



SCRUTINY COMMISSION

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To: Councillors Brookes, Hamilton, Ranson (Vice-Chair), Seaton (Chair), Parton, Popley and K. Harris (For attention)

All other members of the Council
(For information)

You are requested to attend the meeting of the Scrutiny Commission to be held in Committee Room 1, at the Council Offices, Southfields, Loughborough on Tuesday, 11th April 2023 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

30th March 2023

AGENDA

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

To approve the minutes of the meeting of the Commission held on 7th March 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. DIGITAL TRANSFORMATION SCRUTINY PANEL UPDATE 13 - 16

To update on the actions associated with the recommendations of the Digital Transformation Scrutiny Panel six months after the completion of the panel.

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

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

8. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the Cabinet agenda for 13th April 2023:

(a) EXEMPT - Shepshed Public Realm Project: Market Place

An exempt Cabinet report of the Head of Planning and Growth, circulated to members.

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

(b) EXEMPT - Extension of Environmental Services Contract

An exempt Cabinet report of the Head of Contracts, Leisure, Waste and Environment, circulated to members.

THIS IS AN EXEMPT REPORT AND WILL BE CONSIDERED UNDER ITEM 15.

(c) EXEMPT - Extension of Management of Open Spaces Contract

An exempt Cabinet report of the Head of Contracts, Leisure, Waste and Environment, circulated to members.

THIS IS AN EXEMPT REPORT AND WILL BE CONSIDERED UNDER ITEM 16.

9. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE 17 - 18
- A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.
10. PROGRESS WITH PANEL WORK 19 - 22
- A report of the Head of Governance and Human Resources to consider updates on the work of scrutiny panels.
11. SCRUTINY WORK PROGRAMME 23 - 27
- A report of the Head of Governance and Human Resources enabling the Commission to review and agree the scrutiny work programme.
12. SCRUTINY COMMISSION WORK PROGRAMME 28 - 42
- 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.
13. EXEMPT INFORMATION
- It is recommended that members of the public be excluded from the meeting during the consideration of the following items on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.
14. SHEPSHED PUBLIC REALM IMPROVEMENT PROJECT: MARKET PLACE
- An exempt Cabinet report of the Head of Planning and Growth, circulated to members.
15. EXTENSION OF ENVIRONMENTAL SERVICES CONTRACT
- An exempt Cabinet report of the Head of Contracts, Leisure, Waste and Environment, circulated to members.
16. EXTENSION OF THE MANAGEMENT OF OPEN SPACES CONTRACT
- An exempt Cabinet report of the Head of Contracts, Leisure, Waste and Environment, circulated to members.

SCRUTINY QUESTIONS

What topics to choose?

- What difference will scrutiny make?
- Is this an area of concern – public/performance/risk register?
- Is this a corporate priority?
- Could scrutiny lead to improvements?
- What are the alternatives to pre-decision scrutiny?

Pre-decision scrutiny

- What is Cabinet being asked to agree?
- Why?
- How does this relate to the overall objective? Which is ...?
- What risks have been identified and how are they being addressed?
- What are the financial implications?

- What other options have been considered?
- Who has been consulted and what were the results?
- Will the decision Cabinet is being asked to take affect other policies, practices etc.?

Basic Questions

- Why are you/we doing this?
- Why are you/we doing it in this way?
- How do you/we know you are making a difference?
- How are priorities and targets set?
- How do you/we compare?
- What examples of good practice exist elsewhere?

SCRUTINY COMMISSION 7TH MARCH 2023

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

Councillors Morgan (Leader of the Council),
Barkley (Lead Member for Finance and Property
Services), Baines (Lead Member for Investment)
and Bailey (Lead Member for Planning)

Chief Executive (Lead Officer)
Director of Finance, Governance and Contracts
(S151)
Head of Transformation, Strategy and
Performance
Head of Planning and Growth
Transformation and Improvement Manager
Democratic Services Officer (SW)

APOLOGIES: Councillor Popley

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

91. MINUTES OF THE PREVIOUS MEETING

Councillor Parton joined the meeting at 6:03pm.

The minutes of the meeting of the Commission held on 6th February 2023 were approved.

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

No disclosures were made.

93. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

94. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

95. 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.

96. CABINET ITEMS FOR PRE-DECISION SCRUTINY

97. CORPORATE DELIVERY PLAN 2023-24

A Cabinet report of the Chief Executive to propose the Council's Corporate Delivery Plan for 2023-24, was submitted (item 7a on the agenda filed with these minutes).

The Leader of the Council, the Chief Executive, the Head of Transformation, Strategy and Performance and the Transformation and Improvement Manager assisted with the consideration of this item. The following summarises the discussion:

- i. The section regarding Covid-19 had been removed from the Corporate Delivery Plan for 2023-24. This was due to the council resuming business as usual following the pandemic. There were mechanisms in place in the event that Covid-19 action plans would need to be reinstated, including linking in with the Leicestershire Resilience Forum and other local partnerships.
- ii. The action relating to the installation of six dual electric charging points in the Beehive Lane Car Park, and three in the Charnwood Borough Council car park was related to other strategies such as the Climate Action Plan and the further work of the Climate Action Board.
- iii. The previous Homelessness and Rough Sleeping Reduction Strategy was to be reviewed and updated to reflect the requirements of the Borough in 2023-24.
- iv. The Housing Development, Acquisitions and Disposals of Stock Strategy would be developed following the recent Stock Conditions Survey. This would consider the best and worst performing stock and would look at opportunities to develop stock, dispose of stock and acquire stock.
- v. The development of a Garage Site Asset Management Strategy was planned following a recent review of garage sites. This would consider options for garage sites which were not utilised effectively .
- vi. The Council had recently purchased a number of overt CCTV cameras for use at fly-tipping hot spots. These were designed to deter fly-tipping and would be used to gather evidence in the event of fly-tipping incidents. There was also work ongoing across Leicestershire with District Councils which linked in with this initiative and it was anticipated that further targeted action would take place in the coming months.
- vii. There was a review of the Lightbulb Service across the partnership planned, which would include Leicestershire County Council and District Councils.

- Charnwood Borough Council would also undertake a separate review on the service to consider options for delivery.
- viii. A typo was highlighted on page 15 of the agenda, under the 'Sustainability' section of the report. The report stated that there was an object to 'take action to become a carbon neutral organisation by 2040' and it was confirmed that the date should read '2030'.
 - ix. It was highlighted the programme of acts at Loughborough Town Hall did include a variety of different types of performances, including commercial and cultural acts, and this was based upon the success of previous acts and the availability of acts to perform at the Loughborough Town Hall. The Chief Executive agreed to circulate the current programme to members in order to demonstrate the variety of acts.
 - x. Targets within the Corporate Delivery Plan were realistic and stretched, which meant that if a particular target was consistently achieved, there was potential to stretch this target further to achieve greater improvements. The Transformation and Improvement Manager agreed to share historical data on KI 4(a) 'Percentage of household waste sent for reuse, recycling and composting', to demonstrate the 50% stretch target.
 - xi. Planning applications determined to an agreed timescale referred to a timescale which had been agreed with the applicant. Further statutory consultation was required if an applicant sought to amend an application, and this would lead to a requirement of an extension of time. Data for January 2023 suggested that 100% major applications, 94% of minor applications and 67% other applications required an extension of time in that month.
 - xii. The targets for LS10(a) 'Leisure Centres – total number of visits' were based on previous years of data and it was anticipated that the spike in visits during Quarter 4 could be due to an increase in visits to leisure centres during the New Year period.
 - xiii. The 'Discover Charnwood' communications would be aimed at Charnwood residents as well as audiences from across the County and wider areas. Some attractions across Charnwood may not be familiar to some residents from within the Borough, and neighbouring districts.
 - xiv. The targets for KI6 'Percentage rent collected (including arrears brought forward)' was a cumulative target and it was expected that the increase over each quarter was due to the collections of rent that was owed for previous quarters. The Chief Executive agreed to confirm if this was the case following the meeting.

RESOLVED

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Chief Executive.
2. That the Chief Executive circulated the current programme of acts at the Loughborough Town Hall.
3. That the Transformation and Improvement Manager shared historical data on KI 4(a) 'Percentage of household waste sent for reuse, recycling and composting'.
4. That the Chief Executive agreed to confirm whether the quarterly increase of KI 6 'Percentage rent collected (including arrears brought forward)' was due to the collection of rent that was owed for previous quarters.

Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendation set out.
2. To demonstrate the variety of commercial and cultural acts programmed to perform at the Loughborough Town Hall.
3. To demonstrate the 50% stretch target for KI 4(a) 'Percentage of household waste sent for reuse, recycling and composting'.
4. To ensure the Commission was advised correctly on KI 6 'Percentage of rent collected (including arrears brought forward)'.

98. CHARNWOOD ENTERPRISE ZONE - REQUEST FOR FORWARD FUNDING (BUILDING 28E)

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

The Lead Member for Finance and Property Services, the Leader of the Council and the Director of Finance, Governance and Contracts assisted with the consideration of this item. The following summarises the discussion:

- i. Members felt that Enterprise Zone was beneficial to the Borough in that it provided significant employment opportunities and encouraged the retainment of University graduates in the area.
- ii. There was potential to utilise pre-existing business rates generated by the Charnwood Campus site to support the repayment of the loan if this was necessary. The Enterprise Zone would continue for the next 18 years and the loan repayment term was anticipated to be 15 years. It was projected that the loan would be repaid comfortably, during this time, although there was an

additional three years following the anticipated repayment term, which could be used to claim further payments if required.

- iii. It was expected that the revenue projections for the entire site would be £1.3m pa. The overarching business rates agreement was that 85% of the business rates collected would be collected by the LLEP (Leicester and Leicestershire Enterprise Partnership). The loan and repayment scheme would allow the Council to withhold some of these business rates in order to facilitate repayment of the loan.
- iv. The building had been unoccupied for some time and required some refurbishment and upgrading of equipment.
- v. A Heads of Terms agreement had been signed by prospective tenants which suggested there was little risk in the building not being let.
- vi. Although the total amount of the loan was expected to be £4.6m, the corresponding figure in the report was £5m. This allowed for some headroom in negotiating the final amount. The Director of Finance, Governance and Contracts (S151) agreed to send a spreadsheet detailing the costings to Councillor Brookes.
- vii. The Council had lobbied for the establishment of the Enterprise Zone over a number of years, which was based over three locations in Leicester and Charnwood and had taken a significant amount of time and effort to progress.

RESOLVED

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Director of Finance, Governance and Contracts.
2. That the Director of Finance, Governance and Contracts send the spreadsheet detailing the costings of the loan arrangements to Councillor Brookes.

Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendation set out.
2. To enable a better understand of the costings of the loan arrangements.

99. CHARNWOOD LOCAL DEVELOPMENT SCHEME 2023

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

The Lead Member for Planning and the Head of Planning and growth assisted with the consideration of this item. The following summarises the discussion:

- i. Late approval of the Local Development Scheme would mean that the existing programme would become out of date. The Local Plan Inspectors had asked that the Local Development Scheme be updated so it was clear when they made their report what the up to date forward programme for plan production was.
- ii. The timetable milestones for progressing new Supplementary Planning Documents (SPDs) were outlined on page 61 of the agenda. There was scope for members and community forums to participate in a consultation process during the development of the SPDs.
- iii. The council had a biodiversity policy document which provided guidance on securing biodiversity net gain on development sites and financial contributions towards off-site biodiversity net gain using S106 legal agreements.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Planning and Growth.

Reason

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

100. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

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

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

Reason

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

101. PROGRESS WITH PANEL WORK

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

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

Reason

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

102. 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).

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.

103. 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, was submitted (item 11 on the agenda filed with these minutes).

The Lead Officer assisted with the consideration of this item. The following summarises the discussion:

The Commission added the following items to their work programme;

- i. Pre-decision scrutiny - Shepshed Public Realm Project: Market Place (April 2023)
- ii. Pre-decision scrutiny – Extension of Environmental Services Contract (April 2023 – not yet programmed on Key Decisions Notice)
- iii. Pre-decision scrutiny – Extension of Management of Open Spaces Contract (April 2023 – not yet programmed on Key Decisions Notice)

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:
 - Pre-decision scrutiny - Shepshed Public Realm Project: Market Place (April 2023)
 - Pre-decision scrutiny – Extension of Environmental Services Contract (April 2023 – not yet programmed on Key Decisions Notice)
 - Pre-decision scrutiny – Extension of Management of Open Spaces Contract (April 2023 – not yet programmed on Key Decisions Notice)

Reasons

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

2. To ensure effective and timely scrutiny.

NOTES:

1. No reference may be made to these minutes at the Council meeting on 19th June 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 members and officers attended the meeting virtually;

Councillors Morgan (Leader of the Council), Barkley (Lead Member for Finance and Property Services), Baines (Lead Member for Investment) and Bailey (Lead Member for Planning)

Director of Finance, Governance and Contracts (S151)
Head of Transformation, Strategy and Performance
Head of Planning and Growth
Transformation and Improvement Manager

SCRUTINY COMMISSION – 11TH APRIL 2023

Report of the Head of Governance and Human Resources

DIGITAL TRANSFORMATION SCRUTINY PANEL – UPDATE

Purpose of Report

To enable the Commission to consider the implementation of the decisions taken by the Cabinet following its consideration of the report of the Digital Transformation Scrutiny Panel and what, if any, further action may be required.

Recommendation

That the Commission consider the information provided in respect of the implementation of the decisions taken by the Cabinet following its consideration of the report of the Digital Transformation Scrutiny Panel and for each decision determine whether:

- the implementation is complete, or sufficiently complete and no further monitoring is required;
- the implementation is not complete and a further update for the Commission is required, or
- the implementation is not complete or other issues with the implementation are identified and a recommendation or advice to the Cabinet is required.

Reason

To enable the Commission to be satisfied that decisions taken following scrutiny recommendations are being implemented satisfactorily, take or recommend any further action that is necessary and ensure the effectiveness of the scrutiny function.

Policy Justification and Previous Decisions

As part of the process for ensuring the effectiveness of the scrutiny function, the Commission receives a report setting out the Cabinet's responses to scrutiny recommendations and a later report on the implementation of the decisions taken by the Cabinet. These later reports are usually considered by the Commission 6 months after the Cabinet decisions are made.

On 13th October 2022, the Cabinet considered the findings and recommendations of the Digital Transformation Scrutiny Panel. The decisions taken by the Cabinet are set out in the Appendix to this report, and include the current status of the actions undertaken following those decisions, set out in the form of a table.

Implementation Timetable including Future Decisions and Scrutiny

The Commission usually receives only one report on the implementation of decisions taken following scrutiny recommendations. There would, therefore, not normally be a further report following this one. The Commission may however decide that further

updates are necessary or may choose to make further recommendations to the Cabinet.

Report Implications

There are no implications; this is an update.

Background Papers

1. Cabinet, 13th October 2022 – agenda item 6, Digital Transformation Scrutiny Panel report, and minute 27.
2. Scrutiny Commission, 5th July 2022 – agenda item 10, and minute 26.
3. Digital Transformation Scrutiny Panel agendas and notes of meetings held on:

Meeting 1 – 28th February 2022

Meeting 2 – 29th March 2022

Meeting 3 – 27th April 2022

Meeting 4 – 16th June 2022

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Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p>Panel Recommendation 1 That the Scrutiny Commission scrutinises the website procurement process, which was due to take place in March 2023.</p> <p>Cabinet Resolution That, in respect of Panel recommendation 1, members are invited to be involved in the testing and feedback stage of the development and implementation of the new website.</p>	<p>Response of the Director Customer Experience The current website contract is due to end in July 2023. Due to current work levels and resource availability the current contract will be extended to allow for sufficient time to undertake a future procurement process for the replacement of the website.</p> <p>At the appropriate time in the procurement and development stages Scrutiny members will be invited to be involved in the testing and development of the new system.</p>	In Progress
<p>Panel Recommendation 2 That participation in the Digital Champions initiative be offered to members. This would involve developing the digital skills of members to enable them to support their residents with enquiries and issues involving online services.</p> <p>Cabinet Resolution That, in respect of Panel recommendation 2, members are offered and encouraged to participate in the Digital Champions initiative to enable the further development of their digital skills further as required allowing greater support to residents.</p>	<p>Response of the Director Customer Experience The initial phase of this work has been completed which was to undertake a digital skills gap analysis which included both members and officers. This has helped to identify the varying level of digital capability to enable appropriate training to be considered, developed, and delivered.</p> <p>This training is now being designed with the plan to relaunch the Digital Champions initiative to members and officers after the forthcoming elections.</p>	In Progress

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p>Panel Recommendation 3 That member development sessions be organised to increase the digital skills of all members. This would include using the digital services offered by the Council, using IT equipment, using social media and increasing social media presence.</p> <p>Cabinet Resolution That, in respect of Panel recommendation 3, members be offered further digital skills training to increase awareness and confidence in the use and services available online to the Council's customers.</p>	<p>Response of the Director Customer Experience</p> <p>Following on from the previous action training will be planned in to take place after the forthcoming elections where a range of training which will incorporate these aspects will be offered to new and existing members.</p>	<p>In Progress</p>

SCRUTINY COMMISSION – 11TH APRIL 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 7th March 2023, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

- A. CORPORATE DELIVERY PLAN 2023-24
- B. CHARNWOOD ENTERPRISE ZONE – REQUEST FOR FORWARD FUNDING (BUILDING 28E)
- C. CHARNWOOD LOCAL DEVELOPMENT SCHEME 2023

Details of the Commission's consideration of the items as reported to the meeting of the Cabinet on the 9th March 2023 can be found in the minutes from the Commission's meeting on 7th March 2023.

The Chair of the Commission, Councillor Seaton, attended the Cabinet's meeting on the 9th March 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:

CORPORATE DELIVERY PLAN 2023-24

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

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

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

CHARNWOOD LOCAL DEVELOPMENT SCHEME 2023

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

Report Implications

The following implications have been identified for this report:

Financial Implications

None.

Risk Management

No risks have been identified in connection with this report.

Background Papers: None

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SCRUTINY COMMISSION – 11TH APRIL 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

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Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

Chair	Type	Topic	Scope	Terms of Reference	Timing
Cllr Parton	Informal	Combatting Loneliness	Undertake desk based and interviewing research to understand what the level of loneliness is in the Borough currently and in what age groups. Identify activities already undertaken by the council to combat loneliness. What can be done to promote	Seek residents’ individual views through social media and press. Interview local charities and support groups. Interview Leicestershire County Council Adult Social Care	Paused until June 2023

			<p>these facilities with hard to reach groups?</p> <p>Identify specific actions that could be undertaken by CBC to combat loneliness that are not currently being undertaken. What actions/ discussions could we have with our partners to support this project?</p> <p>Investigation to identify how Parish Councils could become involved.</p>	representatives and CAMHs.	
Cllr Popley	Informal	Promoting Tourism in Charnwood	<p>Identify our key attractions to the area, both physical buildings and special events. What is CBC doing to promote and support these venues/ events? What else could be done? Do we have a unique selling point that we are not exploiting?</p> <p>How do people travel to the area? Where do they stay?</p> <p>What specific actions could</p>	<p>Approach and/ or interview peer councils to see what they do.</p> <p>Look at specific events around the country to see if they could be adapted for CBC, eg: Congleton Makers Market, or Stockton on Tees Comedy Festival.</p>	Paused until June 2023

			<p>CBC take to encourage more people to visit the area; spend more money on local businesses; and to stay for a longer period?</p> <p>Identify opportunities for tourism to recover post-pandemic.</p>		
To be confirmed	Formal	Budget Scrutiny	To closely review all aspects of the proposed budget for the following year and to monitor the performance of the budget from the previous year.		Autumn (Sept – Jan annually)

Express	Informal	Formal	Proposed

SCRUTINY COMMISSION – 11TH APRIL 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 15th March 2023. The outcomes of the meeting can be found in the minutes of the meeting which will be published on the Council's website.

Appendices: Appendix - Finance and Performance Scrutiny Committee Work Programme

Background Papers: None

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Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
27th June 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
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.
27th June 2023 (annual item)	Annual Performance report	Annual collation of performance information for publication on the Council's website	To communicate performance of the Council against annual targets	V. Brackenbury	Added to work programme by email agreement of the Chair for 2022. Confirmed on 15th March 2023 to be considered at June's meeting
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)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the

			variances have occurred and, where necessary, ensure corrective actions are in place.		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)
12th Sept 2023	Car Parking Strategy Update (verbal)	Update on progress of car parking strategy review	Monitoring progress of developing strategy.	Lead Member / K Summers / Head of Service	Requested at its meeting on 15th March 2023
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 incidences of violent crime to be monitored.	To ensure effective scrutiny of the work of the Community Safety Partnership	CSP Chair / relevant Head of Service / T McCabe	Legal requirement to be reviewed annually. Agreed with C/VC 19 Jul 2021 to occur mid-year in November.
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 – 11TH APRIL 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 7th March 2023 the Scrutiny Commission added the following items to their work programme;

- i. Pre-decision scrutiny – Shepshed Public Realm Project: Market Place (April 2023)
- ii. Pre-decision scrutiny – Extension of Environmental Services Contract (April 2023)
- iii. Pre-decision scrutiny – Extension of Management of Open Spaces Contract (April 2023)

Key Decisions

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

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

Appendices: Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers: None

Officer to Contact: 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	11 April 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	11 April 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	11 April 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	11 April 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	11 April 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	11 April 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	11 April 2023	Pre-decision scrutiny – 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.		Lead Officer	Agreed Scrutiny Commission, 07 March 2023, minute reference 103 2022/23

Scrutiny Commission Work Programme

Scrutiny Commission	11 April 2023	Pre-decision scrutiny – Extension of Environmental Services Contract	To extend the Environmental Services Contract by a period of 12 months.		Lead Officer	Agreed Scrutiny Commission, 07 March 2023, minute reference 103 2022/23
Scrutiny Commission	11 April 2023	Pre-decision scrutiny – Extension of Management of Open Spaces Contract	To extend the Contract by a period of 20 years from April 2024.		Lead Officer	Agreed Scrutiny Commission, 07 March 2023, minute reference 103 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 Work Programme

Scrutiny Commission	June 2023(annual item)	Draft Annual Scrutiny Report (annual item)	To consider the Draft Annual Scrutiny Report with a view to it being recommended to Council for approval.		Karen Widdowson	In accordance with Section 6.3(e) of the Council's Constitution, Scrutiny Commission must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally.
Scrutiny Commission	June 2023	Update on Void Property Information	To update the Commission on the Void Property Information, six months after the initial review.		Peter Oliver/Katie Moore	Agreed Scrutiny Commission, 12 December 2022, min ref 61, 2022/23
Scrutiny Commission	June 2023	Cost of Living Action Plan Update	To provide the Scrutiny Commission with an update on the work undertaken in relation to the Cost of Living action plan.		Lead Officer	Agreed Scrutiny Commission, 10 October 2022, minute reference 40 2022/23

Scrutiny Commission Work Programme

Scrutiny Commission	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	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 recommendatiosn 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 Work Programme

Scrutiny Commission	January 2024 (annual item)	Budget Scrutiny Panel Report	A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2024/25.		Budget Scrutiny Panel Chair	
Scrutiny Commission	To be confirmed	Web Contract Procurement	To allow the Scrutiny Commission to scrutinise the Web Contract Procurement when appropriate.	Referred from Digital Transformation Scrutiny Panel.	Lead Officer	Agreed Scrutiny Commission, 7 March 2022, min ref 111 2021/22



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

**Published
15th March 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

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Purchase of Additional Rental Property	To complete the purchase of a property in Loughborough for use as an additional HRA rental property.	Officer Delegated Decision – Head of Strategic Housing	22nd March 2023	Delegated Decision Document	No Delegated Decision Document will be publicly available.	Katie Moore Head of Strategic Housing Tel: 01509 634671 katie.moore@charnwood.gov.uk
Purchase of Additional Rental Property	To complete the purchase of a property in Sileby for use as an additional HRA rental property.	Officer Delegated Decision – Head of Strategic Housing	22nd March 2023	Delegated Decision Document	No Delegated Decision Document will be publicly available.	Katie Moore Head of Strategic Housing Tel: 01509 634671 katie.moore@charnwood.gov.uk
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 richard.bennett@charnwood.gov.uk
Extension of the Environmental Services Contract	To extend the Environmental Services Contract by a period of 12 months.	Cabinet	13th April 2023	Report	No	Matt Bradford Head of Contracts, Leisure, Waste and Environment Tel: 01509 634695 matthew.bradford@charnwood.gov.uk
Extension of the Management of Open Spaces Contract	To extend the Contract by a period of 10 years from April 2024.	Cabinet	13th April 2023	Report	No	Matt Bradford Head of Contracts, Leisure, Waste and Environment Tel: 01509 634695 matthew.bradford@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 adrian.ward@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	6th July 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Capital Plan Outturn 2022/23	To report the Council's capital expenditure results for 2022/23 subject to audit.	Cabinet	6th July 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
General Fund and HRA Revenue Outturn Report (2022/23) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2022/23 subject to audit.	Cabinet	6th July 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	14th September 2023 6th November 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	16th November 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Draft Capital Plan (2024-25 to 2026-27)	To seek approval to the draft capital plan for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Draft General Fund and HRA 2024-25 Budgets	To seek approval to the Draft Revenue Budget for 2024-25 as a basis for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	14th December 2023 15th January 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants – Strategic Partners (2024/25-2025/26)	To put forward recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	11th January 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
New Capital Plan (2024-25 to 2026-27)	To approve the Capital Plan.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2024-25	To seek approval to a Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2024-25 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2024-25 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget for 2024-25 and to propose the Council Tax for approval by Council.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	7th March 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	7th March 2024	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Corporate Delivery Plan 2024/25	To approve the Corporate Delivery Plan 2024-25.	Cabinet	7th March 2024	Report	Yes	Helen Gretton Head of Transformation, Strategy and Performance Tel: 01509 634556 helen.gretton@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 richard.bennett@charnwood.gov.uk
Extension of the Environmental Services Contract	To extend the Environmental Services Contract by a period of 12 months.	Cabinet	13th April 2023	Report	No	Matt Bradford Head of Contracts, Leisure, Waste and Environment Tel: 01509 634695 matthew.bradford@charnwood.gov.uk
Extension of the Management of Open Spaces Contract	To extend the Contract by a period of 10 years from April 2024.	Cabinet	13th April 2023	Report	No	Matt Bradford Head of Contracts, Leisure, Waste and Environment Tel: 01509 634695 matthew.bradford@charnwood.gov.uk

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

1. Information relating to any individual.
2. Information which is likely to reveal the identity of an individual.
3. Information relating to the financial or business affairs of any particular person (including the authority holding that information).
4. Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.
5. Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.
6. Information which reveals that the authority proposes—

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

7. Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

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