



**SCRUTINY COMMISSION**

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To: Councillors Seaton (Chair), Needham (Vice-Chair), B. Gray, Harper-Davies, Lennie, Rattray and N. Taylor (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 2, at the Council Offices, Southfields, Loughborough on Monday, 3rd July 2023 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

23rd June 2023

**AGENDA**

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

To approve the minutes of the meeting of the Commission held on 11th April 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. COST OF LIVING ACTION PLAN UPDATE 10 - 21

A report of the Director of Housing and Wellbeing to provide the Scrutiny Commission with an update on the work undertaken in relation to the cost-of-living action plan.

7. UPDATE ON INTERNAL ANTI-SOCIAL BEHAVIOUR REVIEW 22 - 26

A report of the Director of Housing and Wellbeing to update on the internal anti-social behaviour review.

8. 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.

9. CABINET ITEMS FOR PRE-DECISION SCRUTINY

No Cabinet items have been selected for pre-decision scrutiny.

10. PRE-DECISION SCRUTINY - CABINET RESPONSE 27 - 28

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

11. SCRUTINY PANELS 29 - 32

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

12. WASTE MANAGEMENT SCRUTINY PANEL - UPDATE 33 - 45

A report of the Head of Contracts (Leisure, Waste and Environment) to enable the Commission to consider the implementation of the decisions taken by the Cabinet following its consideration of the report of the Waste Management Scrutiny Panel and what, if any, further action may be required.

13. SCRUTINY WORK PROGRAMME 46 - 50

A report of the Head of Governance and Human Resources enabling the

Commission to review and agree the scrutiny work programme.

14. SCRUTINY COMMISSION WORK PROGRAMME

51 - 62

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 Scrutiny Commission are scheduled as follows;

7th August 2023

11th September 2023

9th October 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 11TH APRIL 2023

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

Councillors Morgan (Leader of the Council) and  
Harper-Davies (Lead Member for Community  
Support)

Head of Contracts, Leisure, Waste and  
Environment  
Head of Planning and Growth  
Regeneration and Economic Development Officer  
Democratic Services Officer (SW)

APOLOGIES: Councillor Brookes, Parton and 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.

### 104. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 7th March 2023 were approved.

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

No disclosures were made.

### 106. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

### 107. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

### 108. DIGITAL TRANSFORMATION SCRUTINY PANEL UPDATE

A report of the Head of Governance and Human Resources 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, was submitted (item 6 on the agenda filed with these minutes).

It was anticipated that all members (with the exception of members of the Executive) would be invited to be involved in the testing and development of the new website management system.

## **RESOLVED**

1. That the information was noted by the Scrutiny Commission.
2. That the Scrutiny Commission was satisfied with the progression of the actions associated with the Cabinet resolutions and that no further monitoring was required.

### Reasons

1&2 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.

109. 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.

110. CABINET ITEMS FOR PRE-DECISION SCRUTINY

111. EXEMPT - SHEPSHED PUBLIC REALM PROJECT: MARKET PLACE

An exempt Cabinet report of the Head of Planning and Growth was considered under item 14.

112. EXEMPT - EXTENSION OF ENVIRONMENTAL SERVICES CONTRACT

An exempt Cabinet report of the Head of Contracts (Leisure, Waste and Environment) was considered under item 15 on the agenda.

113. EXEMPT - EXTENSION OF MANAGEMENT OF OPEN SPACES CONTRACT

An exempt Cabinet report of the Head of Contracts (Leisure, Waste and Environment) was considered under item 16 on the agenda.

114. SCRUTINY COMMISSION PRE-DECISION SCRUTINY - CABINET RESPONSE

A report of the Cabinet was considered setting out its responses to the recommendations of the Commission on pre-decision scrutiny items (item 9 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.

115. 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 10 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.

116. SCRUTINY WORK PROGRAMME

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

**RESOLVED** that the Scrutiny Commission reviewed the Finance and Performance Scrutiny Work Programme and did not make any amendments.

Reason

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

117. 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 12 on the agenda filed with these minutes).

The Lead Officer assisted with the consideration of this item. It was highlighted that there would be no further meetings of the Scrutiny Commission until 3rd July 2023, and therefore there was a requirement to move items scheduled for June 2023. The Commission made the following changes to their work programme;

- i. Draft Annual Scrutiny Report (annual item) – Move to 7th August 2023

- ii. Update on Void Property Information – Move to 7th August 2023
- iii. Cost of Living Plan Update – Move to 3rd July 2023

## **RESOLVED**

1. That forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted.
2. That the Commission's current work programme be noted.
3. That the following changes be made to the Scrutiny Commission's work programme:
  - Draft Annual Scrutiny Report (annual item) – Move to 7th August 2023
  - Update on Void Property Information – Move to 7th August 2023
  - Cost of Living Plan Update – Move to 3rd July 2023

### Reasons

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

2. To ensure effective and timely scrutiny.

### 118. EXEMPT INFORMATION

**RESOLVED** that members of the public be excluded from the meeting during the consideration of this item on the grounds that it involved 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 outweighed the public interest of disclosing the information.

### 119. SHEPSHED PUBLIC REALM IMPROVEMENT PROJECT: MARKET PLACE

An exempt Cabinet report of the Head of Planning and Growth was considered for pre-decision scrutiny (exempt item 8a on the agenda filed with these minutes).

A summary of the Commission's discussion on this matter is provided in the exempt minute (Scrutiny Commission Minute 111E. 2022/23).

### 120. EXTENSION OF ENVIRONMENTAL SERVICES CONTRACT

An exempt Cabinet report of the Head of Contracts (Leisure, Waste and Environment) was considered for pre-decision scrutiny (exempt item 8b on the agenda filed with these minutes).



A summary of the Commission's discussion on this matter is provided in the exempt minute (Scrutiny Commission Minute 112E. 2022/23).

121. EXTENSION OF THE MANAGEMENT OF OPEN SPACES CONTRACT

An exempt Cabinet report of the Head of Contracts (Leisure, Waste and Environment) was considered for pre-decision scrutiny (exempt item 8c on the agenda filed with these minutes).

A summary of the Commission's discussion on this matter is provided in the exempt minute (Scrutiny Commission Minute 113E. 2022/23).

NOTES:

1. No reference may be made to these minutes at the next available meeting of the Council 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 via Microsoft Teams; The Leader of the Council, the Lead Member for Community Support and the Performance, Policy and Development Manager. All other attendees were present in person.

## SCRUTINY COMMISSION - MONDAY, 3 JULY 2023

### Report of the Director of Housing and Wellbeing Lead Member: Councillor Elizabeth Blackshaw

#### Part A

#### COST OF LIVING ACTION PLAN UPDATE

##### Purpose of Report

To provide the Scrutiny Commission with an update on the work undertaken in relation to the cost-of-living action plan.

##### Recommendation

That the Commission note and comment on the update and the extension of funding for initiatives that support communities facing challenges arising from the cost of living.

##### Reasons

To reflect the Commission's consideration of the update and the continuing work around the cost of living.

##### Policy Justification and Previous Decisions

On 11<sup>th</sup> October 2022 (minute 29) Cabinet resolved:

- 1. that the release of £180,000 from the Reinvestment Reserve for internal and voluntary sector use to assist communities with the cost-of-living crisis be approved;*
- 2. that delegated authority is given to the Chief Executive for the distribution of these funds. The submitted report set out an indicative spend plan;*
- 3. that any funds unspent at 31 March 2023 are returned to the Reinvestment Reserve;*
- 4. that it be noted that the Cabinet confirmed the above to be an appropriate response to the Position Statement referred to it by Council;*
- 5. that the report of the Scrutiny Commission be noted.*

##### Reasons

- 1. To provide support to communities and businesses with the cost of living crisis through a range of mechanisms.*
- 2. There is a project team led by the Chief Executive and comprising of officers from across the Council who will develop a comprehensive spend plan outlining where the support will be allocated.*

3. *To ensure that financial resources are not unnecessarily earmarked and hence unavailable for alternate uses.*
4. *To acknowledge the Position Statement, its referral from Council and the response to it.*
5. *To acknowledge the work undertaken by and the views of the Scrutiny Commission.*

On 18<sup>th</sup> April 2023, the Council's Chief Executive made the following delegated decision:

*That £50k from the reinvestment reserve earmarked for initiatives that support communities facing challenges arising from the cost of living is carried forward from 2022/2023 to 2023/2024.*

#### *Reason*

*To provide capacity for interventions that support communities facing challenges arising from the cost of living. The final 22/23 costs are £39,475.86 against a ring-fenced amount of £180k.*

#### Implementation Timetable including Future Decisions

Initiatives that support communities facing challenges arising from the cost of living will continue to be funded through 2023/24.

#### Report Implications

##### ***Financial Implications***

The funding is one off from Reinvestment Reserve.

##### ***Equality and Diversity***

Socially excluded groups have been positively impacted through a range of activities delivered to support residents with the rising cost of living.

##### ***Climate Change and Carbon Impact***

None identified.

##### ***Crime and Disorder***

None identified.

##### ***Wards Affected***

All wards.

##### ***Publicity Arrangements***

Positive news stories relating to activity funded through the cost-of-living plan are planned.

**Consultations**

Not applicable.

**Links to the Corporate Strategy**

Caring for the Environment	Yes
Healthy Communities	Yes
A Thriving Economy	Yes
Your Council	Yes

Key Decision: N

Background Papers: CABINET - 13TH OCTOBER 2022 COST OF LIVING SUPPORT TO COMMUNITIES AND BUSINESSES

Officer(s) to contact: Peter Oliver - Director of Housing and Wellbeing  
Peter.oliver@charnwood.gov.uk

Verity Graham - Neighbourhoods and Partnerships Manager  
Verity.graham@charnwood.gov.uk

## Part B

### 1. Delivery Themes and Updates

The Cabinet report dated 11<sup>th</sup> October 22 *Cost of Living Support to Communities and Businesses* identified a number of high-level themes and options where the Council could offer further support. These are set out in the below table along with a progress update.

Theme	Update
To establish Charnwood Community Action Group and provide support.	The group was established and supported the identification of pressures on communities and development of tailored responses. <b>Complete</b>
To provide support funding to Citizen's Advice Bureau (based on demand).	£10k grant funding provided for additional staffing to deal with an increased volume of enquiries.* <b>Complete</b>
To provide support to Age Concern (based on feedback of need).	£10k grant funding provided to provide winter assistance to older people.* <b>Complete</b>
To support food poverty via funding for a range of voluntary and community Providers.	A range of initiatives have been supported.* <b>Complete</b>
To support voluntary sector resilience to help with energy costs and specific projects over the winter.	A range of initiatives have been supported.* <b>Complete</b>
To support and enhance the ECO4 scheme.	The Council is top slicing its Disabled Facilities Grant Budget by £250k to top up LAD3 to fund energy-efficiency upgrades within the homes of low-income households. <b>In progress</b>
To provide printed materials for distribution to target groups which signpost people to support.	Five thousand cost of living leaflets were printed and distributed.  Leaflets and posters were also produced for two events led by the Council: Let's Talk Money and

	Wellbeing event in Loughborough and the Cost-of-Living roadshow in Syston. <b>Complete</b>
To support local high streets and independent business with targeted advertising. In Loughborough this will be done in conjunction with the BID.	A <i>Buy Local</i> social media campaign was delivered in December 2022. <b>Complete</b>
Capacity budget for CBC services to meet demand.	£2,365.86 was drawn down to support the response to the cost of living.

\*A summary of initiatives delivered through the plan with funding allocations / spend can be found at Appendix 1.

\*Outcome information from activities delivered is currently being collated. Information received to date on the work of organisations funded can be found at Appendix 2.

Highlights from funded initiatives include:

### **Citizens Advice**

*130 clients (to 31st March 2023) have been supported with applications to the Household Support Fund and obtained £23,760 of food and fuel vouchers from the scheme.*

*CAB has applied to the Fuel Bank scheme for fifty-seven of these clients and obtained £2,717 of emergency payments.*

### **Falcon Centre**

Provision of a “drop in” at the day centre:

*People come in often for economic benefit, warm space, affordable food, help with benefits, utilities, debt, homelessness, tenancy support, food parcels, but also the socialisation benefits as somewhere to go and somewhere they are welcome/feel comfortable and the community element.*

### **New Life Community Church**

A Family Support Worker post provided holistic support to vulnerable families:

*57 families (from 1st Nov 22 to 28th Feb 23) - although some are repeat applications - received support regarding fuel and food poverty and essential white goods.*

### **Second Time Around**

*Provided ‘Bare Necessities’ boxes for the most vulnerable and underprivileged people in Syston and district community. And:*

*Around 12 new parent bags have been provided*

## **System Methodist Church - Warm Space**

*Supporting Charnwood residents in and around Syston struggling with the cost-of-living crisis by benefitting from having somewhere warm to be for as long as they like on the day of opening with free hot drinks and biscuits.*

## **Equality Action - Casework appointments**

*[Increased] their caseworker capacity to support the local community in particular the BAME community.*

*We were able to increase our casework appointments using this funding by 10 appointments per week over 2 days on top of our other casework over the period December to March.*

## **Age UK**

*Between October 2022 and 31<sup>st</sup> March 2023 we supported 354 people.*

*Primarily, it has enabled Age UK LS&R to give dedicated time/hours to assisting people living across Charnwood claim benefits they were entitled to, and this amounted to a total of £206,856 in confirmed benefits awarded.*

*In addition, our Warm & Wise Project was offered more hours to compliment the work of the charity's Advice Team. Since October 2022, they have received 79 referrals, visiting 67 people in their own homes.*

*It is estimated that energy bill savings from the advice received amounted to £8,807 with another £16,077.60 awarded from more general benefits applied for.*

### **2. Financial Position**

The final 2022/2023 costs were £39,475.86 against a ring-fenced amount of £180k.

A sum of £40k was initially identified for topping up the Discretionary Housing Payment (DHP) budget, however this was not needed as demand was met with existing budgets.

A carry forward of £50k into 2023/2024 took place following a delegated decision, reference DD068 agreed on 18 April 2023 to make provision for extending initiatives.

A balance of £90.5k has been returned to the Reinvestment Reserve.

### **3. Future Planned Activity**

Applications for continued funding are expected from several organisations including Age UK and the Citizens Advice Bureau.

Funding will be used flexibly over the year given that pressures on communities are likely to change with the seasons along with fluctuations in the economy and energy prices.

The Council is working with Clockwise Credit Union to hold a weeklong roadshow across Loughborough to promote benefits of the Credit Union, including responsible lending, safe savings, and accessible accounts. Clockwise will provide £10 credit to the first thirty people that sign up.

### Appendices

Appendix 1 - Summary of Activities with Funding Allocations / Spend

Appendix 2 - Cost of Living Grants Fund Update - May 2023



Appendix 1 - Summary of Activities with Funding Allocations / Spend 2022/23

<b>Organisation</b>	<b>Purpose of Grant / Spend</b>	<b>Total</b>
Citizens Advice Bureau	Additional funding for staff role to deal with increased enquiries due to Cost-of-Living crisis	£10,000
Age UK	Winter assistance project	£10,057
Falcon Support Services	Drop-in Service (£3k funded thru CDG)	£2,000
New Life Community Church	Family worker to support foodbank clients (applied to CDG)	£1,000
Equality Action	Additional funding to offer more casework appointments	£10,000
System Methodist Church	Warm space and cost of living information point	£1,763
PACE (Pro-active community endeavour)	Tuesday Warm Space	£1,260
Second Time Around CIC	Bare Necessities project	£1,030
CBC	Support costs, venue hire, materials, advertising, and activities.	£2,365.86
<b>TOTAL</b>		<b>£39,475.86</b>

## Appendix 2 - Cost of Living Grants Fund Update - May 2023

### **Citizens Advice Charnwood**

A grant of £10,000 provided additional funding for paid staff to help deal with increased enquiries due to the cost-of-living crisis. The funding allowed us an additional 14hrs per week of paid staff time over a 9-month period.

130 clients (to 31st March 2023) have been supported with applications to the Household Support Fund and obtained £23,760 of food and fuel vouchers from the scheme.

CAB has applied to the Fuel Bank scheme for fifty-seven of these clients and obtained £2,717 of emergency payments. The Fuel Bank is used for pre-payment meter customers in crisis, who have no credit left on their meters. Without this emergency payment these clients were in a situation that would have meant deciding whether to eat or heat.

All clients assisted met the criteria for being in, or at risk of, fuel poverty.

All clients were offered a full benefit check to see if they were receiving the correct amounts and explore whether they had further benefit entitlement that had not been claimed. 70% of clients assisted had a disability or long-term health condition.

Additionally, all clients were given an energy advice appointment. The purpose of these appointments is to identify whether there are other schemes that can help:

- Warm Homes Discount
- Winter Fuel Payments
- Cold Weather Payments
- Priority Services Register
- Grants from energy companies
- Severn Trent Big Difference Scheme

All clients were given energy saving tips to encourage behavioural change to save money, and they were also asked about any debts they might have, which would then lead to an appointment with a money adviser.

Our dedicated debt adviceline is operational, and our local adviceline is open for an additional half day on Tuesdays.

### **Falcon Support Services**

A grant of £2,000 supported the Drop-in Day Centre from December - end of Feb and the figures are:

1843 visits

232 individuals have attended the Drop-in Service/Warm Space

12 of those rough sleepers

All our attendees are struggling with the cost-of-living crisis with most of them staying inside the Drop In all day to keep warm/have a safe space and accessing the food.

587 breakfasts issued

374 lunches issued

People come in often for economic benefit, warm space, affordable food, help with benefits, utilities, debt, homelessness, tenancy support, food parcels, but also the socialisation benefits as somewhere to go and somewhere they are welcome/feel comfortable and the community element.

We are certainly seeing more people than we used to and see on average 50 people per day. A growing need is support with financial applications for items to Charity Link, Leicestershire Welfare provision, Household support fund, Glasspool etc. for white good i.e., fridge/freezers, washing machines, ovens. People do not have the spare funds to replace items when they break, and we are receiving a lot of people contacting us on their own or via The Bridge with requests to complete applications.

Our Washing Machine has been used 26 times in this period and Shower 75 times.

In December and January alone a total of £2,458.47 was spent on food costs associated with the Drop In.

### **New Life Community Church**

A grant of £1,000 contributed to the Family Support Workers post to provide holistic support to vulnerable families.

57 families (from 1st Nov 22 to 28th Feb 23) - although some are repeat applications - received support regarding fuel and food poverty and essential white goods.

### **Second Time Around**

A grant of £1,030 provided 'Bare Necessities' boxes for the most vulnerable and underprivileged people in Syston and district community. Boxes of essential items for members of our community who have no one or have previous substance abuse, abusive relationships and controlling partners - parents, young single couples, people who have debt and no money, elderly residents on their own and the housebound are all included on a list of Syston residents who are in need of our help, by way of putting together boxes of items bespoke to that persons personal needs.

Around 12 new parent bags have been provided (we have used all the stock we had already at the shop, Suda cream, nappies, new Babygro's, baby wipes etc.... plus 2 for new babies and the parents were overjoyed!)

Looking to the future re Bare Necessities we would probably look at the older generation with regard to basic essentials, this seems to be more than needed in the community with many older residents of a generation that they would not attend a foodbank (as the main foodbank is on the high street on a busy road) some people have said they are: "too proud to access it"; "it's not something their generation would

do”; “seems like begging” and so they are more in need but feel a stigma associated with accessing a foodbank which is sad but understandable, so maybe we can help to fill the void not with food but our Bare Necessities like: creams, wipes, towels, nightwear, pads, shampoo etc.....many of the younger people seem happy to attend a foodbank and don't see an issue with it..... so, it would be nicer to look at those who need help but don't want to ask.

### **Syston Methodist Church - Warm Space**

A grant of £1,763 is supporting Charnwood residents in and around Syston struggling with the cost-of-living crisis by benefitting from having somewhere warm to be for as long as they like on the day of opening with free hot drinks and biscuits. This is intended to reduce energy costs at home and social isolation. The Local Area Co-ordinator, Social Prescriber and Age Concern are in the Café with information on what support is available. The warm space is open on the same day that the foodbank is open in the next building.

The Café users reflect the socio-demographic make-up of the locality and who are likely to be struggling with the cost-of-living crisis, they are:

- Mums with toddlers and young children attending the community toddler group on the same road.
- People living close by in 3 blocks of assisted housing. Many of whom live alone and are socially isolated.
- Those on low incomes and socially isolated people of all ages.

The café is run by a group of volunteers and is visited on average every week by around 25 people.

### **Equality Action - Casework appointments**

A grant of £10,000 was awarded to Equality Action to help increase their caseworker capacity to support the local community in particular the BAME community.

We have delivered casework appointments as per our proforma, mainly on the issues facing our beneficiaries with the cost of living.

We were able to increase our casework appointments using this funding by 10 appointments per week over 2 days on top of our other casework over the period December to March. Due to Ramadan, we found April was a bit of a quiet month.

### **AGE UK LLR - Support work**

A grant of £10,0057 was awarded to Age UK to increase their caseworker capacity. We were delighted to receive the cost-of-living grant from Charnwood Borough Council to meet the needs of vulnerable older people struggling financially because of the current financial crisis.

The grant has been used in a variety of ways and as proposed in the original grant application.

I am pleased to report that between October 2022 and 31<sup>st</sup> March 2023 we supported 354 people.

Primarily, it has enabled Age UK LS&R to give dedicated time/hours to assisting people living across Charnwood claim benefits they were entitled to, and this amounted to a total of £206,856 in confirmed benefits awarded.

In addition, our Warm & Wise Project was offered more hours to compliment the work of the charity's Advice Team.

Since October 2022, they have received 79 referrals, visiting 67 people in their own homes.

It is estimated that energy bill savings from the advice received amounted to £8,807 with another £16,077.60 awarded from more general benefits applied for.

Nine people were also referred by the project to other organisations where they could access grants for loft/cavity wall/external wall/floor insulation.

A number of presentations were also carried out by the team in Loughborough and Syston.

## SCRUTINY COMMISSION - MONDAY, 3 JULY 2023

### Report of the Director of Housing and Wellbeing and the Director of Customer Experience Lead Members: Councillors Colin Hamilton and Elizabeth Blackshaw

#### Part A

#### UPDATE ON INTERNAL ANTI-SOCIAL BEHAVIOUR REVIEW

##### Purpose of Report

On the 12<sup>th</sup> December 2022 the Commission was updated on the outcomes of the internal ASB service review which concluded in September 2022.

Scrutiny requested a further update be provided after a period. This report is that update.

##### Action Requested

To consider the update, the recommendation to conclude scrutiny of the ASB service review, and / or identify any further action that should be taken.

##### Recommendations

1. That the Commission note the update.
2. That the Commission conclude its scrutiny of the ASB service review.

##### Reasons

1. To confirm scrutiny has considered the update.
2. The ASB review concluded in September 2022. New working practices are embedded. The actions identified by scrutiny at its last meeting are complete or scheduled.

##### Policy Justification and Previous Decisions

At the meeting of the Scrutiny Commission on the 12<sup>th</sup> December 2022 it was resolved...

1. *that the Commission noted the report.*
2. *that the report return to Scrutiny Commission in 6-months time.*
3. *that the job title of 'ASB Facilitator' be refined.*
4. *that training be provided for Councillors.*
5. *to check the position of anonymity when reporting ASB on behalf of someone else.*

...for the following reasons:

- 1&2. *To support effective scrutiny of the matter.*
3. *To more accurately reflect the role.*
4. *To ensure that Councillors knew the process and could assist with reporting and track progress.*
5. *To explore the possibility of allowing anonymous reports when reporting on behalf of someone else.*

#### Implementation Timetable including Future Decisions

Not applicable.

#### Report Implications

##### ***Financial Implications***

There are none.

##### ***Risk Management***

There are no specific risks identified with this report.

##### ***Equality and Diversity***

No equality and diversity implications have been identified.

##### ***Climate Change and Carbon Impact***

No climate change or carbon impact implications have been identified.

##### ***Crime and Disorder***

The subject matter of the report relates to anti-social behaviour (ASB) which may include disorder. The Commission's consideration of this item will likely assist elected member understanding around the Council's approach to ASB which will support members in their community engagement role, particularly where ASB services are concerned. A positive impact on the prevention and reduction of disorder has therefore been identified.

##### ***Wards Affected***

Wards are not significantly affected.

##### ***Publicity Arrangements***

*Not applicable.*

##### ***Consultations***

*Not applicable.*

##### ***Links to the Corporate Strategy***

Caring for the Environment	No
Healthy Communities	Yes
A Thriving Economy	No
Your Council	Yes

Key Decision: No

Background Papers: UPDATE ON INTERNAL ANTI SOCIAL BEHAVIOR (ASB) REVIEW - Scrutiny Commission 12<sup>th</sup> December 2022

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## Part B

### Background

A review of how ASB is coordinated and managed within Charnwood Borough Council commenced at the end of 2019, however due to the impact of Covid-19 the review was paused and re-commenced at the end of August 2020, when an independent consultant was commissioned to conduct a high level review and make recommendations to bring together our ASB (Anti-Social Behaviour) teams to enable them to work more effectively with the police and partners.

The review concluded in September 2022 and the Commission received an update on the outcomes of the review at its meeting on the 12<sup>th</sup> December 2022. The report *Update on Internal Anti-Social Behaviour Review* can be found on the Council's website.

### Update on Actions Identified by Scrutiny

At its meeting on 12<sup>th</sup> December the Commission identified a number of actions to be taken. These are set out below, along with a status / progress update.

<b>Action</b>	<b>Status</b>
That the job title of 'ASB Facilitator' be refined to more accurately reflect the role.	Complete. The job title is <i>Anti-Social Behaviour Services Facilitator</i> .
That training be provided for Councillors to ensure that Councillors knew the process and could assist with reporting and track progress.	In progress. Member training is being scheduled for September / October 2023.
To explore the possibility of allowing anonymous reports when reporting on behalf of someone else.	Complete. Generally, anonymous reports are discouraged. There is no victim to engage, and risk assess so the response to an anonymous report of ASB is likely to be compromised. That said, officers will attempt to investigate where an issue appears serious. Safeguarding issues are referred on.  The Commission identified it was not possible for people reporting on behalf of others to remain anonymous.  Reporting data has been analysed and there does not appear to be a significant need for anonymity for people reporting on behalf of others. Of 1386 cases reported 148 were reported by third parties. Third party reporting

	does therefore not account for much of the reporting, and as stated, it is desirable to have the details of parties involved in reporting ASB to support investigation. Further system development is therefore not planned.
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Appendices

There are none.

## SCRUTINY COMMISSION - MONDAY, 3 JULY 2023

### Report of the 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 11th April 2023, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

- A. EXEMPT – SHEPSHED PUBLIC REALM PROJECT: MARKET PLACE
- B. EXEMPT – EXTENSION OF ENVIRONMENTAL SERVICES CONTRACT
- C. EXEMPT – EXTENSION OF MANAGEMENT OF OPEN SPACES CONTRACT

Details of the Commission's consideration of the items as reported to the meeting of the Cabinet on the 13th April 2023 can be found in the exempt minutes from the Commission's meeting on 11th April 2023, available to Councillors and relevant officers only.

The Chair of the Commission, Councillor Seaton, attended the Cabinet's meeting on the 13th April 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:

##### EXEMPT – SHEPSHED PUBLIC REALM PROJECT: MARKET PLACE

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

## EXEMPT – EXTENSION OF ENVIRONMENTAL SERVICES CONTRACT

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

## EXEMPT – EXTENSION OF MANAGEMENT OF OPEN SPACES CONTRACT

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 - MONDAY, 3 JULY 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 agree the progression of scrutiny panels, including selecting a Chair for each panel and to agree whether each panel should be formal, informal or express.
3. To approve any panel scoping documents submitted.

##### Reasons

1-3. 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. The election period has now passed and it is now time for members of the Scrutiny Commission to decide how they would like to proceed with scrutiny panels.

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.

<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 - MONDAY, 3 JULY 2023

### **Report of the Head of Contracts (Leisure, Waste and Environment) Lead Member: Cllr Anne Gray – Lead member for Waste, Open Spaces and Leisure Facilities**

#### WASTE MANAGEMENT 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 Waste Management 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 Waste Management 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 15th December 2022, the Cabinet considered the findings and recommendations of the Waste Management 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, 15th December 2022 – agenda item 6, Waste Management Scrutiny Panel report, and minute 44.
2. Scrutiny Commission, 14th November 2022 – agenda item 11, and minute 52.
3. Waste Management Scrutiny Panel agendas and notes of meetings held on:

Meeting 1 – 9th November 2021

Meeting 2 – 2nd February 2022

Meeting 3 – 31st March 2022

Meeting 4 – 11th May 2022

Meeting 5 – 27th July 2022

Meeting 6 – 1st November 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><b>Panel Recommendation 1</b> <u>Representation to MPs</u></p> <p>A written submission be sent to Jane Hunt and Ed Argar, MPs setting out the Panel’s concerns regarding the Environment Bill, particularly the cost implications for the Council, and also that the way the Government is asking the Council to present its waste collection data (i.e. not including brown bins) skews its figures negatively. Considered by the Panel on 9th November 2021, Minute 6.</p> <p><b>Cabinet Resolution</b> Approved</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>Initial concerns regarding the implications of the Environment Bill were raised in letters to the MPs in October 2021.</p> <p>Officers are in the process of writing a further letter to local MPs following discussions with the Local Government Assoc.</p>	<p>A further letter to be sent by the end of June 2023.</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 2</b></p> <p><u>Charnwood Sustainability Fair</u></p> <p>Charnwood Borough Council establish a 'Charnwood Sustainability Fair'. This would be an annual event, possibly in the marketplace or the Town Hall, that pulls together local organisations working in the areas of sustainability under one roof, allowing them the opportunity to raise awareness around their activities, services or products. Examples of groups who could participate include Transitions Loughborough (Repair Cafes), Exaireo Paint Reuse scheme, the Zero Waste Refill Shop, LCC Master Composters, etc.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>This is a community led initiative. Officers are in contact with an organisation who are planning to hold an event later in the year (September). An appropriate amount of support will be provided to ensure that the event is a success.</p>	<p>Ongoing</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 3</b></p> <p><u>Bin Labelling</u></p> <p>Charnwood Borough Council consider labels for bins (domestic and street bins), listing the materials that can be recycled – using visual symbols and braille, so that residents with visual impairments, with limited literacy or with English as a second language are also able to clearly understand. This is something that residents are consistently unclear on and could help reduce the number of contaminate loads.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>Costings to be obtained over the Summer with a view to having the stickers installed over the autumn period.</p>	<p>Outstanding</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 4</b></p> <p><u>Targeted Education Campaigns</u></p> <p>Charnwood Borough Council target education campaigns, starting with those collection round areas that SERCO has identified as being the poorest performers in terms of contaminated loads, etc. (Rounds 1,5,6). Messaging needs to be continuous, not sporadic. Also, consider what happens with the bins of 'repeat' offenders. Is there any kind of greater level of enforcement that can take place? Could we secure communal bin stores or install CCTV, to discourage fly-tipping in these areas?</p> <p><b>Cabinet Resolution</b> Approved</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>On hold. This action is on hold due to resource issues and long-term absence within the team. To be revisited in 2024.</p>	<p>Outstanding</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 5</b></p> <p><u>Promote _____ partner agencies/local _____ groups, business and organisations working to reduce waste</u></p> <p>There are lots of initiatives in and around the Borough of Charnwood working to reduce or eliminate waste (Repair Cafés, Zero Waste and Refill Shops, Exaireo Paint Reuse, SOFA, Leicestershire Master Composters, Too Good To Go, Freegle, Freecycle, etc.). Charnwood could play a key role in helping to raise awareness of their existence and of their activities.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>The team to work with Comms to undertake a digital communications campaign. Campaign to be drafted and approved by Sept 23.</p>	<p>Ongoing</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 6</b></p> <p><u>Comms campaign – Charnwood waste champion challenge, what can go in your recycling bin, etc.</u></p> <p>Set up a challenge for residents and schools (and councillors and council staff!) to reduce their waste, have a stall on the market to show people what can and can't go in the recycling bin, videos of councillors going through their own recycling bin to check, talks in schools, etc.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>See last action</p>	<p>Ongoing</p>



Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 7</b></p> <p><u>Liase with LCC over introducing terracycle collection points at refuse sites for harder to recycle items, tip opening times, and offering the opportunity to buy items that are still in good working order</u></p> <p>The Panel also discussed reintroducing the collection of other items to the recycling collection, such as batteries, some electrical items, textiles, etc., but these items are now collected either in most shops (batteries), at the waste site (electrical items) or via textiles banks.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>Officers to liase with LCC on this matter. To be completed by end of July 2023</p>	<p>Outstanding</p>
<p><b>Panel Recommendation 8</b></p> <p><u>Use decals on the side of bin lorries to promote reusable nappies, home composting schemes, garden waste scheme, etc</u></p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>Garden waste collections are already promoted. Graphics to be altered as and when the budget becomes available.</p> <p>Officers are working on the implementation of a countywide Fly-Tipping initiative next. This will involve changing some of the decals on the vehicles.</p>	<p>Ongoing</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 9</b></p> <p><u>Support the establishment of a scrapstore/library of things/other similar initiatives</u></p> <p>A Scrapstore would repurpose for craft projects, etc. scrap materials otherwise destined for the residual waste stream, both from domestic properties but also donated by local businesses. A library of things would allow residents to borrow tools and equipment without having to purchase them.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>This is a community led project and not something that the council can deliver directly. The council will provide an appropriate level of assistance to any group that wants to start this initiative.</p>	Ongoing
<p><b>Panel Recommendation 10</b></p> <p><u>Discuss creating a paint collection point at one of the Charnwood waste sites with LCC</u></p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>Officers to liaise with LCC on this matter. To be completed by end of July 2023</p>	Outstanding

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 11</b></p> <p><u>Introduce recycling collections for interested local businesses</u></p> <p>The Panel was informed that some investigatory work around this had already begun, and that Charnwood already collects recycling from businesses in the BID area. Whilst the waste collected may not contribute towards the Council's recycling figures, it would still potentially make a positive impact on the amount of waste diverted from the residual waste stream.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>This was introduced from 1<sup>st</sup> April 2023. Take up has been steady over the first few months of operation. Further promotion of the service will take place when resources allow.</p>	<p>Completed</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 12</b></p> <p><u>Work closely with lboro university partners on end of term clear outs</u></p> <p>The Panel was informed that this has started happening this year and panel members noted that the end of term clear outs seemed better than in previous years, but that greater collaboration was needed between the Council and the University to make sure the dates chosen for the collections were appropriate, etc.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>Officer continue to work closely with the university in order to minimise the impact of the impact of increased waste at end of the academic year.</p> <p>The university and the Council will again be working with voluntary organisations to make sure that valuable items can be reused.</p> <p>Timing of the student clear up can be difficult as this needs to be completed over 1 weekend. Courses finish on different dates, so the date chosen does not always suit everyone.</p>	<p>Ongoing</p>

Cabinet Decisions Following Consideration of Panel Report	Actions Taken to Implement Decisions (including estimated completion date if appropriate)	Status
<p><b>Panel Recommendation 13</b></p> <p><u>Introduce food waste collections, possibly alongside a food waste reduction campaign</u></p> <p>Panel members understand that it is potentially a financially onerous undertaking, and that it would be preferable to await the detail of the Environment Bill around whether or not mandatory food waste collections are to be introduced, but it was felt that this is inevitable and also the action most likely to increase our recycling rates and reduce residual waste. Final Panel meeting clarified that this recommendation was intended to apply at the point food waste collection becomes mandatory and Government funded.</p> <p><b>Cabinet Resolution</b> Approved.</p>	<p><b>Response of the Head of Contracts (Leisure, Waste and Environment)</b></p> <p>Officers are waiting for secondary legislation from Government to confirm the date that mandatory weekly food waste collections will start.</p> <p>Officers are preparing for the announcement.</p> <p>The announcement will cause an increasing in demand for collection vehicles and food waste receptacles. Manufacturing delays and higher prices for items may occur.</p>	<p>Ongoing</p>

## SCRUTINY COMMISSION - MONDAY, 3 JULY 2023

### Report of the Head of Governance and Human Resources Lead Member:

#### SCRUTINY WORK PROGRAMME

##### Purpose of 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 are due to meet on 27th June 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**

<b>Meeting Date</b>	<b>Issue</b>	<b>Scope of Item / Terms of Reference</b>	<b>Reason for Scrutiny</b>	<b>Invitees / Offices</b>	<b>Progress / Notes / Action Requested</b>
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 - MONDAY, 3 JULY 2023

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

#### SCRUTINY COMMISSION WORK PROGRAMME

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 11th April 2023, the Scrutiny Commission made the following changes to their work programme;

- i. Draft Annual Scrutiny Report (annual item) – Move to 7th August 2023
- ii. Update on Void Property Information – Move to 7th August 2023
- iii. Cost of Living Plan Update – Move to 3rd July 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	3 July 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	3 July 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	3 July 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	3 July 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	3 July 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	3 July 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	3 July 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  This item was rescheduled on 11 April 2023, min ref 117 2022/23.

### Scrutiny Commission Work Programme

Scrutiny Commission	3 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/ Vicky Brackenbury	Agreed Scrutiny Commission, 12 December 2022, min ref 60, 2022/23
Scrutiny Commission	3 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	7 August 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.  This item was rescheduled on 11 April 2023, min ref 117 2022/23.

### Scrutiny Commission Work Programme

Scrutiny Commission	7 August 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  This item was rescheduled on 11 April 2023, min ref 117 2022/23.
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  
7th June 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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Grants	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	6th July 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Capital Plan Outturn 2022/23	To report the Council's capital expenditure results for 2022/23 subject to audit.	Cabinet	6th July 2023	Report	Yes	Lesley Tansey Head of 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>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Draft General Fund and HRA 2024-25 Budgets	To seek approval to the Draft Revenue Budget for 2024-25 as a basis for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <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 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>
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 <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	8th February 2024  26th February 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>

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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	7th March 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>
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 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
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 <a href="mailto:helen.gretton@charnwood.gov.uk">helen.gretton@charnwood.gov.uk</a>

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

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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?

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

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

## **CABINET MEMBERS**

Members of the Council's Cabinet are as follows:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor Miah (Labour)	<b>Leader of the Council</b> Responsibility for Corporate Strategy and oversight, Strategic Relationships, Communications, Corporate Performance, Emergency Planning, Equalities, Diversity and Inclusion.
Councillor Hamilton (Labour)	<b>Deputy Leader – Public and Private Sector Housing</b> Responsibility for Repairs & Investment, Tenancy Management, Supported Housing, Rents & Income Management, Leaseholders and Lifeline, Refugee Resettlement, Housing Options, Allocations & Lettings, Housing Needs, Empty Homes and HMO Licensing. Training and Development (Members and officers).
Councillor Ashcroft (Labour)	<b>Finance, Customer &amp; Support Services, Revenues and Benefits</b> Responsibility for Capital and Revenue budgets and the MTFS. Revenues and Benefits services, Audit & Risk Democratic Services, Legal Services, HR, Electoral Services, ICS and customer experience.
Councillor Jadeja (Labour)	<b>Planning</b> Responsibility for Development Control, Conservation & Landscape, Building Control and S106 Agreements.
Councillor Jones (Labour)	<b>Climate Action, Net Zero, Property and Assets</b> Responsibility for Climate Action and Net Zero and Property and Assets.
Councillor Tillotson (Labour)	<b>Economic Development, Regeneration and Town Centres</b> Responsibility for Economic Development strategy and policy, Enterprise Zone, Town Deal and UKSPF. Markets & events, Town Centre Management, Public Conveniences, Tourism and visitor economy.
Councillor A. Gray (Labour)	<b>Waste, Open Spaces and Leisure Facilities</b> Responsibility for Waste strategy and services, Open Spaces strategy, Grounds Maintenance and Engineering, Leisure Centres, Town Hall and Museums.
Councillor Blackshaw (Labour)	<b>Communities and Neighbourhoods</b> Responsibility for Community Safety & Neighbourhood Development, Community Grants, Safeguarding, CCTV, Sports & Active Recreation, Regulatory Services, Parking, Env Health, Street Management and Licensing.