Biodiversity SPD will seek to provide guidance on how the Borough Council will secure compensation for the loss of biodiversity from development sites. It will build and expand upon an existing interim guidance document that was adopted to support decision-taking during Summer 2022. Whilst the latter document is useful and is being used to extract appropriate contributions from new development, it did not include public consultation and critically is linked to policy contained within the Core Strategy rather than new Local Plan. Consequently, it is highly desirable that the proposed new Biodiversity SPD be prepared as a replacement.
17. In addition to being dependent upon the adoption of the new Local Plan, the proposed Biodiversity SPD will also be informed by the enactment of the Environment Act 2021, which is anticipated to come into force from 1 November 2023. The Act is an important milestone for the preparation of the SPD as it will require mandatory biodiversity net gain, introduce statutory environmental targets, and set out the future of retained EU Law. This will embed environmental protection and enhancement into national planning policy. Nevertheless, preparation of the new Biodiversity SPD could be initiated over the second half of 2023, which would allow for work to accelerate following the enactment of the Act.
18. In respect of the two new SPDs, the Cabinet is advised that proposed changes to national planning policy may require the Borough Council to revisit how these documents are prepared. Current national planning policy allows local planning authorities to prepare supplementary guidance to (parent) policies contained in Local Plans. However, recent proposals seek to remove this ability – replacing it with “supplementary plans”. Critically, their plan-making process, in respect of engagement, examination and adoption, is unknown. The timetable for introducing these changes is unclear. The current consultation states that these changes will be introduced as a component of wider reaching under the “reformed planning system”. Current intelligence suggests that this is planned to commence during late 2024. Should that be the case, the proposed transitional arrangements would allow the Borough Council to commence, consult upon and where it is possible adopt new SPDs prior to the introduction of the reformed planning system. This could provide them with a lifespan

running parallel with the new Local Plan – which is anticipated to be at least until 2028.

### Appendices

Appendix: Charnwood Local Development Framework Local Development Scheme – March 2023 to March 2026

CHARNWOOD LOCAL PLAN  
LOCAL DEVELOPMENT SCHEME

MARCH 2023 TO MARCH 2026

MARCH 2023

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## 1. Introduction

- 1.1. The Charnwood Local Development Scheme sets out the Borough Council's programme for the preparation and production of the new Charnwood Local Plan, supplementary planning documents and other related documents that support the delivery of planned-for growth across the Borough.
- 1.2. Local plans are the key to delivering sustainable development that reflects the vision and aspirations of local communities. They set the development strategy and policies for delivering the vision of the area. Having an up-to-date local plan is important because applications for planning permission must be determined in accordance with the development plan unless material considerations indicate otherwise. In this respect, local plans provide clarity for development proposals and a degree of predictability for the community.
- 1.3. Charnwood Borough Council is committed to maintaining an up-to-date local plan in accordance with National Planning Policy Framework. The programme set out in this Local Development Scheme covers the period from 2023 until 2026. It identifies the stages the Local Plan will go through and the timetable for key activity.

## 2. Local Plans

- 2.1. The current development plan for Charnwood is made up of the Core Strategy (2015) and the detailed 'saved' policies from the Borough of Charnwood Local Plan (2004)<sup>1</sup>. The Core Strategy sets the strategic planning framework for Charnwood for the period 2011-2028.
- 2.2. Whilst the proposals in the Core Strategy provide for the period up to 2028, and the strategic growth sites contained within it will continue beyond 2028, the Council has a duty to maintain an up-to-date local plan. Consequently, the Council is preparing a single Charnwood Local Plan document to replace the Core Strategy and to replace the remaining 'saved' policies from the Borough of Charnwood Local Plan.
- 2.3. The Local Plan also identifies the need to prepare Supplementary Planning Documents to provide guidance on how certain policies should be interpreted and implemented. These are included in this programme.
- 2.4. Progress made on the Charnwood Local Plan is published each year in the Council's Authority Monitoring Report, which provides details on the Borough Council's performance in meeting the objectives set out in this Local Development Scheme.
- 2.5. The planning system uses a raft of technical names for different documents and the status they enjoy. Although every attempt has been made to avoid technical terminology there are occasions where names which have a legislative meaning are used. Where this is the case a glossary of terms is provided at Appendix C to assist the reader. The relationship between different documents is shown in Appendix A.

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<sup>1</sup> The minerals and waste local plans prepared by Leicester City and Leicestershire County Councils, and made neighbourhood plans, also form a part of the development plan for Charnwood



### **3. Programme of work for 2023 - 2026**

#### **Local Plan**

- 3.1 The Borough Council's immediate priority within the three-year period is to conclude the examination of the new Local Plan; to have it found sound; and subsequently have it adopted.
- 3.2 The emerging new Local Plan builds upon the strategy contained within the Core Strategy, setting out the strategic and detailed policies to deliver the Borough Council's vision for Charnwood up to 2037. It takes account of the commitments for housing, employment, and other developments across Charnwood, including the existing strategic allocations for Sustainable Urban Extensions and the Loughborough University Science and Enterprise Park. It identifies and allocates further sites in the borough needed to meet the needs of the community, including specific site allocations for development, and designations that reflect special character or that require protection. It also sets out specific planning policies and criteria against which planning applications for the development and use of land and buildings will be considered. The emerging new Local Plan will include a policies map for the whole Borough. Full details of the new Plan, its progress and its process milestones are set out under Appendix B.
- 3.3 The emerging new Local Plan responds to the Leicester and Leicestershire Strategic Growth Plan which has been prepared and approved by all ten partner organisations. The Strategic Growth Plan was approved by the Borough Council on 5<sup>th</sup> November 2018.
- 3.4 Early public consultation was undertaken on the scope of the new Local Plan in 2016, in accordance with Regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012. During April 2018 further public consultation was undertaken on the issues and options available for the new plan. This was entitled 'Towards a Local Plan for Charnwood'. A Draft version of the new Local Plan was prepared and consulted upon during November 2019. Subsequently, the Borough Council prepared a Pre-submission version of the Local Plan. This was the subject of public consultation, in accordance with Regulation 19 of the Regulations, during Summer 2022. A copy of the Pre-submission draft Local Plan is available to view on the [Borough Council website](#).
- 3.5 Following the close of the public consultation on the Pre-submission version, the Borough Council formally submitted the draft Local Plan to the Secretary of State for the purpose of examination in public on 3 December 2021. The new Local Plan had been scheduled to be examined in public through hearings sessions that were due to place during June-July 2022.

#### **Leicester and Leicestershire Strategic Growth Plan**

- 3.7 Charnwood is part of a wider housing market area that covers Leicester City and all the other Leicestershire authorities. This provides the context under which local planning authorities across the area can work together to understand the need for new homes and jobs with the objective of meeting these needs through their local plans in a coordinated way. A Strategic Growth Plan has been prepared which sets out the number of homes and jobs needed and the agreement on their distribution across Leicester and Leicestershire between 2011 and 2050. A Strategic Growth Statement was published in Summer 2016 and a draft plan was the subject of consultation in Spring 2018. Following consultations with residents, businesses, organisations, and other key stakeholders the Growth Plan was approved by all councils at a series of meetings held during November and December 2018.
- 3.8 The relationship between the Charnwood Local Plan and the Strategic Growth Plan is an important one, as the Local Plan takes its lead from the Growth Plan's broader strategy – particularly in terms of the numbers of new homes and jobs required in Charnwood. The development strategy for Charnwood is a key component of the Local Plan and can only be identified and tested now the Strategic Growth Plan has been approved. The Borough Council will continue to be engaged in this strategic work during the period covered by this Local Development Scheme. This includes the preparation of a Statement of Common Ground between the Borough Council and the other Leicestershire councils. The relationship between the Charnwood Local Plan and the Strategic Growth Plan is recognised in the risk assessment in Section 5.
- 3.9 The draft Statement of Common Ground and the associated Housing and Economic Needs Assessment were the subject of a report considered by the Member Advisory Group 27 April 2022. This sought agreement on the content of the Statement, in relation to the approach apportioning unmet need across the County and recommended all local authority partners take the Statement through their governance processes. Following this, the Statement is subsequently passing through the respective governance arrangements of the partner authorities. The Statement was considered and agreed by the Borough Council's Cabinet on 9 June 2022.

### **Local Plan Programme to Adoption**

- 3.10 The Borough Council becoming a signatory of the Statement of Common Ground had a consequential impact upon the Charnwood Local Plan process. The previous Local Development Scheme had envisaged the Local Plan Examination hearing sessions to take place during Summer 2022. However, upon commencement, the Inspectors immediately determined that for procedural reasons it was necessary to pause the Sessions. This was because the Borough Council had during the opening day on 28 June 2022 stated the intention to respond positively to the apportionment of some of Leicester City's unmet housing and employment needs, as per the agreement through the Statement of Common Ground.
- 3.11 The pause in the examination concluded with an additional set of Hearing Sessions during October 2022 to discuss the apportionment of Leicester City's unmet needs and the implications for the Borough's housing and employment needs. The successful conclusion of these additional Sessions allowed for the examination to

resume, with the Hearing Session that had originally been planned for Summer 2022 taking place during February 2023.

3.12 Based on information available to the Borough Council a reasonable timetable for progressing the new Local Plan through to the completion of the examination and on towards adoption is:

- Examination hearing sessions conclude – February 2023
- Publication of Inspectors' Final Report – July 2023
- Adoption – September 2023

3.13 The suggested timeline assumes that the examination hearing sessions are completed successfully within their scheduled dates and that the process subsequently moves toward consultation on modifications without any further impediment. Should that be the case it is reasonable to assume a period of six months between the conclusion of the hearings and adoption.

3.14 Following the successful adoption of the new Local Plan the Borough Council will have an opportunity to reflect upon the outcomes from the examination process in terms of how it proceeds with its plan-making responsibilities across the remainder of the period covered by this Local Development Scheme. It is anticipated that at that point in time there will be further clarity on the scope and nature of the proposed changes to the national planning system.

### **Supplementary Planning Documents**

3.15 The role of Supplementary Planning Documents (SPDs) is to provide guidance on how existing planning policy should be used and interpreted when developing proposals and taking decisions on planning applications. The Core Strategy generated the production of two SPDs, which provided additional guidance on the implementation of its design and housing policies. Following the adoption of new Charnwood Local Plan, it is anticipated that these two SPDs will fall away, as the parent policies contained within the Core Strategy will have been superseded. The new Local Plan includes policies relating to the design of new development. It also incorporates, under an annex, much of the key guidance on how these policies will be implemented through decision-taking. On that basis, it is not currently anticipated that there will be an immediate need for additional supplementary guidance on design matters. Consequently, the Local Development Scheme does plan for this eventuality during its life span. Nevertheless, the Borough Council will closely follow the development of national policy in relation to the preparation of local Design Codes. Current guidance suggests that design codes should either be included within local plans or prepared as SPDs. Regardless of the format, the Borough Council will ensure that, should they become necessary that they are based on effective community engagement and reflect local aspirations for the development of their area.

3.16 There are two new SPDs identified for preparation and production over the three-year period covered by the Local Development Scheme. These seek to provide additional planning policy guidance firstly on housing and secondly in relation to biodiversity. Both documents are linked and dependent upon parent policies

contained within the emerging new Charnwood Local Plan. Although the Borough Council is initiating their preparation and production during the first year of the new Local Development Scheme, their latter stages, particularly public consultation, will need to take place after the formal adoption of the new Local Plan has taken place. Consequently, those latter stages are anticipated to take place post-September 2023 at the earliest.

- 3.17 The first of the new SPDs will focus on Housing issues. It will seek to inform and provide guidance to decision-taking in relation to proposals that meet specific aspects of the Borough's housing need. Its full scope will be guided by the Borough Council's corporate priorities and the evolving decision-taking experience. It is anticipated that it will include guidance on housing mix of size and tenure, specialised forms of housing, space standards, and the delivery of new affordable homes. For example, the SPD could consider the introduction and delivery of First Homes and other similar products and how these can be incorporated into the delivery of planned-for growth so that they effectively meet genuine local need.
- 3.18 The Borough's dynamic growth environment, particularly in respect of new residential development proposals, has accelerated the need for the new Housing SPD. Consequently, the Local Development Scheme proposes a timetable that anticipates initial work on the SPD could commence during Spring 2023. This could upon evidence base production and those areas of housing policy that have passed uncontested through the Local Plan examination. This would prepare the way for expanding the scope of work as the Local Plan gains weight as the process progresses towards adoption. Based on the anticipated Local Plan timeline this could provide an opportunity for public consultation during the end of 2023 and formal adoption of the SPD during early 2024.
- 3.19 The proposed new Biodiversity SPD will seek to provide guidance on how the Borough Council will secure compensation for the loss of biodiversity from new development proposals. It will build and expand upon an existing interim guidance document that was adopted to support decision-taking during Summer 2022.
- 3.20 The increasing importance of biodiversity in place-making has generated the need for new guidance that sets out how the Borough Council implements net-gain, and where necessary off-setting through decision-taking. Guidance will initially seek to support Core Strategy Policy CS13 Biodiversity and Geodiversity. Upon adoption of the new Local Plan, it is anticipated that guidance will be updated to support the objectives of proposed Local Plan Policy EV6 Conserving and Enhancing Biodiversity and Geodiversity.
- 3.21 The introduction of the new Biodiversity SPD will be informed by the enactment of the Environment Act 2021, which is anticipated to come into force from 1 November 2023. The Act is an important milestone for the preparation of the new SPD as it will require mandatory biodiversity net gain, introduce statutory environmental targets, and set out the future of retained EU Law. Nevertheless, preparation of the new Biodiversity SPD could be initiated over the second half of 2023, which would allow for work to accelerate following the enactment of the Act.
- 3.22 A reasonable timetable milestones for progressing the new SPDs are:

## Housing SPD

- Initial drafting/ targeted consultation Spring-Summer 2023
- Local Plan adoption September 2023
- Public Consultation Autumn-Winter 2023/ 24
- Adoption Winter-Spring 2024

## Biodiversity SPD

- Initial drafting Summer 2023
- Local Plan adoption September 2023
- Environment Act enactment November 2024
- Public Consultation Spring 2024
- Adoption Summer 2024

## **Statement of Community Involvement**

3.22 A Statement of Community Involvement (SCI) sets out how a Council intends to consult and involve the community in the preparation and review of local development documents and in development management decisions. The Charnwood SCI was adopted in January 2021. The latest version of the SCI is informed by experiences gained during the pandemic. These include the potential for hybrid mechanisms for consultation and engagement with residents and communities; such as the optimal use of virtual platforms. The Borough Council will continue to use such experiences to inform how it effectively engages with residents and communities to ensure that such engagement is inclusive and safe.

## **Neighbourhood Development Plans**

3.23 The Localism Act makes provisions for Neighbourhood Development Plans to be prepared. More commonly referred to simply as Neighbourhood Plans, they are a community-led document initiated through a Parish/Town Council or Neighbourhood Forum and ultimately adopted by the Council as part of the development plan.

3.24 Several parishes have or are in the process of producing Neighbourhood Plans. The Council provides support to Neighbourhood Forums to help them prepare these plans and will work with Town and Parish Councils and other designated groups to accommodate this work within the existing and emerging policy framework. This Local Development Scheme does not prescribe a timetable for those documents as they are community led by the appropriate Neighbourhood Forum and not Charnwood Borough Council. However, within the period covered by this Local Development Scheme significant work is anticipated for at least two Neighbourhood Plans for Anstey and for Cossington. These plans have the potential to join the Neighbourhood Plans for Barrow upon Soar, Queniborough, Quorn, Rearsby, Rothley, Sileby, The Wolds Villages, Thurcaston and Cropston, Thrussington and Woodhouse as being 'made' by the Council and forming part of the development plan for the relevant parish area.



- 3.25 Due to the external community-led nature of neighbourhood plan production, the project management of the Borough Council's involvement can become reactionary, which may introduce risks in relation to available resources. The Borough Council will seek to manage such risks by maintaining good communications with the existing and potential neighbourhood forums to ensure that there is appropriate intelligence on emerging and in-progress neighbourhood plans. Where possible the Borough Council will seek to manage neighbourhood planning processes to minimise conflict with its own plan-making activities.
- 3.26 Whilst the Borough Council has a duty to provide a degree of technical and administrative support to neighbourhood forums, these responsibilities do not normally require the publication of supporting evidence or guidance. However, it is possible that the Borough Council may be called-upon to prepare information that aids forums in their plan-making activities. For example, this may include the publication of indicative housing requirements or information on how localised, neighbourhood level, requirements could be prepared. Where such actions are necessary the Borough Council will ensure that the information is consistent and can be utilised by all forums as part of their plan-making activities.

## **4. Project Management and Resources**

- 4.1. The Local Plan is managed day to day by the Group Leader of the Plans, Policy and Place Making Group under the direction of the Head of Planning and Growth. The Local Development Framework Project Board (LDF Board) provides oversight and is made up of the Chief Executive, the Director Customer Experience, the Cabinet Lead Member for Planning and the Leader of the Council.
- 4.2. The Planning Policy Team provides the bulk of the Council's resource to progress the Local Plan but specialist expertise is drawn from across the Plans, Policies and Place-making Group and elsewhere across the Service when required. The close relationship between the Local Plan and the Council's corporate priorities allows additional support to be drawn from across the Council on specific corporate activities.
- 4.3. Budgetary provision is sought on an annual basis based on the Service Delivery Plan and Local Development Scheme programme. Specific costs relating to the submission of documents and the Examination process are identified in the Council's Medium Term Financial Plan.
- 4.4. The challenge of delivering growth is recognised. The Council is delivering the Local Development Scheme in a project managed environment, supported by appropriate resources.

## **5. Risk Assessment**

- 5.1. An assessment has been carried out of the factors that could affect the ability of the council to deliver the Local Plan in accordance with the indicated programme. Actions to manage these risks have been identified.

Risk Identified	Likelihood/Impact	Management Action
Programme slippage	<p><b>Medium/Medium</b></p> <p>The Council is expected to meet the milestones in the Local Development Scheme. Failure to deliver against the key milestones will be damaging to the reputation of the local planning authority and the absence of up to date planning policies will hamper the realisation of the Council's vision and lead to unplanned developments in the Borough. The deadlines for preparing the Local Plan are very challenging given the emphasis on community engagement and the potential for development industry interest.</p>	<p>The Local Development Framework Project Board will carefully monitor progress and give priority to achieving the key milestones set out in the Local Development Scheme.</p>
Staff resources	<p><b>Low/High</b></p> <p>The Planning Policy Team currently has a stable and experienced staff resource. However, staff changes will impact on the production of the Local Plan.</p>	<p>Ensure that sufficient staff resources with the necessary experience and expertise are available for the production of the Local Plan, supplementary planning documents and manage competing work priorities, utilising agency resources as required</p>
Financial resources	<p><b>Low/High</b></p> <p>Sufficient financial resources are required to prepare the Local Plan and supplementary planning documents including for consultancy support, consultation and the examination process.</p>	<p>Ensure the Local Development Scheme informs the council's Medium Term Financial Plan.</p>
Competing work priorities	<p><b>High/Medium</b></p> <p>The Planning and Regeneration Service is involved in a wide range of spatial policy work. Work to implement the Core Strategy, engage and support the Strategic Growth Plan, Neighbourhood Plans and any major unplanned</p>	<p>The high priority of the Local Plan is recognised and at certain times other work will have to take a much lower priority. Where this is not possible consideration is given to outsourcing work to other local planning authorities or consultants.</p>

Risk Identified	Likelihood/Impact	Management Action
	developments will weigh heavily on staff resources especially with respect to appeals.	
Level of public interest cause delays	<b>Medium/High</b> Public interest in the Local Plan has been high during previous consultations.	Resources are drawn from across the Planning and Regeneration Service at appropriate times to ensure representations are dealt with.
Lack of capacity of statutory agencies to respond and/or engage	<b>Low/High</b> Decisions taken nationally to change the resources of statutory agencies, and their capacity to manage local plan consultations and other work, may cause delays to the programme	The Local Development Scheme provides forward notice of the council's Local Plan programme. Maintain contact with key agencies to minimise prospect of slippage
Change in national policy/legislation	<b>Medium/High</b> Changes to the statutory process or new substantive policy which affects the content and direction of local policy preparation and decisions may cause delays to the programme.	The Council will continue to monitor the evolution of the proposed Levelling-Up and Regeneration Bill, which seeks to introduce wide-ranging changes to national planning policy and the planning system. Where opportunities present themselves the Borough Council will engage in consultation and when appropriate lobby Government for changes that will benefit plan-making and decision-taking across the Borough. Where changes are introduced, the Local Development Scheme will be amended accordingly to reflect new processes.
Slippage in strategic evidence/planning or Duty to Cooperate Matters	<b>Medium/High</b> Strategic evidence for homes, jobs and transport will help define the relationship between Charnwood and the wider housing market area and the role of the Charnwood Local Plan. Any delays to this strategic work may cause Duty to Cooperate issues and cause	The Council will be represented in this strategic work and will carefully monitor and give priority to managing any impacts on the key milestones set out in the Local Development Scheme. A Statement of Common Ground is currently being prepared with the other authorities in the



<b>Risk Identified</b>	<b>Likelihood/Impact</b>	<b>Management Action</b>
	delays to the programme.	HMA.



## Appendix A: Charnwood Local Plan and Supporting Documents



## Appendix B: Local Plan Profile

Overview	
Title	Charnwood Local Plan
Role and content	<p>Sets out the strategic policies to deliver the Council's vision for Charnwood up to 2037 within the strategic framework set by the Strategic Growth Plan 2011 - 2050</p> <p>Addresses the spatial implications of strategies prepared by other key bodies including the Strategic Growth Plan for Leicester and Leicestershire to be prepared jointly by the local authorities for the area.</p> <p>Identifies land use sites needed to meet development needs to 2037.</p> <p>Sets out specific criteria against which planning applications will be considered.</p> <p>Provides land use designations for the protection and management of natural resources.</p> <p>Includes a proposals map on ordnance survey base to identify specific policies and proposals for development or use of land.</p>
Coverage	Borough wide
Status	Development Plan Document
Chain of Conformity	In accordance with legislation, case law and national planning policies.

Timetable	
Start	April 2016
Scoping and Issues (Regulation 18 <sup>2</sup> )	July/August 2016
Draft plan consultation	November 2019
Publication (Pre-Submission Consultation) (Regulation 19)	July 2021
Submission (Regulation 22)	December 2021
Examination hearings (Regulations 23 and 24)	February 2023 (final sessions)
Adoption and publication of the DPD (Regulation 26)	September 2023

<sup>2</sup> In accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012

<b>Management arrangements</b>	
Organisational Lead	Head of Planning and Regeneration Services
Lead Officer	Group Leader Plans, Policies and Place-making
Management Arrangements	LDF Project Board; Cabinet and Full Council; Growth Advisory Group
Resources required	Charnwood Senior & Core Leadership Team; Planning and Regeneration Service; Housing Service; Neighbourhood Services; Open Space and Waste Service; Leisure and Culture Service; Finance and Property Services; Strategic Support Service; Leicestershire County Council including Highway Authority and Education Authority; Leicester City Council including Highway Authority and Education Authority.
Community and Stakeholder involvement	Parish and Town Councils, partner organisations, and others as identified in the Regulations and the Statement of Community Involvement.
Monitoring and review	Authority Monitoring Report

## Appendix C: Glossary of Terms

Authority Monitoring Report (AMR) (formerly the Annual Monitoring Report)	An annual document that reports the progress made on plan preparation compared to the Local Development Scheme and the delivery of local plan policies including housing and employment delivery.
Core Strategy	A statutory planning document setting out the spatial vision and strategy for the Borough including key policies, proposals and strategic allocations to deliver the vision.
Development Plan Document (DPD)	Statutory documents prepared by the local planning authority with rigorous community involvement and consultation. They are subject to an examination in public by an independent Planning Inspector appointed by the Secretary of State.
Development Plan	Any adopted Development Plan Documents make up the Development Plan. Under the Planning Acts the Development Plan is the primary consideration in deciding planning applications.
Local Development Framework (LDF)	A binder of documents that provide the planning policies for the area.
Local Development Scheme (LDS)	A document that outlines the Council's three-year programme for preparing the Local Development Framework.
Local Plan	The plan for the development of the local area, drawn up by the local planning authority in consultation with the community. In law this is described as the development plan documents adopted under the Planning and Compulsory Purchase Act 2004. Current core strategies or other planning policies, which under the regulations would be development plan documents, form part of the Local Plan. The term includes old policies which have been saved under the 2004 Act.
Neighbourhood Development Plan	The Regulatory title for a planning document which may be initiated and prepared by Parish and Town Councils or Neighbourhood Forums.

	Following robust consultation, independent examination and a local referendum they become 'made' (essentially adopted) by the Council as part of the statutory development plan. They are generally referred to as Neighbourhood Plans and must be prepared in general conformity with the Local Plan.
Spatial planning	A more comprehensive approach to town planning than simple 'land-use' planning, it coordinates the development and use of land with other policies and programmes to benefit places and how they function.
Statement of Community Involvement (SCI)	A document outlining the approach of the authority to involving the community in preparing planning policy and considering significant planning applications.
Strategic Growth Plan	A non-statutory planning document that sets out the spatial planning framework for Leicester and Leicestershire.
Supplementary Planning Documents (SPD)	Documents that provide guidance on how to use and interpret planning policies when developing proposals or taking decisions.
Sustainability Appraisal (SA)	An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. Will ensure that proposals contribute to the achievement of sustainable development.
Sustainable development	Meeting our own needs without prejudicing the ability of future generations to meet their needs.

## SCRUTINY COMMISSION – 7TH MARCH 2023

### Report of the Cabinet

#### SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

##### Purpose of Report

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

##### Action Requested

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

##### Policy Context

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

##### Pre-decision Scrutiny

Since the meeting of the Commission on 6th February 2023, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

- A. UK SHARED PROSPERITY FUND 'FUTURE CHARNWOOD INVESTMENT PLAN' PROGRAMME OF DELIVERY'
- B. REVIEW OF SHELTERED HOUSING ACCOMMODATION – ST MICHAEL'S COURT, THURMASTON

Details of the Commission's consideration of the items as reported to the meeting of the Cabinet on the 9th February 2023 can be found in the minutes from the Commission's meeting on 6th February 2023.

The Vice-Chair of the Commission, Councillor Ranson attended the Cabinet's meeting on the 9th February 2023 to present the Commission's reports to the Cabinet.

##### Cabinet Response

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

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

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



## REVIEW OF SHELTERED HOUSING ACCOMMODATION – ST MICHAEL’S COURT, THURMASTON

The Cabinet noted that on this occasion the Scrutiny Commission had not supported the recommendations set out in the report of the Director Housing and Wellbeing.

The Cabinet discussed the issues raised by the Scrutiny Commission and its views on the matter. To assist this and the Cabinet’s decision, the Cabinet Lead Member for Public Housing had asked the Director Housing and Wellbeing to provide further information on the work that had been undertaken to date in considering options for the site, including whether a replacement sheltered scheme could be viable, the constraints and planning considerations for the site and a comparison of the two sheltered accommodation scheme options that had been considered and the bungalow Option A Version 2 being recommended in the report (net present value per unit, management and maintenance, parking and accessibility, demand and the position with Right to Buy). In respect of the recommended bungalow option, the Cabinet considered that it was better financially, would be less complex to maintain/manage, provided more parking per property, was likely to be acceptable re: planning permission, met housing need, provided accommodation that existing residents could move back in to and was likely to be exempt from Right to Buy.

Following careful consideration of the report and additional information on the matter, the Cabinet adopted the officer recommendations as set out in the report, which the Commission had not supported.

### Report Implications

The following implications have been identified for this report:

#### *Financial Implications*

None.

#### *Risk Management*

No risks have been identified in connection with this report.

Background Papers:           None

Officer to contact:           Sally Watson  
Democratic Services Officer  
01509 634969  
[sally.watson@charnwood.gov.uk](mailto:sally.watson@charnwood.gov.uk)

## SCRUTINY COMMISSION – 7TH MARCH 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

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

At their meeting on 9th January 2023 the Scrutiny Commission agreed to pause scrutiny 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: Sally Watson  
Democratic Services Officer  
01509 634969  
sally.watson@charnwood.gov.uk

Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

<b>Chair</b>	<b>Type</b>	<b>Topic</b>	<b>Scope</b>	<b>Terms of Reference</b>	<b>Timing</b>
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 – 7TH MARCH 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

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

## Finance &amp; 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.
5th Mar 2024 (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.
5th Mar 2024 (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.
5th Mar 2024 (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 – 7TH MARCH 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 6th February 2023 the Scrutiny Commission added the following items to their work programme;

- i. Selective Licensing Scheme Update (July/August 2023)

It was highlighted that the Scrutiny Commission meeting scheduled for June 2023 had a significant number of items programmed. It was agreed that the following items be rescheduled for July 2023:

- ii. Update on Anti-Social Behaviour Review
- iii. Waste Management Scrutiny Panel - Update

##### Key Decisions

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

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

Appendices: Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers: None

Officer to Contact:

Sally Watson  
Democratic Services Officer  
(01509) 634969  
Sally.watson@charnwood.gov.uk

Scrutiny Commission Work Programme

APPENDIX 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	07 March 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	07 March 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	07 March 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	07 March 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	07 March 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	07 March 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	07 March 2023	Pre-decision scrutiny – Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.		Lead Officer	Agreed Scrutiny Commission, 5 July 2022, minute reference 28 2022/23

### Scrutiny Commission Work Programme

Scrutiny Commission	07 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	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 Work Programme

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	July 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	July 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	August 2023	Selective Licensing Scheme Update	To update on the Selective Licensing Scheme		Lead Officer	Agreed Scrutiny Commission, 06 February 2023, min ref 90, 2022/23
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 Work Programme

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

**Published  
8th February 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,  
Southfield Road, Loughborough, Leicestershire, LE11 2TX  
Tel: 01509 634785  
Email: [democracy@charnwood.gov.uk](mailto:democracy@charnwood.gov.uk)

## **FORTHCOMING EXECUTIVE KEY DECISIONS**

<b>Decision Item</b>	<b>What is the nature of decision to be taken?</b>	<b>Who will take the decision?</b>	<b>When is the earliest a decision will be taken?</b>	<b>Documents to be considered?</b>	<b>Will the report be considered in public?</b>	<b>Who can give me more information?</b>
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 <a href="mailto:christopher.grace@charnwood.gov.uk">christopher.grace@charnwood.gov.uk</a>
Review of Sheltered Accommodation - St Michael's Court, Thurmaston	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 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	9th February 2023  27th February 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Medium-Term Financial Strategy 2023-26 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2023-24	To seek approval to a Medium-Term Financial Strategy 2023-26 and 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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
2023-24 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget for 2023-24 and to propose the Council Tax for approval by Council.	Cabinet  Council	9th February 2023  27th February 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Resettlement Service 2023-2024	To approve the extension of fixed-term positions in Resettlement Service to 31st March 2024.	Officer Delegated Decision – Chief Executive	13th February 2023	Delegated Decision Document	Yes  Delegated Decision Document will be publicly available.	Katie Moore Head of Strategic Housing Tel: 01509 634671 <a href="mailto:katie.moore@charnwood.gov.uk">katie.moore@charnwood.gov.uk</a>
EZ Forward Funding Request – Charnwood Campus Building B28E	To request c£4.5m forward funding to support development of Building B28E within Charnwood Campus site in Enterprise Zone.	Cabinet	9th March 2023	Report	Yes, but exempt appendix.	Simon Jackson Director Finance, Governance and Contracts Tel: 01509 634699 <a href="mailto:simon.jackson@charnwood.gov.uk">simon.jackson@charnwood.gov.uk</a>
Adoption of the Leicestershire Resources and Waste Strategy 2022-2050	To adopt the Leicestershire Resources and Waste Strategy 2022-2050.	Cabinet	9th March 2023	Report	Yes	Matt Bradford Head of Contracts, Leisure, Waste and Environment Tel: 01509 634695 <a href="mailto:matthew.bradford@charnwood.gov.uk">matthew.bradford@charnwood.gov.uk</a>
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 <a href="mailto:simon.jackson@charnwood.gov.uk">simon.jackson@charnwood.gov.uk</a>
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 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	9th March 2023	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Corporate Delivery Plan 2023/24	To approve the Corporate Delivery Plan 2023-24.	Cabinet	9th March 2023	Report	Yes	Helen Gretton Head of Transformation, Strategy and Performance Tel: 01509 634556 <a href="mailto:helen.gretton@charnwood.gov.uk">helen.gretton@charnwood.gov.uk</a>
Shepshed Public Realm Project: Market Place	To consider the target price for the implementation of the Shepshed public realm works in Market Place and to approve the construction programme so that the contractors can be instructed to progress to Stage Two and commence construction works.	Cabinet	13th April 2023	Report	No	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Partnership Arrangement with Leicestershire County Council for Strategic Human Resources Services	To enter into a 5 year partnership arrangement with LCC in relation to strategic HR services (with provision to extend).	Cabinet	1st June 2023	Report	Yes	Adrian Ward Head of Governance and Human Resources Tel: 01509 634573 <a href="mailto:adrian.ward@charnwood.gov.uk">adrian.ward@charnwood.gov.uk</a>
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	6th July 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	14th September 2023  6th November 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>



## **EXECUTIVE MEETINGS TO BE HELD IN PRIVATE**

The following items are due to be considered by the Council's Cabinet and the public could potentially be excluded since exempt or confidential information could be considered.

<b>Decision Item</b>	<b>What is the nature of decision to be taken?</b>	<b>Who will take the decision?</b>	<b>When is the earliest a decision will be taken?</b>	<b>Documents to be considered?</b>	<b>Will the report be considered in public?</b>	<b>Who can give me more information?</b>
EZ Forward Funding Request – Charnwood Campus Building B28E	To request c£4.5m forward funding to support development of Building B28E within Charnwood Campus site in Enterprise Zone.	Cabinet	9th March 2023	Report	Yes, but exempt appendix.	Simon Jackson Director Finance, Governance and Contracts Tel: 01509 634699 <a href="mailto:simon.jackson@charnwood.gov.uk">simon.jackson@charnwood.gov.uk</a>
Shepshed Public Realm Project: Market Place	To consider the target price for the implementation of the Shepshed public realm works in Market Place and to approve the construction programme so that the contractors can be instructed to progress to Stage Two and commence construction works.	Cabinet	13th April 2023	Report	No	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>

When items are considered in exempt or confidential session, the reasons for exemption would fall into one or more of the following categories:

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—
  - (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
  - (b) to make an order or direction under any enactment.
7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

## **CABINET MEMBERS**

Members of the Council's Cabinet are as follows:

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