



**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, 9th October 2023 at 6.00 pm for the following business.

Chief Executive

Southfields  
Loughborough

29th September 2023

**AGENDA**

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 13

To approve the minutes of the meeting of the Commission held on 11th September 2023.

3. DECLARATIONS OF PECUNIARY AND PERSONAL 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. SELECTIVE LICENSING SCHEME UPDATE 14 - 19

A report of the Head of Strategic Housing to provide an update in respect of the delivery of the private sector housing selective licensing scheme, and related housing licensing schemes (mandatory and additional).

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 12th October 2023.

(a) Climate Change Strategy and Action Plan 20 - 165

A Cabinet report of the Director of Commercial and Economic Development to seek adoption of the Climate Change Strategy 2023-2030 and Climate Change Strategy Action Plan 2023-2030.

(b) Review of the Planning Enforcement Plan 166 - 211

A Cabinet report of the Head of Planning and Growth to seek approval of a revised Planning Enforcement Plan to guide officers in investigating alleged breaches of planning control.

(c) Changes to the Constitution 212 - 237

A Cabinet report of the Head of Planning and Growth and the Head of Governance and Human Resources to propose changes to the Constitution relating to procedures for dealing with planning applications and other planning matters, and to the composition of the Audit Committee.

9. PRE-DECISION SCRUTINY - CABINET RESPONSE 238 - 239

A report of the Cabinet setting out its responses to recommendations of the

Committee on pre-decision scrutiny items.

10. SCRUTINY PANELS 240 - 244  
A report of the Head of Governance and Human Resources to consider updates on the work of scrutiny panels.
11. SCRUTINY WORK PROGRAMME 245 - 250  
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 251 - 264  
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;

13th November 2023

11th December 2023

8th January 2024

## 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 SEPTEMBER 2023

PRESENT: The Chair (Councillor Seaton)  
The Vice Chair (Councillor Needham)  
Councillors B. Gray, Harper-Davies, Lennie,  
Rattray and N. Taylor

Councillor Ashcroft (Lead Member for Finance,  
Customer and Support Services and Revenues  
and Benefits)

Director of Customer Experience  
Head of Finance  
Democratic Services Manager  
Democratic Services Officer (SW)

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.

28. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the previous meeting were approved.

29. DISCLOSURES OF PECUNIARY INTERESTS, AND OTHER REGISTRABLE AND NON-REGISTRABLE INTERESTS

No disclosures were made.

30. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

31. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

32. 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.

33. CABINET ITEMS FOR PRE-DECISION SCRUTINY

## 34. CAPITAL PLAN AMENDMENT REPORT

*Councillor Lennie arrived at the meeting at 6:05pm.*

A Cabinet report of the Head of Finance to consider and approve changes to the 2023-2026 Capital Plan and its financing, was submitted (item 7a on the agenda filed with these minutes).

The Lead Member for Finance, Customer and Support Services and Revenues and Benefits and the Head of Finance assisted with the consideration of this item. The following summarises the discussion:

- i. The Capital Plan Amendment report included an audit trail, highlighting the initiation of each of the capital projects requesting funds.
- ii. There had been a £50k allocation for 'Garages' as part of 'Stock Maximisation'. The Head of Finance provide more detail on how the £50k was spent, following the meeting.

*Post meeting note: The Director of Housing and Wellbeing confirmed that the £50k would be used for major repairs and improvements to garages and garage sites.*

- iii. The Replacement Hardware Programme had been increased from £45k to £90k in 2023/24, for the purchase of laptops and headsets for the new councillors and replacing existing equipment for returning councillors. Members felt that £90k was a large amount to cover this request. The Head of Finance and the Democratic Services Manager agreed to provide a breakdown of this expenditure, following the meeting.

*Post meeting note: Of the additional £45k funding, £19k was allocated for new laptops for the 29 new councillors, and £16k was allocated for the replacement of laptops for returning councillors (scheduled for November 2023). This amounts to £35k. The remaining £10k would be used to support the replacement of laptops for staff.*

- iv. It was recommended that a virement of £60.2k in 2023/24 from the Sheltered Housing Improvements budget to the Delivery of Stock Condition Survey and Associated Costs budget be made. This was surplus budget that would be used to fund HRA (Housing Revenue Account) schemes. Members highlighted that there had recently been a housing stock survey conducted and questioned the need for a further survey. The Head of Finance agreed to provide more information on this following the meeting.

*Post meeting note: The Director of Housing and Wellbeing stated that the stock condition survey and the associated works was complete. It was substantively completed last year (although not 100% which was why there was an accrual). It included an energy study, an asset performance evaluation, and an updated HRA business plan. These items were fed into the Asset Management Strategy considered last financial year. The updated HRA Business Plan was*

*considered earlier this year by the Housing Management Advisory Board and would be brought forward to Cabinet. The sheltered housing improvement budget was typically used for one off large capital items at sheltered housing (eg heating system).*

v. Members felt that the report was well presented and easy to understand.

## **RESOLVED**

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Finance.
2. That the Head of Finance provide more detail on how the £50k allocation to 'Garages', as part of 'Stock Management', was spent, following the meeting.
3. That the Head of Finance and the Democratic Services Manager provide a breakdown of the £90k requested to purchase laptops and headsets for the new councillors and replace existing equipment for returning councillors, following the meeting.
4. That the Head of Finance provide more information on the virement of £60.2k in 2023/24 from the Sheltered Housing Improvements budget to the Delivery of Stock Condition Survey and Associated Costs, including the need for another housing stock survey, following the meeting.

## Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendation set out.
2. To enable the Scrutiny Commission to understand how the £50k allocation to 'Garages', as part of 'Stock Management', was spent.
3. To enable the Scrutiny Commission to understand how the £90k allocated for the purchase of laptops and headsets for the new councillors and replacing existing equipment for returning councillors, was spent.
4. To enable the Scrutiny Commission to understand the requirement for the virement of £60.2k in 2023/24 from the Sheltered Housing Improvements budget to the Delivery of Stock Condition Survey and Associated Costs.

## 35. EXEMPT - REVENUES AND BENEFITS - FUTURE SERVICE DELIVERY

An exempt Cabinet report of the Director of Customer Experience was considered under item 13 of the agenda.

## 36. 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).

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

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

#### Reason

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

### 37. SCRUTINY PANELS

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).

The Director of Customer Experience, the Democratic Services Manager and the Democratic Services Officer assisted with the consideration of this item. The Scrutiny Commission considered each scrutiny panel suggested at the Scrutiny Panel workshop. The following summarises the discussion on each suggestion:

1. Utilising Council Assets (Garages) – There was an item relating to this topic on the agenda for the Finance and Performance Scrutiny Committee for their meeting on 12th September 2023. It was agreed that this topic would remain on the list of suggested panels, and that following the meeting of the Finance and Performance Scrutiny Committee, the Scrutiny Commission would reassess this.
2. Housing Needs – It was agreed to progress this topic as a formal panel. Councillor Maynard would be approached to Chair the panel.
3. Public Transport – Members were unsure about the level of influence they would have on this topic, as it would involve a number of external partner organisations. It was agreed that this topic be undertaken as an express panel, with a number of partners involved in order to highlight issues and fact-find.
4. Climate Change and Emergency – This topic was due to be discussed at the Finance and Performance Scrutiny Committee, and a Cabinet report would be submitted to the meeting of the Cabinet in October and would be available for pre-decision scrutiny for the Scrutiny Commission. In addition, members were due to receive a briefing on this topic on 27th September 2023. It was agreed that this topic would not form a scrutiny panel at this time, but that it would be looked at in the future, once the Climate Change Strategy and Plan were implemented.



- 5& 6 Dementia Friendly Council and Loneliness – It was agreed that members receive an all member briefing on this topic to allow members to understand the current situation and learn about how dementia friendly the council was. This topic should remain on the list of suggested panels, and the Scrutiny Commission would reassess this topic following the member briefing.
7. HMOs (Housing of Multiple Occupation) – It was highlighted that the Scrutiny Commission were due to receive a report to update on the Selective Licensing Scheme at their next meeting, and that this would provide more information about the need for HMOs. It was suggested that an all member briefing be scheduled to provide more information on HMOs. It was agreed that this topic would remain on the list of suggested panels, and the Scrutiny Commission could reassess the topic following their review of the Selective Licensing Scheme report.
8. Brownfield Sites – It was agreed that the Scrutiny Commission should receive a briefing note on brownfield sites, to include information on how brownfield sites were recognised and to what extent the council can have control over whether they were built on. Following the receipt of this briefing note, the Scrutiny Commission could reassess the topic. It was suggested that a further topic could include the use of empty commercial premises as part of this briefing, however, the Director of Customer Experience confirmed that the council had no control over the use of empty commercial premises, and that the council did attempt to make contact with the owners of empty commercial premises to encourage use. Therefore, the Scrutiny Commission agreed that it was not appropriate to explore the empty commercial property topic further.
9. Litter Picking – Members had different experiences of the council’s contractors’ support with regards to supplying equipment to community groups for litter picking. It was suggested that the equipment provided may depend on the availability of equipment at that time. Members felt that the online reporting form did not work well and that there was a requirement to change this. It was agreed that the Chair of the Scrutiny Commission contact the Head of Contracts (Leisure, Waste and Environment) and the Information Technology Delivery Manager to highlight the concerns of the Scrutiny Commission about the online reporting form. It was agreed that there was not a need for a scrutiny panel on this topic.
10. Tackling Substance Misuse – It was agreed that Charnwood NPA Commander Inspector David Stokes be invited to provide an all member briefing, focussing on substance misuse in the borough and the ways that this was being tackled. Following this, members would decide whether a panel was appropriate.

A further scrutiny panel topic was discussed following an email to the Democratic Services Manager from a councillor. The topic was about Contracted services in relation to the welfare of residents. It was highlighted that the Scrutiny Commission regularly scrutinised Cabinet reports about the contractors used by the Council, through pre-decision scrutiny. It was also highlighted that the performance of contractors was measured through KPI monitoring at the Finance and Performance Scrutiny Committee. It was possible for the council to require contractors to ensure their staff were regularly fully trained in customer service and that contractors could be

penalised if they did not provide the expected standard of customer service. The Scrutiny Commission were satisfied that the council did have a good control over contracted services and that performance was regularly monitored, and therefore decided not to progress with this topic.

## **RESOLVED**

1. That the Scrutiny Commission reviewed the progression of scrutiny Panels.
2. That the Scrutiny Commission considered the scrutiny Panel suggestions made at the scrutiny workshop held on 31st August 2023.
3. That the following scrutiny panels were approved:
  - Housing Needs (formal). Councillor Maynard as Chair (to be confirmed)
  - Public Transport (express) Chair to be confirmed.
4. That the following topics be added to the table of scrutiny panels as 'suggested', for reconsideration;
  - Utilising Council Assets (Garages)
  - Dementia Friendly Council/Loneliness
  - HMOs
  - Brownfield Sites
  - Tackling Substance Misuse
5. That all member briefing sessions be arranged for the following topics:
  - Dementia Friendly Council/Loneliness
  - HMOs
  - Tackling Substance Misuse
6. That a briefing note be requested on Brownfield Sites, to include information on how brownfield sites were identified and to what extent the council can have control over whether they were built on.
7. That the Chair of the Scrutiny Commission contact the Head of Contracts (Leisure, Waste and Environment) and the Information Technology Delivery Manager to highlight the concerns of the Scrutiny Commission with regards to the online reporting form for litter.

### Reasons

- 1-3. To ensure timely and effective scrutiny and enable panel work to commence.
4. To enable the Scrutiny Commission to reassess topics following the receipt of more information.

5&6. To ensure that members receive more information on topics for potential scrutiny panels and to ensure all members to be provided with more information on these topics.

7. To ensure the concerns of the Scrutiny Commission were raised and to make officers aware of the issues faced by councillors and members of the public.

38. SCRUTINY WORK PROGRAMME

A report of the Head of Governance and Human Resources enabling the Commission to review and agree the scrutiny work programme, was submitted (item 10 on the agenda filed with these minutes).

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

**RESOLVED**

1. That the Scrutiny Commission review the Finance and Performance Scrutiny Work Programme and make any amendments the Commission feel necessary.
2. That the Scrutiny Commission agree that the Finance and Performance Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during this meeting.

Reasons

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

2. To ensure that the information contained within the Work Programme is up to date.

39. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Governance and Human Resources to review its own work programme, including considering the list of forthcoming Executive Key Decisions in order to schedule items for pre-decision scrutiny, was submitted (item 11 on the agenda filed with these minutes).

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

- i. The Scrutiny Commission added the following items to their work programme:
  - (Pre-decision scrutiny) - Climate Change Strategy and Action Plan – October 2023
  - (Pre-decision scrutiny) - Review of the Planning Enforcement Plan – October 2023

- (Pre-decision scrutiny) – Economic Development Strategy 2023-27 – December 2023
- (Pre-decision scrutiny) – Charnwood Grants Strategic Partners (2024/25 – 2025/26) – January 2024

## RESOLVED

1. That forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted.
2. That the Commission's current work programme be noted.
3. That the following items be added to the Scrutiny Commission's work programme for pre-decision scrutiny:
  - (Pre-decision scrutiny) - Climate Change Strategy and Action Plan – October 2023
  - (Pre-decision scrutiny) - Review of the Planning Enforcement Plan – October 2023
  - (Pre-decision scrutiny) – Economic Development Strategy 2023-27 – December 2023
  - (Pre-decision scrutiny) – Charnwood Grants Strategic Partners (2024/25 – 2025/26) – January 2024

### 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.

#### 40. 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.

#### 41. EXEMPT - REVENUES AND BENEFITS - FUTURE SERVICE DELIVERY

An exempt Cabinet report of the Director of Customer Experience was considered for pre-decision scrutiny (exempt item 7b on the agenda filed with these minutes).

The Lead Member for Finance, Customer and Support Services and Revenues and Benefits, the Director of Customer Experience and the Customer Experience Manager assisted with the consideration of this item. A summary of the Commission's discussion on this matter is provided in the exempt minute (Scrutiny Commission Minute 41E. 2023/24).

NOTES:

1. No reference may be made to these minutes at the Council meeting on 6th November 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 participants attending the meeting virtually via Microsoft Teams: The Leader member for Finance, Customer and Support Services and Revenues and Benefits, the Director of Customer Experience and the Head of Finance. All other participants attended the meeting in person.

## SCRUTINY COMMISSION - MONDAY, 9 OCTOBER 2023

**Report of the Head of Strategic Housing: Katie Moore**  
**Lead Member: Cllr Hamilton**

### **Part A**

#### SELECTIVE LICENSING SCHEME UPDATE

##### Purpose of Report

To provide an update in respect of the delivery of the private sector housing selective licensing scheme, and related housing licensing schemes (mandatory and additional).

##### Recommendations

To consider the information provided and identify any further action that should be taken.

##### Reasons

To provide effective scrutiny of the delivery of the selective licensing scheme.

##### Policy Justification and Previous Decisions

The aim of housing licensing schemes is to ensure good property conditions and management practices within the private rented sector.

Under the Housing Act 2004 housing authorities have a duty to deliver a mandatory licensing scheme for some houses in multiple occupation (HMOs). Mandatory licensing of HMOs with 3 or more storeys which house 5 or more people from 2 or more households came into force in 2006. Mandatory licencing was extended to all properties which house 5 or more people from 2 or more households in 2018.

Under the Housing Act 2004 housing authorities also have a power to introduce additional licensing for HMOs that fall outside of the scope of the mandatory licensing requirements, and a power to introduce selective licensing for other types of privately rented residential properties in some areas, in order to address problems caused by factors such as low levels of housing demand, high levels of deprivation, high levels of crime or anti-social behaviour or poor housing conditions.

On 30<sup>th</sup> January 2013 Scrutiny Management Board resolved to establish a Managing Student Occupancy Scrutiny Panel following public concerns in respect of high concentrations of student occupancy and HMOs in some areas of Loughborough. The Panel held several meetings between 30<sup>th</sup> May 2013 and 20<sup>th</sup> January 2014. On 19<sup>th</sup> March 2014 Scrutiny Management Board considered the findings and recommendations of the Managing Student Occupancy Scrutiny Panel, which included collection of evidence in relation to requirement for a discretionary licensing scheme, and resolved that these be submitted to Cabinet for consideration. On 10<sup>th</sup> April 2014 Cabinet resolved that investigations be carried to establish whether there were sufficient grounds to launch a consultation on the introduction of additional or discretionary licencing in a defined area of the borough.

On 10<sup>th</sup> December 2020 Cabinet resolved that the borough be declared an area for additional licensing (for all HMOs which house 3 or more persons and Section 257 HMOs) and for the Hastings and Lemyngton Wards be declared areas for selective licensing (for all privately rented residential properties). On 1<sup>st</sup> July 2021 Cabinet approved the implementation of the additional and selective licensing schemes. On 10<sup>th</sup> March 2022 Cabinet approved the policies, scheme conditions and publication of statutory notices relating to the additional and selective licensing schemes.

### Implementation Timetable including Future Decisions

There are no specific decisions required. This report is for information and comment.

### Report Implications

#### **Financial Implications**

There are no specific financial implications.

#### **Risk Management**

There are no specific risks.

#### **Comments of Monitoring Officer**

To be completed by Monitoring Officer rather than report author. Only include this section if the Monitoring Officer wishes any comments to be reported to the Cabinet.

#### **Comments of Section 151 Officer**

To be completed by Section 151 Officer rather than report author. Only include this section if the Section 151 Officer wishes any comments to be reported to the Cabinet.

#### **Equality and Diversity**

None identified.

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

None identified.

#### **Crime and Disorder**

None identified.

#### **Wards Affected**

All (mandatory and additional licensing)  
Hastings (selective licensing)  
Lemyngton (selective licensing).

## 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	No

Key Decision: No.

Background Papers: Cabinet, 10<sup>th</sup> March 2022 – Agenda Item 9 and Minute 94  
Cabinet, 1st July 2021 – Agenda Item 13  
Cabinet, 10th December 2020 – Agenda Item 7 and Minute 61  
Cabinet, 16th January 2020 – Agenda Item 7 and Minute 67  
Cabinet, 17th January 2019 – Agenda Item 8 and Minute 75  
Overview Scrutiny Group, 14th January 2019 – Agenda Item 6B and Minute 47  
Cabinet, 19th November 2015 – Agenda Item 6 and Minute 24  
Scrutiny Management Board, 18th March 2015 – Agenda Item 8 and Minutes 53.2 and 53.3  
Scrutiny Management Board, 8th October 2014 – Agenda Item 8 and Minute 26  
Cabinet, 10th April 2014 – Agenda Item 6 and Minute 120  
Scrutiny Management Board, 19th March 2014 – Agenda Item 8 and Minute 51  
Scrutiny Management Board 30<sup>th</sup> January 2013 -

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## Part B

### Background

1. The additional and selective licensing schemes were implemented on 1<sup>st</sup> April 2023 (applications opened on 1<sup>st</sup> February 2023). These schemes are expected to be in place for at least 5 years (up to 31<sup>st</sup> March 2028).

### Applications and fees

2. Over 1,700 applications for licenses were received between 1<sup>st</sup> February 2023 and 22<sup>nd</sup> September 2023, over 900 of which were applications under the selective licensing scheme:
3. Number of applications received (total 1,755):
  - Mandatory (since 1<sup>st</sup> April 2023) – **169\***
  - Additional (since applications opened 1<sup>st</sup> February) - **632**
  - Selective (since applications opened 1<sup>st</sup> February) - **954**
4. Number of applications determined (total 138):
  - Mandatory – **94** licences granted subject to cooling off period (0 refused)\*
  - Additional – **21** licenses granted subject to cooling off period (0 refused)
  - Selective – **23** licenses granted subject to cooling off period (0 refused)
5. Number of applications in process of being determined (total 1,617):
  - Mandatory - **75\***
  - Additional - **611**
  - Selective - **931**

*\*Includes new applications and renewals.*

6. There is a fee of up to £700 per licence under the mandatory, additional and selective licensing schemes. The fee is paid in 2 parts. Part A (£395) is due when the application is made. Part B (up to £305) is due when the licence is issued. Part B payment amounts vary depending upon the size of the property, whether the application is for a new license or renewal of a previously granted license and whether the landlord is a member of the DASH landlord accreditation scheme.
7. Over £700,000 has been received from fees relating to applications for licenses between 1<sup>st</sup> February 2023 and 22<sup>nd</sup> September 2023, over £380,000 of which relate to the selective licensing scheme:
8. Income received from Part A fee payments up to 22<sup>nd</sup> September 2023 (total £693,255):
  - Mandatory - **£66,755\*** (169 applications)
  - Additional - **£249,640** (632 applications)
  - Selective - **£376,830** (931 applications)

9. Income received from Part B fee payments up to 22<sup>nd</sup> September (total £29,460):

- Mandatory - **£19,010\*** (94 licenses)
- Additional - **£4,640** (21 licenses)
- Selective - **£5,810** (23 licenses)

10. Income expected to be received from Part B fee payments for pending applications between 23<sup>rd</sup> September 2023 and 31<sup>st</sup> March 2024 (up to total £493,185):

- Mandatory – up to **£22,875\*** (75 licenses)
- Additional – up to **£186,355** (611 licenses)
- Selective – up to **£283,955** (931 licenses)

*\*Includes fees relating to new applications and renewals.*

11. Additional applications and fees are expected to be received (albeit at lower levels) between 23<sup>rd</sup> September and 31<sup>st</sup> March 2028.

### **Staffing resources**

12. The Housing Standards team deliver the mandatory, additional and selective licensing schemes for privately rented residential properties within Charnwood.

13. Prior to the decision to implement the additional and selective licensing schemes the Housing Standards Team consisted of the following posts:

- 1 x full-time equivalent L241 Specialist Environmental Health Officer (permanent)
- 2 x full-time equivalent L235 Housing Standards Officers (permanent)

14. On 11<sup>th</sup> October 2022 the following posts were created to ensure sufficient capacity within the team for the administration of licensing scheme applications:

- 2 x full-time equivalent M462 Housing Licensing Administration Officers (fixed-term 1<sup>st</sup> February 2023 to 31<sup>st</sup> January 2025)

15. The M462 Housing Licensing Administration Officers provide are able to provide landlords with advice and assistance in relation to applications and process and determine applications.

16. During the initial period following the implementation of the additional and selective schemes, these officers have been dealing with enquiries from landlords, assisting landlords to submit their applications and the necessary supporting information and carrying out checks in relation to applications received.

17. On 24<sup>th</sup> August 2023 the following additional posts were created in order to ensure sufficient capacity to determine applications and issue approved licenses: and ensure compliance with licensing requirements.

- 4 x full-time equivalent M462 Housing Licensing Administration Officers (fixed-term 1<sup>st</sup> October 2023 to 31<sup>st</sup> March 2024).
- 2 x full-time equivalent L235 Housing Standards Officers (permanent)

18. The L235 Housing Standards Officers are able to deliver all aspects of the mandatory, selective and additional licensing schemes, including the processing and determination of applications and ensuring compliance through activities such as inspecting licensed properties and identifying unlicensed properties. The L235 Housing Standards Officers are also able to take enforcement action in cases of identified non-compliance.

19. Recruitment is in progress and additional staff are expected to be in post in October 2023.

20. The additional posts are funded using income received from the mandatory, additional and selective licensing schemes. The total cost of the additional posts up to 31<sup>st</sup> March 2028 is expected to be £681,300.

21. A further review of staffing within the Housing Standards service, including administrative, operational and supervisory roles, is due to be carried out prior to 31<sup>st</sup> March 2024 to ensure sufficient resources for effective delivery of the mandatory, additional and selective licensing schemes up to 31<sup>st</sup> March 2028. This review will take into consideration the number of licences granted and fees received.

#### Appendices

None.

## **CABINET – THURSDAY 12 OCTOBER 2023**

### **Report of the Director Commercial and Economic Development Lead Member: Executive Member for Climate Action, Net Zero, Property and Assets**

#### **Part A**

#### CLIMATE CHANGE STRATEGY & ACTION PLAN

##### Purpose of Report

This report seeks adoption of the Climate Change Strategy 2023-2030 and Climate Change Strategy Action Plan 2023-2030.

##### Recommendations

1. That the Climate Change Strategy 2023-2030, contained in Appendix A, be approved.
2. That the Climate Change Strategy Action Plan 2023-2023, contained in Appendix B, be approved.
3. That delegated authority be given to the Director of Commercial and Economic Development, in consultation with the Lead Member for Climate Action, Net Zero, Property and Assets, to review and update the Climate Change Strategy and Action Plan via the Climate Action Board.

##### Reasons

1. To enable the approval of a Climate Change Strategy that reflects the overall strategic direction of the Council in relation to its Climate Change commitment.
2. To enable actions for managing the Council's impact on Climate Change to be progressed.
3. To enable the Strategy and Action Plan to be kept up to date and amendments to be made as necessary to reflect changing circumstances, opportunities, and Council priorities.

##### Policy Justification and Previous Decisions

The Climate Change Strategy responds directly to the Council's 2020-2024 Corporate Strategy commitment to look after the environment for future generations.

A Climate Change motion on notice was approved by Full council on 24 June 2019 to become a carbon neutral organisation by 2030. The Council also committed to work with residents, businesses and other public bodies across the borough to deliver this ambitious goal through all relevant technologies, strategies and plans. A new

strategy is now needed to provide focus up to 2030 for Council activities that respond to the challenges of climate change and to show leadership to others in the borough encouraging them to take similar steps.

Implementation Timetable including Future Decisions

The Climate Change Strategy covers the period 2023 to 2030. The strategy has been developed in consultation with service areas and lead officers across the Council. Individual projects and activities will be embedded in service and team plans as appropriate subject to their own individual project management, decision making and scrutiny processes. Overall progress towards delivery of the strategy will be overseen by the Climate action board and reviewed by Performance Scrutiny Panel.

Report Implications

**Financial Implications**

The cost of providing strategic management for the implementation of the Climate Change Strategy are currently met from within the Sustainability budget. There will be a need for concerted action from across the Council to successfully implement the strategy and additional resources will be required to ensure the Council achieves the commitment to be carbon neutral by 2030.

There are a number of projects contained within the action plan which will either be funded from funding opportunities, where available, existing budgets of individual service areas or by the Climate Action Fund as approved by the capital budgeting process.

**Risk Management**

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Service areas across the Council not sufficiently engaged to deliver projects, resulting in failure to achieve actions.	Likely (3)	Serious (3)	Moderate (9)	Ensure there is a corporate response and engagement with key stakeholders throughout the Council to deliver the Carbon Neutral Plan. Project Board in place to monitor actions.
Resources unavailable to achieve actions identified	Likely (3)	Serious (3)	Moderate (9)	Influence service planning and resources and prioritise projects identified if necessary.
The Council fails to meet carbon neutral 2030 target outlined	Unlikely (2)	Significant (2)	Low (4)	Project Board in place to review performance throughout the plan

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
within its policy commitments				period.
Reputational risk to authority for not pursuing or meeting carbon reduction targets	Unlikely (2)	Significant (2)	Low (4)	Ensure there is a corporate response and engagement with key stakeholders throughout the Council to deliver the Climate Change Strategy

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

An Equality Impact Assessment has been completed and attached at Appendix C.

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

The Climate Change Strategy will provide a significant contribution towards reducing carbon emissions and the impact on Climate Change.

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

None identified

### **Wards Affected**

All Wards

### **Publicity Arrangements**

Not applicable

### ***Consultations***

A public consultation of the draft Climate Change Strategy and Action Plan took place between 23<sup>rd</sup> January and 6<sup>th</sup> March 2023. The consultation comprised an online survey posted on the “Current Consultations” page of the Council website and widely communicated through the website. Other channels used to publicise the consultation included:

- Social media channels to more than 20,000 followers.
- Shared with more than 16,000 subscribers to Charnwood Borough Council’s email alert service.
- Given press coverage in the Loughborough Echo and Leicester Mercury.
- Shared with more than 200 organisations, businesses, business groups, environmental and community groups and residents’ associations.
- Shared with all parish councils in the Charnwood Borough Council area along with schools, transport organisations and businesses.
- Circulated to employees of Charnwood Borough Council and Members of the Council

Young people were identified as a key demographic for additional engagement activities. This is the group that will experience the greatest impact from our changing climate, but younger people are less likely to respond to a conventional survey. To gain greater insight into the views of younger people, two small focus groups were run at Loughborough College on 1<sup>st</sup> March 2023.

### Links to the Corporate Strategy

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

Key Decision: Yes

Date included on Forward Plan 16/08/23

Background Papers: Carbon Neutral Plan 2030

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## Part B

### Background

1. Climate change is one of the key challenges facing Charnwood today. Action on climate change is taking place across the world. Policy commitments made by national Governments via international agreement has resulted in national policies designed to deliver on these commitments. The UK has pledged to reduce its greenhouse gas emissions to net zero by 2050. Ensuring that the Council fully contributes to local efforts to reduce the impacts of climate change is a priority for the Council.
2. In August 2022 Environmental Solutions through Partnership (ESP) were commissioned to assist the Council in updating a Climate Change Strategy and Action Plan. The Strategy aims to provide guidance and information on how to reduce the impact on climate change from our own operations and the Borough. Although total emissions for the Borough are outside of the Council's direct control, working in partnership, the Council can influence stakeholders to reduce their emissions. The Strategy will help the Council to meet its statutory environmental duties and address climate change risks.
3. The Corporate Plan 2020-2024 reiterates the commitment to caring for the environment to 'looking after it for future generations'. The Climate Change Strategy takes account of the Council's current position, new commitments, the importance of partnership working and the implementation of adaptation measures. The Strategy provides a framework that can reflect local priorities and opportunities for action on carbon reduction and climate resilience. In September 2021, the Charnwood Carbon Neutral Plan 2030, was approved to achieve carbon neutrality from the Council's own operations by 2030. The Carbon Neutral Plan is a subset of the Climate Change Strategy and its associated actions support the new Strategy.
4. A Climate Action Board was set up in May 2022 to take forward the actions contained in the Council's Carbon Neutral Plan, oversee and manage the Climate Change Strategy and oversee and manage other Council actions that contribute positively to climate change, for example, air quality. The Board members are Justin Henry - Director Commercial and Economic Development, Maria French - Sustainability Officer, Matt Bradford – Head of Contracts, Leisure, Waste and Environment, Ian Browne – Head of Assets and Property, Mike Roberts – Communications Manager, Katie Mills – Group Leader Plans, Policy and Place Making, Lesley Tansey – Head of Finance, and Gareth Harvey - Head of Regulatory Services and Community Safety.
5. The preparation of the strategy has been informed by engagement with officers from across the key service areas. The work was introduced to the Strategic Leadership Team on 20 April 2022. Interviews were held with key members of staff to inform the Strategy and focus the Council's climate change ambitions into objectives, targets and an associated action plan.
6. In February 2020 a Carbon Neutral action fund was awarded a three-year annual block sum of £500k in the Capital Plan 2020/21 to 2022/23 to support the delivery of carbon reduction projects. Due to the impact of the COVID-19



Pandemic the block sum was revised in October 2020 to £100k for the financial year 2020/21. The capital budget is £909,100 in 2023/24. Projects funded so far include LED lighting at the Town Hall and Southfield Road Offices, a Brompton electric pool bike for staff and EV charging points at Meadow Lane Industrial Estate and the Mayors garage.

### Review of existing Climate Change Strategy

7. The Climate Change Strategy 2018-2030 was developed in 2018, prior to the call for action by local authorities to address the Climate Emergency Crisis. The scope of the Strategy is centred on reducing the Council's own carbon emissions and influencing change at a district level. It sets out the Council's commitment to local action on climate change.
8. The Charnwood Climate Strategy 2018-2030 review comes at a challenging time. The UK is recovering from the economic effects of the Covid-19 Pandemic and changes to modes of working. There is significant pressure on energy prices, potential disruption to energy supplies, a war in Ukraine and rising inflation. Many UK councils have declared a climate emergency. It is anticipated that councils will declare an ecological emergency. The Covid-19 Pandemic initiated a change in the Council's priorities, finances and resources contributed to many actions being halted and continuing into 2022.
9. The conclusion of this review was that whilst the existing Strategy was appropriate when published, a refreshed Strategy based on the Council's own climate ambition, agreed vision and objectives, will provide focus for actions required to support it.

### Climate Action Scorecard

10. In 2022, all UK councils' written Climate Action Plans were assessed and scored by Climate Emergency UK, an independent pressure group. The assessment for Charnwood delivered a low score as it was based solely on the Climate Change Strategy 2018 – 2030 and Action Plan. Other councils had multiple documents on their websites, with information that contributed to giving them higher scores than Charnwood. A gap analysis has been conducted as part of informing a review of 'The Climate Change Strategy 2018 – 2030 and Action Plan'.
11. Since the assessment Charnwood have added these documents to the website:
  - Carbon Neutral Plan 2030
  - Charnwood Borough Council Corporate Strategy 2020-24
  - Corporate Delivery Plan 2022-23
  - Charnwood Local Plan 2021-37 and Delivery Plan (consultation document available online)

Had these documents been available at the time of the assessment, this gap analysis shows that Charnwood could have achieved a higher score, comparable with the average council.

12. Further improvements in the scoring would be achieved by taking action on the following considerations:
  - Declaring a Climate and Ecological Emergency.
  - Declaring Charnwood's Net-Zero ambition for the district.
  - Setting SMART climate action targets and monitoring their progress.

Amendments to The Strategy have considered the requirements of Climate Emergency UK and the Climate Action Scorecard alongside the Council's own climate change strategic priorities.

#### Appraisal of the Council's Carbon Neutral Action Plan

13. On 16<sup>th</sup> September 2021, the Charnwood Carbon Neutral Plan 2030, an ambitious plan to achieve carbon neutrality from the Council's own operations by 2030 was adopted by Cabinet. The Carbon Neutral Plan is a subset of the Climate Change Strategy. A new 2018-2019 baseline was established of a carbon footprint of 1,130 tCO<sub>2</sub>e which took into account the decision to procure renewable electricity. The 2021-2022 footprint was calculated as 1,130 tCO<sub>2</sub>e. This shows only a 3% increase from 2020-2021 (1,092 tCO<sub>2</sub>e) which is encouraging since activities were normalising post the COVID-19 pandemic. Council buildings continue to be decarbonised particularly where we use electricity. To facilitate action, the Climate Action Board, meets bi-monthly to provide a conduit for ensuring the monitoring of actions that were agreed and to enhance or modify actions as appropriate.

#### Appraisal of the Net-zero-carbon Leicestershire 2045 Strategy and Action Plan

14. An appraisal of the Leicestershire Net Zero Carbon 2045 Strategy and Action Plan has been conducted to understand what implications this will have for the Council. The most important consideration being the County wide Climate change ambition:
  - Leicestershire County Council have stated a target for a 'Net Zero Carbon Leicestershire by 2045'

The trajectory provided for Leicestershire to reach net zero carbon by 2045 cannot be achieved without action on a huge scale, a sense of urgency, and important strategic partnerships with all stakeholders. The Leicestershire Net Zero Pathways demonstrates the scale of action required; a 95% reduction in emissions is estimated to take the County close to the 2045 net zero carbon target, but not to achieve it.

15. The Leicestershire action plan contains themes, aims, objectives and SMART actions. The actions will require the cooperation of all Leicestershire local authorities and other identified stakeholders. Following a review of the Leicestershire actions by theme, appropriate actions have been considered for inclusion in the Charnwood action plan.
16. Leicestershire County Council state whether they will 'Lead, Ask or Influence' those involved to achieve each action. The County Council intend to establish a Stakeholder Forum, which could include representation from local

government, business, statutory/governmental bodies, infrastructure providers, voluntary organisations, communities, health, education and universities. Partnerships and dialogue with the County have been established to assist Charnwood to deliver positive climate change actions. Climate actions taken by the Council will lead to a reduction in emissions within the Borough and, in turn, the County.

17. On 28<sup>th</sup> February 2023 Charnwood Borough Council supported a pact to tackle climate change, nature decline and carbon reduction in Leicestershire. The Leicestershire Climate and Nature Pact is based on the principles of the Glasgow Climate Pact, signed by the UK government in November 2021. The core requirements of the pact include the need to act quickly on reducing the impacts of climate change, reducing carbon emissions to net zero, halting ecological decline, supporting climate recovery, and working together to deliver action on climate change.

### Climate Change Strategy

18. The Climate Change Strategy, contained in Appendix A, provides an unchanging vision for 2030 together with themes, broad aims and objectives. The seven themes are Transport, Planning Land Use and Biodiversity, Buildings Housing & Heating (energy), Resources and Waste, Business and Economy, Governance and Finance and Partnership and Communications. Each theme contains an aim, objectives, climate change risks and information on managing, mitigating and adapting to climate change.

### Climate Change Strategy Action Plan

19. The Climate Change Action Plan, contained in Appendix B, will help to protect and improve the environment of the Borough that will benefit the community, economy and environment for future generations. The action Plan provides a roadmap of key climate achievements from 2005 to date. A table of key SMART (specific, measurable, actionable, realistic, timebound) actions. These will be monitored bi-monthly by the Climate Action Board and annually by the Finance and Performance Scrutiny Committee.

### Consultation

20. A public consultation was carried out of the draft Climate Change Strategy and Action Plan between 23<sup>rd</sup> January and 6<sup>th</sup> March 2023. A full report on the findings is provided in Appendix D. There were 129 responses to the survey and 18 students from Loughborough College participated in the focus groups. In addition, five organisations and one individual submitted detailed and in-depth responses to the survey.
21. A wide range of views were expressed by those participating in the consultation. The consultation process demonstrated that the residents of the Borough broadly support action taken by the Council to reduce the impact of Climate Change and adapt to the consequences. Suggestions about what people want to see from the Council going forward included:
  - Embedding the issue of Climate Change within our decision-making processes

- Decisions that contradict Climate Change Policy should be fully explained and justified
  - Lead by example
  - Take action to reduce emissions and impact
  - Provide honest and impartial information to residents
  - Continue measures to reduce waste and increase recycling and to protect and enhance the natural environment
22. Following a review of the responses, having considered the availability of resources, where appropriate and practicable the draft Climate Change Strategy and Action Plan has been amended.

### Communication

23. The Climate Change Strategy and Action Plan will be made publicly available on the Council's website and communicated to all staff and Members. Progress updates will be reported to the Climate Action Board, to staff via One Charnwood and Members. To raise staff awareness of the Strategy and Action Plan an on-line environmental induction module is available to all new and current staff. The Green Rewards Sustainability engagement scheme enables staff and Members to take actions to reduce their individual carbon footprint. The Council communications team will be highlighting internally and externally any key milestones and achievements which are linked to the strategy, utilising the Council's website, social media accounts and email alerts as well as the local media. The action plan also includes proposals to raise awareness of various environmental issues which themselves can be an opportunity to highlight the strategy and the Council's commitment to tackling climate change.

### Conclusion

24. It is essential to have an up-to-date Strategy in place to help the Council reduce carbon emissions and provide a framework to report this to our stakeholders. By doing so it encourages others to take actions. The Council is leading by example and is in a strong position to influence the wider community. By addressing climate change through our corporate decision making, we influence planning, development, transport infrastructure, provision of services, the local economy and community initiatives. Embedding climate change into our own operations will help secure maximum benefit for present and future generations. It is to be expected that not all actions will come to fruition and other opportunities may present themselves. Therefore, the Action Plan will be subject to change whilst moving towards the aim of reducing carbon emissions.

## Appendices

Appendix A - Climate Change Strategy 2023-2030

Appendix B - Climate Change Strategy Action Plan 2023-2030

Appendix C – Equalities Impact Assessment

Appendix D – Climate Change Strategy and Action Plan 2023 – 2030 Consultation Report (March 2023)

# Climate Change Strategy

2023 - 2030

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# Foreword



*Caring for the environment is a key principle of our Corporate Strategy and our day-to-day operations are integral to this, such as maintaining over 600 acres of open spaces, including the ancient Outwoods woodland, and operating the recycling and refuse service.*

*A key element is also, taking action to reduce our contribution to Climate Change within our own operations and the Borough. Since 2013 the Council has significantly reduced emissions from its own operations, for example, in heating, lighting, transport, and waste. Our Climate Action Board and dedicated Sustainability Officer are monitoring our work towards becoming Carbon Neutral within our operations by 2030. The Council supports Leicestershire County Council's Net Zero Carbon 2045 ambition for the County and its vision for a 'cleaner, greener Leicestershire'. Within Charnwood Borough, we will work to influence businesses, residents and other stakeholders, to reduce their emissions although total emissions for the Borough are outside of the Council's direct control.*

*Our 2023-2030 Climate Change Strategy sets out the Council's commitment to take local action on Climate Change, through our adoption of a series of focused themes: Transport, Buildings, Housing & Heating (energy), Planning, Land Use & Biodiversity, Governance & Finance, Business & Economy, Resources & Waste, and Partnerships and Communication. The Strategy will help the Council to meet its statutory environmental duties. Addressing climate change risks will bring opportunities and lasting benefits for the Borough. These include savings on energy bills, encouraging renewable energy in the transition to a low carbon economy, strengthening business competitiveness, enhancing energy security, reducing air pollutants, attracting new jobs and investment in 'green' industries, reducing flood risks and managing the impacts of extreme weather. Considering Climate Change and the impact our decisions and activities have on it are now 'business as usual' for the Council. The Climate Change agenda features strongly in the areas of staff training, strategic partnerships, and policy implementation.*

*The strategy will work alongside the Carbon Neutral Plan, but has a broader scope and looks at how the Council can influence others to reduce climate impact in Charnwood and the local environment. Climate Change is a collective issue and we can all make changes to our lifestyles to reduce our impact on the environment. Together, these contributions will influence the extent to which the climate changes. We will provide leadership across the Borough in terms of climate responsibility. We recognise the key role that the Council has in supporting and promoting these local actions and supporting local people and businesses in the move to a low carbon future.*

*The Council has launched a new vision statement for Charnwood, setting out how we plan to realise our Climate Vision and Strategy by 2030. Working in partnership with other local authorities, organisations, and our wider community, we intend to drastically reduce our contribution to Climate Change by 2030.*



# Our Vision



In 2030, the Borough of Charnwood is better prepared for Climate Change thanks to partnership working with other local authorities, organisations and our wider community. The Council's own impact on the environment has been reduced by becoming Carbon Neutral, producing benefits and co-benefits including increased biodiversity, air quality, climate education and a circular economy.

***Endorsed by Justin Henry  
Director of Commercial and  
Economic Development.***

# Introduction

This Climate Change Strategy replaces our 2018 version and establishes our new Vision. This strategy firmly places managing, mitigating, and adapting to climate change as major priorities, integral to our activities. We will continue to take planned action within our own operations to become a ‘Carbon Neutral’ Council by 2030.

We recognise that we cannot achieve our vision in isolation, and that we must lead, influence and act urgently to address climate and ecological issues. We will continue to develop strong partnerships with local communities, businesses, educational institutions and neighbouring authorities to reduce the impact on Climate Change from our own operations.

Our actions will help to protect and improve the environment of the Borough, and in turn the county, to achieve a resilient ‘clean green’ Leicestershire that will benefit the community, economy and environment for future generations.

Our Strategy and ‘The Charnwood Climate Change Action Plan 2023-2030’ (the Action Plan) are now separate documents. This Strategy provides an unchanging vision for 2030 together with themes, broad aims and objectives.



**The Action Plan** provides a roadmap of our climate achievements, gives a list of key ‘SMART’ (specific, measurable, actionable, realistic, timebound) actions we are taking that are monitored regularly by our Climate Action Board, and reviewed annually by the Council’s Finance and Performance Scrutiny Committee.

The Carbon Neutral Plan 2030 is a subset of this document addressing our Carbon Neutral ambition, its Annual Monitoring Report, monitors our actions to reduce our emissions from our own operations. We recognise that positive actions taken within our own operations and sphere of influence within the borough can have a positive effect in reducing our emissions at a county level.

Climate Change is recognised as a priority in our Corporate Strategy, its associated Delivery Plan and in our emerging Charnwood Local Plan 2021-2037, which can be accessed on our website.

The Strategy and Action plan have been established through cross-department consultation within the Council and the Councils own 'Climate Action Board'. The Strategy and Action plan are both subject to public consultation, and we welcome all views to enable us to make considered decisions to help achieve our climate vision.

## Our Strategy

1

### Our Approach

How we are approaching Climate Change within our sphere of influence to create lasting positive change.

2

### Carbon Neutral Plan

Provides an overview of our Carbon Neutral Plan 2030 and how it is monitored annually.

3

### Our seven key themes

Explain why the Strategy and Action Plan have been formed around seven key themes: Transport, Planning, Land Use & Biodiversity, Buildings, Housing & Heating (energy), Resources & Waste, Business & Economy, Governance & Finance, and Partnerships & Communication.

4

### Realising our ambitions

Highlight how we intend to fund the strategy to realise our Climate Change ambitions.

5

### Measuring success

The Strategy will conclude with a description of how we will measure our success leading up to our ambition to be Carbon Neutral within our own operations by 2030. Our Action Plan can be accessed on the council website.



# An Introduction to Climate Change



Climate Change is frequently described as global warming, however global warming is just one aspect. Global warming refers to the rise in global temperatures, due mainly to the increasing concentration of greenhouse gases in the atmosphere. Climate Change refers to the increasing changes in the measures of climate over a long period of time, including precipitation, temperature and wind patterns. It is the increase in global temperature and its effects on the Earth's climate system, including weather patterns. Climate Change, in a broader sense, includes previous long-term changes to Earth's climate. The Earth's temperature has risen by  $0.08^{\circ}\text{C}$  per decade since 1880, but the rate of warming since 1981 is more than twice that at  $0.18^{\circ}\text{C}$  per decade.

Scientists believe that recent rapid rises in the global average temperature are caused by human behaviour, with the burning of fossil fuels (oil, coal & gas) being the main contributor. Fossil fuel use, deforestation, some agricultural and industrial practices increase greenhouse gases, notably carbon dioxide and methane. Greenhouse gases absorb some of the heat the Earth radiates when it is warmed by sunlight. Larger amounts of these gases trap more heat in Earth's lower atmosphere, causing global warming.

Deforestation significantly contributes to carbon dioxide ( $\text{CO}_2$ ) emissions, as the number of trees that would naturally convert  $\text{CO}_2$  to oxygen are being rapidly cut down and replaced with areas of intensive agriculture, that can generate high levels of emissions including methane.

As a result of Climate Change, deserts are expanding, heatwaves and wildfires are becoming more common across the world. Increased warming in the Arctic has contributed to melting permafrost, glaciers retreating and ice loss in the sea. Higher temperatures are also causing more intense storms, droughts, and other weather extremes. Adverse effects of Climate Change include increased flooding, food & water scarcity, intense heat, diseases, economic loss, and human poverty, migration and conflict. The World Health Organisation (WHO) named Climate Change as the most significant risk to global health in the 21<sup>st</sup> century.

Leicestershire will continue to be affected by Climate Change. Climate predictions for the 21<sup>st</sup> Century indicate a further increase of up to 3°C in the Region’s temperature by the end of the century. The table (Business, Energy & Industrial Strategy (BEIS) dataset from 2019) below, shows emissions in kilotonnes of Carbon Dioxide equivalent (ktCO<sub>2</sub>e) for Charnwood at a Borough level:

Business, Energy & Industrial Strategy (BEIS) dataset 2019

Transport	Domestic	Industry	Waste Management	Commercial	Agriculture	Public Sector	LULUCF <sup>1</sup>	Total Emissions
342	261	156	65	49	62	36	-8	963

<sup>1</sup> Land use, land-use change and forestry.

Our emissions per capita are the second lowest in Leicestershire:

Local Authority	Per Capita Emissions (tCO <sub>2</sub> )
North West Leicestershire	10.9
Harborough	8.2
Melton	8.2
Blaby	6.5
Hinkley & Bosworth	6.3
Charnwood	5.2
Oadby & Wigston	3.8

A major Climate Change risk for Charnwood is flooding. Charnwood Borough Council works with partnership organisations to minimise the impact of flooding. Our commitment to planting trees to reduce flood risk and address the loss of biodiversity, reinforces the connection between Climate Change and the other environmental issues we currently face.

In 2019, Charnwood Borough Council declared its ambition to become a carbon neutral organisation by 2030. The Carbon Neutral Plan 2030 outlines a series of actions, these actions and the plan itself are being monitored and evolved over time.

# Influencing Strategy and Legislation

The following International and national targets in line with current UK Government Strategy have influenced this Strategy:

## A Green Future: Our 25 Year Plan to Improve the Environment

In January 2018, the UK Government published 'A Green Future: Our 25 Year Plan to Improve the Environment'. The 25-year plan confirms the Government's aim to take all possible action to mitigate Climate Change.

## The Climate Change Act 2008

The Climate Change Act 2008 adopted a long-term approach with targets to be met by 2050, interim budgetary targets and reporting requirements all of which was overseen by the independent Committee on Climate Change (CCC). In 2019, the UK introduced the Climate Change Act 2008 (2050 Target Amendment) Order 2019, amending the 2050 target from an 80% to a 100% reduction against baseline (or net zero).

## The Sixth Carbon Budget

The Sixth Carbon Budget (for 2033-2037) was published at the end of 2020 by the Committee on Climate Change. The budget recommended reductions of UK greenhouse gas emissions of 78% by 2035 compared to 1990 levels.

## The Paris Agreement

The Paris Agreement is a legally binding international treaty on Climate Change. It was adopted by 196 Parties at COP 21 in Paris, on 12<sup>th</sup> December 2015 and entered into force on 4 November 2016. Its goal is to limit global warming to well below 2, preferably to 1.5, degrees Celsius compared to pre-industrial levels.

## Net Zero Strategy

In October 2021 ahead of COP 26, the Government published the Net Zero Strategy, building on the 'Ten Point Plan for a Green Industrial Revolution'. It is a cross economy Strategy designed to drive the path to net zero by 2050. The Strategy was published under section 14 of the Climate Change Act 2008 and sets out how the UK plans to meet

its legally binding goals by 2050. Electrification, hydrogen and innovation are the key pillars of the Strategy. The Strategy contains sections on power, fuel supply and hydrogen, industry heat and buildings, transport, natural resources, waste, f-gases and greenhouse gas removals. It included:

- A commitment that all the electricity in the UK will come from low carbon sources by 2035 (subject to security of supply)
- An ambition for UK low carbon hydrogen production capacity by 2030
- An ambition for industrial Carbon Capture Use and Storage (CCUS) with targets for 2030 and 2035
- An aim to phase out the installation of new gas boilers and to replace all by 2035.
- Introduction of a zero-emission vehicle mandate ending the sale of new petrol and diesel vehicles from 2030 and ensuring that from 2035 all cars and vans are fully zero emissions at the tailpipe.
- Planting 30,000 ha of woodland per year by 2024 and maintain planting at this level from 2025.
- Investing in negative emissions technology, with an ambition of deploying at least 5MtCO<sub>2</sub> engineered greenhouse gases per year by 2030.

## COP26

The UK hosted the 26th UN Climate Change Conference of the Parties (COP26) in Glasgow in October/November 2021. The summit brought parties together to accelerate action towards the goals of the Paris agreement and the UN Framework Convention on Climate Change. It was agreed countries will meet in 2022 to pledge further cuts to emissions of carbon dioxide. This is to try to keep temperature rises within 1.5°C, which scientists say is required to prevent a "climate catastrophe". Current pledges, if met, will only limit global warming to about 2.4 °C. The goal is to keep cutting emissions until they reach net zero mid-century.

The Glasgow Climate Pact was agreed to on 13th November 2021 after negotiations overran the last day of COP26. It is a "series of decisions and resolutions that build on the Paris accord", setting out what needs to be done to tackle Climate Change. However, it doesn't stipulate what each country must do and is not legally binding.

Whilst the agreement is not legally binding, COP26 set the global agenda on Climate Change for the next decade. The agreement includes the following commitments:

- **Emissions.** Countries will meet in 2022 to pledge further cuts to CO<sub>2</sub> emissions. The aim is to keep temperature rises within 1.5°C to prevent a "climate catastrophe". Current pledges would limit global warming to about 2.4°C.
- **Coal.** A plan to reduce use of coal. Coal is responsible for 40% of annual CO<sub>2</sub> emissions. Late interventions by India and China changed the wording from a "phase out" to a "phase down" of coal. To hit the 1.5°C target, at least 40% of the



world's existing 8,500 coal-fired power plants must be closed by 2030 and no new ones built.

- **Developing countries.** Pledges to increase finance to assist poorer countries with the effects of Climate Change and make the switch to clean energy. There is the prospect of a trillion dollar a year fund from 2025.
- **Phase out fossil fuel subsidies.** World leaders agreed to phase-out subsidies that artificially lower the price of coal, oil, or natural gas.
- **Carbon Markets.** Article 6 addressed the rules allowing purchasing carbon offsets for countries finding it difficult to cut greenhouse gases. They will be able to buy credits representing emissions reductions from nations that have lowered their pollution more than their pledge. There is also a possibility for public institutions and private companies to invest in projects that cut emissions in developing countries, where costs are usually lower.
- **Loss and Damage.** This refers to the impacts of Climate Change which occur beyond the limits of societies and ecosystem's ability to adapt. The agreement endorsed the need for more finance to be provided to tackle loss and damage through existing source. No consensus was reached on a proposal to set up a facility dedicated to loss and damage.

Other agreements made at Glasgow centred around:

- **Deforestation:** Stopping deforestation by 2030. However, it is not yet clear how the pledge will be policed.
- **US-China agreement:** The US and China, pledged to cooperate more over the next decade notably with methane emissions and switching to clean energy and grow the market for clean technologies. China had previously been reluctant to tackle domestic coal emissions.
- **Methane:** A scheme to cut 30% of methane emissions by 2030 was agreed by more than 100 countries. Methane is currently responsible for a third of human-generated warming.
- **Finance:** Over \$130 trillion, 40% of the world's financial assets, will now be aligned with the climate goals in the Paris Agreement. They will back clean technologies such as renewable energy and direct finance away from fossil fuel burning industries.
- **Vehicles:** Twenty-four countries and a group of leading car manufacturers committed to ending the fossil-fuel powered vehicles by 2040. The agreement to sell only zero-emissions vehicles from this 2040, includes Canada, New Zealand, the Netherlands, Ireland and the UK, which had already agreed to phase out new petrol and diesel car sales by 2030.

## The Environment Act 2021

The Environment Act 2021 was passed into UK law in November 2021, and applies mainly to England. The Environment Act 2021 introduces the setting of enforceable



targets across a number of areas and allows the UK to enshrine some environmental protection into law. It offers new powers to set new binding targets, including for air quality, water, biodiversity, and waste reduction. The Act is a vehicle for the Department for Environment, Food and Rural Affairs' (Defra) environmental policies and sets out the legal framework for significant reforms to local authority waste and recycling services, as well as creating new statutory duties for local authorities on nature recovery. The Act includes a target to halt the decline of species by 2030.

Targets in the Environment Act include:

- Halt the decline in species populations by 2030, and then increase populations by at least 10% to exceed current levels by 2042.
- Increasing tree and woodland cover to 16.5% of total land area in England by 2050.
- Halve the waste per person that is sent to residual treatment by 2042.
- Reduce levels of PM2.5 to 10 micrograms per cubic metre by 2040.

## Net Zero Review

As above, in 2021, the UK Government published its Net Zero Strategy, setting out a pathway to meeting its target of reaching net zero greenhouse gas emissions by 2050. Since then, various factors have altered the economic landscape in the UK, placing pressure on households and businesses through high energy prices and broader inflationary pressures.

Given this changed economic context the Government decided in September 2022 to review its approach to net zero to ensure that it is pursuing “the most economically efficient path to meeting its Climate Change commitments.” The review will consider how the Government’s approach to net zero can:

- Deliver maximum economic growth and investment.
- Support UK energy security and affordability for consumers and business.
- Minimise cost borne by businesses and consumers.

## COP27

Egypt hosted the 27th UN Climate Change Conference of the Parties (COP27) in November 2022. Egypt’s COP27 presidency vision was to move from negotiating changes designed to combat Climate Change, to implementing the changes.

The agreement includes the following commitments:

- **Loss and Damage Fund:** A breakthrough agreement to provide “loss and damage” funding for vulnerable countries impacted by climate disasters.
- **Agreement** on the institutional arrangements to operationalise the Santiago Network for Loss and Damage, to catalyse technical assistance to developing countries that are particularly vulnerable to the adverse effects of Climate Change.

- **A package of decisions by countries**, which reaffirmed their commitment to limit global temperature rise to 1.5 degrees Celsius above pre-industrial levels.
- **Strengthened action** by countries to cut greenhouse gas emissions and adapt to the impacts of Climate Change, as well as boosting the support of finance, technology and capacity building needed by developing countries.

Other key outcomes of COP27:

- **Technology**: The launch of a new five-year work program to promote climate technology solutions in developing countries.
- **Mitigation**: A mitigation work programme was launched, aimed at urgently scaling up mitigation ambition and implementation. The work programme will start immediately following COP27 and continue until 2026 when there will be a review to consider its extension.
- **Global Stocktake**: Delegates completed the second technical dialogue of the first global stocktake, a mechanism to raise ambition under the Paris Agreement.

Announcements from COP27 included:

- Countries launched a package of 25 new collaborative actions in five key areas: power, road transport, steel, hydrogen, and agriculture.
- UN Secretary-General António Guterres announced a USD 3.1 billion plan to ensure everyone on the planet is protected by early warning systems within the next five years.
- The UN Secretary-General's High Level Expert Group on NetZero Commitments published a report, serving as a how-to guide to ensure credible, accountable net-zero pledges by industry, financial institutions, cities, and regions.
- The G7 and the V20 ('the Vulnerable Twenty') launched the Global Shield against Climate Risks, with new commitments of over USD 200 million as initial funding. Implementation is to start immediately.
- Announcing a total of USD 105.6 million in new funding, Denmark, Finland, Germany, Ireland, Slovenia, Sweden, Switzerland, and the Walloon Region of Belgium, stressed the need for even more support for the Global Environment Facility funds targeting the immediate climate adaptation needs of low-lying and low-income states.

COPs will continue to be held annually for countries to progress dealing with Climate Change.

## Powering Up Britain: Net Zero Growth Plan

In February 2023, the Government created the new Department for Energy Security and Net Zero. 'Powering Up Britain' sets out the Department's approach to energy security and net zero, and acts as an introduction to 'Powering Up Britain: Energy Security Plan and Powering Up Britain: Net Zero Growth Plan'.

## Environmental Improvement Plan (EIP) 2023

In 2018, the 25 Year Environment Plan (25YEP) set out the UK Government's vision to help the natural world regain and retain good health. 'The Environmental Improvement Plan (EIP) 2023 for England', is the Government's first revision of the 25YEP. It builds on the 25YEP vision with a new plan setting out how it says it will work with landowners, communities and businesses to deliver each of its goals for improving the environment, matched with interim targets to measure progress.

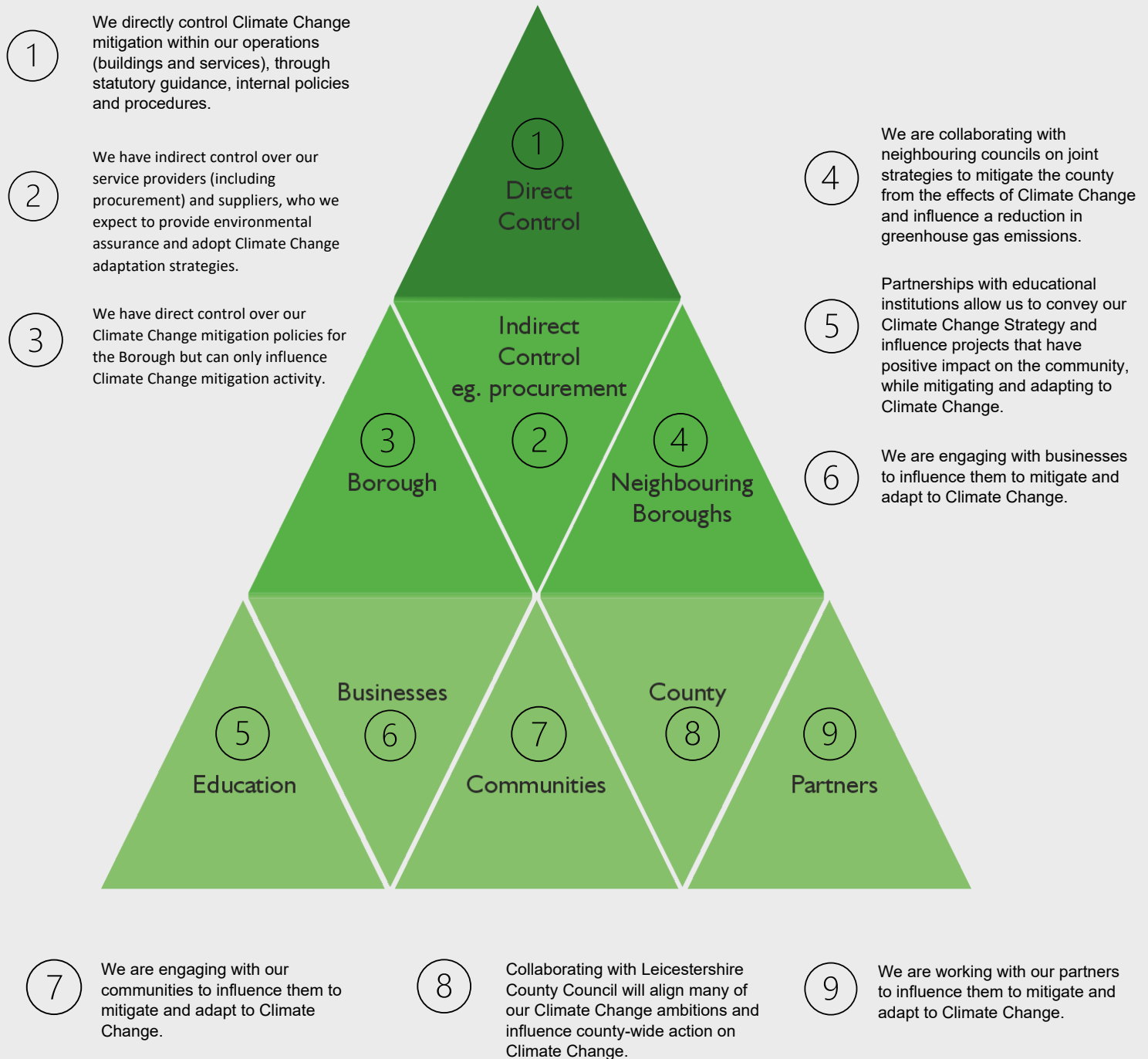
## The Climate and Ecological Bill

The Climate and Ecological Bill is currently before the House of Lords, in the 2022-23 session the bill would ensure that the UK Government:

- Reduce its greenhouse gas emissions in line with remaining global carbon budget for 1.5°C.
- Reverses the damage to the natural world by 2030.
- Establishes a climate and nature ('citizens') assembly to recommend measures for inclusion in an all-of-Government Strategy

# Our Approach and Influence

Our “pyramid of influence” below, shows our understanding of the levels of influence we can have on our diverse stakeholders to mitigate and adapt to Climate Change:



## What are the Council's responsibilities?

Leicestershire County Council and the Council are classed as Tier 1 and 2 Councils, they have specific responsibilities for services in the area as follows:

Leicestershire County Council is classed as a Tier 1 council, its main responsibilities include:

- Adult Social Care.
- Children & Young People's Services (formerly Education).
- Country Parks.
- Libraries.
- Museums.
- Property.
- Roads and Traffic.
- Trading Standards.
- Transport.

Charnwood Borough Council is classed as a Tier 2 council, its main responsibilities include:

- Environmental Health.
- Housing.
- Leisure & Amenities.
- Local Planning.
- Recreation.
- Refuse Collection.

Parish or Town Councils are classed as Tier 3 Councils. In Loughborough town, Charnwood Borough Council is responsible for the following Tier 3 functions as there is no Parish or Town Council.

- Allotments.
- Cemeteries.
- Footpaths.
- Recreation.

The "pyramid of influence" on the previous page demonstrates how the Council seeks to influence our stakeholders in relation to Climate Change mitigation and adaptation.

# Our Carbon Neutral Plan

## The Carbon Management Plan 2015-2020

In 2015, we developed a Carbon Management Plan 2015-2020, aiming to achieve a 15% reduction in carbon emission by 2020 against a 2012-2013 baseline. Within a year from 2015-2016, as a result of energy savings across the Council operations, we had achieved a 21% decrease.

Our commitment to carbon neutrality was announced in June 2019. By the end of 2019, our emissions had fallen by 37%. In absolute terms, this was a reduction of 787 tonnes of carbon dioxide equivalent. This assisted financial savings of over £280,000. To achieve these savings, we switched to using renewable electricity, which means all the electricity purchased didn't create carbon emissions, we installed highly energy efficient LED lighting and controls in offices, buildings, car parks including Beehive Lane car park and communal areas of sheltered housing, installed more energy efficient heating in Charnwood Museum and swapped vehicles for electric and more fuel-efficient ones.

## The Carbon Neutral Plan 2030

In 2021, we launched our Carbon Neutral Plan 2030 (a subset of this document) to present options for inspiring local and regional action whilst reducing our carbon footprint. We established this through consultation with all parts of Charnwood Borough Council. We established a new 2018-2019 baseline of a carbon footprint of 1,130 tCO<sub>2</sub>e which took into account our decision to procure renewable electricity.

Annually, we publish a Carbon Neutral Plan Monitoring Report which provides an assessment of our carbon footprint and the status of our actions relating to reducing it. It is available on our website.

# The Draft Climate Change Strategy and Action Plan Consultation

We carried out a public consultation of the draft Climate Change Strategy and Action Plan between 23<sup>rd</sup> January and 6<sup>th</sup> March 2023. A full report on the findings can be accessed on our website. The findings of the consultation were based on 129 responses to the survey and the participation of 18 students from Loughborough College during focus groups. In addition, five organisations and one individual submitted detailed and in-depth responses to the survey.

A wide range of views were expressed by those participating in the consultation. The consultation process demonstrated that the residents of the Borough broadly support action taken by the Council to reduce the impact of Climate Change and to adapt to the consequences. However, some stakeholders appeared to have incomplete knowledge of the Council's responsibilities. We believe that the consultation was a worthwhile exercise and the Loughborough College focus groups provided valuable additional information from a younger cohort.

Respondents were generally supportive of our actions to date. Suggestions about what people want to see from us going forward included:

- Embedding the issue of Climate Change within our decision-making processes.
- Decisions that contradicts Climate Change Policy should be fully explained and justified.
- Lead by example.
- Take action to reduce our emissions and impact.
- Provide honest and impartial information to residents.
- Continue measures to reduce waste and increase recycling and to protect and enhance the natural environment.

Following a review of the responses we have considered the availability of resources and where appropriate and practicable amended the draft Climate Strategy and Action Plan. We will continue to engage with relevant additional local and national bodies, identified through the consultation. We maintain our position and work with individuals, groups and businesses who share our 2030 Carbon Neutral Vision.

# Our Themes and Aims

We have identified seven strategic themes within our control that contribute to our climate impact, including CO<sub>2</sub> emissions. The themes identified allow us to focus our resources to take climate mitigating actions to address each area.

The strategic themes are Transport, Planning Land Use & Biodiversity, Buildings, Housing & Heating (energy), Resources & Waste, Business & Economy, Governance & Finance and Partnership & Communications, as depicted in the graphic below:



Each theme contains:

- An explanation of why it is important
- An aim which provides a target outcome
- Objectives on which to focus our related actions
- Climate Change risks appropriate to the theme
- Information on how we Manage, Mitigate, Reduce and Adapt to Climate Change impacts appropriate to the theme
- Co-benefits of actions taken to mitigate the adverse effects of Climate Change

Co-benefits are the potential positive outcomes of addressing Climate Change risks. An example would be to encourage walking and cycling in town centres and reducing personal car use which will reduce CO<sub>2</sub> emissions from vehicles in the town centre. In this example the co-benefits are improved air quality, improved wellbeing, lower levels of traffic noise and increased use of public transport. The Climate Change Action Plan is a separate document that contains live actions and past achievements for the strategic themes. It can be found on our website.



# 1

# Transport

## AIM:

To deliver low carbon, affordable transport options and to decarbonise transport within our own operations and services.

## Objectives:

- T1. We will encourage and enable walking, cycling, and active travel.
- T2. We will support and encourage behavioural change in travel.
- T3. We will encourage and support transition to low emission vehicles, and work in partnership to deliver the Leicestershire County Council EV strategy.
- T4. We will support, encourage, and promote low-carbon, sustainable travel.

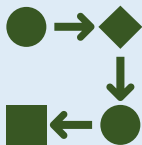


Transport is our largest source of CO<sub>2</sub> emissions. Emissions data can be found in our Carbon Neutral Plan and latest Monitoring Report, available on the website. We seek to reduce our own transport emissions and influence a Borough wide reduction, through various awareness initiatives.



### Climate Change Risks




- Severe weather impacting local transport infrastructure through flooding, storm damage, and extreme temperatures.
- Severe weather may discourage people from travelling.
- Erratic weather changes could cause more road accidents.
- Road Transport signals can fail in extreme heat.
- Extreme temperatures can cause damage to roads and railways.
- Supply chain disruption or failure.
- Property loss and damage.



### Management

We manage our commitment to reduce environmental impacts originating from our Transport operations, through the following strategies, plans and monitors:

- The Corporate Strategy includes 'Caring for the environment' as a key Council Principle and acting on local Climate Change as a priority.
- The Corporate Delivery Plan contains funded climate actions and is monitored quarterly and revised annually.
- Encouraging hybrid modes of working to reduce travel; approximately 75% of staff are office based, with many working from home.
- The Climate Action Board and Sustainability Officer monitors key actions, via the Council's monitoring software package.
- The Carbon Neutral Monitoring Plan monitors our initiatives and actions to reduce carbon emissions from transport.
- The Transport objectives are component parts of our planning, plan making and decision taking functions. Including directing new development to the right locations (and linking that to infrastructure investment).
- Any issues concerning new development proposals will be considered through the development management process, in accordance with policies in the emerging Charnwood Local Plan 2021-2037 (once it is adopted).

	<ul style="list-style-type: none"> <li>The Council seeks to influence privately run bus operations but does not have direct control over them.</li> </ul>
	<p><b>Mitigation</b> Reducing negative climate impacts by:</p> <ul style="list-style-type: none"> <li>Implementing our Charnwood 2030 Carbon Neutral Plan, Monitoring Plan and The Climate Change Strategy and Action Plan.</li> <li>Encouraging our staff to reduce their negative climate impact outside of our operations, through the Green Rewards Scheme.</li> <li>Promoting the 'Choose How You Move' programme encouraging residents to cycle more, with the Active Charnwood team.</li> <li>Installing electric charging points in the Council's portfolio of car parks.</li> <li>Purchasing a hybrid vehicle and an electric bike as an alternative to grey fleet.</li> </ul>
	<p><b>Adaptation</b> Continue to adapt to actual or expected effects of local Climate Change, to moderate harm and take advantage of emerging beneficial opportunities by:</p> <ul style="list-style-type: none"> <li>Assessing the feasibility of electric or hybrid vehicles when the Council's existing fleet vehicles are replaced (service vehicles).</li> <li>Assessing the feasibility of large service vehicles powered by hydrogen or electricity and providing supporting infrastructure for a service vehicle depot.</li> <li>Introducing a car park strategy.</li> <li>Adopting the emerging Local Plan 2021-37, in particular Sustainable Transport Policy CC5, which supports sustainable patterns of development and seeks to support a shift from travel by private car to walking, cycling and public transport.</li> <li>The emerging Local Plan 2021-37 notes that the Council will work with local partners, including Leicestershire County Council, to prepare Local Cycling and Walking Infrastructure Plans (LCWIP) for Loughborough and the area north of Leicester.</li> <li>Contributions towards sustainable transport infrastructure will be sought from the Local Plan Housing Allocations (Policy DS3).</li> <li>The emerging Local Plan 2021-37 also adopts a proactive approach to sustainable travel in policies DS1, LUA1, LUA2, LUA3, LUC1, LUC2, LUC3, SUA1, SC1.</li> <li>Investigating a cycle to work scheme and an electric vehicle salary sacrifice scheme.</li> <li>Working with partners to support community cycling and walking initiatives, to discourage private car travel.</li> <li>Neighbourhood plans encourage local communities to take action against climate change.</li> <li>The Council will continue to promote active travel through the Choose How You Move website.</li> </ul>
	<p><b>Co-Benefits</b> The anticipated co-benefits of our actions include:</p> <ul style="list-style-type: none"> <li>Improved air quality.</li> <li>Improved wellbeing due to the increase in walking, cycling and other forms of travel.</li> <li>Lower levels of traffic noise.</li> <li>Increased spending in local shops and services.</li> <li>An economic boost to the economy, through the provision of supporting infrastructure, e.g., Electric Vehicle (EV) Charging points.</li> </ul>

- Increased use of open spaces available.
- Increased use of public transport.



### **Partnerships**

- Police, Fire Service Community Safety Partnerships.
- Leicestershire County Council.
- Leicestershire City Council.
- East Midlands Energy Hub.
- Green Living Group.
- Sustrans (Custodians of the National Cycle Network).



# Planning, Land Use & Biodiversity

## AIM:

To conserve and enhance biodiversity and habitats in Charnwood, and encourage a low carbon economy to support climate resilience.

## Objectives:

PLB1. We will work in partnership to reduce flood risk within the Borough.

PLB2. We will work in partnership with stakeholders to ensure open spaces and habitat are safeguarded and well adapted to the changing climate.

PLB3. We will continue to protect and enhance Council owned open spaces and habitat to ensure a resilient and healthy environment.

PLB4. We will minimise the impact of development on climate impact and encourage a low carbon economy through the planning system.

PLB5. We will ensure that new development is directed to the most sustainable locations in the Borough, maximising access to existing and new infrastructure jobs, amenities, services and facilities. We will encourage proposals for renewable and low carbon energy installations in accordance with Policy CC3 of the draft Local Plan.

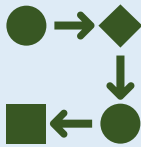
We have a responsibility to protect our environment, including biodiversity, when planning land use and building developments. Charnwood has a rich selection of wildlife, habitats and Sites of Special Scientific Interest. The conservation of biodiversity is essential to mitigating the effects of Climate Change, through natural carbon sequestration (storage).

The policies in our emerging Local Plan 2021-37, including the overall spatial strategy for Charnwood, will play a significant role in helping to shape a sustainable pattern of development which supports our Climate Change ambitions. Our approach also provides a positive planning framework which addresses issues such as renewable and low carbon energy, sustainable construction, minimising flood risk, encouraging the application of sustainable drainage systems (SuDS) and promoting sustainable transport. We will also work with our partners, stakeholders and local communities to protect and enhance our local environment.



### Climate Change Risks

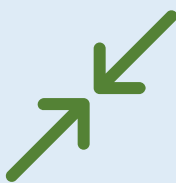
- Extreme weather impacts, flooding, extreme heat and cold.
- Impacts of drought on agriculture, biodiversity and public health.
- Threats to species and habitats.
- Poor water quality.
- Invasive species and diseases.



## Management

We commit to reducing the impact of Climate Change on Planning, Land use & Biodiversity, through the following strategies, plans and monitors:

- The Corporate Strategy includes 'Caring for the environment' as a key Council Principle and acting on local Climate Change as a priority.
- The Corporate Delivery Plan contains funded climate actions and is monitored quarterly and revised annually.
- Provision of a:
  - Head of Contracts, Leisure, Waste and Environment.
  - Head of Planning and Growth.
  - Full time Ecologist.
- The Climate Action Board and Sustainability Officer monitors key actions, via the Council's monitoring software package.
- Progress on actions is reported to the Senior Leadership Team (SLT) and Finance & Performance Scrutiny Committee.
- Charnwood Local Plan 2011 to 2028 Core Strategy, the Core Strategy Policies of the Borough and the emerging Local Plan 2021-37.
- The Charnwood Biodiversity Planning Guidance.
- Considering climate impact is a standard requirement when making policy and planning decisions.
- Information regarding planning permission is available to members of the public on the Planning section on our website.
- Once the Council has decided on a planning application it will publish a 'decision notice' on the Council's website and to interested parties setting out either a) reasons for refusal if an application has been refused or b) notifying that an application has been approved (& supported by paperwork that supports the approval decision).
- The principles of the emerging Local Plan 2021-37 deal with area and site-specific mitigation, rather than the Climate Change Strategy.



## Mitigation

We are reducing our negative climate impact by:

- Implementation of the current Charnwood Local Plan 2011 to 2028 Core Strategy and the Core Strategy Policies of the Borough.
- Adopting the emerging Local Plan 2021-37.
- Adherence with the Charnwood Biodiversity Planning Guidance.
- Adherence with current Government legislation in Building Regulations.
- Having a planning policy in relation to solar farms. Wymeswold Airfield is an example of a large installation in the area.
- New builds are required to have a water efficiency of 110 litres per person per day in policy CC4.
- Establishing a Loughborough Flood Risk Board, in partnership with Leicestershire County Council, the Environment Agency and Severn Trent.
- The Level 2 Strategic Flood Risk Assessment remains up to date.
- We direct new development to areas with the lowest risk of flooding.
- We are measuring our biodiversity net gain.
- Working in partnership with the National Forest Company.
- Planting trees in Hathern Woodlands.
- We promote Loughborough in Bloom annually.

## Adaptation



	<p>We will continue to adapt to actual or expected effects of local Climate Change, to moderate harm and take advantage of emerging beneficial opportunities, by:</p> <ul style="list-style-type: none"> <li>• Adopting the emerging Local Plan 2021-37 in 2023, setting our emerging Development Strategy, Place Based, Housing Climate Change and Environment policies. <ul style="list-style-type: none"> <li>○ Climate Change Policies are: <ul style="list-style-type: none"> <li>▪ Flood Risk Management.</li> <li>▪ Sustainable Drainage Systems (SuDS).</li> <li>▪ Renewable and Low Carbon Energy Installations.</li> <li>▪ Sustainable Construction.</li> <li>▪ Sustainable Transport.</li> <li>▪ Electric Vehicle Charging Points.</li> </ul> </li> <li>○ Environment policies include. <ul style="list-style-type: none"> <li>▪ Landscape.</li> <li>▪ Conserving and enhancing biodiversity and geodiversity.</li> <li>▪ Tree Planting.</li> <li>▪ Charnwood Forest and the National Forest Company.</li> <li>▪ Open Spaces.</li> </ul> </li> </ul> </li> <li>• The emerging Local Plan 2021-37 contains Policies Map 2, which shows suitable areas for the installation of solar and wind farms.</li> <li>• A Loughborough Flood Risk Board is being set up in partnership with Leicestershire County Council, the Environment Agency and Severn Trent.</li> </ul>
	<p><b>Co-Benefits</b></p> <ul style="list-style-type: none"> <li>• A circular economy.</li> <li>• Ecosystem conservation and biodiversity enhancement.</li> <li>• Improved Climate Change adjustment.</li> <li>• Improved open spaces.</li> <li>• Improved public health.</li> <li>• Improved soil quality.</li> <li>• Low carbon energy generation.</li> <li>• Lower Borough emissions.</li> <li>• Move to more sustainable behaviours.</li> <li>• Natural Carbon sequestration.</li> </ul>
	<p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>• Charnwood Forest Landscape Partnership.</li> <li>• Green Living Group.</li> <li>• Leicestershire and Rutland Wildlife Trust.</li> <li>• Leicestershire County Council.</li> <li>• Loughborough in bloom.</li> <li>• Natural England.</li> <li>• Neighbourhood plan groups.</li> <li>• Parish Councils.</li> <li>• Partners in delivering biodiversity offsetting.</li> <li>• Severn Trent.</li> <li>• The Development Industry, house builders.</li> <li>• The Environment Agency.</li> <li>• The National Flood Forum.</li> <li>• The National Forest Company.</li> </ul>

# 3

Buildings,  
Housing &  
Heating  
(energy)



## Buildings, Housing & Heating (energy)

### AIM:

Reduce energy usage and adopt sources of low carbon energy within our own operations and enable our community and businesses to benefit from energy efficiency initiatives and low carbon solutions.

### Objectives:

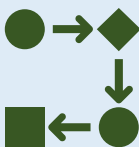
- BH1. We will continue to encourage energy reduction, clean energy, and energy efficiency, and promote its benefits to our community and businesses.
- BH2. We will reduce energy demand within our buildings and employ low carbon solutions where possible.

We have committed to Carbon Neutrality by 2030 within our own operations. Buildings are a significant part of our CO<sub>2</sub> emissions. The Charnwood 2030 Carbon Neutral Plan focuses on our carbon reduction strategy and actions. This Climate Change Strategy provides an overview of our ambition to reduce the climate impacts of Buildings, Housing & Heating (energy), throughout our sphere of influence, as we reduce reliance on energy from fossil fuels and move to low carbon alternatives.



#### Climate Change Risks

- Adverse impacts of Climate Change on Building and Energy infrastructures.
- Energy supply threats.
- Extreme weather impacts, including flooding, extreme heat and cold.
- Fuel Poverty.
- Public health risks.
- Infrastructure threat to water supplies.
- Market and economy demand adjustments.
- Property loss and damage.
- Supply chain disruption or failure e.g., building supplies.

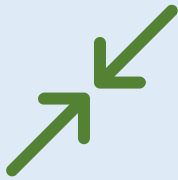


#### Management

We commit to reducing the impact of our Buildings, Housing and Heating (energy) on Climate Change through the following strategies, plans and monitors:

- The Corporate Strategy includes ‘Caring for the environment’ as a key Council principle and acting on local Climate Change as a priority.
- The Corporate Delivery Plan contains funded climate actions and is monitored quarterly and revised annually.
- A Director of Housing and Wellbeing, the Head of Strategic Housing, and the Head of Assets and Property, monitor actions for their departments.

- A Climate Action Board, Capital Projects Board, and a Growth and Regeneration Board, monitor key actions, via the Council's monitoring software package.
- Progress on actions is reported to the Senior Leadership Team (SLT) and Finance & Performance Scrutiny Committee.
- Charnwood 2030 Carbon Neutral Plan and monitoring reports.
- Considering climate impact is a standard requirement when making policy and planning decisions.
- Emerging Local Plan 2021-37, Policy CC4 Sustainable Construction.



### Mitigation

The Climate Change impacts caused by our Buildings, Housing and Heating (energy) are being reduced by the following:

- Allocation of Council funds for distinct budgets in relation to Buildings and Heating (energy).
- Reviewing a stock condition survey, by an independent energy assessor, to monitor the energy condition of 1000 properties in our housing stock.
- Our Home Repair Grant, for those on a low income, passported benefits and income support.
- Through implementation of the emerging Local Plan 2021-37, Climate Change Policies.
- Upholding private sector housing standards.
- Our Cost-of-Living Group and Charnwood Community Action Group, providing cost of living advice and support.
- Working in partnership to deliver:
  - The Green Living Partnership contract with Eon, delivering upgrades through ECO 4 (energy company obligation grants).
  - The HUG Grant (for houses without a gas supply, to upgrade air flow heating).
  - The LAD Grant (for houses with a gas supply that requires replacing or upgrading).
  - The Lightbulb Project (home adaptations for people with disabilities).
  - The Solar Together Leicestershire Project, offering residents access to a group buying scheme to purchase solar panels.



### Adaptation

We will continue to adapt to actual or expected effects of local climate Change, to moderate harm and take advantage of emerging beneficial opportunities, by:

- Establishing an Asset Management Strategy.
- Investigating the building of solar arrays at the Charnwood Campus.
- Running comprehensive campaigns for residents, to take advantage of Government grants available to help conserve energy in the home.
- Investigating methods of reducing energy use in our car parks.
- Realising our Carbon Neutral Plan 2030 actions, including:
  - LED replacement lighting in our offices and car parks.
  - Making our buildings and offices more energy efficient.
  - Assessing the use of solar power and collaborating with the East Midlands Energy Hub.
  - Rolling out EV charging points.
- Ensuring that future buildings are developed, managed, and constructed to be energy efficient and resilient to the effects of Climate Change.





### Co-Benefits

- Enhanced infrastructure resilience for buildings and services.
- Improved economic opportunity (green economy).
- Improved energy security.
- Improved wellbeing.
- Increased employment.
- Increased renewable energy use and lower costs.
- Lower Borough emissions.
- Lower fuel poverty.



### Partnerships

- Central Government.
- Charnwood Campus.
- Charnwood Community Action Group.
- CHOG (Chief Housing Officers Group).
- East Midlands Energy Hub.
- Green Living Group Leicestershire.
- Leicestershire County Council.
- On-Street Residential ChargePoint Scheme (ORCS).
- Solar Together Leicestershire.
- Savills UK.
- The Lightbulb Project.



# Resources & Waste

## AIM:

To support the Borough to reduce waste, re-use and recycle, conserve resources, and encourage a circular economy.

## Objectives:

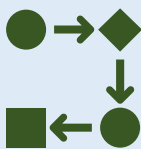
- R1. We will encourage residents to reduce waste and increase recycling.
- R2. We will reduce waste by encouraging recycling, re-use and a circular economy.
- R3. We will continue to promote the allotment and community orchard schemes and locally produced food and goods.

We have a responsibility to reduce our emissions from our operations. Waste collections and waste contribute to our greenhouse gas emissions. We work with our service providers, partner organisations and the community to encourage a circular economy and to reduce the impact of our waste on Climate Change.



### Climate Change Risks

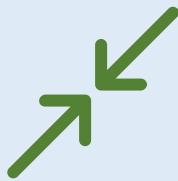
- Extreme weather impacts, flooding, extreme heat and cold.
- Impacts of drought on agriculture, biodiversity, industry, commerce and public health
- Increased poverty.
- Transport infrastructure disruption, affecting commuting, supply chain and service provision.
- Public health risk from uncollected waste.
- Release of greenhouse gases from waste.
- Supply chain or service disruption or failure.
- Infrastructure threat to water supplies.



### Management

We commit to reducing the impact of Climate Change on Resources & Waste, through the following strategies, plans and monitors:

- The Corporate Strategy includes 'Caring for the environment' as a key Council principle and acting on local Climate Change as a priority.
- The Corporate Delivery Plan contains funded climate actions and is monitored quarterly and revised annually.
- The Climate Action Board and Sustainability Officer monitors key actions, via the Council's monitoring software package.
- A dedicated Head of Contracts covers Leisure, Waste and the Environment.
- Progress on actions is reported to the Senior Leadership Team (SLT) and Finance & Performance Scrutiny Committee.
- The Strategic Risk Register is monitored on a quarterly basis by the Risk Management Group and the Audit Committee.
- Considering climate impact is a standard requirement in Corporate and Management decision making.
- Through implementation of the emerging Local Plan 2021-37.



### Mitigation

We are reducing our negative climate impact by:

- Ensuring that all staff receive our Environmental Induction Training.
- Working with our suppliers to ensure waste is collected in the Borough.
- Providing resources including staff and equipment to support suppliers to fulfil service requirements.
- Ensuring that collected waste does not go to landfill.
- Raising awareness through Community campaigns:
  - 'Choose to Reuse' student waste events are held at the end of term. Donated items are repurposed and range from electrical items to tins of food.
  - 'Love Food Hate Waste'
- Supporting National Recycle Week.
- Providing information on our website about waste, home composting and food waste digesters.
- Providing allotments.
- Addressing our CO<sub>2</sub> emissions from waste through our Carbon Neutral Plan 2030.



### Adaptation

We will continue to adapt to actual or expected effects of local Climate Change, to moderate harm and take advantage of emerging beneficial opportunities, by:

- Adopting regulatory waste measures introduced by the Environment Act 2021.
- Encouraging local sustainable food initiatives.
- Implementing Leicestershire County Council's Waste Strategy.
- Setting contractor waste targets.
- Setting targets for residential waste.
- Carrying out targeted work on poorly performing recycling rounds:
  - Launching information campaigns.
  - Setting recycling targets.
  - Monitoring progress on recycling levels of poor performing areas.
- Assessing the feasibility of electric, hybrid, hydrotreated vegetable oil (HVO) or hydrogen service vehicles when our existing fleet vehicles are replaced.
- Completing actions contained in our Climate Change Action Plan 2030.
- Carrying out planned actions contained within our Carbon Neutral Plan 2030.



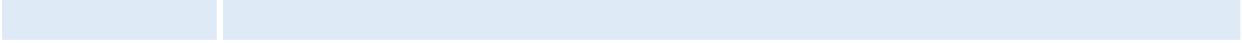
### Co-Benefits

- Decreasing the amount of water, land, and air pollution.
- Decline in demand for natural resources.
- A circular economy.
- Improved public health.
- Improved resource efficiency.
- Enhanced resilience of infrastructure and services.



### Partnerships

- Serco.
- Idverde.
- Leicestershire County Council.
- Love Loughborough.
- Green Living Group.
- Renewable energy providers





# Business & Economy

## AIM:

We will encourage a low carbon economy, helping businesses to adopt sustainable 'green' practices and increase local demand for low carbon goods and services.

## Objectives:

BE1. We will provide information to support businesses to benefit from low carbon initiatives.

BE2. We will continue to encourage energy reduction, clean energy and energy efficiency, and promote its benefits to businesses and contractors.


BE3. We will work with businesses to protect against the adverse effects of Climate Change and encourage local commerce.


BE4. We will support local voluntary sector organisations and community groups to take action to reduce carbon emissions in their local communities.

We recognise that by engaging with local business forums, universities and further education institutes, and the community, it will help businesses to invest in a low carbon Charnwood and build a sustainable green economy.

	<p><b>Climate Change Risks</b></p> <ul style="list-style-type: none"> <li>• Financial instability.</li> <li>• Property loss and damage.</li> <li>• Adverse impact on our infrastructure.</li> <li>• Extreme weather impacts, including flooding, extreme heat and cold.</li> <li>• Increased migration adding pressure to housing and health services.</li> <li>• Supply chain disruption or failure.</li> <li>• Market and economy demand adjustments.</li> <li>• Impact of drought on agriculture, industry, commerce.</li> </ul>
	<p><b>Management</b></p> <p>The Council manages our commitment to reducing the local impact of Climate Change on Business and the Economy, through the following strategies, plans and monitors:</p> <ul style="list-style-type: none"> <li>• The Corporate Strategy includes 'Caring for the environment' as a key Council principle, with acting on local Climate Change as a priority.</li> <li>• The Corporate Delivery Plan contains funded climate and economic actions and is monitored quarterly and revised annually.</li> <li>• The Climate Action Board and the Growth and Regeneration Board.</li> <li>• The Climate Change Strategy and Action Plan.</li> </ul>
<p><b>Mitigation</b></p>	

	<p>The Council is reducing its negative climate impact by:</p> <ul style="list-style-type: none"> <li>• Supporting the delivery of the Town Deal , including projects which seek to: <ul style="list-style-type: none"> <li>○ Make the town centre attractive and accessible, and link urban and open spaces such as the award-winning Queen's Park.</li> <li>○ Transform the Bedford Square, Wards End and Devonshire Square areas from an environment heavily dominated by cars, to one where priority will be given to the health, safety, and mobility of pedestrians.</li> <li>○ Provide more space for events and activities to take place.</li> <li>○ Improve connectivity and reduce commercial property vacancies by increasing footfall, to encourage economic growth and business support.</li> </ul> </li> <li>• Reviewing regeneration activity which will encourage more people to shop locally and use more local services, reducing the need to travel. This will include a public realm improvement scheme in Shepshed.</li> <li>• Adopting the emerging Local Plan 2021-37.</li> <li>• Developing and delivering the Green Market Plan, in partnership with the market traders to encourage new and existing traders to embrace environmental initiatives.</li> <li>• The Buy Local campaign led by Charnwood Borough Council and Love Loughborough, incorporating use of the Discover Charnwood brand.</li> <li>• Signposting businesses to grants and other funding schemes which help small to medium enterprises (SMEs) to install low carbon measures and increase their energy efficiency.</li> </ul>
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	<p><b>Adaptation</b></p> <p>The Council will continue to adapt to actual or expected effects of local Climate Change, to moderate harm and take advantage of emerging beneficial opportunities by:</p> <ul style="list-style-type: none"> <li>• Adopting the emerging Local Plan.</li> <li>• Implementing Town Deal Projects including: <ul style="list-style-type: none"> <li>○ 'Lanes and Links' initiative is planned for delivery 2023 to 2025 and will encourage walking.</li> <li>○ 'Living Loughborough' plans to encourage visitors to new market stalls in the town centre by 2025 and will provide other town centre infrastructure.</li> </ul> </li> <li>• Liaising with Government departments and the Local Enterprise Partnership to identify and establish sources of funding that encourage businesses to review their energy efficiency.</li> <li>• Encouraging SME business start-ups and growth in the area.</li> <li>• Assessing impacts of the Loughborough Town Deal, in partnership with Loughborough University through the 'Healthy and Innovative Loughborough' project.</li> </ul>
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	<p><b>Co-Benefits</b></p> <ul style="list-style-type: none"> <li>• Lower Borough emissions.</li> <li>• Improved air quality.</li> <li>• Improved wellbeing.</li> <li>• Increased spending in local shops and services.</li> <li>• Increased Investment from businesses.</li> <li>• Increased Employment.</li> <li>• A circular economy.</li> <li>• Economic growth.</li> <li>• Enhanced resilience of infrastructure and service.</li> </ul>
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### **Partnerships**

- Central Government.
- Charnwood Campus.
- Green Living Group.
- Leicestershire County Council.
- LEP (Local Enterprise Partnership).
- Local businesses.
- Loughborough College
- Loughborough University
- Love Loughborough.
- LUSEP (Loughborough University Science and Enterprise Park).
- Other Leicestershire local authorities



# Governance & Finance

## AIM:

We will continue to recognise Climate Change as a key corporate commitment for the Council.

## Objectives:

GF1. We will continue to fulfil our statutory and legal duties in relation to Climate Change.

GF2. We will allocate resources, including funding to realise our planned actions.

GF3. We will work in partnership with key stakeholders to improve resilience across our buildings, services, and the Borough.

GF4. We will ensure that services are delivered in a way that protects the quality of the environment.

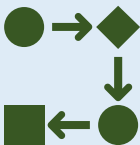
GF5. We will embed Climate Awareness into the Council through staff training and policy decision making.

We recognise that to achieve our own ambition of being a carbon neutral council and a Borough prepared for Climate Change, we must implement our Climate Change Strategy and Action plan. It is critical that we have in place strategies, policies, funding and key partnerships to deliver this agenda.



### Climate Change Risks

- Financial instability.
- Property loss and damage increased insurance premiums.
- Adverse impact on our infrastructure.
- Extreme weather impacts flooding, extreme heat and cold.
- Growing fuel poverty.
- Increased migration adds pressure to housing and health services.
- Supply chain disruption or failure.
- Market and economy demand adjustments.
- Impacts of drought on agriculture, biodiversity, industry, commerce and public health.







### Management

The Council governs and finances our commitment to reducing the local impact of Climate Change through the following strategies, plans and monitors:

- The Corporate Strategy includes 'Caring for the environment' as a key Council Principle and acting on local Climate Change as a priority.
- Climate actions in the Corporate Delivery Plan are monitored quarterly and revised annually.
- Dedicated Climate Action Board and Sustainability Officer monitors key actions, via the Council's monitoring software package.
- Progress on actions is reported to the Senior Leadership Team (SLT) and Finance & Performance Scrutiny Committee.
- The Strategic Risk Register is monitored on a quarterly basis by the Risk Management Group and the Audit Committee.



	<ul style="list-style-type: none"> <li>• Considering climate impact is a standard requirement when decision making.</li> <li>• Climate Change is at the forefront of our decision making, the Carbon Neutral Plan 2030 includes an action to formalise and embed a process for evaluating impacts arising from the Council's decisions.</li> </ul>
	<p><b>Mitigation</b></p> <p>The Council are reducing our negative climate impact by:</p> <ul style="list-style-type: none"> <li>• Implementing our Charnwood 2030 Carbon Neutral Plan, Monitoring Plan and The Climate Change Strategy and Action Plan.</li> <li>• Providing Staff Environmental and Net Zero training.</li> <li>• Encouraging our staff to reduce their negative climate impact outside of our operations.</li> <li>• Active strategic partnerships, for example the Green Living Group.</li> </ul>
	<p><b>Adaptation</b></p> <p>The Council will continue to adapt to actual or expected effects of local Climate Change, to moderate harm and take advantage of emerging beneficial opportunities, by:</p> <ul style="list-style-type: none"> <li>• Continuing to provide funding and resources within our own operations to take planned actions to become a 'Carbon Neutral' Council by 2030.</li> <li>• Adopting our Local Plan.</li> <li>• Communicating information on Climate Change resilience, wellbeing and behavioural change.</li> <li>• Engaging with a diverse section of stakeholders.</li> <li>• Complying with our Statutory obligations.</li> <li>• Supporting Leicestershire County Council's Net Zero Carbon 2045 ambition for the county.</li> <li>• We will continue to engage with Loughborough College and other educational bodies. Where practicable collaborating with them to tackle Climate Change.</li> </ul>
	<p><b>Co-Benefits</b></p> <p>The anticipated co-benefits of our actions include:</p> <ul style="list-style-type: none"> <li>• A circular economy.</li> <li>• Economic growth.</li> <li>• Enhanced resilience of infrastructure and services.</li> <li>• Social, community and labour improvements.</li> <li>• Poverty reduction.</li> <li>• Disaster /emergency preparedness.</li> <li>• Improved resource efficiency.</li> </ul>
	<p><b>Partnerships</b></p> <ul style="list-style-type: none"> <li>• Council Audit Committee.</li> <li>• District Council Chief Executives meetings.</li> <li>• District Councils Network.</li> <li>• Green Living Group.</li> <li>• Local Council Chief Executives, The Police, Health Officials and Central Government meetings.</li> <li>• Risk Management Group.</li> </ul>



# Partnership & Communications

## AIM:

We will work with our partners to communicate environmental behaviour change and best practice.

## Objectives:

PC1. We will encourage environmental and Climate Change awareness through proactive communication.

PC2. We will work in partnership with other organisations to promote sustainable practices that improve lifestyles in the Borough.

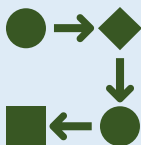
PC3. We will provide information in relation to our progress towards achieving our 2030 Climate Change ambition.

We are committed to delivering sustainability information and advice to our stakeholders. This is carried out by working with partnership organisations and through our website and social media platforms.



### Climate Change Risks

- Public concern.
- Extreme weather impacts.
- Impacts of drought on agriculture, biodiversity, industry, commerce and public health.
- Loss of biodiversity.
- Loss of communications.
- Growing fuel poverty.
- Reduced public wellbeing.
- Market and economy demand adjustments.
- Increased Carbon Footprint.



### Management

We manage our commitment to reducing the local impact of Climate Change through our activities related to Communications and Partnerships:

- The Corporate Strategy, which includes 'Caring for the environment' as a key Council Principle and acting on local Climate Change as a priority.
- The Corporate Delivery Plan contains funded climate actions and is monitored quarterly and revised annually.
- The Climate Action Board and Sustainability Officer monitor key actions, via the Council's monitoring software package.
- A Communications Manager and Team.
- A Neighbourhoods and Partnerships Manager.
- A Sport and Active Recreation Manager.
- The Council's website and social media platforms.
- Partnerships with contractors and service providers.



### Mitigation

We are reducing our negative climate impact by:

- Communicating relevant Climate Change and environmental awareness and training throughout the organisation.
- Communicating Climate Change awareness, for example flood awareness and the Solar Together initiative, through our website and social media.
- Working with our partners to deliver programmes such as:
  - Charnwood Community Action Campaign, which organised a cost of living and wellbeing event with support from a range of partners.
  - The Green Rewards Scheme, which enables Council employees to reduce their climate impact.
  - Charnwood Borough Council, John Storer Charnwood, The Bridge, and Charnwood Food Poverty Group, created 'Your Store' a social supermarket which aims to provide affordable food for families and individuals in Charnwood. Much of the food is grown in allotments at Fearon Hall Community Garden.
  - Working with Leicestershire County Council's Active together team, to support cycling programmes in Charnwood, working alongside B-Buddies to deliver Dr Bike Sessions and Bike skills clubs for children aged 18 months to 3 years.
  - Loughborough based community group; B-BUDDIES CIC works closely with schools and in the local community to get more children cycling.



### Adaptation

We will continue to adapt to actual or expected effects of local Climate Change, to moderate harm and take advantage of emerging beneficial opportunities, by:

- Continuing to provide resources to work on initiatives with the local community, to help them adapt to Climate Change and take advantage of any grants or schemes available.
- Providing information to the public on the actions the Council is taking to minimise the effects of Climate Change on Council assets and the Borough, including updates on our low carbon initiatives.
- Continuing to work with our key partners including Leicestershire County Council on initiatives that provide county-wide benefit.



### Co-Benefits

- Increased public, awareness, wellbeing and health.
- Decreased costs.
- Reduced poverty.
- Economic growth in local communities.
- Enhanced resilience of infrastructure and services.
- Increased public development and occupation levels.
- Social, community and labour improvements.



### Partnerships

The Council has collaborated, communicated or formed working partnerships, with the following list of organisations. The list is not exhaustive as we seek to partner in the success of this Strategy:-

- B-BUDDIES CIC.

- British Horse Society.
- Campaign for Better Transport.
- Campaign for Rural England.
- Capita.
- Central Government.
- Charnwood Campus.
- Charnwood Community Action Group.
- Charnwood Food Poverty Group.
- Charnwood Forest Landscape Partnership.
- Charnwood Forest Regional Park Board.
- Charnwood Labour Group.
- CHOG - Chief Housing Officers' Group – county wide discussion.
- Climate Action Leicester and Leicestershire.
- Council Audit Committee.
- Cycling UK. and other active travel advocates.
- District Council Chief Executives hold regular meetings.
- District Councils Network.
- East Midlands Energy Hub.
- Electric Blue, ORCS funding.
- Environment Agency.
- Equality Action.
- Faith groups such as Loughborough Churches Partnership.
- Fearon Hall.
- Forestry England.
- Green Living Group Leicestershire.
- Green Living Group.
- Homes England (can give grants for new builds).
- Idverde.
- Jewson (inhouse repair team responsive repairs).
- John Storer Charnwood.
- LCC County Sports Partnership.
- Leicester, Leicestershire and Rutland Integrated Care Board.
- Leicestershire and Rutland Association of Rural Councils.
- Leicestershire and Rutland Wildlife Trust.
- Leicestershire City Council.
- Leicestershire County Council (LCC) on initiatives e.g., 'Green Living Leicestershire.'
- Leicestershire County Council.
- LEP (Local Enterprise Partnership).
- Living Without Abuse.
- Local businesses.
- Local Council Chief Executives, The Police, Health Officials and Central Government.
- Loughborough Air Quality Protection Group.
- Loughborough College.
- Loughborough in bloom.
- Loughborough University Science and Enterprise Park (LUSEP).
- Loughborough University.
- Love Loughborough.
- LUSEP (Loughborough University Science and Enterprise Park).
- Midlands Net Zero Hub.
- Mother and toddler groups.

- National Farmers Union.
- Natural England.
- Neighbourhood plan groups.
- Neighbouring Local Authorities.
- NHS / Leicester, Leicestershire and Rutland Integrated Care Board (LLR ICB)
- On-Street Residential ChargePoint Scheme (ORCS).
- Other Leicestershire local authorities.
- Parish Council Tree and Environmental Wardens networks.
- Parish Councils.
- Partners in delivering biodiversity offsetting.
- Police, Fire Service Community Safety Partnerships.
- Renewable energy providers.
- Risk Management Group.
- Savills UK.
- Serco Plc.
- Severn Trent.
- Solar Together Leicestershire.
- Sustrans (Custodians of the National Cycle Network).
- The Bridge.
- The Development Industry, house builders.
- The Lightbulb Project.
- The National Flood Forum.
- The National Forest Company.
- The National Trust.
- The Prince's Trust.
- The Virtual Citizens' Panel.
- Transition Loughborough.

# Financing our ambitions

We realise that we cannot achieve our goals alone and must work in partnership with others where appropriate to secure necessary funding. We will continue to seek out other sources of funds, to help achieve our 2030 climate ambitions. Our plan to become Carbon Neutral by 2030, relies on our ability to resource and fund our planned actions:

01

### Capital Plan

Our Capital Plan contains a budget allocation to deliver our Climate Change projects. We allocate funds to Climate Change projects through our Corporate Delivery Plan, the Charnwood 2030 Carbon Neutral Plan, and our Climate Change Action Plan 2023-2030.

Capital allocations for our strategic priorities, including the delivery of our services, often have benefits that relate to Climate Change Strategy and the environment of the Borough.

02

### Government

Main sources of funding come from Government backed initiatives, an example being the Loughborough Town Deal. The Loughborough Town Deal Board involves a range of organisations, including Charnwood Borough Council. In June 2021, Government confirmed that Loughborough had successfully secured £16.9 million for projects including:

- Loughborough Wood Brook Flood Risk Management Scheme.
- Improving a 2km stretch of the River Soar towpath, to allow a traffic free-route into Loughborough town.

03

### Other sources

Our funding originates from a range of sources, including Government grants, council tax and fees and charges. We provide information on our website signposting funding available for both. Other funding sources included:

- National Lottery funding.
- HS2, who provided finance for tree planting at Hathern Woodlands.
- Government funding for electric charge points. residents and businesses.

# Measuring & Monitoring our



## Success

We recognise the importance of measuring and monitoring our success in our Climate Change Strategy and Action Plan. The Climate Change Strategy is reviewed regularly to ensure that it aligns with our Climate Change ambitions. This strategy is integral to directing our climate actions and provides a focus for our Corporate Strategy and Delivery Plan. Climate Change actions contained in the Corporate Delivery Plan are reviewed annually. Reviewing annually allows us to measure our success and monitor what more needs to be carried out.

The Climate Change Action Plan is a separate document available on our website, that tracks and monitors our strategic climate actions. This plan enables us to keep track of what needs to be carried out to ensure we measure the success and keep up to date with the required actions. The following panels review the Climate Change Action Plan:

- Climate Action Board (meet every 2 months).
- Finance & Performance Scrutiny Committee (annual review).

When reviewing the Climate Change Actions, we adopt a Plan, Do, Check and Act approach to ensure appropriate action has been taken and that we can understand the further actions that may need to be taken to achieve our Climate Change Aims and Objectives:

- Plan - planning a change in a method.
- Do - applying the change.
- Check - assessing the outcomes.

- Act - carrying out appropriate action.

Our success will be tracked using our monitoring software package, which will help us keep us to report on our actions.



# Glossary

The following is a reference to terms used with our Strategy:

<b>Biodiversity</b>	Biodiversity is the volume of life on Earth and how various species connect with each other and the physical world.
<b>Carbon Footprint</b>	A carbon footprint is the total greenhouse gas emissions generated by a person, occasion, institution, service, business, or product, defined sometimes as carbon dioxide equivalent (CO <sub>2</sub> e).
<b>Carbon Neutrality</b>	Carbon neutrality is a state of net zero carbon dioxide emissions. This can be achieved by balancing emissions of carbon dioxide with its removal or by eliminating emissions.
<b>Carbon Offsetting</b>	A carbon offset is the decrease or removal of emissions of carbon dioxide or other greenhouse gases to balance emissions made elsewhere.
<b>Circular Economy</b>	A circular economy is an economic strategy in which resources like raw materials, services, and products lose their value as little as possible.
<b>Climate Change</b>	Climate Change defines a change in an area's average conditions, such as temperature and rainfall, over the long term.
<b>Climate Change Adaptation</b>	Climate Change adaptation is adapting to the present or expected impacts of Climate Change. It is one of the ways to react to Climate Change, along with mitigation
<b>CO<sub>2</sub></b>	Carbon dioxide (CO <sub>2</sub> ) is a colourless gas with a light odour and a sour taste. It contributes to greenhouse gas, and carbon dioxide in the atmosphere warms the planet, causing Climate Change.
<b>Co-benefits</b>	Co-benefits are the potential positive outcomes of addressing Climate Change risks.
<b>Emission</b>	An emission is something that has been discharged or emitted out in the open, and car exhaust is an example of an emission.
<b>Extreme events</b>	Extreme events are severe climate or climate conditions that can cause destructive effects. An example is snow, rain, drought, flood, or storm, which is rare for the location where it happens.
<b>Fossil Fuel</b>	Fossil fuels are compound combinations made of fossilised plant and animal remains from millions of years ago. Coal, crude oil, and natural gas are all fossil fuels.
<b>Greenhouse gases</b>	Greenhouse gases, or GHGs, trap heat in the Earth's atmosphere. The greenhouse gases responsible for the greenhouse effect include carbon dioxide, methane, nitrous oxide, water vapour and fluorinated gases.
<b>Kilotonnes</b>	A unit of weight or capacity equal to 1,000 metric tonnes.
<b>Local Authority</b>	A local authority is an institution officially accountable for all the public services and establishments in a specific location.
<b>Mitigation and Climate Mitigation</b>	Climate Change Mitigation refers to measures to decrease or prevent the emission of greenhouse gases.
<b>Net Zero</b>	The term 'net zero' means achieving a balance between the carbon emitted into the atmosphere, and the carbon removed from it. This balance or net zero will happen when the amount of carbon we add to the atmosphere is no more than the amount removed.
<b>Renewable Electricity</b>	Renewable energy is energy created from sources like the sun and wind, and it is all natural. Therefore, it does not run out; examples of renewable energy sources include wind, solar, bioenergy, hydroelectric and tidal energy.

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# Climate Change Strategy Action Plan

2023 - 2030

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# Introduction

This Climate Change Strategy Action Plan will help to protect and improve the environment of the borough, to achieve a resilient ‘clean green’ Charnwood that will benefit the community, economy and environment for future generations.

As detailed previously, our Strategy and Action Plan are now separate but inter-related documents. This Action Plan provides a roadmap, achievements and actions:



### Roadmap

A roadmap of our key climate achievements from 2005 to date.



### Achievements

A summary of our achievements since the last Action Plan was produced (both photographs and in detail).



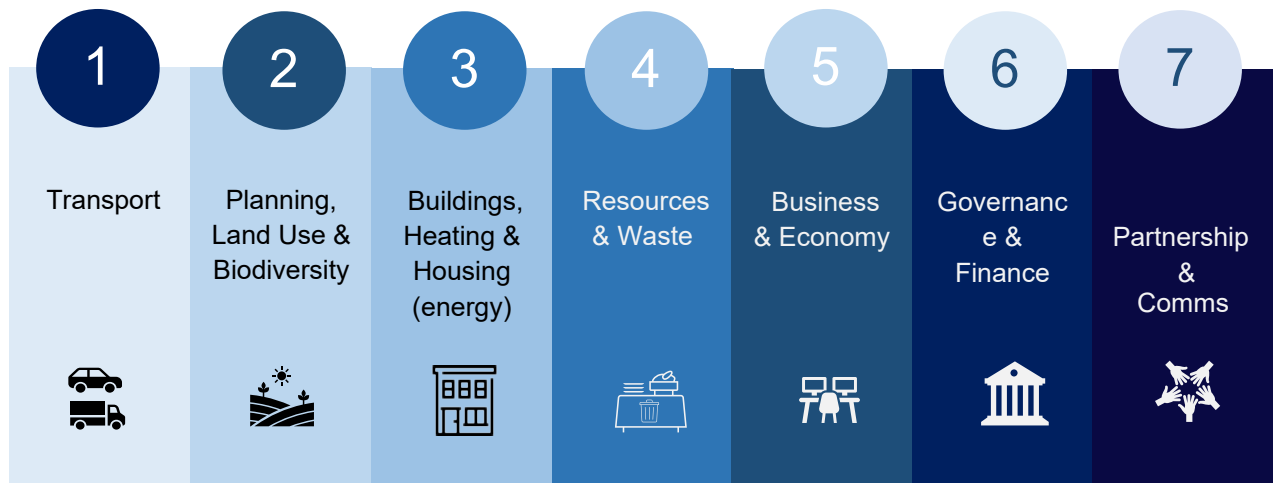
### Actions

A table of ‘SMART’ (specific, measurable, actionable, realistic, timebound) actions we are taking. These are monitored regularly by our Climate Action Board and reviewed at least annually by the Council’s Finance and Performance Scrutiny Committee.

This Action plan has been established through cross-department consultation within the Council and the Council’s own ‘Climate Action Board’. It has been subject to public consultation, where we welcomed all views to enable us to make considered decisions to help achieve our climate Vision.

As detailed in our Climate Strategy we have identified seven themes within our control that contribute to our climate impact, including carbon dioxide (CO<sub>2</sub>) emissions. The themes identified, allow us to focus our resources to take climate mitigating actions to address each area.

The strategic themes are Transport, Planning Land Use & Biodiversity, Buildings, Heating & Housing (energy), Resources & Waste, Business & Economy, Governance & Finance and Partnership & Comms, as depicted in the graphic below:



Each theme is divided down into broad aims and specific objectives with a commentary as to the specific actions and are shown later in this document.

We recognise the importance of measuring and monitoring our success in this Action Plan. The following panels review the Climate Change Action Plan:

- Climate Action Board (meet every 2 months).
- Finance & Performance Scrutiny Committee (annual review).

When reviewing the Climate Change Actions, we adopt a Plan, Do, Check and Act approach to ensure appropriate action has been taken and that we can understand the further actions that may need to be taken to achieve our Climate Change Aims and Objectives. Our success will be monitored using the Council's monitoring software, which will help us keep track of and report on, our actions.

# An album of achievements



From left, Cllr Roy Rollings - Charnwood Borough Council's lead member for transformation, Cllr Jennifer Tillotson - Mayor of Charnwood, Cllr Jenny Bokor - Charnwood Borough Council's lead member for Loughborough and open spaces in Charnwood, Cllr Jonathan Morgan - leader of Charnwood Borough Council, Mr Mike Kapur - Lord-Lieutenant of Leicestershire, Cllr Dave Neville, parish councillor and tree warden for Hathern Parish Council and Cllr Emma Ward, borough councillor for *Nisley and Hathern*

The start of planting 14,000 trees off Golden Square in Hathern, north of Loughborough in November 2022.

The woodland is being planted by the Council's open spaces partner idverde but local residents also have the chance to get involved through community planting sessions.



In 2018 & 2019, sustainable travel events were held.

Dr Bike for cycle MOTs.

Free breakfast for those who commute by walking, cycling, or travelling by bus or train.



Green Rewards is an ongoing programme to reward colleagues for taking positive sustainability and wellbeing actions. Colleagues are encouraged to collect points which can lead to prizes and help the Council reduce its carbon footprint.

21,691 positive sustainable actions recorded.

9129kg of avoided CO<sub>2</sub> recorded.  
16,387kWh of avoided electricity recorded.

In November 2022, shoppers are being urged to 'Buy Local' in Charnwood as part of a new campaign to support local high streets.

Have a look at our Charnwood Borough Council website, where Cllr Shona Rattray explains the campaign.



Cllr Shona Rattray, lead member for business support

# Achievements since our last Action Plan

We have produced the following table to show the actions undertaken and closed, up to December 2022. The reference number is from the original Action Plan. They have been sorted by our current Themes taken from our 2023 - 2030 Climate Strategy:

Theme:	Ref.	Closed action:
1. Transport	2.4.3	1x Hybrid vehicle has been ordered as part of a trial. The hybrid was chosen due to the difficulties in sourcing an electric vehicle. 1 x Electric Bike is being approved. This action is being progressed through the Carbon Neutral Monitoring Plan and is no longer on the Climate Change Action Plan.
2. Planning, Land use & Biodiversity	2.1.7	Supporting tree planting across Charnwood to offset CO <sub>2</sub> emissions, provide habitat for wildlife, enhance natural landscape and reduce flood risk.  Tree planting is progressed in our Corporate Strategy and Carbon Neutral Monitoring Plan as follows: <ul style="list-style-type: none"> <li>• 100,000 are to be planted in the 2020-2024 Corporate Plan.</li> <li>• 14,000 trees to be planted at Hathern during Autumn/Winter 2022.</li> <li>• 4,000 trees are being given away to residents.</li> </ul>
	3.2.6	The action to maintain an updated Strategic Flood Risk Assessment to inform strategic policies and to manage flood risk, has been closed. The Level 2 Strategic Flood Risk Assessment remains up to date. This will continue to be monitored outside of the Climate Change Action Plan.
	3.5.1	Monitoring the implementation of Local Plan policies on Landscape, Countryside, Green Infrastructure, Biodiversity and Geodiversity, is now integral to the Council. This action is now closed as monitoring occurs within our teams outside of this action plan. The latest update: Annual Monitoring Report 2020-2021 was published in December 2021. It notes the following:  Local Wildlife Sites - a minimum of 3% of the total resource has been lost since the last assessment in the early 2000's. <ul style="list-style-type: none"> <li>• Site of Special Scientific Interest (SSSI) - No loss of a Site of Special Scientific Interest.</li> <li>• Regional Important Geological Sites - No loss of Regionally Important Geological Sites.</li> <li>• Areas of Local Separation - There have been no decisions taken which are contrary to Policy CS11 (Landscape and Countryside).</li> </ul>
	3.5.2	The target for the Local Plan policy to be published and consulted on has been achieved.
	1.2.4	Encourage the improvement of our environment by taking part in Loughborough in Bloom. We will continue to take part in this scheme but remove it from our climate change action list. There are at

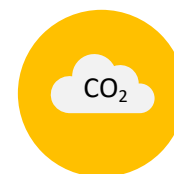


Theme:	Ref.	Closed action:
		least 30 'In Your Neighbourhood Groups' as part of Loughborough in Bloom as well as groups operating in other parts of the borough.
	3.4.1	Stonebow and Gorse Covert have been declared as Local Nature Reserves (LNR's). Work will continue to make other areas nature reserves but outside of the Climate Change Action Plan.
	3.2.4	Government funding is no longer available to Community Resilience groups.
	3.3.1	The Leicestershire Resilience Forum are employing a Business Continuity Officer for the 7 District Councils.
	3.2.1	We promoted the community flood warden monitoring scheme subsequently flood wardens were trained.
	3.2.2	We promoted the community flood warded scheme. (See our website)
	3.2.3	Flooding advice and signposting can be found on our website
	3.1.3	Flood Action Card kept up to date and reviewed annually. This has been replaced with an overarching flood plan.
3. Buildings & Heating (energy)	2.1.1	Reduction in carbon emissions from energy saving schemes. This action is closed as it is actively under investigation through the Climate Action Board under Carbon Neutral Plan Action 1.
	2.1.2	Preparing a Carbon Neutral Plan Annual Monitoring Report for 2021/22 was completed in Autumn 2022. This action will continue as part of the Carbon Neutral Plan 2030.
	2.1.3	Review low carbon solutions across Council buildings, operations and fleet. This action is closed as it is carried out under the Carbon Neutral Programme. One project recently approved is the replacement of auditorium house lighting at the Town Hall, which has an estimated annual CO2 saving of 4.43tCO2e (tonnes (t) of carbon dioxide (CO2) equivalent (e)) and cost saving of £4201.
	2.4.2	Due to significant changes in staff working arrangements, the new agile working policy and home working it has not been feasible to prepare a new sustainable travel plan for the Council. There have been no new travel schemes introduced. Due to home working arrangements staff travel has significantly reduced. There has also been a significant reduction in staff business travel during 2020/21.
	2.2.7	A stock condition survey has been carried out to monitor the energy condition of 1000 properties in our housing stock.
	2.2.6	Provide top-up roofing insulation, cavity wall and boiler upgrade programme for Council housing stock, whilst we have closed this action from the plan it will be ongoing as part of our business as usual. <ul style="list-style-type: none"> <li>• 355 Heating systems have been installed 1/4/19 to 31/3/21</li> <li>• 46 heating systems have been installed from 1/4/21 to 31/3 /22.</li> <li>• 18 Roofs have been replaced.</li> <li>• 2 insulation installations completed.</li> </ul>

Theme:	Ref.	Closed action:
	2.2.4	Collective Energy Switching: the council will encourage partners to continually review the current approach and to consider introducing a 'green' category to the supplier's auction. Is closed on 02/12/2022 due to the current energy situation. Previous action included Regular meetings with partners 3 times a year following the auctions. Since October 2020 - all suppliers who take part in the auctions must now supply a green energy tariff.
4. Resources including food and waste	2.5.4	The annual student waste and recycling campaign for 2022 has taken place. An evaluation report is currently being produced.
	2.5.2 & 2.5.3	New recycling targets will be set when the new waste strategy is launched in 2023.
	2.5.5	Work has taken place to phase out single-use plastics within Council offices and buildings.
	3.6.4	We have supported healthy and ethical local food initiatives. Fairtrade was promoted during Fairtrade Fortnight via the Green Rewards programme.
5. Business & Economy	3.3.2	We have collaborated with partners to prepare and assess Council Business Continuity plans.
6. Governance & Finance	2.7.1 & 2.7.2	We have considered environmental and broader sustainability issues throughout the procurement process. <ul style="list-style-type: none"> <li>1) Procurement toolkit guidelines are adhered to for new systems and upgrades that involve contractual changes.</li> <li>2) In the procurement of consultancy services and contractors' details of environmental policies and sustainability practices are requested before a decision to award a contract is made.</li> </ul>
	2.6.1 & 2.6.2	Monitor and review air quality across the borough to determine whether national air quality objectives are being met. This action is closed as it is now as it is undertaken as part of the corporate plan and is a Statutory responsibility.
	1.1	Climate Change is included in the 2020-2024 Corporate Plan.
	1.2.5 & 1.2.6	We have encouraged environmental education and promoted climate action through a proactive communication campaign. <p>We encouraged residents to cut down on meat consumption within accepted health guidelines to help reduce the carbon emissions associated with meat production and to bring about health benefits.</p> <p>Face to face, Leicestershire County Council adult weight management programmes delivered 3 x 10-week programmes to men and people with disabilities at Fearon Hall, Loughborough and 2 courses at Gorse Covert Community Centre, Loughborough. In total 22 participants attended.</p> <p>The programmes include advice on diet and nutrition, portion control, boredom eating and introduction to physical activity and exercise.</p>
7. Partnership & Communication	1.2.5 & 1.2.6	

Theme:	Ref.	Closed action:
		<p>Face to face 'Choose to Move' sessions were held (A physical activity session aimed at all ages and abilities with the goal of being more active). Including 1 x block of 10 weeks virtual choose to move programme with 15 attendees per week and 1 x weekly choose to move maintainers virtual session Average of 8 attendees per week.</p>
	2.4.6	<p>We have promoted cycling, walking, running and other physical activity to our own staff and the wider community:</p> <p>The Active Charnwood Team continue to support cycling programmes in Charnwood, working alongside B-Buddies to deliver Dr Bike Sessions and Bike Skills Clubs for children aged 18months to 3 years.</p> <p>Loughborough based community group; B-BUDDIES CIC has been granted up to £3,750 towards the "Let's Get Cycling" scheme. The group collaborates closely with schools and in the local community to get more children cycling.</p> <p>Active Charnwood are working with Active Together to provide 'Set, Pedal - Go!' a learn to ride programme supporting school aged children in Leicestershire to learn to cycle. Across Charnwood seven courses have been delivered. In total 84 children have accessed these courses.</p>
	2.4.4	<p>Provide a bespoke physical activity package to 5 Charnwood based workplaces per year. This action is closed as Public Health are now relaunching their package next year</p>

# Roadmap



2005

2006

2013

2014

2015

## Declaration

Became a signatory of the "Nottingham Declaration" on 2<sup>nd</sup> March 2005.

Production of a Climate Change Strategy was a commitment to the Nottingham Declaration. Cabinet endorsed the first Climate Change Strategy on 28th April 2005, which was for a period 2005 – 2010. Full council approved the Climate Change Strategy on 5th September 2005.

## Carbon Trust Carbon Man. Prog.

Participated and successfully completed the Carbon Trust's Local Authority Carbon Management Programme (Phase 3) in 2005/06 and developed a 5-year Carbon Management Strategy & Implementation Plan with the aim of reducing carbon emissions by 15% by 2010.

## Climate Local

Council signed Climate Local on 14<sup>th</sup> November 2013 committing to taking action in a changing climate.

Provided an action plan detailing commitments, actions and measures.

## Flood Plan & Action Plan

The Charnwood Community Flood Plan & recommendations were implemented in 2014 and a review held in February 2016.

The Climate Local Action Plan was approved by Cabinet.

## Carbon Management Plan

The Carbon Management Plan 2015-2020 was adopted in November 2015.

Reduced our carbon footprint by 37 per cent by the end of 2019 against 2012-2013 baseline, well above our initial target of 15 per cent. We saved £280,000 in energy and fuel costs between 2015-18 and a reduction of 787 tonnes of carbon dioxide.

# Roadmap continued...



2016

2017

2018

2019

2020

## Green Business Fund

A Green Business Fund workshop in partnership with the Carbon Trust was held at Loughborough Town Hall for small and medium sized enterprises.

The 2016-17 annual greenhouse gas emissions report was prepared.

## Sustainable Design Awards

The Design Awards Scheme implemented with a Sustainable Design Category.

## Carbon reduction

We reduced the Council's Carbon footprint by 37% by 2018, higher than the original 15% target.

## Ambition

On 24<sup>th</sup> June 2019, declared ambition to be a carbon neutral organisation by 2030.

In February 2019 reported a reduction in the Council's carbon footprint from 2,133 tCO<sub>2</sub>e in 2012/13 to 1,436 tCO<sub>2</sub>e in 2017/18.

## Integration

Climate Change is included in the 2020-2024 Corporate Plan.

LED lighting upgrades at Beehive Lane carpark and sheltered housing schemes, new heating systems at Charnwood Museum and Woodgate Chambers.

# Roadmap continued...



## Action

Cabinet adopted the Carbon Neutral 2030 plan on 16<sup>th</sup> September 2021.

A Climate Action Board has been established to take forward the actions in the plan, the Climate Change Strategy and other Council actions that contribute positively to climate change.

## Green Shoots

Delivering the Hathern Woodland Project with an ambition of planting c. 14,000 trees.

Working in partnership with other councils to deliver the 'Solar Together Leicestershire' programme.

## Delivery

Delivering the Climate Change Strategy.

Delivering this Action Plan.

Delivering the Carbon Neutral Plan 2030.

## Carbon Neutrality

Our vision becomes reality.

# How you can help

## Reduce home heat loss

Fit a hot water cylinder jacket.  
Draught proof around windows and doors.  
Draw curtains and blinds. to block heat exiting your home.



## Shop in Charnwood

Shopping in a local business reduces packaging and travelling.  
It creates local jobs.  
It builds communities.  
It helps cut air miles and carbon footprints.



## Be a waste champion



Reduce waste, particularly food.  
Re-use materials.  
Recycle.  
Check our website for materials not to be recycled.

## Travel Smart

Check our website for cycling, pedestrian and other pathways.  
Visit the "Choose how you move" website to find out about your local bus services.  
Use our railways for connection to major cities.



## Conserve energy



Turn off lights and electronic equipment.  
Use natural light.  
Replace traditional light bulbs with LEDs.  
Use energy efficient appliances.  
Wash clothes at 30°.

## Save water

Turn the tap off when brushing teeth.  
Only run a dishwasher when full.  
Only boil water in the kettle that you need.  
Wait for a full load before running the washing machine.



## Food alternatives

100g of beef can cause 50kg of greenhouse gas emissions.  
Eating a veggie diet means 2.5 x less carbon emissions than a meat diet.



## Choose "green" appliances

A kettle that optimises energy.  
A toaster with a temperature control function.  
An air fryer instead of an oven.  
Buying the highest rated energy efficient electrical appliance possible.




























## Talk to us

We are passionate about a sustainable future.  
Our website contains our Climate Change Strategy and lots more!  
Join in the conversation:















# 2023-2030 Climate Change Action Plan






Timescale	CO <sub>2</sub> e reduction Impact	Borough impact	Financial cost /risk	Project owner	Progress
0-2 years 	Low 	Low 	Low £	Officer 	In preparation 
3-5 years 	Medium 	Medium 	Medium £	Manager 	In progress 
5 plus 	High 	High 	High £	Head 	Complete 











Theme	Aim	Objective	Action						
1. Transport	To deliver low-carbon, affordable transport options and to decarbonise transport within our own operations and services.	T1. We will encourage and enable walking, cycling, and active travel.	1. Review and report on the possibility of a cycle to work scheme.					£	
		T2. We will support and encourage behavioural change in travel.	1. Monitor the use of the hybrid pool vehicle in comparison to the grey fleet. 2. Monitor the use of the electric bike in comparison to the grey fleet.					£	














Theme	Aim	Objective	Action						
		<p>T3. We will encourage and support transition to low emission vehicles and work in partnership to deliver the Leicestershire County Council EV strategy.</p>	<p><i>Please refer to the Carbon Neutral Plan actions #9–12 (which is reported through its recent Monitoring Plan). There are no SMART criteria against these actions as they will be incorporated when appropriate into the Carbon Neutral Plan.</i></p> <ol style="list-style-type: none"> <li>1. Assess the feasibility of electric or hybrid vehicles when the Council's existing fleet vehicles are replaced. (Service vehicles).</li> <li>2. Pursue replacing existing end of life fleet with electric vehicles.</li> <li>3. Working in partnership to deliver a Leicestershire EV strategy.</li> <li>4. Working in partnership to deliver EV funded infrastructure projects such as FLEX D, LEVI fund.</li> </ol>						






Theme	Aim	Objective	Action						
		T4. We will support, encourage, and promote low-carbon, sustainable travel.	1. Review and report on the possibility of an electric car salary sacrifice scheme.						
2. Planning, Land Use & Biodiversity	To conserve and enhance biodiversity and habitats in Charnwood, and encourage a low carbon economy to support climate resilience.	PLB1. We will work in partnership to reduce flood risk within the Borough.	<p>1. A Loughborough Flood Risk Board is being set up in partnership with Leicestershire CC &amp; the Environment Agency and Severn Trent. The Council is to create new water storage areas on the Wood Brook watercourse (flood risk). Delivery is due 2024-2025. Positive direct impact on reducing flood risk for the borough and adapting to increased rainfall.</p> <p>2. Deliver the Charnwood Forest Landscape Partnership Projects (supported by lottery funding). The 5-year programme.</p>						
















Theme	Aim	Objective	Action						
		<p>PLB2. We will work in partnership with stakeholders to ensure open spaces and habitat are safeguarded and well adapted to the changing climate.</p>	<ol style="list-style-type: none"> <li>1. We will continue to plant trees in line with our Corporate Strategy and the draft Charnwood Local Plan 2021-2037 policy EV7 Tree Planting, which seeks to protect and enhance the natural environment by increasing the number of trees in Charnwood.</li> <li>2. Monitor the impact of the draft Local Plan environment policies (EV1 – EV11) through the Local Plan Monitoring Framework and Authority Monitoring Report.</li> </ol>					£	
		<p>PLB3. We will continue to protect and enhance Council owned open spaces and habitat to ensure a resilient and healthy environment.</p>	<p><i>Please refer to the Carbon Neutral Plan actions #13-14 (which is reported through its recent Monitoring Plan).</i></p>						

Theme	Aim	Objective	Action						
		PLB4. We will minimise the impact of development on climate impact and encourage a low carbon economy through the planning system.	1. Monitor the impact of the draft Local Plan climate change policies (CC1 – CC5) through the Local Plan Monitoring Framework and Authority Monitoring Report.					£	
		PLB5. We will ensure that new development is directed to the most sustainable locations in the Borough, maximising access to existing and new infrastructure jobs, amenities, services and facilities. We will encourage proposals for renewable and low carbon energy installations in accordance with Policy CC3 of the draft Local Plan.	<p>1. Monitor the impact of the draft Local Plan Development Strategy (DS1) and Place-based policies through the Local Plan Monitoring Framework and Authority Monitoring Report.</p> <p>2. Monitor the impact of draft Local Plan Policy CC3 Renewable and Low Carbon Energy Installations through the Local Plan Monitoring Framework and Authority Monitoring Report.</p>					£	

























Theme	Aim	Objective	Action						
3. Buildings & Heating (energy)	Reduce energy usage and adopt sources of low carbon energy within our own operations and enable our community and businesses to benefit from energy efficiency initiatives and low carbon solutions.	BH1. We will continue to encourage energy reduction, clean energy, and energy efficiency, and promote its benefits to our community and businesses.	<ol style="list-style-type: none"> <li>1. We will encourage environmental education and promote climate action through proactive communication campaigns for residents, landlords and tenants regarding any grant funding or benefits that they are entitled to, as well as advice on saving money on fuel bills and reducing the energy.</li> <li>2. Work in partnership to deliver government energy efficiency programmes: <ul style="list-style-type: none"> <li>• Report on the outcome of the 'Green Living Group' initiatives and celebrate on the website.</li> <li>• Continue to report on energy initiatives e.g., HUG 2, ECO &amp; LAD.</li> </ul> </li> </ol>					£	







Theme	Aim	Objective	Action						
			3. Deliver the Solar Together Leicestershire group buying project to support householders to install solar photovoltaics and battery storage.						
		BH2. We will reduce energy demand within our buildings and employ low carbon solutions where possible	<p>1. Review electricity use within the Council carparks and cost potential energy savings from carpark lifts, lighting, etc.</p> <p>2. Continue to carry out EPCs at all void properties and uploaded to software, this is an ongoing action.</p> <p>3. Cost work required to achieve an EPC rating of C.</p> <p>4. Continue to ensure that the decent homes standard is implemented and maintained for Council housing stock, through completion of an annual programme of upgrades.</p>						






Theme	Aim	Objective	Action						
			5. Establish an Asset Management Strategy.  6. Generate the Home Energy Conservation Act (HECA) report, due in 2023, and consider actions to be taken based on the results.  7. Review low carbon solutions across Council buildings and operations						
4. Resources & Waste	To support the Borough to reduce waste, re-use and recycle, conserve resources, and encourage a circular economy.	R1. We will encourage residents to reduce waste and increase recycling.	1. Carry out targeted work on poorly performing recycling rounds: <ul style="list-style-type: none"> <li>• Run an information campaign.</li> <li>• Set recycling targets.</li> <li>• Monitor progress on recycling levels of poor performers.</li> </ul> 2. Continue to encourage residents to recycle right and reduce contamination in curbside recycling.  3. We will investigate facilities and support for local groups who wish to set up Repair Cafes,					£	








Theme	Aim	Objective	Action						
			Tool Libraries or “Libraries of Things.”						
		R2. We will reduce waste by encouraging recycling, re-use, and a circular economy.	<ol style="list-style-type: none"> <li>1. Implement the joint Leicestershire Waste Strategy.</li> <li>2. Set waste targets for residential waste.</li> <li>3. Set a new contractor’s waste target.</li> </ol>					£	
		R3. We will continue to promote the allotment and community orchard schemes and locally produced food and goods.	<ol style="list-style-type: none"> <li>1. Allotment plots are to split into smaller spaces as they become available. The action is to increase the number of allotment holders. Measure the number of holders annually.</li> </ol>					£	
5. Business & Economy	We will encourage a low carbon economy, helping businesses to adopt sustainable ‘green’ practices and increase local demand for low carbon goods and services.	BE1. We will provide information to support businesses to benefit from low carbon initiatives.	<ol style="list-style-type: none"> <li>1. Provide information on the website to support Businesses.</li> </ol>					£	


























Theme	Aim	Objective	Action						
		BE2 We will continue to encourage energy reduction, clean energy, and energy efficiency, and promote its benefits to businesses and contractors.	1. In collaboration engage with Businesses to promote energy efficiency.						
		BE3. We will work with businesses to protect against the adverse effects of Climate Change and encourage local commerce.	1. Work with the Business Improvement District to deliver the Living Loughborough and Lanes and Links projects between 2023 and 2026, to encourage more people to use their local town centre and enjoy local events, thereby bringing more potential custom for local businesses.						
		BE4. We will support local voluntary sector organisations and community groups to take action to reduce carbon emissions in their local communities.	1. Through our Charnwood Grant schemes we will support voluntary sector organisations and other community-led projects.						

Theme	Aim	Objective	Action						
6. Governance & Finance	We will continue to recognise Climate Change as a key corporate commitment for the Council.	GF1. We will continue to fulfil our statutory and legal duties in relation to Climate Change.	<p><i>Please refer to the Carbon Neutral Plan actions #1 (which is reported through its recent Monitoring Plan). This evidences how we are complying with duties to reduce our emissions.</i></p> <p><i>Please see BH2 action 7:in the Buildings &amp; Heat Section which states we will:</i></p> <p><i>Generate the Home Energy Conservation Act (HECA) report, due in 2023, and consider actions to be taken based on the results.</i></p>						
		GF2. We will allocate resources, including funding to realise our planned actions.	1. Monitor key climate change actions through the Corporate Delivery Plan.						

Theme	Aim	Objective	Action						
		<p>GF3. We will work in partnership with key stakeholders to improve resilience across our buildings, services, and the Borough.</p>	<p><i>Please see theme 3 Buildings &amp; Heating (energy). BH1 Action 2, which states we will:</i>  <i>Work in partnership to deliver government energy efficiency programmes.</i></p> <p><i>And BH2 Action 5 which states we will:</i>  <i>Continue to ensure that the Charnwood standard is implemented and maintained for Council housing stock, through completion of an annual programme of upgrade targets.</i></p>						
		<p>GF4. We will ensure that services are delivered in a way that protects the quality of the environment.</p>	<p>1. To ensure the corporate delivery plan / service plans are delivered in a way that protects the environment.</p>					<p>£</p>	

Theme	Aim	Objective	Action						
		GF5. We will embed Climate Awareness into the Council through staff training and policy decision making.	<ol style="list-style-type: none"> <li>1. Roll out to staff the Charnwood 'My Learning' Net Zero module.</li> <li>2. Monitor the uptake of the Net Zero module (number of sessions completed).</li> <li>3. Hold a Sustainability and Net Zero briefing session as part of the incoming 52 Council Members induction, in relation to an overview of the subjects and the Council's corporate stance by Sept 2023.</li> <li>4. Continue with the Green Rewards Scheme.</li> </ol>	 					

Theme	Aim	Objective	Action						
7. Partnership & Communication	We will work with our partners to communicate environmental behaviour change and best practice.	PC1. We will encourage environmental and Climate Change awareness through proactive communication.	1. Regular updating the Climate Change page on the website.	 				£	
		PC2. We will work in partnership with other organisations to promote sustainable practices that improve lifestyles in the Borough.	1. Get people in Charnwood running and being more active through our Couch 2 5K running programs. We will build upon our existing running offer and increase opportunities for residents to join new and existing running groups and event such as parkrun.  2. Deliver coordinated guided walks programme as part of the national Ramblers Wellbeing Walks scheme & the Active Together Let's Walk scheme'.					£	
		PC3. We will provide information in relation to our progress towards achieving our 2030 Climate Change ambition.	1. Communicate via the website an annual update on the: <ul style="list-style-type: none"> <li>• Climate Change Actions.</li> <li>• Carbon Neutral Monitoring Report.</li> </ul>	 				£	

Theme	Aim	Objective	Action						
			<p>2. Create a 'one-stop-shop' Climate Change information page, containing links to Council key documents:</p> <ul style="list-style-type: none"> <li>• The emerging Local Plan.</li> <li>• Carbon Neutral Plan 2030 and its monitoring plan.</li> <li>• The Corporate Strategy and delivery plan.</li> <li>• The Climate Change strategy and Action Plan.</li> <li>• Links to public information on Climate Change and public carbon footprint calculation tools.</li> <li>• Provide up to date information for residents, advice and support about energy efficiency measures for their homes and how to gain access to funding available to them.</li> </ul>						

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Equality Impact Assessment  
Climate Change Strategy 2023 - 2030



- **Background**

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

- **Legislation- Equality Duty**

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

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

**For the following protected characteristics:**

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

**What is prohibited?**

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

**Complete this action plan as you go through the questions**

- **Step 1 – Introductory information**

Title of the policy	Climate Change Strategy 2023 - 2030
Lead officer and others undertaking this assessment	Maria French, Sustainability Officer
Date EIA started	14 <sup>th</sup> September 2023
Date EIA completed	20 <sup>th</sup> September 2023

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

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

The Climate Change Strategy is a strategic plan which outlines how Charnwood Borough Council will take local action on climate change, through our adoption of a series of focused themes: Transport, Buildings & Heating (energy), Planning, Land Use & Biodiversity, Governance & Finance, Business & Economy, Resources including food and waste and Partnerships and Communication. The Strategy provides an unchanging vision for 2030 together with broad aims and objectives.

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

The whole population of Charnwood will be affected. The Climate Change strategy 2023 to 2030 is an overarching document which is designed to create positive impacts for people who live, work, and visit the borough. It should not have an adverse impact on any groups or individuals as its purpose is to make the borough of Charnwood better prepared for Climate Change.

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

Climate Change consultation undertaken by Charnwood Borough Council between 23rd January and 6th March 2023.

Young people were identified as a key demographic for additional engagement activities. This is the group that will experience the greatest impact from our changing climate, but younger people are less likely to respond to a conventional survey. To gain greater insight into the views of younger people, two small focus groups were run at Loughborough College.

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

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

Data/information such as:

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

Demographic information

A record of demographic data for the Borough can be accessed from the Office for National Statistics website [How life has changed in Charnwood: Census 2021 \(ons.gov.uk\)](https://www.ons.gov.uk). Population data from the 2021 census is available from the Council's website at [Census 2021 - Community and living - Charnwood Borough Council](#). Between the last two censuses (held in 2011 and 2021), the population of Charnwood increased by 10.8%, from around 166,100 in 2011 to around 184,000 in 2021.

Detailed population profiles in relation to race, religion or belief and disability are available at District level from the 2021 census.

Ethnicity – In 2021, 82.3% of people in Charnwood identified their ethnic group within the "White" category (compared with 87.4% in 2011), while 2.5% identified their ethnic group within the "Mixed or Multiple" category (compared with 1.6% the previous decade). The percentage of people who identified

their ethnic group within the "Black, Black British, Black Welsh, Caribbean or African" category increased from 0.8% in 2011 to 1.5% in 2021. 12.4% of Charnwood residents identified their ethnic group within the "Asian, Asian British or Asian Welsh" category, up from 9.7% in 2011.

Country of birth - In the latest census, around 156,100 Charnwood residents said they were born in England. This represented 84.8% of the local population. The figure has risen from around 144,900 in 2011, which at the time represented 87.2% of Charnwood's population. India was the next most represented, with around 4,500 Charnwood residents reporting this country of birth (2.5%). This figure was up from around 2,900 in 2011, which at the time represented 1.7% of the population of Charnwood.

Religion - In 2021, 40.7% of Charnwood residents reported having "No religion", up from 29.2% in 2011. 41.5% of people in Charnwood described themselves as Christian (down from 55.5%), while 6.7% described themselves as Hindu (up from 5.0% the decade before).

Gender – The 2011 census records that the total population is some 166,100 split broadly 49.9% males (82,900) and 50.1% female (83,200) - although there are significantly more males than females within the 15 – 19 and 20 - 24 age brackets.

Age - The number of people aged 65 to 74 years rose by just over 4,300 (an increase of 30.1%), while the number of residents between 35 and 49 years fell by around 350 (1.0% decrease).

Disability - In 2021, 6.4% of Charnwood residents were identified as being disabled and limited a lot. This figure decreased from 7.4% in 2011. In 2021, just over 1 in 10 people (10.2%) were identified as being disabled and limited a little, compared with 9.7% in 2011.

Sexual Orientation - The census question on sexual orientation was a voluntary question asked of those aged 16 years and over. This was a new question, including the question on the census questionnaire enables a much more detailed understanding of sexual orientation in England and Wales. The data will meet the needs for better quality information on the LGB+ population ("gay or lesbian", "bisexual" or "other sexual orientation") for monitoring and supporting anti-discrimination duties under the Equality Act 2010. In Charnwood 89.86% of people aged 16 years are straight or heterosexual. 1.29% are gay or lesbian.

Gender Reassignment. The census question on gender identity was a voluntary question asked of those aged 16 years and over. The question on gender identity was new for Census 2021. It was added to provide the first official data on the size of the transgender population in England and Wales. In Charnwood 93.87% of people aged 16 years or over have a gender identity the same as their sex registered at birth.

Marriage and civil partnership - In 2021, just over 4 in 10 people (44.8%) said they were married or in a registered civil partnership, compared with 47.1% in 2011.

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

In Charnwood, the population size has increased higher than the overall increase for the East Midlands and England.

The population is mostly White British with a growing ethnic minority population.

The proportion of the population aged 65 to 74 has grown between 2011 and 2021.

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

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

By its nature the Climate Change Strategy is seeking to be inclusive to all people by offering opportunities to improve the environment and be better prepared for Climate Change.

The Climate Change Strategy will need to allow for a comprehensive engagement from all groups but could seek to focus on allowing access to younger people who have traditionally not been involved in the process. The use of 'social media' as an awareness raising technique will help to encourage younger people.

● **Step 5 – Assessing the impact**

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

Age	Positive - No adverse impacts have been identified.
Disability <ul style="list-style-type: none"> <li>• Physical</li> <li>• Visual</li> <li>• Hearing</li> <li>• learning disabilities</li> <li>• mental health</li> </ul>	Positive - No adverse impacts have been identified.
Gender Reassignment (Transgender)	Positive - No adverse impacts have been identified.
Race	Positive - No adverse impacts have been identified.
Religion or Belief (Includes no belief)	Positive - No adverse impacts have been identified.
Sex (Gender)	Positive - No adverse impacts have been identified.
Sexual Orientation	Positive - No adverse impacts have been identified.

<p>Other protected groups</p> <ul style="list-style-type: none"> <li>• Pregnancy &amp; maternity</li> <li>• Marriage &amp; civil partnership</li> </ul>	Positive - No adverse impacts have been identified.
<p>Other socially excluded groups</p> <ul style="list-style-type: none"> <li>• Carers</li> <li>• Low literacy</li> <li>• Priority neighbourhoods</li> <li>• Health inequalities</li> <li>• Rural isolation</li> <li>• Asylum seeker and refugee communities</li> </ul>	Positive - No adverse impacts have been identified.

<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> <li>• If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.</li> <li>• Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.</li> </ul>
None
<p>Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).</p>
<p>The Climate Change Strategy is an inclusive document for all people to inform how the Council intends to better prepared for climate change, reduce carbon emissions and reduce environmental impact.</p>

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

<p>Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?</p>
<p>Any potential barriers and impacts will be monitored through feedback mechanisms available on the Intranet and Internet.</p>
<p>How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.</p>
<p>Recommendations will be considered at team meetings and senior management team review.</p>

● **Step 7- Action Plan**


<p>Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan</p>			
Reference Number	Action	Responsible Officer	Target Date

01	Focus on allowing access to younger people by the use of 'social media' as an awareness raising technique.	Maria French	December 2023
02	Publicise on Council Intranet and Internet	Maria French	December 2023
03	Raise staff awareness via Green Rewards Scheme and Environmental module	Maria French	January 2024
04	Raise Member awareness via Induction training	Maria French	September 2023

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

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA's)
Employees	Yes	Published on the Charnwood Borough Council Intranet
Service users	Yes	Published on the Charnwood Borough Council website
Partners and stakeholders	Yes	Published on the Charnwood Borough Council website
Others	Yes	Published on the Charnwood Borough Council website
To ensure ease of access, what other communication needs/concerns are there?		The document will be made available in larger print or in a different language upon request

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

<b>I agree with this assessment</b>	
	
Signed (Service Head):	Justin Henry - Director of Commercial and Economic Development
Date:	20 September 2023

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

# Climate Change Strategy and Action Plan 2023 – 2030

CONSULTATION REPORT  
MARCH 2023



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# Background to the Report

This Report is the result of a consultation exercise to elicit the response of residents of Charnwood Borough to our Draft Climate Strategy and Action Plan. The consultation comprised an online survey and two focus groups held with Further Education students at Loughborough College. The Council administered the survey and publicised it to residents, but we were supported in developing the consultation questions, the focus groups and analysing the outcome by external consultants, Environmental Solutions Through Partnership Ltd.

We will consider the availability of resources and, where practicable and appropriate, adjust the Draft Climate Strategy and Action plan to reflect the views of those responding to the consultation.

# Context

This report provides feedback on the climate change consultation Charnwood Borough Council undertook between 23rd January and 6th March 2023.

Leading up to the start of 2023, we have been updating and refreshing our Climate Change Strategy and Action Plan. By 2030, we aim to have achieved “carbon neutrality”.

The purpose of the consultation was:

- To provide feedback from residents on the draft Climate Change Strategy and Action Plan.
- To understand how concerned the residents of the Borough are about the local impacts of climate change.
- To elicit the views of other stakeholders interested in the impact of climate change on the Borough and throughout Leicestershire.

Within the consultation, there were opportunities for respondents to comment on the degree of partnership working we have engaged in and what action residents themselves may be taking to mitigate the effects of climate change.

The responses highlighted are intended to indicate the wide range of views expressed by those participating in the consultation. A consensus of opinion was achieved by analysing the results and responses of the online survey and the individual responses the Council received. The full set of responses is held by the Council.

The report concludes with a series of considerations that we will consider prior to publication of the Climate Change Strategy and Action Plan.

# Consultation Events and Activities

The consultation on the draft Strategy and Action Plan comprised an online survey. This was posted on the “Current Consultations” page of the Council website and widely communicated through the website. Other channels used to publicise the consultation included:

- Social media channels to more than 20,000 followers.
- Shared with more than 16,000 subscribers to Charnwood Borough Council’s email alert service.
- Given press coverage in the Loughborough Echo and Leicester Mercury.
- Shared with more than 200 organisations, businesses, business groups, environmental and community groups and residents’ associations.
- Shared with all parish councils in the Charnwood Borough Council area along with schools, transport organisations and businesses.
- Circulated to employees of Charnwood Borough Council and Members of the Council.

The survey was opened to respondents on 23rd January 2023 and was available for six-weeks, closing on 6th March 2023.

Young people were identified as a key demographic for additional engagement activities. This is the group that will experience the greatest impact from our changing climate, but younger people are less likely to respond to a conventional survey. To gain greater insight into the views of younger people, two small focus groups were run at Loughborough College. The results of the focus groups can be found later in this report. Relevant outcomes from the focus groups are included in our recommendations.

# Who Responded?

- There was a total of 129 valid online survey responses.
- 96% (124) of the responses were from residents in their personal capacity.
- 4% (5) responded on behalf of organisations.



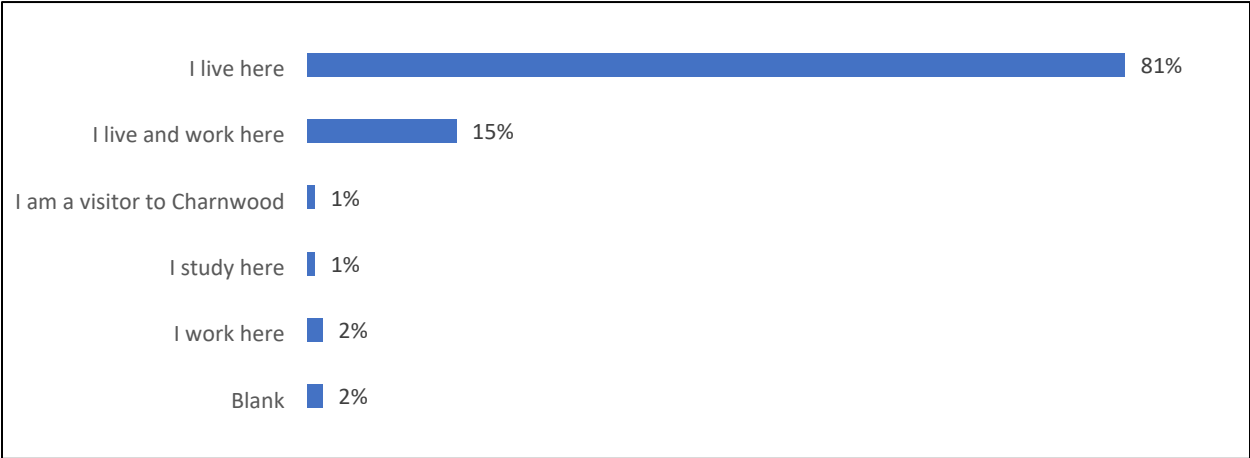
In addition, six responses were received by direct email on behalf of the following organisations and individuals:

- The National Forest Company
- Climate Action Leicester and Leicestershire.
- Charnwood Labour Group.
- The Environment Agency.
- NHS Leicester, Leicestershire and Rutland Integrated Care Board (LLR ICB).
- A visiting Fellow at Loughborough University's Engineering Systems of Systems Research Group, one of the 129 respondents to the online consultation also submitted an additional commentary.

Of the 129 responses to the online consultation:

- 81% (104) respondents live in the Borough.
- 15% (19) both live and work in the Borough.
- 4% (4) were visitors to Charnwood for other reasons.

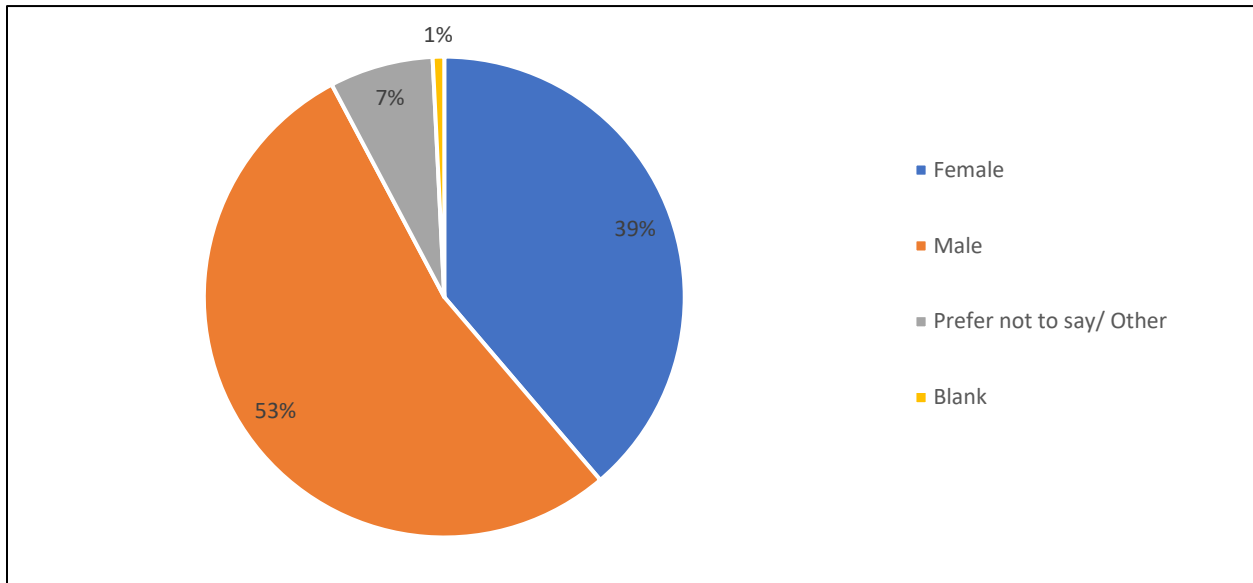
Two people chose not to respond to this question.



## Equalities Monitoring

The Council is committed to providing services fairly and without discrimination to all members of the community. The survey included equalities monitoring information to help identify if any members of the community were under-represented. Completion of the relevant questions was entirely voluntary, and respondents were free to choose to complete all, none or part of these questions.

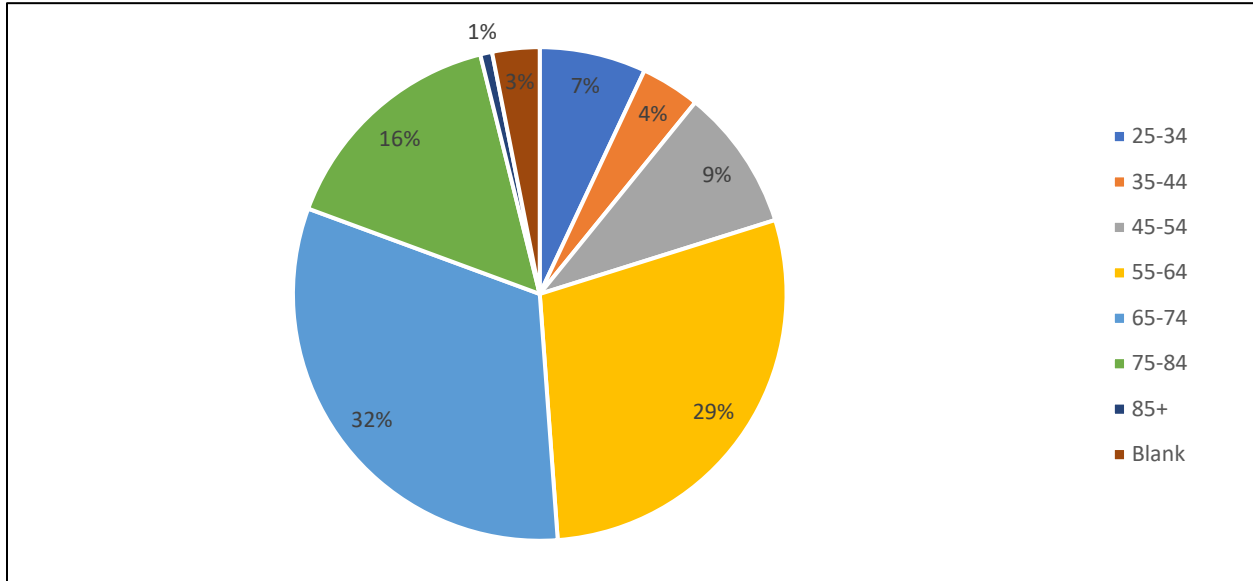
- 53% (69) of the respondents identified as male.
- 39% (50) of the respondents identified as female.
- 7% (9) of those who responded preferred not to say which gender they identified as or identified as “other”.
- 1 person chose not to respond to this question.





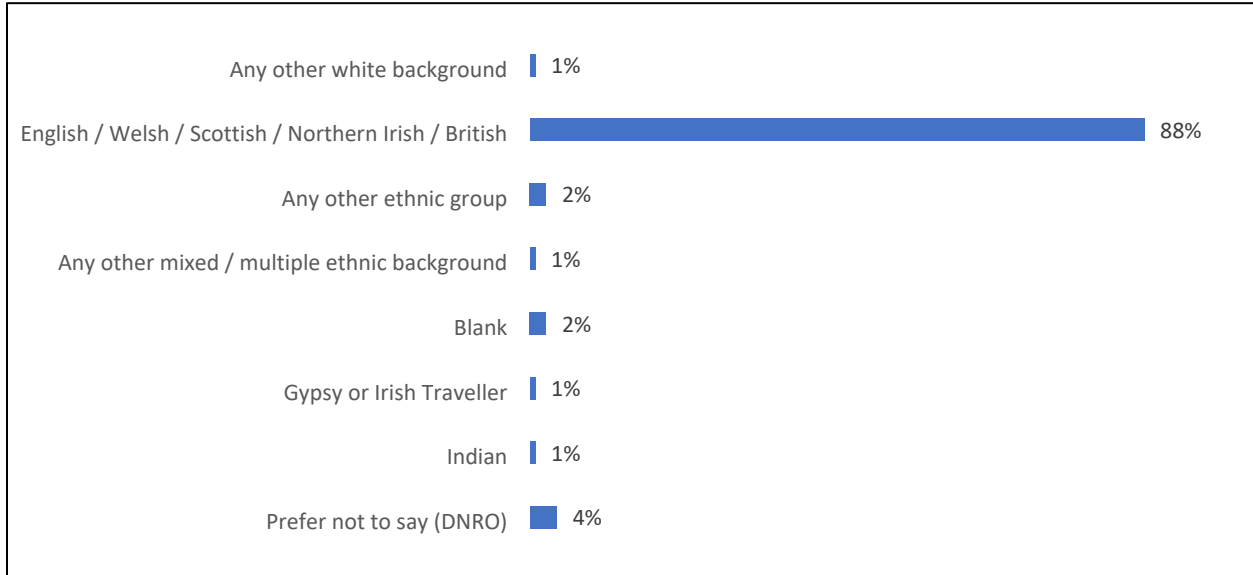
## Age Range

- There were no respondents to the online survey under the age of 25.
- 49% (63) of the respondents were aged between 26 and 64, of which, those between 55 and 64 made up the greatest number (29% or 37 of the overall cohort).
- 50% (62) of those who chose to respond to the survey were 65 years old or above.
- 4 people chose not to answer this question.



## Ethnicity

- A clear majority of respondents, 88% (114 of 129) identified as English/Welsh/Scottish/Northern Irish/British.
- 4% (5) respondents preferred not to say which ethnic group they belonged to.
- 5% (7) of the respondents were from other ethnic backgrounds.
- Three people chose not to answer the question.

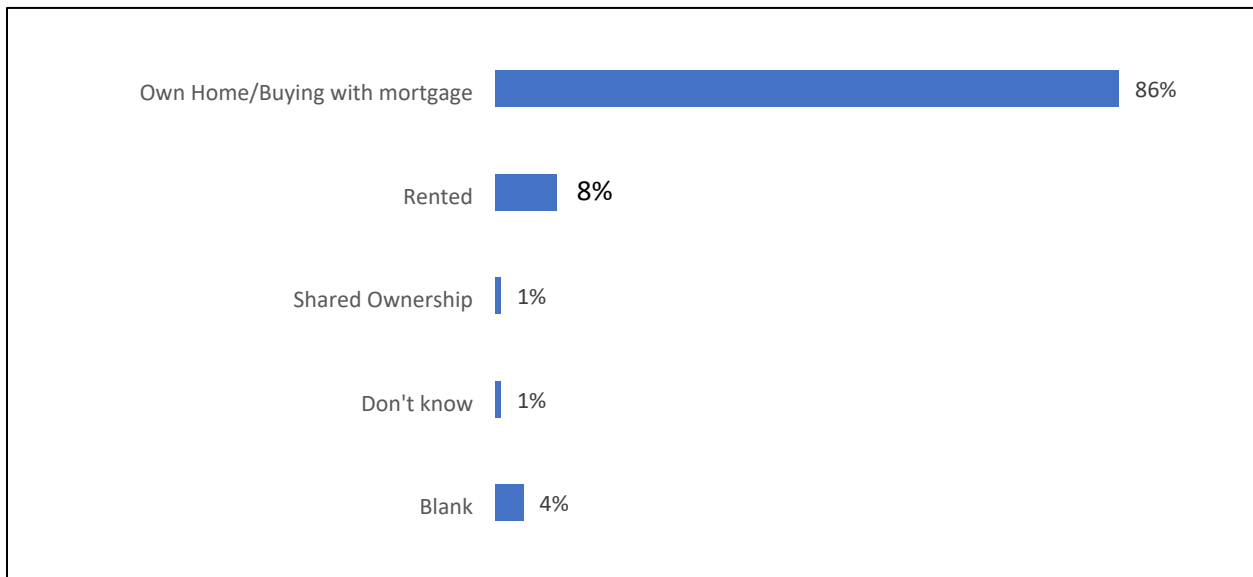


The proportions are not vastly different to the demographics of the Borough, so no group can be said to be under- or over-represented (2013 data suggests that 12.5% of Charnwood residents do not identify as English/Welsh/Scottish/Northern Irish/British).

## Housing Tenure

Of the 129 people who responded to the survey:

- 86% (111) either own their own home outright or are buying their home using a mortgage.
- 8% (11) are in rented (private, local authority or housing association) properties.
- 1% (1) respondent is in a shared ownership property.
- One respondent did not know which category applied and five people chose not to answer this question.



## Other Points

63% (81) of the respondents asked to be kept informed of climate change matters by the Council and left their email addresses for this purpose.

63% (82) learned about the consultation via Charnwood Borough Council email alerts, 9% (11) via the Council's Facebook page and 5% (6) via other social media accounts.

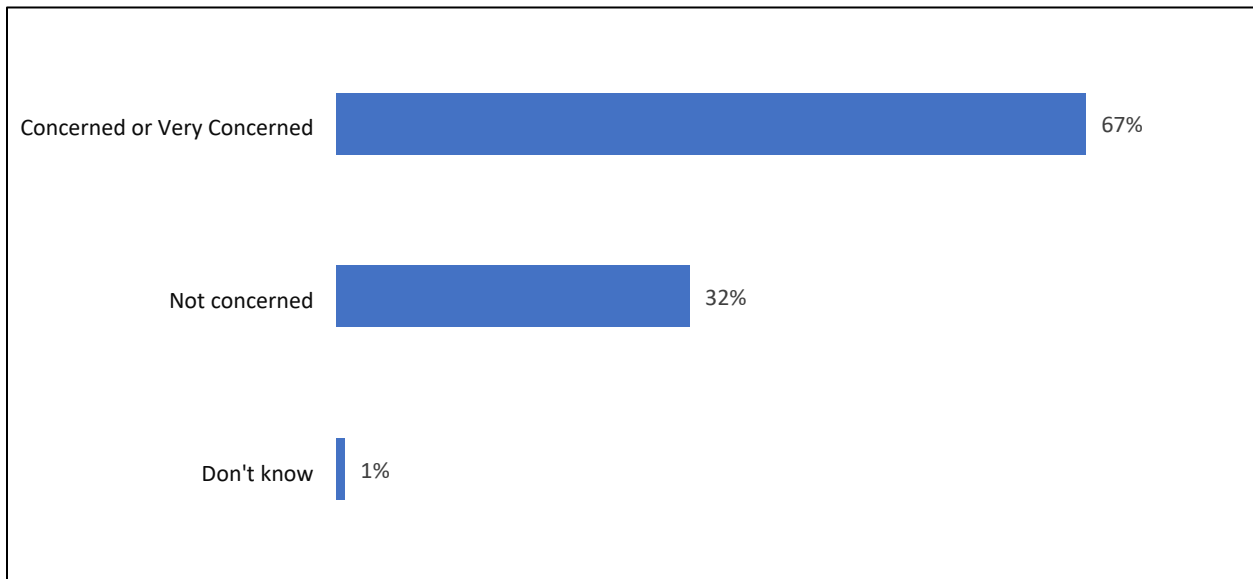
## Concerns About Climate Change

The first, substantive question on the consultation survey was about the respondents' feelings about climate change.

### ***How concerned are you about the impact of climate change on Charnwood Borough?***

Of the 129 responses,

- 67% (87) were concerned or very concerned.
- 32% (41) were not concerned.
- One respondent did not know whether they were concerned or not concerned.



The majority, 67%, of the respondents are, therefore, concerned about the impact of climate change on the Borough. This is lower than the UK average. In September 2022, the Office of National Statistics (ONS) reached the conclusion that 74% of adults reported feeling worried about climate change.

The consultation also elicited feedback from several respondents who can be categorised as climate change “sceptics” or “deniers”. A climate change sceptic is someone who does not believe that changes in the earth’s climate risk environmental catastrophe (Collins Dictionary) whereas a climate change denier is one who denies that changes in the Earth's climate or weather patterns are caused by human activity (merriam-webster.com).

# Strategic Themes

The draft Climate Change Strategy sets out our response to climate change in a series of themes. Theme 6, Governance and Finance is an internal facing theme and it was not considered appropriate to seek public views on this part of the Strategy. Theme 7, Partnership and Communication was addressed separately in the survey and details will be provided below.

The remaining five themes are:

1. Transport.
2. Planning, Land Use and Biodiversity.
3. Buildings and Heating (energy).
4. Resources including Food & Waste.
5. Business & Economy.

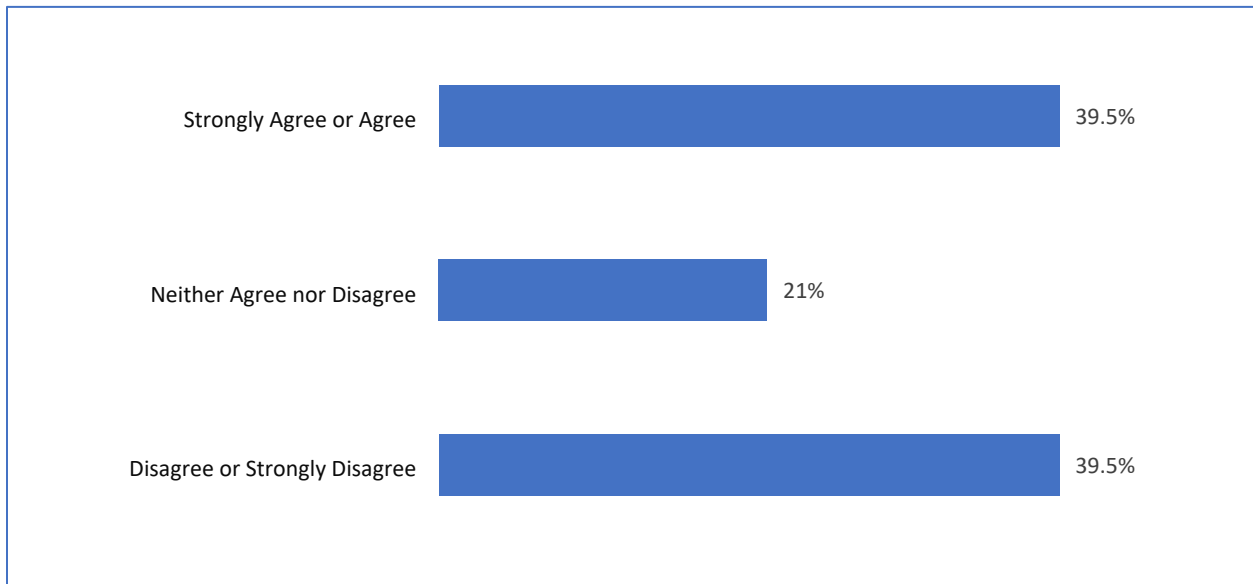
Questions 2 – 7 of the survey related to these five themes and whether the respondents agreed or disagreed that the draft Strategy would bring lasting opportunities and benefits to the Borough. In addition to asking respondents if they agreed or disagreed with the statements, a supplementary question asked for any additional comments about the themes or if there was anything else that should be included. Narrative responses can be found at the end of this section.

## Theme 1 - Transport

Respondents were asked to agree or disagree with the statement:

***The climate change strategy will bring opportunities and lasting benefits to the Borough, by: delivering low-carbon, affordable transport options; and decarbonising transport within our own operations and services.***

- 39.5% (51) agreed or strongly agreed.
- 21% (27) felt unable to agree or disagree.
- 39.5% (51) disagreed or strongly disagreed.

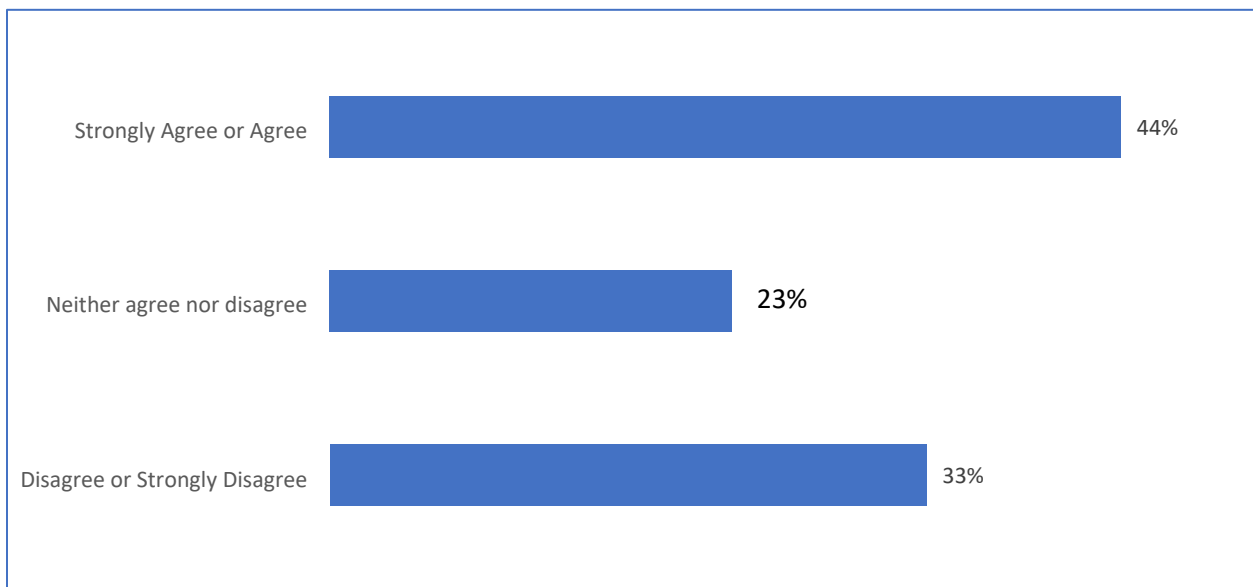


## Theme 2 – Planning, Land Use and Biodiversity

Respondents were asked to agree or disagree with the statement:

***The climate change strategy will bring opportunities and lasting benefits to the Borough by: conserving biodiversity and habitats in the Borough; encouraging a low carbon economy to support climate resilience; reducing air pollution in the Borough; reducing flood risk; and managing the impacts of extreme weather.***

- 44% (57) agreed or strongly agreed.
- 23% (29) felt unable to agree or disagree.
- 33% (43) disagreed or strongly disagreed.

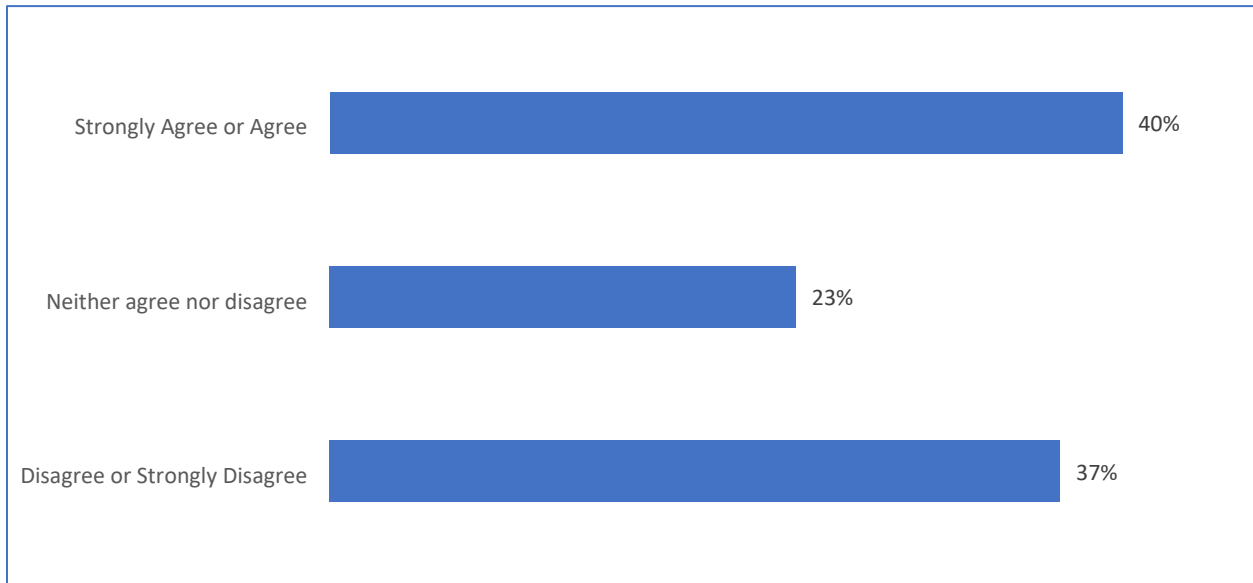


### Theme 3 – Buildings and Heating (Energy)

Respondents were asked to agree or disagree with the statement:

***The climate change strategy will bring opportunities and lasting benefits to the Borough by: reducing energy bills for me or my organisation; reducing energy bills for the Council; and encouraging the use of renewable energy in the transition to a low-carbon economy.***

- 40% (51 of those who responded to the question) agreed or strongly agreed.
- 23% (30) of those who responded to the question) felt unable to agree or disagree.
- 37% (47) of those who responded to the question) disagreed or strongly disagreed.
- One respondent did not answer this question.



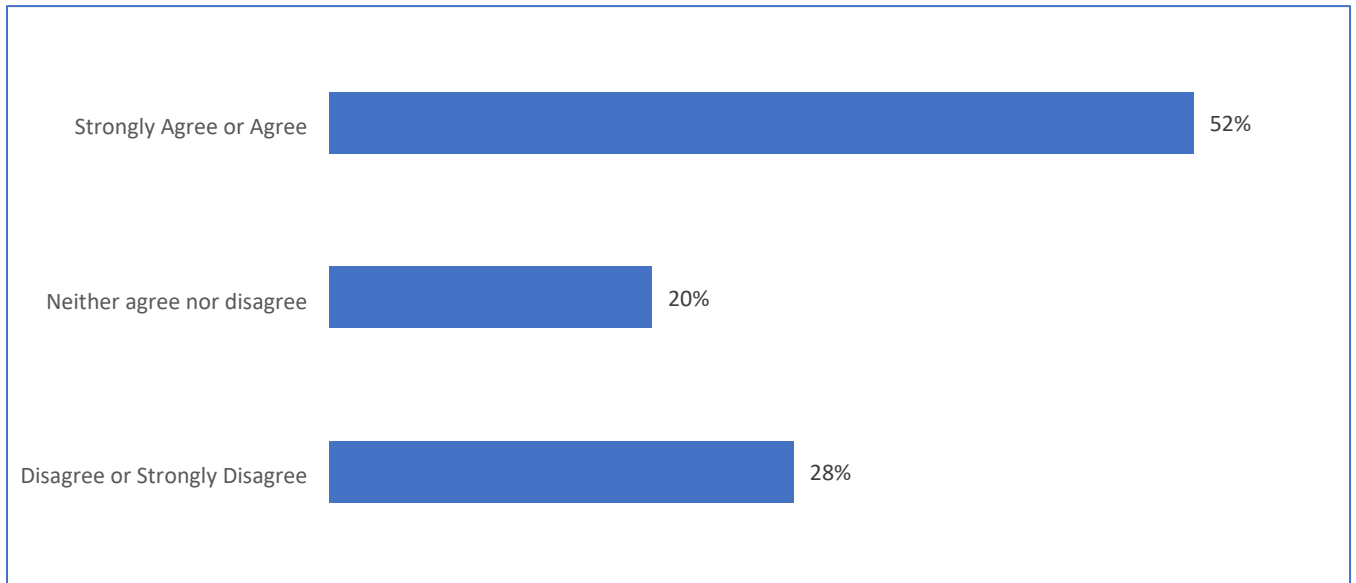


## Theme 4 – Resources, including Food and Waste

Respondents were asked to agree or disagree with the statement:

***The climate change strategy will bring opportunities and lasting benefits to the Borough by: Reducing waste, encouraging re-use and recycling and by moving towards a circular economy; and promoting allotments and community orchards along with locally produced food and goods.***

- 52% (67 of those who responded to the question) agreed or strongly agreed.
- 20% (25) of those who responded to the question) felt unable to agree or disagree.
- 28% (36) of those who responded to the question) disagreed or strongly disagreed.
- One respondent did not answer this question.



## Theme 5 – Business and Economy

Respondents were asked to agree or disagree with the statement:

***The climate change strategy will bring opportunities and lasting benefits to the Borough by: strengthening the competitiveness of businesses in the Borough; helping businesses to adopt sustainable practices; and attracting new jobs and investment in "green" industries to the Borough?***

- 37% (48) agreed or strongly agreed.
- 29% (37) felt unable to agree or disagree.
- 33% (43) disagreed or strongly disagreed.
- 1% (One respondent) did not answer this question.



## Other Points

Additional observations made by the respondents included:

1. The Council needs to focus on the links between environmental issues, recognising that biodiversity is also under threat.
2. We are generating too much waste, particularly from single-use plastics.
3. 21% of respondents (27) expressed the view that climate change is either not proven to be the result of human activity or is not happening. This may correlate with those respondents who responded to the first question by indicating that climate change did not concern them at all. Some of these respondents claimed to care for the environment. They were particularly concerned about over-consumption and waste. Some claimed that any proposed actions on their part

were “common sense” rather than being driven by any desire to follow an environmental agenda.

Other issues were raised around the specific strategic themes where respondents would like to see changes to Council policy.

**1. Transport**

The need for more charging points for electric vehicles; spend more on active travel; reduce the focus on cars and provision of car parking; increase the frequency and reliability of public transport; look at the use of e-cargo bikes.

**2. Planning, Land Use and Biodiversity**

Encourage tree planting, particularly in urban areas; work with farmers and other agencies; take action on second homes; reduce the amount of development on green field sites; and ensure developments take into account climate change.

**3. Buildings and Heating (Energy)**

Improve housing stock; make sure any new builds include energy saving/renewable resources; support small scale development of solar and wind energy to meet the needs of individual properties and communities.

**4. Resources, including food and waste**

We need to know the whole-life impact of recycling on the environment.

**5. Business and economy**

New business should be encouraged as we need to focus on the economy; and the Council should focus on things it can control before trying to influence businesses.

**6. General comments** included:

- a. There is not enough sense of urgency.
- b. Referring to climate change rather than “climate emergency” dilutes action.
- c. There is a need for specific targets.
- d. “Encouragement” is insufficient.
- e. The Council should use its profile to urge all to adopt climate-friendly policies and practices.
- f. This strategy should be accompanied by new money rather than cutbacks elsewhere.

# Leadership

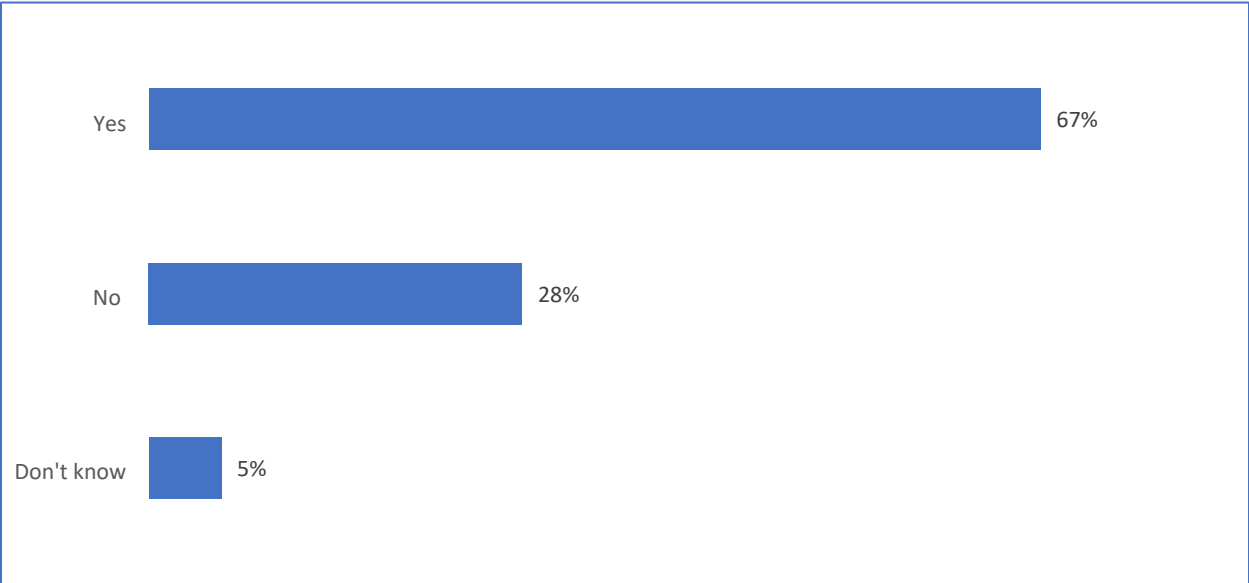
The Council has, since completing the Nottingham Declaration in 2005, aimed to adopt a leadership role in relation to climate change and has actively developed policies to address this issue over the past 18 years. To gauge awareness of this role, the consultation asked for feedback on the degree of climate leadership we have exhibited.

Respondents were asked:

***Should the Council be providing leadership in the context of climate change?***

Responses were as follows:

- Yes 67% (86)
- No 28% (36)
- Don't know 5% (7)



There is, therefore, support for us to maintain our leadership position and be confident in the action we are taking.

Respondents were then asked:

***Is there anything more you think the Council can do to provide leadership in the context of climate change?***

Responses fell into several categories:

- Participants who do not accept that climate change is an issue and who would prefer the Council to focus on other issues.
- Those who take the opposite view and do not think the Council is going far enough or quickly enough to mitigate against and adapt to the changes likely to arise from a changing climate. It was suggested that we appoint a climate control manager to take forward our climate change agenda.
- Respondents who equated leadership with transparency and involving residents more in decision-making.
- Those who want the Council to take a more visible leadership role, promoting a clearer environmental agenda and helping residents to identify what they can do to become more sustainable. This would include the provision of affordable carbon literacy courses.
- A group of respondents want the Council to lead by example. This would include:
  - Installing many more EV charging points.
  - Extinguishing lights in the Town Hall and Council offices overnight.
  - Promote food recycling.
  - Adopt policies that are less focused on the private car.
- Several respondents suggested that we set up a “one stop” portal where residents and businesses can get access to relevant and up to date information about energy efficiency and financial support for the measures.

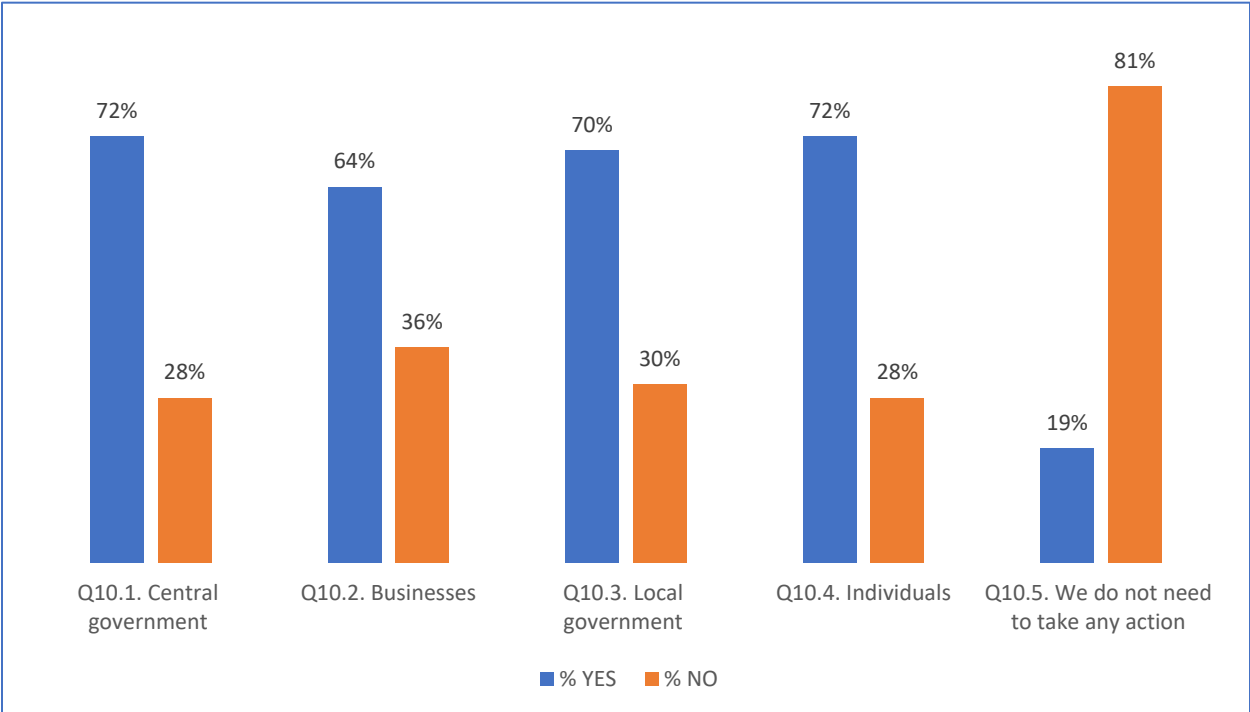
The full set of responses is held by the Council.

Related to the Council’s leadership on this issue, respondents were asked:

**Who should take responsibility for acting to mitigate or adapt to climate change?**

This question required multiple answers. Responses were as follows:

	Central government	Businesses	Local government	Individuals	We do not need to take any action
<b>YES</b>	72% (93)	64% (82)	70% (90)	72% (93)	19% (25)
<b>NO</b>	28% (36)	36% (47)	30% (39)	28% (36)	81% (104)
<b>TOTAL</b>	129	129	129	129	129



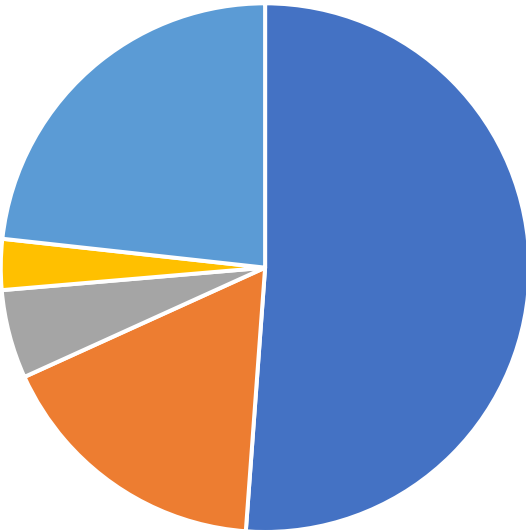
In line with previous responses, there was a minority who do not accept climate change as an issue, suggesting that action is unnecessary. Most respondents believe that individuals, alongside central government should take responsibility for acting to mitigate or adapt to climate change.

# Collaboration

The Council can have direct impact where a policy of collaboration with other bodies is adopted. Respondents were asked about the importance of this collaboration with neighbouring councils, Leicestershire County Council in particular, the Borough’s educational institutions, local businesses and community groups.

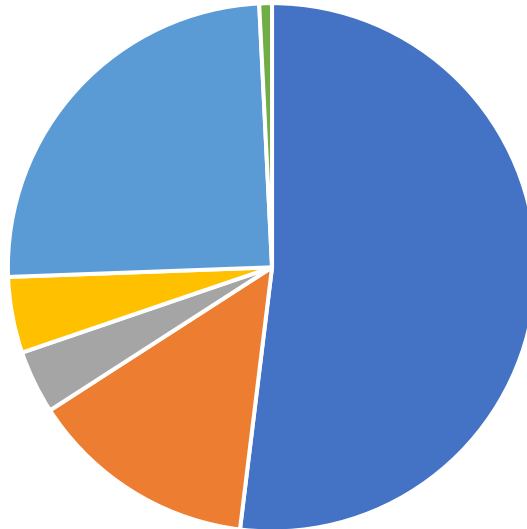
The results from this set of questions are as follows:

***Charnwood Borough collaborates with neighbouring Councils on joint strategies to mitigate the effects of climate change and to influence a reduction in greenhouse gas emissions. Given the potential consequences of climate change, how important is this collaboration?***



	Very Important	Important	Neither Important nor Unimportant	Not Important	A distraction from more important issues	Don't Know
Percentage	51%	17%	5%	3%	23%	0%
Number	66	22	7	4	30	0
Key						

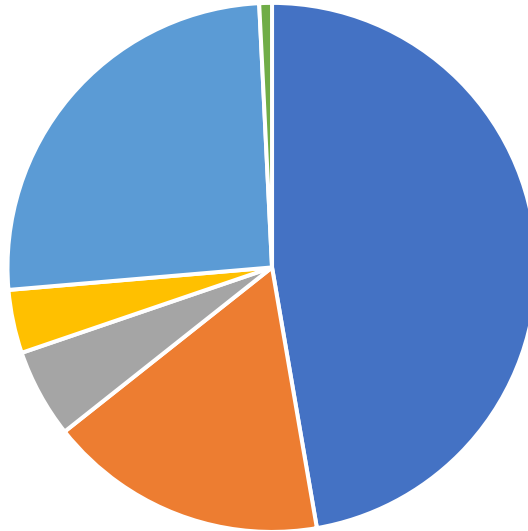
**Collaboration with Leicestershire County Council enables Charnwood Borough Council to influence county-wide action on climate change. Given the potential consequences of climate change, how important is this collaboration?**



	Very Important	Important	Neither Important nor Unimportant	Not Important	A distraction from more important issues	Don't Know
Percentage	52%	14%	4%	5%	25%	1%
Number	67	18	5	6	32	1
Key						

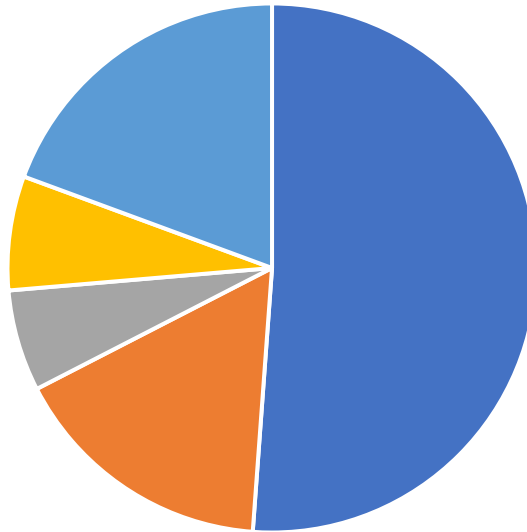


**Charnwood Borough Council has formed partnerships with educational institutions which may allow us to convey our climate change strategy and influence projects that have a positive impact on the community, while mitigating and adapting to climate change. How important are these partnerships?**



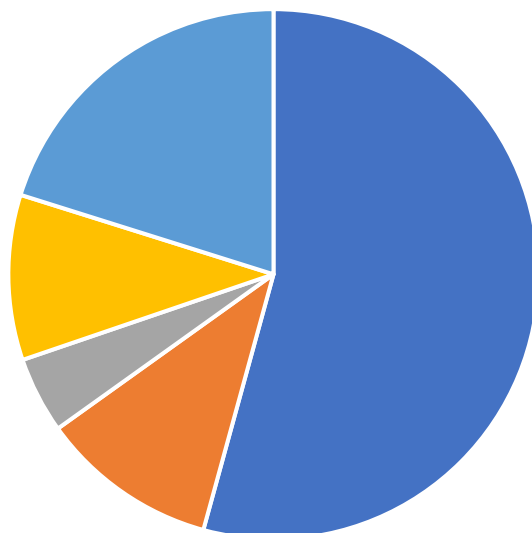
	Very Important	Important	Neither Important nor Unimportant	Not Important	A distraction from more important issues	Don't Know
Percentage	47%	17%	5%	4%	26%	1%
Number	61	22	7	5	33	1
Key						

**How important is it that Charnwood Borough Council engages with local businesses to influence them to mitigate and adapt to climate change?**



	Very Important	Important	Neither Important nor Unimportant	Not Important	A distraction from more important issues	Don't Know
Percentage	51%	16%	6%	7%	19%	0%
Number	66	21	8	9	25	0
Key						

**How important is it that Charnwood Borough Council engages with local communities and community groups to influence them to mitigate and adapt to climate change?**



	Very Important	Important	Neither Important nor Unimportant	Not Important	A distraction from more important issues	Don't Know
Percentage	54%	11%	5%	10%	20%	0%
Number	70	14	6	13	26	0
Key						

In addition, respondents were asked if there were any other local bodies or community groups we should be working with. Thirty-three respondents thought there were other bodies that had been omitted from the strategy, some highlighting multiple organisations. Some of the organisations identified were not local and others were already included in the draft Strategy and Action Plan, but a full list is provided at Appendix C. Engagement with local communities and community groups was important to most respondents with 65% (84) indicating that this was important or very important.

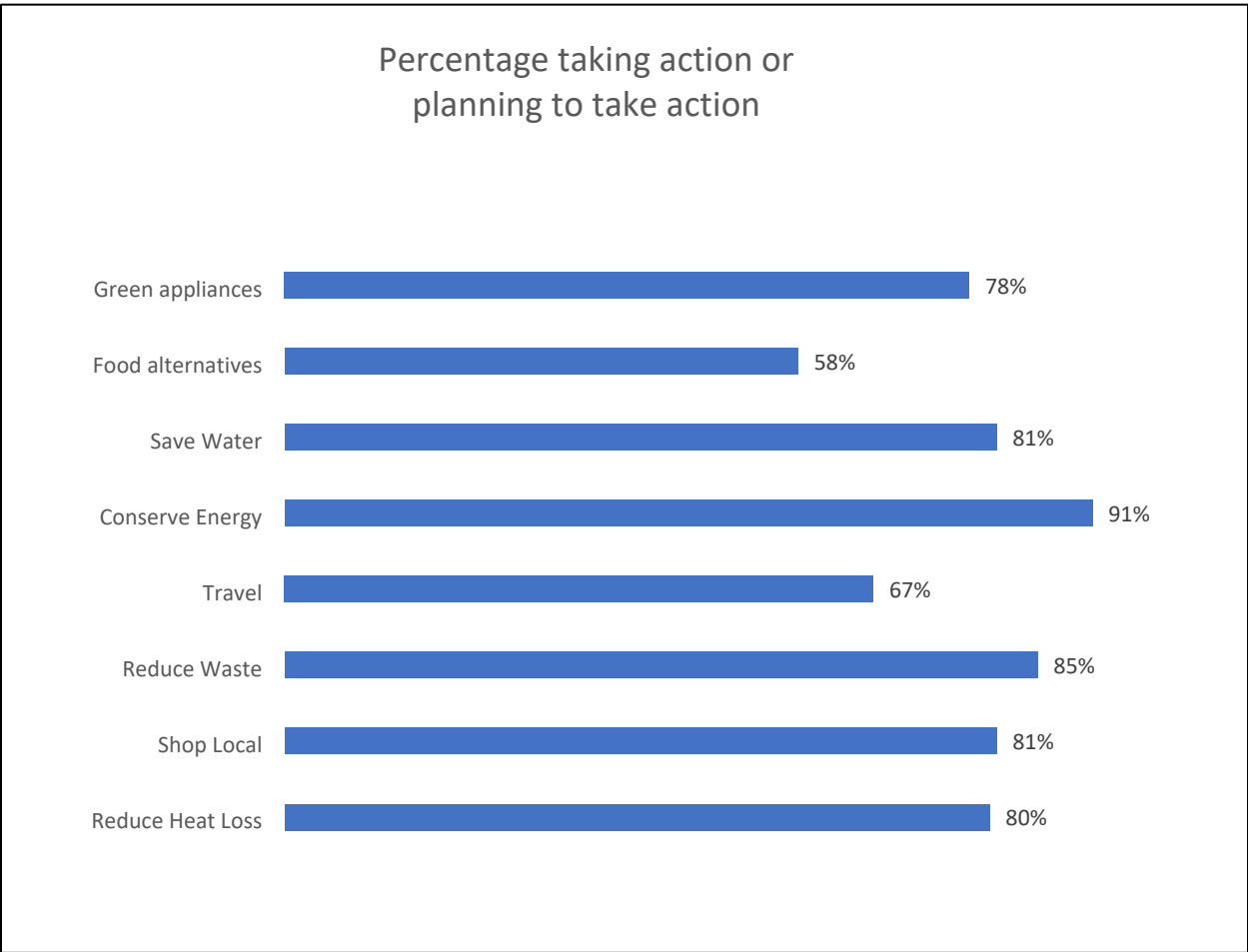
It is clear from the responses to this set of questions that Charnwood Borough Council's role as influencer and collaborator is important. Collaboration with other local Councils and the upper tier of local government was considered important, along with the need to remain engaged with businesses. Links with educational institutions appeared to be marginally less important to respondents. This may be explained by the age range of those responding.

# Individual Action

The companion document to the draft Climate Change Strategy is the Climate Change Action Plan. This document sets out a series of actions that we would like to encourage residents to take. These actions will contribute to the reduction in emissions of greenhouse gases. The consultation asked a series of questions about these actions and the extent to which respondents either:

- are doing something to mitigate their emissions; or
- might be inclined to do so in the future.

The responses are summarised below.



## Observations

### “Green” Appliances

Despite the lack of precision in the use of the word “green”, most people understand this to mean an energy efficient appliance. The use of energy ratings on domestic appliances over recent years means that most consumers will be aware of the benefits of purchasing appliances rated as far up the energy efficiency scale as practicable.

Generally, to replace a working electrical appliance with a more energy efficient model may not be the most environmentally responsible option. However, appliances do break down and need replacing and 78% of respondents would choose the “green” option when this occurs.

### Food alternatives:

There has been publicity around food choices recently, particularly around the contribution of meat to emissions of greenhouse gases. However, food choices are personal and closely linked to our cultural identities, so changes may take time and effort to embed. Against this background, it is encouraging to see that 58% of the respondents are either acting now or will do so during this year.

### Saving Water:

Water in the United Kingdom is generally considered to be an abundant resource and, in comparison to other utilities, relatively cheap. Few people realise that significant amounts of energy are expended by the water companies in treating our drinking water supply and that conserving water can also help to reduce overall energy use.

### Conserving Energy:

The 90% of respondents planning or taking action to conserve energy may be affected by the high cost of energy. This is particularly due to the timing of this survey, as much as concerns about climate change. However, reduction of energy use may be helpful in mitigating the effects of climate change and, perhaps, reducing overall energy demand.

### Travel:

The responses to this question did not allow those participating to provide multiple answers so it is possible that those opting for more active travel are using multiple modes. The question was asked at a time when prices of petrol and diesel had stabilised, following significant increases in the price per litre of fuel. In these circumstances, it is possible the move towards more active travel is the result of cost pressures rather than anything to do with climate change. However, there appear to be opportunities to persuade residents to make greater use of public transport and active travel - if the infrastructure is available and responds to individual needs.

### Waste:

The responses to this question suggest that some of the residents who appear to reject the idea of climate change are taking action to reduce the amount of waste they send to landfill. The percentage who are acting or intend to do so is 85%. According to the WRAP Recycling Tracker Report 2021, 88% of UK households consider recycling to be an established norm.

## Other Suggestions

Respondents were asked if there were any other actions to mitigate or adapt to the effects of climate change that they would recommend to others.

- 57% (74) offered ideas.
- 1% (2) said they had no advice to offer.
- 42% (53) chose not to respond.

Notable ideas include:

- Offer carbon literacy courses and encourage better education about climate change for all ages.
- Cultivate more plants that provide shade, including trees.
- Avoid using herbicides and pesticides in gardens.
- Encourage composting.
- Harvest rainwater.
- Share tools and appliances.
- Repair broken items rather than replacing them, perhaps using Council supported repair shops.
- Avoid throwing things away – donate to charities.
- Car sharing.
- Avoid air travel.
- Volunteer with a wildlife charity.
- Comment on unsustainable planning applications.
- Wash cars fewer times and avoid commercial car washing facilities.

- Actively work to reduce the prevalence of single-use plastics across the Borough, starting with the Council themselves.

At least one respondent made the point that their reasons for acting in this way is due to economic pressures rather than because they offer a greener alternative.

Again, the full set of responses is held by the Council.



# Loughborough College Focus Groups

## Introduction

Younger people have a key role to play in determining the action taken in relation to climate change. However, at the start of the consultation process, it was identified that this group was unlikely to respond to conventional online consultation. This proved to be the case, with there being no respondent to the online consultation under the age of 24. A focus group involving younger people was proposed as a method of eliciting their views about climate change.

An approach to Loughborough College led to agreement for the Council to run a focus group for a small number of students. Ten students were invited to each of two focus groups which took place at the college on Wednesday 1st March 2023. The first session was attended by 8 students and the second by 10.

Each focus group followed the same format with an interactive presentation using audience polling to gather the participants' responses. While recognising that a face-to-face, interactive session would lead to a wider ranging discussion, it was thought important to try to correlate the questions as closely as possible to those asked in the online consultation.

## Consolidated Report from Audience Polling

Two focus groups were held at Loughborough College and an audience polling application was used to gather feedback during both sessions. This part of the report that has been compiled by consolidating the output from the polls and linking it with other comments and observations from the participants during the sessions.

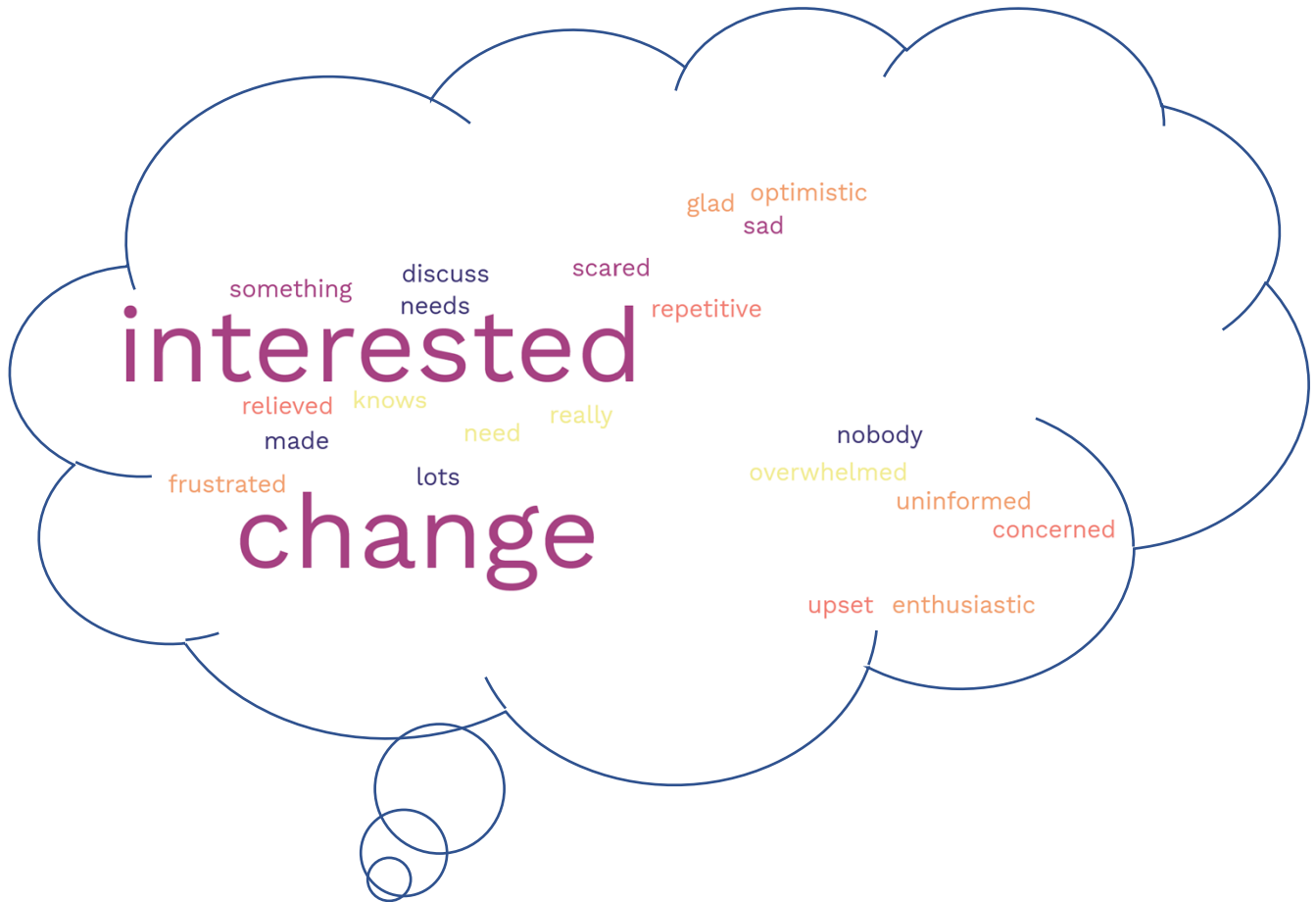
It should be noted that each student participating in the Focus Groups received a £30 local shopping voucher for their time and engagement.

Prior to the Focus Groups, participants had been provided with electronic versions of the Climate Change Strategy and Action Plan. A limited number of paper copies were provided during the sessions.

After a brief introduction to the purpose of the sessions and to the polling application, participants were asked:

***How do you feel when you hear people talking about climate change?***

Those attending were asked to provide single word responses, but they could do this multiple times. In the word cloud below, the size of the word is related to the number of times it was used in the responses.



It was good to note that the group remains interested in this important topic and that they want change to happen.

The groups then watched a short video to introduce climate change and some of its causes and consequences.

Following this, the participants were introduced to Charnwood Borough, the Draft Climate Change Strategy and Action Plan and the purpose of the focus group.

Following this scene setting, participants were asked:

***What do you think of Charnwood Borough as a place?***

Free-text responses to this question were invited and the unedited responses are set out below:

- A place that has a lot of responsibilities.  
I don't consider it as a great place however people there are doing there best to make charnwood borough better
- Charnwood covers a bigger area than I first thought but is small compared to other areas in the city
- I think that it is well looked after in some areas and has a lot of greenery as in trees and parks.
- Misaligned values in some areas
- Not where it should be. Should have more to offer than it does, and be a more appealing place to live.
- Small
- Impressive in terms of opportunity & access to experience
- Lack of resources into this police force
- Rural
- Vast area
- Varied in terms of working class but quaint and aesthetically pleasing in most places
- I feel it has allowed me to create a satisfactory lifestyle.
- Environmental friendly
- Open and clean environment
- It is quite a nice place but you see quite a bit of rubbish on the roads witch makes it look less messy.
- It's quite a diverse place with many different aspects of society within a relatively small area
- I think Charnwood Borough has a good amount of places or things to do, is kept fairly clean, however it seems to be going downhill.
- Full of green areas with lots of national areas

The discussion then moved onto climate change, with the question:

***Does climate change affect you in your daily life? If so, how?***

Free-text responses were again invited and the (unedited) responses are set out below:

- I feel like climate change has affected how long we have hot days in summer which leads people to want to travel out of the UK to get sun which is worse for the planet.
- Yes, it affects my feelings towards my family back in Syria as well as Turkey. As earthquake is a reason for climate change.
- Yes as I suffer from asthma and I can have and Daly's with that when the airs not clean
- Personally, I'm unsure & openly admit that is due to my lack of knowledge. Potentially where house prices are concerned and the cost of living as a whole.
- it doesn't affect my daily life but long term it will start to as the small changes now will cause larger changes
- Not as much as it probably should do. It doesn't stop holidays abroad, or travelling around the UK etc.
- It changed my travel style . Although public transport still affects the environment but less as I decide I won't drive and will use trains for my transport
- Server flooding has become more regular
- I think it makes me second guess my actions such as walking instead of driving. i have mixed feelings due to it needing certain sacrifices.
- Not really
- In my opinion climate change does not effect my daily life in a negative sense however it does effect my life for example my carbon footprint is a thing to worry about more then ever and will be even more so in the future
- Not really, you can manage with all climate changes unless it's severe
- Makes the summer a lot more hot and means that a lot of the things we buy especially energy more expensive
- Yes it does. The weather has changed a lot. Creating really hot days.
- Yes, because it causes ranges of temperatures, which could make winters expensive or make it hard to grow crops resulting in varied prices.
- Eating habits such as choosing more healthy and sustainable food
- To some degree, hotter summers make living on a boat nearly unbearable whilst rubbish polluting the water ways is very visible.

Using a series of images from Charnwood and beyond, participants then looked in more depth at the potential consequences of climate change for the Borough. They were

asked some direct questions and discussion was encouraged. Most of those in the session had contributions to the discussion, with their own observations and some questions about the causes and consequences of climate change. Transport and public transport in particular were issues for the participants with convenience of personal transport (cars) being contrasted with the inconvenience of public transport.

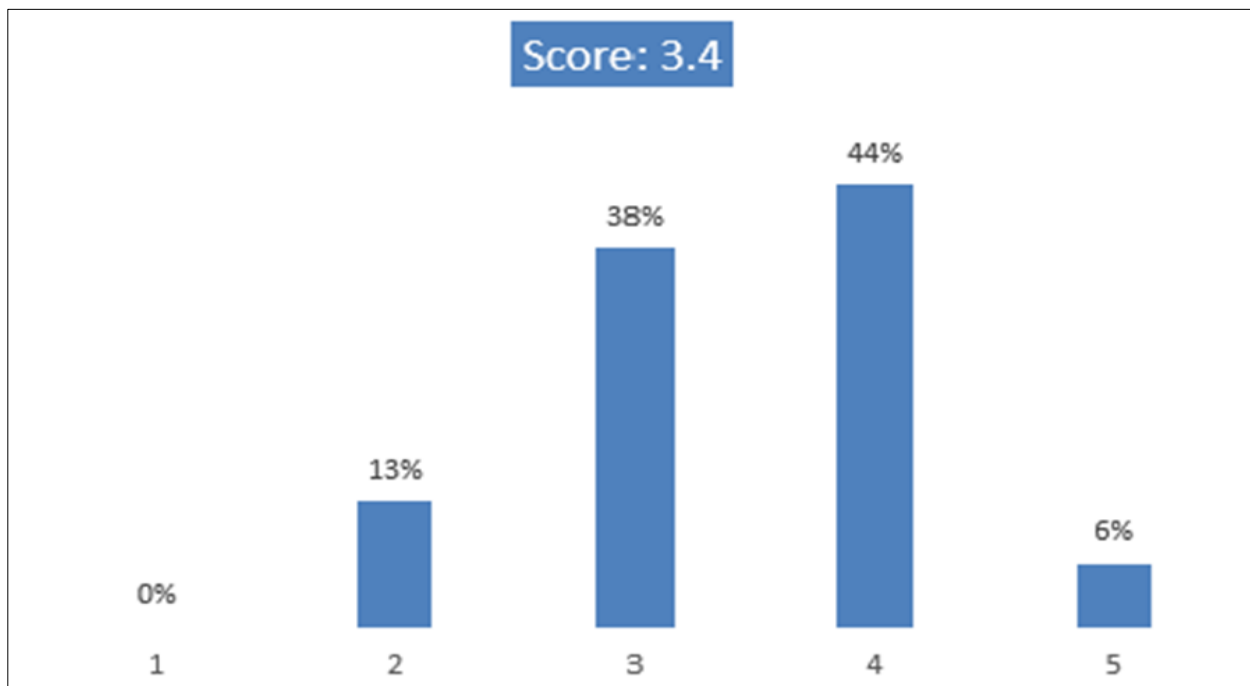
This was followed up with the next poll question:

***As you become more aware of climate change and its impacts, how likely are you to take action?***

This was a rating question using a score of 1 – 5 where:

- score of 1 = unlikely to act
- score of 5 = going to do something as soon as you leave the room

The outcome is displayed below:



A discussion took place about the actions that we, as individuals, can take to avoid some of the worst consequences of climate change, based on what the participants have learned about them. At least one of those participating had taken part in direct action, and several were aware of the climate activist Greta Thunberg and her contribution to the debate.

Using the road map graphic from the Draft Climate Change Strategy, the participants were introduced to the Council’s response to climate change, starting in 2005 when the Council signed the Nottingham Declaration and published their first climate change strategy.

The groups were asked:

***What do you think about Charnwood BC’s response to climate change up to now?***



This question generated a second word cloud. The prominence of “progressive” and “positive” are important outcomes when the age of the participants is considered.

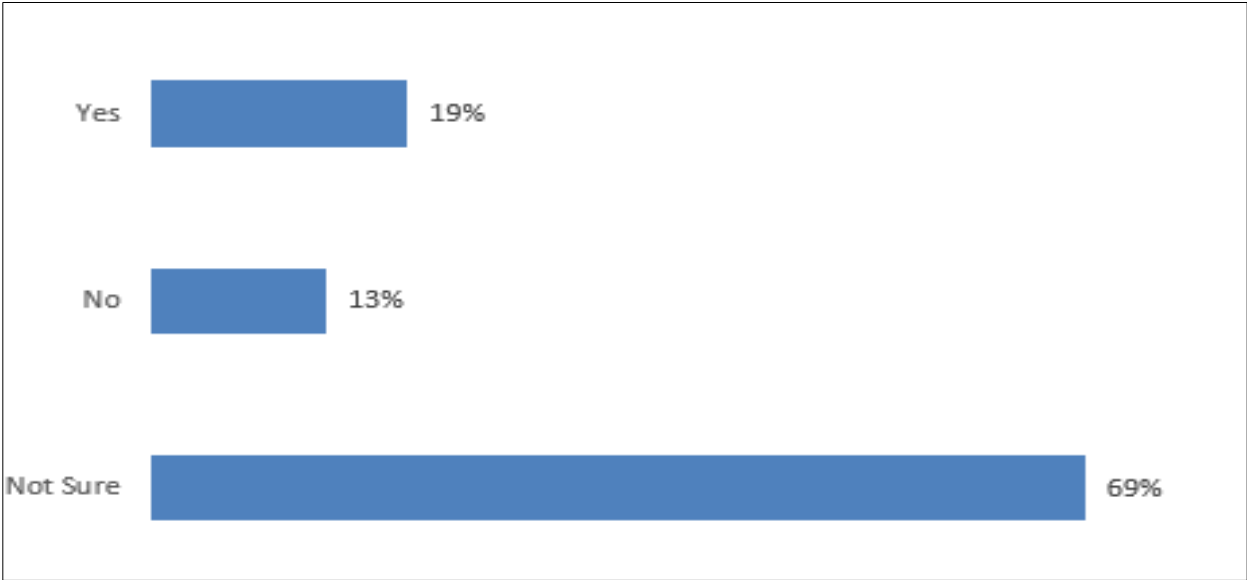
To correlate with the questions asked in the online consultation, participants were then introduced to the seven strategic themes outlined in the Council’s Draft Climate Change Strategy. After some discussion, the participants were asked:

***Do you think the themed actions proposed by Charnwood BC will enable them to be carbon neutral by 2030?***

The options given in the poll were:

- Yes
- No
- Not sure

Despite the brevity of the introduction to the themes, it was, perhaps, encouraging that 19% thought that the Council’s plans will enable them to become carbon neutral but probably expected that the majority were unsure.

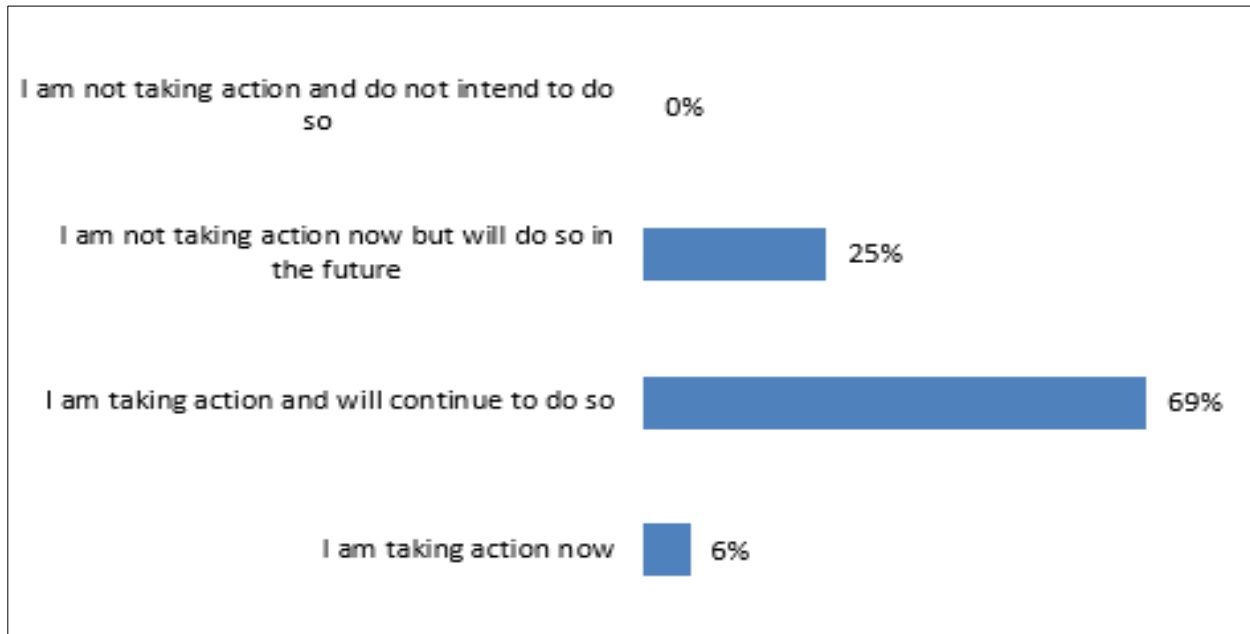




The Draft Climate Change Action Plan includes a series of recommended actions for individuals. Again, to align the responses with the online consultation, participants were asked about their intentions, with the following question:

***Will you act on any of these suggestions?***

The potential responses are listed below and the percentages of the participants responding are highlighted.

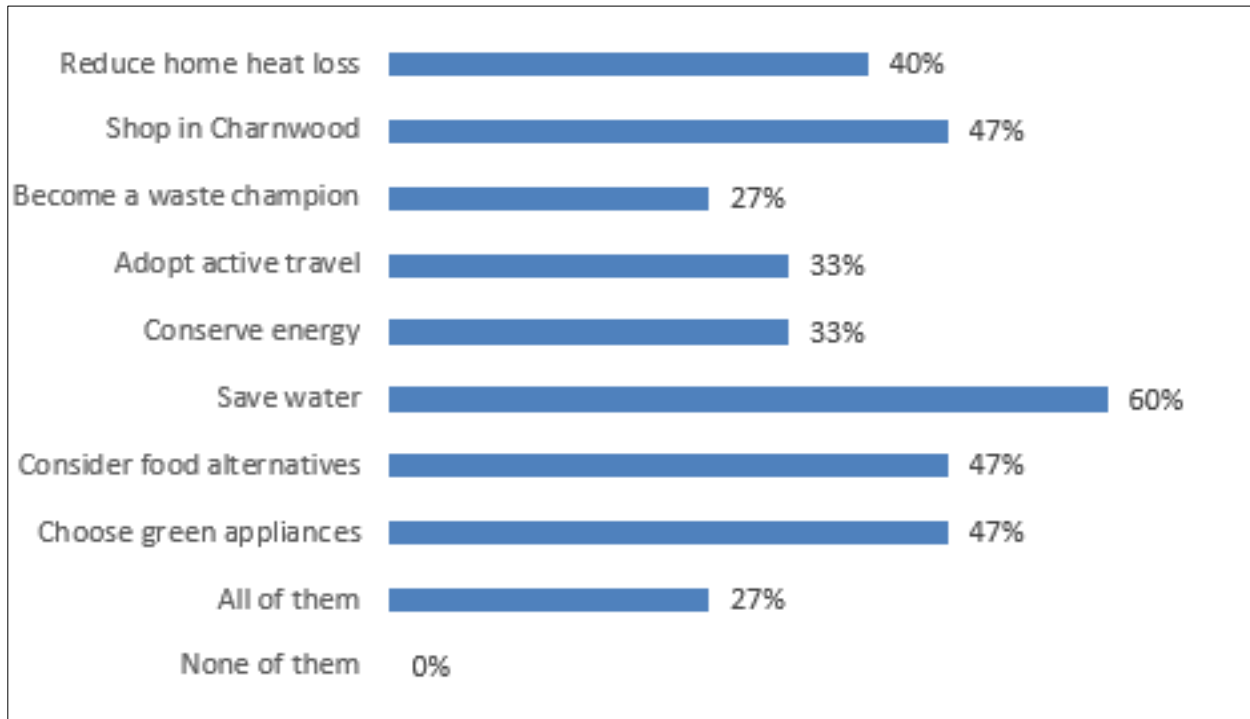


It was good to note that all of those taking part intended to take action, with the majority taking action and pledging to continue to do so.

To understand more about their intentions, they were then asked:

***Which of these actions do you intend to take?***

Participants were given the opportunity to provide multiple answers to this question and there were options to indicate that they were acting in all these areas or none of them. 27% indicated that they were taking action in all these areas and, encouragingly, all the participants claimed to be taking action in at least one area.



Approaching the end of the session, the following question was asked:

***Based on what you have heard today, is there any other action you think Charnwood BC could take to minimise the impact of climate change?***

This was to ascertain if participants in the age group had any ideas on other action the Council may be able to take. Free-text responses were invited and the (unedited) responses are set out below:

- The new houses being built they could have solar panels on them i under they the land gets sold but when planning permission gets up in they could say that all or at least 50% of the house have to have solar panels on them.
- Informing the public of what they could do to encourage and inspire people to become more climate friendly.
- Recycle more. Lots of stuff is recyclable but only at specific places.
- Listen to the voices of the public more reaching out as you have today is crucial to engage the public , especially with the younger generation as they will be most affected.
- They could tell the public the negatives of the future if not impacted on
- Recycling - Don't use red boxes as due to wind it spread all the litter and ends up littering all around.
- Tell more people there is an option to leave packaging at stores
- Hear out different opinions of the public on what they suggest about the impact of the climate change
- I think they could introduce waste bins for used disposable vapes and other e cigarettes to reduce the amount of lithium batteries going to landfill or the streets or other means .
- Cleaner waterways
- Support second hand businesses (vintage + charity shops)
- Recycling options can be increased due to what seems to be limited variety
- stricter implementation
- Community gardens to provide local produce
- Vape recycling

The participants were then advised the next steps following the completion of these focus groups and the online consultation and were left with the following final words:

- Charnwood Borough Council is passionate about a sustainable future.
- Our website contains the Council's Climate Change Strategy and lots more!
- Join the conversation using twitter or Facebook (or one of the other social medial platforms we use).
- DO SOMETHING!

In summary, notable points from the focus groups are:

1. Participants did not express anxiety or concern about climate change, instead using words such as “interested” and “change”.
2. Climate change does not affect their daily life to any measurable extent although some thought it should influence them more than it does.
3. All of those participating intend to take action as they become more aware of climate change.
4. When asked about Charnwood BC’s response to climate change up to now, they used words such as “progressive” and “positive” but most of them were unsure if the Council’s actions would enable them to become carbon neutral by 2030.
5. When presented with options for taking individual action to mitigate their emissions of greenhouse gases, more than two thirds of those participating indicated that they are already taking action and will continue to do so.

# Summary and Conclusion

The findings of the consultation are based on 129 responses to the survey and the participation of 18 students from Loughborough College in the focus groups. In addition, five organisations and one individual submitted detailed and in-depth responses to the survey.

The consultation process demonstrated that the residents of the Borough broadly support action taken by the Council to reduce the impact of climate change and to adapt to the consequences. However, stakeholders appear to have incomplete knowledge of the Council's responsibilities and our ability to take decisive action in some of the areas highlighted. Overall, the consultation can be considered a worthwhile exercise and the Loughborough College focus groups provided valuable additional information from a younger cohort.

Action to mitigate against climate change or to adapt to its consequences will always be seen by a minority as a waste of money, time and effort. There are, however, opportunities to engage this group in action to safeguard and enhance the environment such as reduction in waste and litter, conserving energy and saving water. Whilst not directly linked to climate change, actions in these areas can contribute to reducing emissions of greenhouse gases and has an indirect effect on the climate.

The consultation has offered additional opportunities to engage with the community and shown that the community is, broadly, open to working alongside the Council for the benefit of Charnwood and its surroundings. Many of the respondents provided contact information to facilitate continued engagement with the Council.

Feedback from the focus groups suggested that working with young people may have wider benefits. There is a gap in obtaining feedback from younger people and there is an opportunity for the Council to continue to work with Loughborough College students in relation to climate change and other, related areas.

It was clear that those who responded to the survey were concerned about climate change, in line with levels of concern found in national surveys. Many of those commenting held strong views about the challenges we face, and some used emotive language to express their views. Several pointed out that we face issues in relation to both the climate and the wider environment and that the two need to be considered together. The good news is that actions such as tree planting can have a beneficial effect on the climate whilst also enhancing and promoting biodiversity, improving air quality generally and providing a more congenial environment for leisure and recreation (providing the newly planted areas are accessible by the public).

A small number of respondents were not concerned about climate change, suggesting that it was natural. Others were sceptical about humanity's contribution to the changes. These respondents did, however, often show concern for the environment and highlight

issues of over-consumption and waste management. There is, therefore, an opportunity to engage with people expressing these views if the conversation is broadened beyond the confines of action to deal with climate change. As identified above, due to the linked nature of the issues, any action to reduce the harm we are doing to the environment generally will have multiple benefits.

Individuals are clearly taking action to deal with climate change. A significant percentage of the respondents indicated that they are already taking multiple actions to mitigate against the effects or that they intended to do so during 2023. There was concern about the financial cost to individuals of making some of the necessary changes. The affordability of electric vehicles, installing solar panels or other forms of renewable energy and the cost of home insulation and similar measures were highlighted. Financial support would be beneficial but there is also a need for clear and impartial information on the best course of action for households.

Some important outcomes for the Council relate to its local leadership role. Respondents were generally supportive of the Council's actions to date. Suggestions about what people want to see from the Council going forward included:

- Embed the issue of climate change within the Council's decision-making process. All decisions must consider the impact on the climate.
- Any decision that contradicts climate change policy should be fully explained and justified to residents.
- Put the environment first in planning decisions. Make sure that new developments maximise the use of solar panels, avoid fossil fuel heating systems, make space for nature and that policies are much less car-centric.
- Lead by example.
- Take action to reduce your own emissions and impact.
- Provide honest and impartial information to residents.
- Continue measures to reduce waste and increase recycling and to protect and enhance the natural environment.

# Considerations

Ideas and suggestions were made about what the Council need to do, from both the survey responses and the focus groups. This part of the report brings these suggestions together, sorted, wherever possible in accordance with five of the seven Strategic Themes from the Draft Climate Change Strategy:

1. Transport.
2. Planning, Land Use and Biodiversity.
3. Buildings and Heating (energy).
4. Resources including Food & Waste.
5. Business & Economy.

Theme 6, Governance and Finance is an internal facing theme and it was not considered appropriate to seek public views on this part of the Strategy. Theme 7, Partnership and Communication was addressed separately.

All these considerations have been suggested by at least one person, some several times. Here, they are presented without weighting. Considerations have been derived from where a consensus of opinion was evident. Some ideas may not be within our direct control, and some were issues where other organisations are primarily responsible. Where ideas are not within our direct control, or relate to action we are already taking, improved communication may be required to make sure that residents understand the situation.

## Theme 1 – Transport

1. Where it is within the remit of the Council, work to reduce the focus of transport policy on infrastructure and facilities that increase the use of private cars. This could mean:
  - a. Repurposing car parks.
  - b. Restricting traffic in certain areas of the Borough's towns and villages.
  - c. Increasing the number of pedestrian-only areas of towns.
  - d. Increasing the frequency and reliability of public transport.

Where such action is outside the Council's remit seek to influence others to take similar action.

2. Set up a Borough-wide car-sharing scheme and encourage its use by individuals and businesses. Car sharing is a relatively quick and easy way to reduce the number of individual car journeys taken. This can reduce costs for travellers, reduce vehicle emissions and reduce congestion. This could be a quick win that shows the Council is responding to calls to become less car-centric in transport policy.

## Theme 2 – Planning, Land Use and Biodiversity

1. Continue to reinforce the connection between climate change and the other environmental issues we currently face, with specific attention to loss of biodiversity, over-use of resources and reducing waste. This may encourage more residents to support the Council's action.
2. Encourage developers to use brownfield sites and discourage them from seeking permission to develop additional green field sites when new housing and other developments are proposed. It is also important that we are seen to encourage developers to acknowledge the problem of climate change and to take action to mitigate and adapt to the effects when putting forward development plans.
3. Keep a watching brief on action taken by other local authorities on the issue of the growth in the number of second homes; and adopt appropriate policy in due course.
4. Improve the information we provide to residents, explaining more effectively about decisions made. This is particularly the case in relation to planning and the criteria that have been considered in reaching a decision.
5. Engage in more tree planting, particularly in urban areas, and influence others to take similar action.

## Theme 3 – Buildings and Heating (Energy)

1. Set up a website or physical location that allows residents to obtain comprehensive, up to date information, advice, and support about energy efficiency measures for their homes and how to gain access to funding available to them.

## Theme 4 – Resources, including Food and Waste

1. Provide facilities and support for local groups who wish to set up Repair Cafes, Tool Libraries or "Libraries of Things".
2. Work to reduce the amount of single-use plastic used by the Council and employees. This should be publicised across the Borough, to encourage both individuals and businesses to follow our lead.

## Theme 5 – Business & Economy

1. The Council should maintain our position and work with those individuals, groups and businesses who share our vision.



## Leadership

1. Be confident that action to deal with climate change is broadly supported by our residents.
2. Demonstrate that climate change is at the forefront of our decision making. This should include explanations about how climate change has affected any decision made, particularly any that appears to be at odds with the Climate Change Strategy and Action Plan.
3. Explain to our residents about the responsibilities of the Council and how these relate to other tiers of local government.
4. Review the consultation responses and, considering the availability of resources, where appropriate and practicable adjust the Draft Climate Strategy and Action Plan accordingly.

## Collaboration

1. Be seen to engage with relevant additional local and national bodies, collaborating with them to tackle climate change.
2. Follow-up on Loughborough College's desire to develop the successful collaboration which was begun with the climate change focus groups.

## Next Steps

We will consider the availability of resources and, where practicable and appropriate, adjust the Draft Climate Strategy and Action plan in accordance with these considerations.

# Appendix A:

## Organisations who responded separately

Direct Responses were received from:

**National Forest Company**

**Climate Action Leicester and Leicestershire**

**Charnwood Labour Group**

**Leicester, Leicestershire and Rutland Integrated Care Board**

**Environment Agency**

# Appendix B:

## Individuals who responded separately

A direct Response was received from a visiting Fellow at Loughborough University's Engineering Systems of Systems Research Group.

# Appendix C

## Additional Collaborations

The following additional Organisations were identified by respondents as not being documented in the partnership area of the Strategy:

- British Horse Society.
- Campaign for Better Transport.
- Campaign for Rural England.
- Charnwood Forest Regional Park Board.
- Climate Action Leicester and Leicestershire.
- Cycling UK. and other active travel advocates
- Faith groups such as Loughborough Churches Partnership.
- Forestry England.
- Leicester, Leicestershire and Rutland Integrated Care Board (NHS)
- Leicestershire and Rutland Association of Rural Councils.
- Leicestershire and Rutland Wildlife Trust
- Loughborough Air Quality Protection Group.
- Midlands Net Zero Hub.
- Mother and toddler groups.
- National Farmers Union.
- Parish Council Tree and Environmental Wardens networks.
- The National Trust.
- The Prince's Trust.
- Transition Loughborough.
- Watermead Day Nursery.

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## **CABINET - THURSDAY, 12 OCTOBER 2023**

### **Report of the Head of Planning and Growth Lead Member: Executive Member for Planning**

#### **Part A**

#### REVIEW OF THE PLANNING ENFORCEMENT PLAN

##### Purpose of Report

To seek approval of a revised Planning Enforcement Plan to guide officers in investigating alleged breaches of planning control.

##### Recommendations

1. That the Planning Enforcement Plan, attached at Appendix 1, be approved.
2. That delegated authority be given to the Head of Planning and Growth, in consultation with the Cabinet Lead Member for Planning, to make minor amendments to the Planning Enforcement Plan.

##### Reasons

1. To ensure there is an up to date plan to guide planning enforcement investigations that dovetails with Corporate Policy and complies with the National Planning Policy Framework and encompass the recommendations made by the Planning Officers Society (POSe) during the recent independent review of the service.
2. To ensure if there are any minor amendments required to align The Plan with changes to Government policy these can be undertaken promptly.

##### Policy Justification and Previous Decisions

The NPPF says in para 59 that effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing an enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.

The production of an Enforcement Plan cuts across all three of the Corporate values and meets with the Council's priorities for creating a strong and lasting economy and delivering excellent services.

Previous plans were approved in 2010, 2014 with the last one having been approved by Cabinet in May 2018 (minute 130 2018/19 refers).

##### Implementation Timetable including Future Decisions

It is expected the Planning Enforcement Plan will come into effect subject to Cabinet's consideration of this report.

### Report Implications

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

There are no financial implications involved in the adoption of the policy beyond the provisions of the enforcement service.

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

No specific risks are identified with the recommendations of this report.

#### ***Human Rights Act***

The issue of **human rights** is also a material consideration in the determination of planning applications and enforcement issues. Article 8 of the Human Rights Act 1998 requires respect for private and family life and the home while Article 1 of the First Protocol provides an entitlement to peaceful enjoyment of possessions. However, these rights are "qualified" and it is necessary to consider whether refusing planning permission and/or issuing an enforcement notice would interfere with the developer's human rights. If it would, the council must decide whether any interference is in accordance with the law, has a legitimate aim and is proportionate.

The impact on the human rights of any developer must be balanced against the public interest in terms of protecting the environment and the rights of other people living in the area.

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

An Equalities Impact Assessment has been completed and is appended to Part B of the report

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

None identified

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

The Crime and Disorder Act 1998 places a duty on the local planning authority to do all that it reasonably can to prevent crime and disorder in its area. The potential impact on community safety is therefore a material consideration in the authorisation of any enforcement proceedings.

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

All Wards

## Publicity Arrangements

Not applicable

## Consultations

Ward Councillors were made aware of the issues and options in determining enforcement case work and the POSe independent review recommendations in a briefing on 26 July 2023. A 14 day consultation was undertaken on the proposed plan with Ward Councillors, Parish Councils and various stakeholders and consultees between 8 and 22 August. A further all member briefing was held on 7 September to feedback on consultation responses.

## Links to the Corporate Strategy

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

Key Decision: Yes

Date included on Forward Plan 13/09/2023

Appendices

1. Amended Enforcement Plan with changes tracked
2. Consultation responses
3. Equalities Impact Assessment

Background Papers: Independent Review of Democratic Interface (POSe report 2023)

Officer(s) to contact: Sarah Hallam  
Team Leader Planning Enforcement  
Tel: 01509 634763, Tel: 01509 634736  
sarah.hallam@charnwood.gov.uk



## Part B

### Background

- 1.0 Planning is a high profile and often contentious service and whilst the planning system affords control over most forms of development, the integrity of that system depends on the proper enforcement of breaches of planning control.
- 1.1 The Enforcement Plan outlines the responsibilities of the Planning Enforcement Team and sets the aims of the service in identifying and resolving breaches of planning control. The renewal of the current policy and the setting out of the enforcement procedures and reasoning is in line with the Council's aims to deliver excellent customer service.
- 1.2 The Planning Officers Society (POSe) recently undertook an independent review of the Planning Service and their recommendations in relation to planning enforcement were:
  - a. The procedure of referring both recommendations for enforcement notices and decisions not to pursue formal enforcement action to ward members is discontinued; and
  - b. Officers circulate a quarterly report on enforcement matters to the Plans Committee
- 1.3 The current Scheme of Delegation set out in the constitution delegates decisions to (i) take enforcement action, and (ii) to determine cases where such action is not expedient, to the Head of Planning and Growth, except where a ward councillor wishes such decisions to be considered by Plans Committee.
- 1.4 The Planning Enforcement team receive an average of 550 allegations claiming breaches of control each year. Many of these allegations are not founded, or are neighbour disputes out with planning control, are resolved before further investigation takes place, do not cause harm or are considered not expedient to take further action. Around half of all cases a year are taken forward for further investigation and only a very small number of cases a year are subject to formal enforcement action.
- 1.5 The POSe review identified that the current scheme of delegation creates an overly bureaucratic process in cases where it is not considered expedient to take further action due to the lengthy reports that are required to be written for matters that are very minor. This takes officers time away from dealing with the more important planning breaches that are causing serious harm. The review team found there were 17 cases over the three years 2020, 2021 and 2022 where serving an enforcement notice was recommended. In only one circumstance, following a ward referral, was a case reported to Committee which then agreed the officer recommendation. In the other 16 cases the ward members accepted the officer recommendation and action

proceeded through delegated powers. Over the same period there were 71 cases referred to ward councillors where the officers recommended that it would not be expedient to take action. Again, only 1 case was subsequently referred to Plans Committee for decision and the committee voted not to take action as recommended. The review team concluded there were significant problems with the referral process:

- The additional workload for staff under existing workload pressures
- The timescales involved in preparing reports, getting them signed off, seeking ward councillor views and where necessary reporting to committee are length when considered against the timescale for enforcement action that is limited
- It can result in non expedient cases not being closed in a timely manner
- It involves members with no training or experience in planning matters and no planning responsibilities making decisions about technical and legal planning issues
- No other English local authority has a similar process of ward referral.

1.6 The findings and recommendations of the POSe Review Team were presented to Councillors in an all member briefing session on 29 June.

## 2. Consultation

2.1 There has been a continuous dialogue with members about the enforcement plan starting with the work of the POSe review team in February this year. The major consultation milestones have been:

February	POSe Review commences
11-13 April	Staff and Councillor interviews and member/staff focus groups
29 June	POSe present their findings and recommendations to members
26 July	All member briefing on the Enforcement Plan
8 August	Commencement of consultation on a revised enforcement plan
7 September	All member briefing on consultation findings and proposed approach to enforcement

2.2 The issues and concerns of members were used to shape a revised Enforcement Plan and this in turn was subject to consultation with members in between 8 and 22 August and the responses discussed in a further all member briefing on 7 September. The final version of the Enforcement Plan that Cabinet is invited to consider is contained in Appendix 1

2.2 The Enforcement Plan is intrinsically linked to wider reforms recommended by POSe relating to the constitution, which are reported elsewhere on this agenda. This is because they have recommended that enforcement matters be delegated to officers and that will required changes to the constitution. These constitutional changes have been discussed with members alongside proposals to amend the Enforcement Plan.

- 2.3 The draft enforcement plan was circulated to all ward councillors, Parish Councils, Statutory Consultees, such as the Environment Agency, the Police, Natural England, CPRE in advance of the August consultation period. Only 5 responses were received all of which were favourable. One response from Natural England stated they had no comments to make. The comments received are set out in appendix 2 and can be summarised as:
- The plan is well set out and clearly explained;
  - It appears very sensible; and
  - Officers should have less discretion over when to enforce and there should be fewer grey areas. Residents' concerns should take precedence over developers concerns
- 2.5 An Equalities Impact Assessment has also been carried out in relation to the document and this is attached as a background paper to this report.

### The Enforcement Plan

- 3.1 The Planning Service Enforcement Plan has been prepared in the broader context of the Corporate Policy for Enforcement adopted in 2018, which seeks to ensure a consistent, fair proportionate and effective approach to regulatory inspection and enforcement across the range of council services (minute 129 18/19 refers).
- 3.2 The plan (appendix 1) explains the council's approach to planning enforcement, the procedure for investigating alleged breaches of planning control, when the council will take action, what enforcement powers are available and how the council will monitor the implementation of planning permissions.
- 3.3 A key difference from current enforcement approach is the proposal to set out the priorities for enforcement action and to introduce a harm assessment for each case. This will inform decisions about when to take enforcement action and provides greater transparency and accountability about how the local planning authority will decide if it is expedient to exercise its discretionary powers. It also ensures the most effective allocation of resources. The approach therefore provides greater certainty and clarity to officers, the public and elected representatives.
- 3.4 Service standards and indicators set out in the plan have been developed in tandem with the Planning and Growth Service Plan and will enable the performance of the enforcement service to be measured and monitored. The priorities of the enforcement service are also identified so that customers are clear in respect of how their complaints will be progressed in terms of their priority and harm.

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## 1. BACKGROUND AND OVERVIEW

- 1.1 **The Charnwood Borough Council Planning and GrowthRegeneration Local Enforcement Plan** sets out the Council's policy and procedure for enforcing planning control in the Borough. It identifies local priorities for enforcement action so the Council's enforcement resources are put to best use dealing with breaches of planning control that threaten the local built and natural environment or the amenities of neighbours. This document sets out what customers can expect from the Borough Council as the Local Planning Authority in relation to enforcement.
- 1.2 Local Planning Authorities (LPA's) have a general discretion and must only take enforcement action when they regard it expedient to do so. Action must be relative to the breach of planning control to which it relates.
- 1.3 This document sets out:
- What is 'development' and what is not
  - The relevant legislation ~~under which~~ we work with and must consider in our day-to-day duties
  - how reports of breaches of planning control are received by the Council
  - how cases are prioritised
  - how cases are investigated including the harm prioritisation assessment
  - targets and timescales
  - the powers available to the Council to take action
- 1.4 This plan has been devised in accordance with the advice contained within the National Planning Policy Framework (NPPF ~~March 2012~~) issued by the Department for Communities and Local Government which states:
- “Effective enforcement is important to maintain public confidence in the planning system. Enforcement action is discretionary, and local planning authorities should act proportionately in responding to suspected breaches of planning control. They should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where appropriate.”*~~Effective enforcement is important as a means of maintaining public confidence in the planning system. Enforcement action is~~

~~discretionary and local planning authorities should act proportionately in responding to suspected breaches of planning control. Local planning authorities should consider publishing a local enforcement plan to manage enforcement proactively, in a way that is appropriate to their area. This should set out how they will monitor the implementation of planning permissions, investigate alleged cases of unauthorised development and take action where it is appropriate to do so”~~

- 1.5 The aim of this document is to clarify and set out the Council’s procedure for investigating alleged breaches of planning control, when the Council will take action, what enforcement powers are available and how the Council will monitor the implementation of planning permissions. The document will set out the priorities for enforcement action, which will inform decisions about when to take enforcement action and provides greater transparency and accountability using a harm prioritisation assessment which will direct about how the Local Planning Authority will decide if it is expedient to exercise its discretionary powers.
- 1.6 A clear plan will ensure that officers, councillors and the general public will be aware of the approach to planning enforcement to ensure that the system is fair, transparent and provides greater certainty for all parties engaged in the development process.

## 2. WHAT IS DEVELOPMENT?

- 2.1 Section 55 of the Town and Country Planning Act 1990 defines development as:

*“the carrying out of building, mining, engineering or other operation in, on, under or over land, or the making of any material change of use of any buildings or other land”.*

If any works or a change of use is not ‘development’ as defined, it is not a breach of planning control and the Council has no power to take any further action.

- 2.2 There are two main pieces of legislation covering development one being Planning legislation and the other Building Regulations and the two are often confused. In the main the thing to remember is:

- Planning deals with the development in principle – would the development be acceptable in terms of the visual aspects, amenity; how it fits in with neighbouring development, and the character of development, and
- Building Regulations are concerned with construction; how something is built and whether it is structurally safe when it is built and fit for purpose. Whilst the two aspects are clearly linked the legislation covering each is significantly different and is approached in different ways.

### 3. RELEVANT POLICY LEGISLATION AND POLICY

#### 3.1 Legislation:

1. Town and Country Planning Act 1990
2. The Planning and Compensation Act 1991
3. The Planning and Compulsory Purchase Act -2004
4. Planning (Listed Buildings and Conservation Areas) Act 1990
5. The Localism Act 2011
6. The Town and Country Planning (Development Management Procedure)\_(England) Order 2015
7. Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended)
8. The Town and Country Planning (Use Classes) Order 1987 (as amended)
9. The Town and Country Planning (Control of Advertisements)\_(England) Regulations 2007 (as aAmended)
- 10.Regulation of Investigatory Powers 2000
- 11.Police and Criminal Evidence Act 1984



12. European Convention on Human Rights Article 1 of the First Protocol and Article 8 and Article 14

13. Part 8 of the Anti-social Behaviour Act 2003 - High Hedge legislation

14. The Hedgerow Regulations

15. Part 4 of the Anti-social Behaviour, Crime and Policing Act 2014 – Community Protection Notices

3.2 It should be noted the government is bringing forward new legislation in the form of the Levelling Up and Regeneration Bill that is expected to be enacted in 2024 along with secondary legislation. This plan will be amended where new legislation is brought into effect and is material to this plan.

3.3 Policies:

1. National Planning Policy Framework (NPPF)

2. Planning Practice Guidance

3. Charnwood Local Plan (2011-2028) Core Strategy (Adopted November 2016)

4. Saved policies of the Borough of Charnwood Local Plan (Adopted 12<sup>th</sup> January 2004)

6. Adopted Neighbourhood Plans

7. Submitted Charnwood Local Plan 2021-2037

85. Joint Minerals and Waste Core Strategy prepared by Leicester City and Leicestershire County Council (2009)

6. Charnwood Borough Council Enforcement Policy 2018

97. Supplementary Planning Documents (SPD's), Neighbourhood Plans, Conservation Area Character Assessments

#### 4. WHAT IS A BREACH OF PLANNING CONTROL

4.1 A breach of planning control is defined in section 171(A) of the Town and Country Planning Act 1990 as

*“the carrying out of a development without the required planning permission, or failing to comply with any condition or limitation subject to which planning permission has been granted.”*

- 4.2 Planning enforcement investigations tend to involve in the main establishing:
- Whether ‘Operational Development’ such as building or engineering works, have been carried out without planning permission;
  - Whether a material change of use of land or buildings has been carried out without planning permission;
  - If development has not been carried out in accordance with an approved planning permission;
  - Failure to comply with a planning condition or legal agreement attached to a planning permission;
  - Unauthorised works to a Listed Building;
  - Unauthorised works to trees protected by either a Tree Preservation Order or Conservation Area restrictions;
  - Works to remove a protected hedgerow;
  - If advertisements are displayed without advertisement consent;
  - Failure to comply with an enforcement notice or other planning notices served.

## 5. IS IT AN OFFENCE TO CARRY OUT WORKS WITHOUT PLANNING PERMISSION?

- 5.1 People often refer to illegal development when reporting what they believe to be a breach of planning control; however, it should be recognised unauthorised development is not a criminal offence, with the exception of works to Listed Buildings and protected trees without consent, removal of protected hedges, advertisements displayed without consent and non-compliance with ~~formal~~ enforcement notices.
- 5.2 The Town and Country Planning Act 1990 enables people who have carried out development to apply for planning permission retrospectively in an attempt to regularise matters. In dealing with such applications, the Local Planning Authority must consider the application in exactly the same way as any other development, proposed or otherwise. The fact a development has already been carried out is not something that can be taken into account or that prejudices the determination of an application. However, the fact the development has occurred in whole or part may make it easier to understand what the potential impact of the development has in its surroundings.

- 5.3 The Planning Enforcement Team often receives complaints and enquiries about matters that are not a breach of planning control. Some examples are:
- Neighbour nuisance, boundary issues and access and land ownership disputes – these are not planning matters and advice should be obtained from a solicitor, surveyor or the Citizens Advice Bureau.
  - The use of/ or development on the highway, footpath or verge such as ‘signage’ on the Highway is covered by the Highway Authority at Leicestershire County Council – call Customer Services 0116 [30500012323232](tel:30500012323232)
  - Monitoring of mud on the road is also covered by the Highway Authority at Leicestershire County Council – call Customer Services Tel 0116 [30500012323232](tel:30500012323232)
  - Dangerous structures – ~~These are is would be~~ dealt with [under the Building Act and Highway Act and by Building Control, surveyors](#) and you are advised to contact Building Control [in the first instance](#).  
~~Main switchboard~~ Tel. 01509 [634924263151](tel:634924263151)
  - Fly tipping –If you want to report a fly-tipping issue please contact the council and ask to speak to the Street Management Team [using the following link: Forms \(charnwood.gov.uk\)](#).  
~~Main switchboard Tel. 01509 263151~~
  - Any incidents of noise, smells or bonfires which should be referred to Environmental Health [using the following link: Forms \(charnwood.gov.uk\)](#).  
~~Main switchboard Tel. 01509 263151~~
- 5.4 The Town and Country (General Permitted Development) (England) Order 2015 ([as amended](#)) sets out development that can be undertaken without the submission of a formal planning application. This is known as ‘Permitted development’. Many of the complaints received relate to enquiries regarding permitted development which is not a breach of planning control. ~~The Council is however happy to provide advice and check the development if there is concern it may need an application for planning permission.~~

## 6. THE PRINCIPLES OF GOOD PLANNING ENFORCEMENT

6.1 Planning enforcement is a discretionary power and each case should be considered on its own merits. In deciding what action is necessary the degree of harm the unauthorised development is causing, or likely to cause, should be considered carefully.

6.2 Harm

Harm can be caused by a number of factors or a combination of factors and what could be considered harmful in one circumstance may not be considered harmful in others and a judgement will be required. To standardise this judgement and to ensure a fair, transparent and consistent approach to assessing breaches of planning control, a harm prioritisation assessment is used. This allows for breaches of planning control to be scored according to the seriousness of harm it causes. The scoring is based on the following criteria:

- Status of a breach
- highway safety issue
- other safety issues
- if the breach causes or potentially causes a statutory nuisance
- source of the breach
- the age of the breach
- if harm exists and whether it is irreversible
- ifs there is a breach of a planning condition
- if the breach occurs in a conservation area or a sensitive site
- if the development sets an undesirable precedent

Cases involving unauthorised works to listed buildings, removal of protected hedges, works to protected trees, unauthorised advertisements and retrospective refusals of planning permission will automatically be given the highest priority.

~~Some examples of situations creating harm in planning terms are;~~

- ~~• Loss of protected trees or loss or damage to listed buildings and demolition of buildings in a conservation area~~
- ~~• Inappropriate and conspicuous development that is harmful because of its appearance in the landscape or the setting of a heritage asset~~
- ~~• Adverse or incongruous impact on visual amenity due to poor design or inappropriate materials~~
- ~~• Danger and disturbance due to significantly increased traffic flows~~
- ~~• Loss of privacy or overshadowing and loss of natural light~~
- ~~• Failure to comply with a condition of planning permission leading to an adverse impact~~
- ~~• Untidy land, run down or derelict buildings where their appearance presents a very poor quality environment and/or prejudice community safety~~
- ~~• Development that contravenes the purpose and credibility of adopted national and local planning policies.~~

Harm in relation to planning does not include –

- Competition caused to another business
- Loss of an individual's view or trespass onto their land
- Ownership disputes
- Loss of value to a property
- Rights to light

Where a cumulative score is 4 or less it will not be considered expedient to take action as the impact on public amenity or public interest will be negligible. The case will be closed, and advisory letters sent to both offender and complainant. The offender will be advised of the need to rectify the situation, most usually through the submission of a retrospective planning application, or the compliance with any conditions attached to a planning approval. The submission of an application will not, however, be monitored or pursued. Once all parties have been notified no further action will be taken and the matter will be referred to the Head of Planning and Growth for approval to close the case file.

Cases with a harm score of 5 or more will be pursued until matters are resolved either by negotiation, the granting of conditional planning permission or the taking of formal action.

### 6.3 Proportionate action

In considering enforcement action, the decisive issue for the Council is whether the breach of planning control would unacceptably affect public amenity or the existing use of land and buildings that merit protection in the public interest. Enforcement action must always be proportionate to the severity of the harm being caused. It should not be taken solely to 'regularise' development which is acceptable on its planning merits but for which planning permission has not been obtained.

The Council will consider the full range of powers when conducting investigations. The full range would include negotiation and retrospective planning applications and where appropriate formal enforcement action.

### 6.4 Consistency

Planning Enforcement Officers will carry out their duties in an equitable and consistent manner. They will consider each individual matter on its merits. There will be a consistent approach to enforcement action against breaches of a similar nature and circumstance. This does not imply uniformity but a full

consideration of all the circumstances of a case guided by the council's adopted Development Plan, Supplementary Planning Documents and Design Guidance to establish what reasonable and adequate requirements there are to remedy the breach. The Council will achieve this by:

- Following advice within the Government guidance contained within National Planning Policy Framework, Planning Practice Guidance, planning policy and best practice and the Council's overarching Enforcement Policy,
- Adhering to the planning policies within our adopted Development Plan and Supplementary Planning Documents in the interests of protecting our Conservation Areas, Listed Buildings as well as other designated land and features,
- Keeping up to date with Government guidance, case law and leading court decisions.

#### 6.5 Negotiation

In all but the most serious cases, the Council will seek to negotiate compliance rather than pursue formal enforcement action, providing that an appropriate resolution can be achieved in a timely manner. The negotiations aim to achieve one or more of the following outcomes:

- to undertake work to comply with the planning permission granted if there is one,
- To apply for planning permission for the works undertaken or a variation to the works that are more likely to secure permission,
- To remove an unauthorised development,
- To cease an unauthorised use,
- To alter developments to ensure compliance with permitted development rights.

Negotiations will not be allowed to hamper or delay whatever formal enforcement action may be required to make the development acceptable in planning terms, or to compel it to stop.

#### 6.6 Standards

The ~~re are Council will draw up~~ clear standards setting out the level of service and performance that customers can expect to receive when they submit a complaint. (See Section 10). The Service will review performance regularly and publish results on a quarterly basis and report this to the Plans

~~Committee and the relevant Ward Members where activities are occurring within their Ward.. The standards will be available to view on our website.~~

~~The Enforcement Plan will be subject to review at least every three years, but the plan may be reviewed on a more regular basis if circumstances require it.~~

#### 6.7 Openness

Information and advice will be provided in plain English on the rules that we apply and the Council will publish this as widely as possible and will discuss general issues, specific compliance failures or problems with anyone with an interest in the service, subject to it not being covered by privacy and protection policies.

### 7. PREVENTION IS BETTER THAN CURE

7.1 The Council believes prevention is better than cure and that it should work with customers to advise and assist with compliance. Anyone using the Service can expect:

- A courteous, prompt and efficient service; all correspondence will provide a contact person and telephone number for customers to contact the named officer when seeking advice and information.
- Services are effectively co-ordinated to minimise unnecessary overlaps and time delays.
- Officers will not tolerate abusive language or behaviour either in person, over the telephone or in correspondence.
- Well publicised, effective and timely complaints procedures easily accessible to business, public, employees and consumer/resident groups. In cases where disputes cannot be resolved, any right of complaint or appeal will be explained with details of the process and the likely time-scales involved.

### 8. PRIORITIES

8.1 To make the most effective use of resources, all reports of alleged breaches of planning control or legal agreement will ~~be be investigated~~assessed and as detailed in section 6.2 a harm prioritisation assessment will be undertaken. Cases which receive a score of 5 or above will be fully investigated. The investigating officers dealing with these cases are professionally trained to assess the evidence before them against legislation, policy and guidance



before making a decision in respect of the necessary action considered appropriate and proportionate to remedy the breach of planning control. Therefore as to whether harm is being caused by the breach and what level of harm this is, is a professional judgement and will be detailed on the harm assessment form used to assess the breach.

~~progressed in accordance with the priority rating below. Resources will be focussed on the most serious breaches of planning control. Formal action is less likely to be taken in low priority cases or in cases where it is not expedient to do so. Individual cases may be re-prioritised as the investigation progresses and new information comes to light.~~ The list below is not exhaustive but details the types of cases likely to fall within in each priority level:

## 8.2 High Priority

- Any unauthorised development or non-compliance with a planning condition or legal agreement which is causing immediate and irreparable harm to the environment or public safety.
- Unauthorised works to a Listed Building,
- Any breach of planning control causing serious loss of residential amenity,
- Unauthorised removal of a protected hedge,
- Demolition in a conservation area that is causing immediate and irreparable harm to the heritage asset,
- Unauthorised works to trees subject to a Tree Preservation Order (TPO) or located within a conservation area,
- Unauthorised development that has gone undetected, is causing harm and the statutory time limit for taking enforcement action will expire in the next six months,
- ~~Serious flouting~~Unauthorised display of advertisements ~~regulations with abundant Flyposting in the Borough~~
- Retrospective refusals of planning permission

## 8.3 Medium Priority

- Activities resulting in some disturbance and loss of amenity to third parties
- Activities likely to be adversely affecting the environment, but not irreparably.



- ~~Unauthorised works to listed buildings or protected trees where those works have already taken place or have ceased.~~
- Breaches that are contrary to well established planning policies for example; an unauthorised change of use to a House in Multiple occupation in breach of the Article 4 Direction Order in Loughborough
- Development that causes harm to the amenities of neighbours
- Development not in accordance with the approved plans
- High Hedge Complaints

#### 8.4 Low Priority

- Minor breaches of conditions not causing any immediate harm
- Activities causing minimal disturbance to third parties, if any
- ~~Unauthorised advertisements and fly posting if not causing significant harm~~
- Untidy land issues

#### 8.5 Factors that will also need to be considered when prioritising cases

- Time limits for enforcement action to be taken
- Previous case history
- Likelihood of the breach being repeated
- The overall, probable, public benefit of formal action.

## 9. MAKING A COMPLAINT

9.1 The Council relies on the public to bring to our attention the majority of breaches of planning control. Complainants can be assured their details will always be kept confidential. The only time ~~complainantscomplainants'~~ details may have to be disclosed would be if ordered to do so by a Judge in a Court of Law.

9.2 You can report a breach of planning control you in the following ways:

By email at: [development.control@charnwood.gov.uk](mailto:development.control@charnwood.gov.uk)

By filling out a report form on our website [using the following link: Report work without permission - Charnwood Borough Council](#)

By Telephone – 01509 634570

By letter to: Planning Enforcement, Planning and Regeneration, Charnwood Borough Council, Southfields, Loughborough, LE11 2TN.

Or in person at reception at the Council Offices; by completing a form, opening hours are 9.00~~8:30~~ – 16~~7~~:00 Monday to ~~Thursday, 8:30–4:30~~ Friday. Reception is not open on Bank Holidays or weekends.

- 9.3 When a complaint is received it is recorded on a database and the following information will be required:
- a. Full details of the address of the alleged breach of planning control
  - b. Full details of the nature of the breach and the harm it is causing
  - c. Name and address and contact details of the complainant
  - d. When the breach of planning control first took place

The complaint will be given a unique reference number so the complaints can be easily identified and monitored.

- 9.4 To avoid malicious complaints and the unnecessary waste of resources, anonymous complaints will be passed to the Team Leader to decide whether or not it is considered the nature of the complaint warrants further investigation. The local authority cannot use its resources effectively if there is not sufficient evidence available to clearly demonstrate a breach of planning control has occurred. ~~The decision as to whether or not a complaint will be investigated will be documented and justified.~~

9.5 When making a complaint, in order to assist Officers with any assessment of harm and priority, it would be helpful if full details of the issue can be provided and if the issue is in relation to an activity, a diary of times and events and activities over a week will assist, if it is in connection with something being built ie. a building, a wall or fence then photographs of the issue and an explanation of the harm that it being caused will also assist officers in making a judgement as to expediency and priority.

## 10. HOW THE COUNCIL WILL INVESTIGATE

- 10.1 The first stage of any investigation is to determine whether or not there has, in fact, been a breach of planning control. The investigation can be concluded with no further action being necessary if there is no breach of planning control. This can sometimes be ascertained just by a discussion with the complainant on the phone prior to submission of any complaint.

10.2 When a complaint is received the following targets apply:

- a. An acknowledgement letter will be sent within 3 working days
- b. A site visit will be conducted -within 10 working days
- c. The -complainant will be notified of the initial findings within 15 working days which may include confirmation as to whether or not there is a breach of planning control
- d. When a decision is made to serve a formal notice the Council will inform the complainant within 5 working days
- e. After the service of a formal notice and -a period of compliance expired a check for compliance will be undertaken within 5 working days.
- f. When a formal notice is served the Council will confirm the details with the complainant after 5 working days

## 11. IF NO BREACH IS CONFIRMED

11.1 The case will be closed and the Council will confirm to the complainant the findings. A large number least 40% of investigations by the Planning Enforcement Team are closed as there is no breach of planning control established. In these cases no further action can be taken. Some examples of reasons cases are closed with no breach are:

- Development has taken place but a planning application is not required as the development is 'Permitted Development' meaning planning permission is deemed to be granted under the Town and Country Planning (General Permitted Development) (England) Order 2015;
- There is insufficient evidence to confirm the allegation;
- The development already has planning permission.

## 12. WHERE THERE IS A BREACH OF PLANNING CONTROL

12.1 Where a breach of planning control is established and considered unacceptable by use of the harm prioritisation assessment, the first step in the vast majority of cases would be to negotiate a resolution. ~~If that is not possible or the developer is unwilling the next step would be to consider whether it will be expedient to take formal enforcement action. Expediency is a test of whether the unauthorised activities are causing serious harm having regard to the Development Plan policies and other material considerations. The~~

~~outcome of this consideration will generally inform the course of the investigation.~~

- 12.2 Each step of investigation and any decision making will be recorded on the case file including both internal discussions and meetings and any correspondence with both the alleged offender and complainant. Whilst enforcement cases are confidential it is important for the integrity of the service to retain records of the considerations and ~~decision-making~~decision-making process.

### 13. COURSES OF ACTION AVAILABLE

- 13.1 Most planning enforcement cases will involve one or more of the following courses of action.

#### 13.2 Inviting an application

Where it is considered that planning permission is likely to be granted for an unauthorised development, or that the imposition of conditions could reduce the harm being caused or prevent harm in the future, a retrospective planning application will be invited.

- 13.3 In determining retrospective planning applications the Council cannot refuse an application simply because the development has already been carried out. Many breaches of planning control occur because the applicant simply did not realise planning permission was required. A retrospective planning application enables the Council to regularise acceptable development without arbitrarily penalising the applicant.
- 13.4 Prior to inviting any planning application a view would be taken whether or not the development is acceptable. An application would not be encouraged if it was felt the development was unacceptable. Sometimes it is initially unclear as to whether a development is acceptable in planning terms. An example is where a development is in the early stages of construction. In these cases an application may be necessary to obtain full details of the intended development. Once received the information would allow for a full assessment of the planning merits.
- 13.5 The Localism Act 2011 introduced an additional power to the Council in respect of retrospective planning applications where an enforcement notice has already been issued. Section 70c to the Town and Country Planning Act (as amended) now states:

*“a local planning authority in England may decline to determine an application for planning permission for the development of any land if granting planning permission for the development would involve granting, whether in relation to the whole or any part of the land to which a pre-existing enforcement notice relates, planning permission in respect of the whole or part of the matters specified in the enforcement notice as constituting a breach of planning control.”*

13.6 The authority will use these powers where appropriate to prevent delays in cases where enforcement action is being taken. However, regard must be paid to each specific case and consider whether granting planning permission for part of the development would result in an acceptable resolution.

13.7 Expediency – taking no further action

Whilst many would see it as unfair and unsatisfactory for anyone to carry out development without first obtaining planning permission an enforcement notice should not be issued solely to regularise development which is acceptable on its planning merits, but for which planning permission has not been sought. In such circumstances the Council will seek to persuade an owner or occupier to seek permission retrospectively.

13.8 Planning Enforcement also investigates many minor or ‘technical breaches’ of planning control. Common examples of these include the construction of a fence or the construction of an out-building in a residential curtilage slightly higher than allowed under permitted development regulations, where no significant harm to amenity is being caused. In these ~~cases~~ cases, it would clearly not be proportionate to require the removal of an entire building or fence where a slightly lower structure could be constructed without requiring submission of a planning application. As such the expediency test for taking action would not be met. The Council will in these cases work with owners to regularise or remedy the works but ultimately it is highly unlikely that formal action would be warranted in the case of a technical breach of planning control where no significant harm is caused and the harm prioritisation assessments scores 4 or less.

13.9 ~~Where this is considered to be the case a report will be produced to clearly set out to Ward Members that no planning harm is caused by the development.~~ Where it is concluded that it is not expedient to take action the case will be closed in accordance with the harm score assessment and scheme of delegated powers as set out in the Council’s Constitution.

### 13.10 Negotiation

Where it is considered that the breach of planning control is unacceptable, attempts to negotiate a solution without recourse to formal enforcement action will be made, unless of course the breach is continuing to cause irreparable harm to amenity. Negotiations may involve the reduction or cessation of unauthorised development. In carrying out negotiations the Council will have regard to the specific circumstances of the individual case.

13.11 Where initial attempts at negotiation fail; formal action will be considered to prevent a protracted process. Where unable to negotiate an acceptable solution within a reasonable timescale, or it is clear at the outset that the breach is not capable of being remedied through negotiation the case will proceed with formal action where it is expedient to do so. Negotiation is an essential part of the enforcement process. Extensions to any deadlines will only be granted where a clear indication exists that the alleged offender is cooperating with the Council and the apparent harm is minimal. Reasons for granting the extension, as well as any new deadline, will be recorded on the case file.

### 13.12 Taking Formal Enforcement Action

The Council will consider the full range of powers to ensure the most appropriate, proportionate and expedient resolution including whether any other public authority is better able to take remedial action. The full range of powers available is explored in more detailed below. The use of these powers can vary depending on the nature of the breach and the level of harm being caused. There is 'no one size fits all' approach; action would be dependent on the circumstances and detail of each case.

### 13.13 Time limits for taking enforcement action

Section 171B of the Town and Country Planning Act (as amended) sets out time limits for taking enforcement action. The Council cannot serve a notice after four years where the breach of planning control involves building operations, for example extensions to dwellings, new buildings and the laying of hardstandings; or in the change of use of any building to a single dwellinghouse, from the date of commencement of the breach. Other unauthorised changes of use and breaches of conditions are subject to a ~~10~~ 10-year limit.

13.14 After these timescales the Council cannot take action and the use or development becomes immune from enforcement action. A landowner can

then apply for a Certificate of Lawful Existing Use or development (CLEUD) if they can satisfy with evidence 'on balance of probability' the use or development is immune from enforcement action.

- 13.15 Serving an enforcement notice in respect of a particular development will 'stop the clock' in relation to these time limits. ~~Therefore~~ Therefore, where the Council considers a breach of planning control may be close to the relevant time limit it may seek to serve an enforcement notice to prevent a lawful development situation whilst still able to do so.
- 13.16 The Localism Act has also introduced a new enforcement power in relation to time limits. This allows councils the possibility of challenging what they believe to be a concealed breach of planning control even after the usual time limit for enforcement has expired.
- 13.17 The Council can, within six months of a breach coming to its attention, apply to the Magistrates Court for a Planning Enforcement Order. A planning enforcement order would allow one year to then take enforcement action. In agreeing to a planning enforcement order the court need only be satisfied, on the balance of probabilities, that the apparent breach, or any matter constituting the apparent breach has to any extent, been deliberately concealed by any person or persons.

#### 14. ENFORCEMENT POWERS TOOLKIT

- 14.1 Below are set out the various enforcement powers available to the Council. This is by no means intended to set out in full all the detailed legal considerations, but simply tries to explain the general nature of the powers. In all cases the Council will seek to use the most effective tools available to remedy a breach of planning control.
- 14.2 **Planning Contravention Notice** – is a formal requisition for information and can be served on any interested party where it is suspected there may be a breach of planning control. They contain a number of relevant questions relating to the alleged breach, nature of the breach, timescales etc and can be tailored to meet the details of the case under investigation. There is a timescale of 21 days from service of the notice for a response to be submitted. Failure to respond to the Notice within a specified timescale is a criminal offence which can result in a prosecution in the Magistrates Court.



- 14.3 **Section 330 Notice** –requires information from any occupier of land asking what his/her interest is in it. Failure to respond within 2144 days from service is a criminal offence which can result in a prosecution in the Magistrates Court.
- 14.4 **Enforcement Notices** can be served in relation to unauthorised development and uses where the development can be remedied by alteration, complete demolition or the ceasing of the unauthorised use. For these Notices there is at a minimum a ~~28-day~~28-day period before the notice comes into effect and there is a right of appeal to the Planning Inspectorate.
- 14.5 **Listed Building Enforcement Notices** are served where unauthorised works have taken place on a Listed Building and requirements are made to remove these works or improve on their impact. There is again at a minimum a ~~28-day~~28-day timescale for the Notice to take effect and a right of appeal to the Planning Inspectorate.
- 14.6 **Breach of Condition Notice** requires immediate compliance with a condition attached to a planning permission. These notices are suitable for specific breaches of planning conditions that need to be corrected within a specified deadline. There is no right of appeal against these notices.
- 14.7 **Stop Notices** would usually be served where there is irreparable harm being caused and where the harmful development needs to be stopped immediately and the usual enforcement process would be too slow. A Stop Notice will always require an enforcement notice to be served at the same time. There is a right of compensation available to the developer if they can show the Local Planning Authority acted inappropriately or unnecessarily by stopping the development.
- 14.8 **Temporary Stop Notice** The service of a Stop Notice allows time (28 days) for negotiating. There is no right of appeal against a Temporary Stop Notice. The Council is only liable for compensation if the developer can show that they did not breach planning control.
- 14.9 **Section 215 Notices** A Section 215 – Untidy land notice - can be served on any interested party where land or buildings have become untidy and are considered to adversely affect the amenity of an area. Once complied with there is no on-going requirement to comply with the notice; ~~therefore~~therefore, once the land is cleared or tidied a new notice would be required for each



breach after that. There is a right of appeal against these notices which lies with the Magistrates Court.

## **15. ACTION UNDER ANTI-SOCIAL BEHAVIOUR LEGISLATION**

**156.1 Community Protection Notices (CPN) – section 43 Anti-social Behaviour, Crime and Policing Act 2014** – Intended to prevent unreasonable behaviour that is having a negative impact on the local community’s way of life. A written warning must be issued before a CPN can be used. There is a right of appeal to a Magistrates Court within 21 days of issue. Failure to comply with the requirements of a CPN can result in a fine or the issue of a Penalty Notice.

**156.2 High Hedge Remedial Notice** – These notices can be served if following a High Hedge complaint action is considered ~~to be warranted~~ necessary. There is a right of appeal and failure to comply can result in prosecution and or action in default. ie. Where the Local Planning Authority will undertake the work themselves and recharge back to the offender/land owner. These notices have an on-going requirement for compliance once served and in effect.

## **16 RIGHTS OF ENTRY**

**165.1** It is important to recognise that under the provisions of Section 296A of The Town and Country Planning Act 1990 certain rights of entry into land and property to investigate any alleged breach of Planning Control are given to local authorities.

**165.2** Rights to enter without warrant.

(1) Any person duly authorised in writing by a local planning authority may at any reasonable hour enter any land—

(a) to ascertain whether there is or has been any breach of planning control on the land or any other land;

(b) to determine whether any of the powers conferred on a local planning authority by this Part should be exercised in relation to the land or any other land;

(c) to determine how any such power should be exercised in relation to the land or any other land;

(d) to ascertain whether there has been compliance with any requirement imposed as a result of any such power having been exercised in relation to the land or any other land,

if there are reasonable grounds for entering for the purpose in question.

(2) Any person duly authorised in writing by the Secretary of State may at any reasonable hour enter any land to determine whether an enforcement notice should be issued in relation to the land or any other land, if there are reasonable grounds for entering for that purpose.

(3) The Secretary of State shall not so authorise any person without consulting the local planning authority.

(4) Admission to any building used as a dwellinghouse shall not be demanded as of right by virtue of subsection (1) or (2) unless twenty-four hours' notice of the intended entry has been given to the occupier of the building.

## ~~16. ACTION UNDER ANTI-SOCIAL BEHAVIOUR LEGISLATION~~

~~16.1 Community Protection Notices (CPN) – section 43 Anti-social Behaviour, Crime and Policing Act 2014 – Intended to prevent unreasonable behaviour that is having a negative impact on the local community's way of life. A written warning must be issued before a CPN can be used. There is a right of appeal to a Magistrates Court within 21 days of issue. Failure to comply with the requirements of a CPN can result in a fine or the issue of a Penalty Notice.~~

~~16.2 High Hodge Remedial Notice – These notices can be served if following a High Hodge complaint action is considered to be warranted. There is a right of appeal and failure to comply can result in prosecution and or action in default. ie. Where the Local Planning Authority will undertake the work themselves and recharge back to the offender/land owner. These notices have an on-going requirement for compliance once served and in effect.~~

## 17. AFTER AN ENFORCEMENT NOTICE IS SERVED

17.1 Once an Enforcement notice is served the recipient will either:

- Comply with the notice

- Appeal to the Planning Inspectorate against the service of the notice
- Fail to comply with the notice either in part or whole and risk prosecution, injunctive action or Direct Action.

### The Appeal Process

17.2 Once a notice is served, the recipient will have until the Notice comes into effect has 28 days in which to appeal to the Planning Inspectorate against the Enforcement Notice. An Appeal can be a lengthy process and can be dealt with by the Planning Inspectorate in a number of ways –

- a. by written representations;
- b. the hearing process, or
- c. a formal Inquiry process.

17.3 There are 7 possible Grounds of Appeal against an Enforcement Notice;

1. Ground A – That planning permission should be granted for the development;
2. Ground B – That the breach of control alleged in the Notice has not occurred as a matter of fact;
3. Ground C – There has been no breach of planning control and the development undertaken does not amount to development under section 55 of the Act, or that the change of use is not a material one. ie. it is;
  - Permitted by the Town and Country Planning (General Permitted Development ) (England) Order 2015; or
  - that the change of use is Permitted by the Town and Country Planning (Use Classes) Order 1987 (as amended);
  - Has been carried out in accordance with a planning permission.
4. Ground D – When the Enforcement Notice was issued it was too late to take Enforcement action;
5. Ground E – The notice was not properly served;
6. Ground F – That the steps in the notice exceed what is required to remedy the breach of planning control;
7. Ground G – That the time for compliance is unreasonable and more time should be allowed to achieve compliance.

17.4 If the appeal against the Notice does not succeed the formal notice will then come into effect. If the appeal is successful and/or planning permission is

granted, then this is usually the end of the matter other than monitoring compliance with conditions. If the notice is upheld or there is no appeal but it is still not complied with, the Council can then take steps to prosecute the offender in Court.

#### Court and Direct Action

17.5 Prosecutions will be undertaken in incidences such as unauthorised works to Listed Buildings and protected trees, demolition in Conservation Areas, the illegal display of advertisements and failure to comply with an enforcement notice.

#### Injunctive action

17.6 This is used where a breach of planning control is severe or there is a threat of it becoming severe. Injunctions can also be used in longstanding cases where the offender has failed to comply with an Enforcement Notice and the harm is on-going and needs to be resolved. Under section 187B of the Town and Country Planning Act 1990 Injunctions can also be used to stop an anticipated breach of planning control. The Council will always look to recover the costs of taking this sort of action as it can be expensive for the public purse even if this results in placing a charge on the land to aid future recovery.

#### Direct action

17.7 Direct action will be used where it is considered necessary to ensure remedial works are undertaken to secure satisfactory compliance with an Enforcement Notice. In such cases it may also be necessary to apply for an injunction to prohibit parties from entering the land during the period when direct action is taken. The Council will look to recover the costs of taking direct action from the offender when put in the position of taking such action even if this results in placing a charge on the land to aid future recovery.

## **18. MONITORING AND COMPLIANCE**

18.1 In some cases when planning permission is granted it may be necessary to impose conditions requiring further details to be submitted or for the development to be undertaken in a certain way. The onus is on the developer to make sure all necessary consents are in place and all conditions are complied with.

18.2 There is no formal requirement to monitor the implementation of developments or check compliance with planning conditions however there is a commitment at Charnwood to monitor all major developments and to encourage developers to comply with the conditions of their planning permissions to ensure developments are in accordance with the approved plans. Any breaches of conditions that are uncovered by the monitoring process will be dealt with in the same manner as any other planning breach of control.

## 19. MONITORING SECTION 106 [LEGAL AGREEMENTS](#)

19.1 As well as planning conditions imposed on a development, it may also be the case a legal agreement will be signed between parties involved in the development [to secure planning obligations](#), which aim to provide either financial contributions or requirements to undertake work that cannot be conditioned as part of the development. As with the planning conditions there will be triggers for the requirements of the agreements to be complied with and these will be monitored [by the S106 Developer Contributions Monitoring Officer](#), to ensure [where possible that](#) contributions are paid to the Council and the requirements are completed.

## 20. REVIEWING THE ENFORCEMENT PLAN AND SERVICE

20.1 The Council will review this plan from time to time and at least every three years to take into account any changes to legislation and relevant government guidance and the Council's procedures. Reviews will enable this policy to be refined as necessary and procedures updated in light of changing workload demands, staffing levels and legislative requirements and changes in the Council's Constitution.

20.2 The Council will strive to provide the highest possible quality of service delivered in a fair and consistent manner. Customer suggestions are therefore welcome as to how improvements can be made to the planning enforcement service. [AlternativelyAlternatively](#), problems may occur from time to time and any difficulties concerning the enforcement service should be brought to the attention of the Team Leader, Planning Enforcement.

20.3 If still dissatisfied a complaint may be submitted to the Council's formal complaints procedure and subsequently the Local Government Ombudsman. Details of both are on the Council's website [using the following link: Complaints Process - Charnwood Borough Council](#) or can be requested.



## GLOSSARY

**Amenity** – This is not defined in legislation but in planning terms is commonly considered to refer to the overall quality and character of the area. This is made up of different factors such as: types of land uses; the quality of the buildings; setting and position of the buildings; the provision of open land and trees; and the interrelationship between the different elements in the environment.

**Residential amenity** - may take into consideration privacy and exposure to noise – whether there is any overlooking over and above what already exists, any overbearing impact, or overshadowing, or loss of light. There is no right in planning law to a particular view and the Council cannot take into account consideration of loss of monetary value of a property. Nor can the Council take into consideration matters which may be controlled under other legislation, for example light pollution from security lighting, or boundary disputes.

**Expediency** – Enforcement action is discretionary. The Council does not have to take enforcement action even if it identifies a breach of planning control. In deciding whether or not to take action the Council will balance the seriousness of a breach of planning control; the level of harm that it causes; and the likely chances of success in pursuing enforcement action. Having weighed up all of these factors the Council will make a decision as to whether we will take action. ie. if it is expedient to take action.

## Contact Details

The Planning Enforcement Team can be contacted in the following ways:

In writing by letter:

Planning Enforcement,  
Planning and Regeneration,  
Charnwood Borough Council,  
Southfields,  
Loughborough  
LE11 2TN

By email – [Development.control@charnwood.gov.uk](mailto:Development.control@charnwood.gov.uk)

Via the website – Charnwood.gov.uk - Report work without planning permission

[https://www.chnwood.gov.uk/pages/report\\_work\\_apparently\\_being\\_done\\_without\\_planning\\_permission](https://www.chnwood.gov.uk/pages/report_work_apparently_being_done_without_planning_permission)

By telephoning – 01509 634570

In person at the above address at the Council's main office - It may not always be possible to see an Enforcement Officer without a prior appointment as a lot of the work undertaken by the team involves being out on site however someone at reception will be able to take details.



## Appendix 2 – consultation responses

Number of persons/partners consulted: 108

Number of responses received: 11

Summary of responses received		
Consultee	Comments made	Officer Response
Anstey Parish Council	Consultation period too short and will not coincide with their monthly meeting	The PC were advised comments would be accepted directly from their councillors should they wish to forward to make them
Mountsorrel Parish Council	The proposed alterations and additions are all positive. The harm assessment should make the process more concise and understandable	Comments noted
Sileby Parish Council	Particular concern raised regarding the officers' powers of entry when dealing with enforcement matters at dwellings	related to a specific historical case where the Councils powers of entry to dwellings was questioned by the PC. The rights of entry are clearly detailed in section 16 of the plan with reference to the relevant section of the Town and Country Planning Act 1990. This section has been further reviewed and it's not considered that any further amendments are required.
South Croxton Parish Council	No comments to make	N/A
Birstall Parish Council	No comments to make	N/A
Cllr Anne Gray	Suggested Fly tipping is better reported by the online form rather than calling at <a href="https://vof.charnwood.gov.uk/form/auto/sm_fly_tipping">https://vof.charnwood.gov.uk/form/auto/sm_fly_tipping</a> And questioned whether ward Councillors can still flag cases for consideration	The link for reporting fly tipping included in section 5.3 is the same link suggested by Cllr Gray so no amendment is required to the proposed plan.
Councils' solicitor	Questioned a couple of points in respect to the harm assessment form and suggested various slight rewording throughout the plan. Also questioned whether there was an out of hours contact and suggested that preventative injunctions be included too.	The points raised by the Council's solicitor in respect of the Harm assessment have been added to the proposed plan with the changes tracked so they are easily identifiable.  The suggestion of an out of hours contact number has been considered. It is very rare for a serious

### Summary of responses received

Consultee	Comments made	Officer Response
		breach of control to occur that requires urgent investigation out of hours and that cannot wait until business hours to be investigated and addressed. Due to the resources required and additional costs to the Council for having individuals on a call out rota this action would not be warranted.
Ann Irving resident of Woodhouse Eaves	Discussed how the harm form would work and after going through a few cases with her, she thought that it would help when officers have to write reports. Also questioned whether there was an out of hours office contact.	Support for harm form welcomed.  The suggestion of an out of hours contact number has been considered. It is very rare for a serious breach of control to occur that requires urgent investigation out of hours and that cannot wait until business hours to be investigated and addressed. Due to the resources required and additional costs to the Council for having individuals on a call out rota this action would not be warranted
Newtown Linford Parish Council	No comments to make	N/A
sh Council	No comments to make	N/A
Shepshed Town Council	Consultation period too short	N/A

# Equality Impact Assessment

- **Background**

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

- **Legislation- Equality Duty**

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

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

**For the following protected characteristics:**

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

**What is prohibited?**

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

**Complete this action plan as you go through the questions**

- **Step 1 – Introductory information**

Title of the policy	<b>Planning Enforcement Plan</b>
Lead officer and others undertaking this assessment	<b>Sarah Hallam</b>
Date EIA started	<b>September 2023</b>
Date EIA completed	<b>September 2023</b>

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

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

The aim of the Enforcement Plan is to clarify and set out the Council's procedure for investigating alleged breaches of planning control, when the Council will take action, what enforcement powers are available and how the Council will monitor the implementation of planning permissions. The plan sets out a harm prioritisation assessment for enforcement action, which will help inform decisions about when to take enforcement action and provides greater transparency and accountability about how the local planning authority will decide if it is expedient to exercise its discretionary powers.

A plan was first prepared in 2010 and renewed in 2014 and 2018. The council aims to secure service improvements and to regularly monitor and review the service provided to the residents of the Borough. The aims of the enforcement service are to improve transparency and to ensure the council's approach to enforcement reflects the corporate and national planning policies.

The plan identifies local priorities for enforcement action so the Council's enforcement resources are put to best use dealing with breaches of planning control that threaten the local built and natural environment or the amenities of neighbours.

The targets that have been set out in the plan correspond with the Planning & Growth team plan that can be measured to monitor performance. The priorities of the service are also identified in order to manage customer's expectations in respect of the progression of complaints and the degree of importance and harm that will be taken into account.

The plan will ensure that officers, councillors and the general public will be aware of the approach to planning enforcement and provides greater certainty for all parties engaged in the development process.

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

The plan is intended to benefit the whole of the borough community including local residents, landowners and businesses.

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

The plan has been circulated to all Borough Members, Parish Councils, the MP and Statutory Consultees and various stakeholders (Canal and River Trust, Environment Agency, Leicestershire Lead Flood Agency, Multi Agency Traveller unit, Planning departments at Rushcliffe, Leicester City, Leicester County, the Conservation Team, Building Control, Environmental Health, Open Spaces and Legal Services at Charnwood Borough Council.)

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

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

Data/information such as:

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

Demographic information (based on Census 2021) is available which provides information on a range of the protected characteristics, in particular, age, disability, race, religion or belief, sex.

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

The data confirms that Charnwood is a diverse borough with a range of differing needs from individuals and community groups, which will need to be considered and addressed in the implementation of the Enforcement Plan.

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

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

Consultation has taken place allowing input from a wide variety of stakeholder groups and individuals.

● **Step 5 – Assessing the impact**

<p>Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any ‘protected characteristics’ and provide an explanation for your decision. Please refer to the general duties on the front page.</p>	
<p>Age</p>	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council’s Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>
<p>Disability</p> <ul style="list-style-type: none"> <li>● Physical</li> <li>● Visual</li> <li>● Hearing</li> <li>● learning disabilities</li> <li>● mental health</li> </ul>	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council’s Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>
<p>Gender Reassignment (Transgender)</p>	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council’s Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>

Race	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council's Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>
Religion or Belief (Includes no belief)	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council's Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>
Sex (Gender)	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council's Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>
Sexual Orientation	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the</p>



	<p>decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council's Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>
<p>Other protected groups</p> <ul style="list-style-type: none"> <li>• Pregnancy &amp; maternity</li> <li>• Marriage &amp; civil partnership</li> </ul>	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council's Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>
<p>Other socially excluded groups</p> <ul style="list-style-type: none"> <li>• Carers</li> <li>• Low literacy</li> <li>• Priority neighbourhoods</li> <li>• Health inequalities</li> <li>• Rural isolation</li> <li>• Asylum seeker and refugee communities</li> </ul>	<p>The impact on this group is considered to be neutral. Each case is considered on its own merits and will be assessed having regard to the degree of harm the breach causes to public amenity and whether it is in the public interest to act. Any action taken will be proportionate and the authority will approach the decision-making process with consistency taking into account a full consideration of all of the circumstances. These circumstances will be guided by the Council's Core Strategy, Adopted Supplementary Planning Documents and design statements to establish what the reasonable and adequate requirements are to remedy any breach of planning control.</p>

<p>Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.</p> <ul style="list-style-type: none"> <li>• If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.</li> <li>• Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.</li> </ul>
<p>There is no adverse impact or discrimination identified in this assessment. The plan emphasise is on seeking to negotiated solutions prior to the need to take formal enforcement action where expedient. The approach set out in the plan is considered appropriate taking into account any barriers and impacts. The planning enforcement service has access to Council services to assist where required when issues of low literacy or where English may not be the first language are identified.</p>

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

Planning enforcement is a discretionary service but is required in order to maintain public confidence in the planning system. The purpose of the plan is to set out in an open and transparent way how the Planning Enforcement service will undertake its decision making and how it will best prioritise cases having regard to the resources at its disposal in a fair, consistent, transparent, and reasoned way. In this way it is considered the plan will meet Charnwood Council's responsibilities.

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

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

The plan will be regularly reviewed which will enable the identification and resolution of any unforeseen potential barriers or any adverse impact it could cause.

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

The planning enforcement plan and its review is a requirement in the Planning & Growth Service Action Plan. In addition, regular and continuous monitoring of service standards are provided within the Service Action Plan, which aligns with the Corporate Plan.

● **Step 7- Action Plan**


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

Reference Number	Action	Responsible Officer	Target Date
	Review of the implementation and embedding of the Enforcement Plan	Sarah Hallam	1 <sup>st</sup> May 2024

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

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

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

Delete as appropriate
<b>I agree with this assessment</b>
Signed (Service Head): 
Date: 8 September 2023

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

## CABINET - THURSDAY, 12 OCTOBER 2023

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

**Lead Members: Executive Member for Planning and Executive Member for Finance, Customer & Support Services, Revenues and Benefits**

#### Part A

#### CHANGES TO THE CONSTITUTION

##### Purpose of Report

To propose changes to the Constitution relating to procedures for dealing with planning applications and other planning matters, and to the composition of the Audit Committee.

##### Recommendations

1. That it be recommended to Council that the changes to the Constitution set out in Appendix A to this report be made with effect from 1st December 2023 and that the Monitoring Officer be given delegated authority to make any further consequential changes that arise elsewhere in the Constitution.
2. That it be recommended to Council that the composition of the Audit Committee, set out in section 12.3 of the Constitution, be changed from one independent person to two independent members of the Audit Committee.

##### Reasons

1. To implement improvements to procedures for dealing with planning applications and other planning matters following an independent service review.
2. To enable the authority to meet the best practice set down by CIPFA the constitution of the authority needs to be amended to enable the committee to appoint two co-opted independent members.

##### Policy Justification and Previous Decisions

The Council's Corporate Strategy sets out that the Council will continue to seek to improve services for customers and run the Council more efficiently. The ability to provide a more efficient planning service will also support the delivery of the Corporate Strategy's objective to support and foster strong economic growth in Charnwood.

CIPFA have updated their Position Statement to promote best practice and provide clear guidance for local authorities to maximise the effectiveness of their Audit Committees. The guidance is not legislative but CIPFA expects that all local

government bodies should make their best efforts to adopt the principles, aiming for effective audit committee arrangements.

The Council's Constitution sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. The Constitution is reviewed regularly to ensure that it continues to fulfil those purposes.

#### Implementation Timetable including Future Decisions

It is proposed that the changes to the Constitution affecting the procedures for dealing with planning applications and other planning matters should be implemented from 1st December 2023.

The process for the recruitment of an additional independent member to the Audit Committee will commence once Council have approved the change to the constitution at its meeting on 6th November 2023.

There is an annual process for reviewing the Constitution and the next scheduled review is scheduled for 22<sup>nd</sup> April 2023.

#### Report Implications

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

There are no direct financial implications arising from this report. Co-opted independent members do not receive an allowance but are entitled to claim for reasonable travelling and subsistence expenses in undertaking their role. The rationale behind the changes to the procedures for dealing with planning applications and other planning matters is to improve efficiency.

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

There are no specific risks associated with this decision.

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

None identified.

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

None identified.

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

None identified.

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

All Wards.

### **Publicity Arrangements**

Not applicable.

### **Consultations**

Not applicable.

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

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

Key Decision: No

Background Papers: Report by Planning Officers Society Enterprises:  
Charnwood Borough Council – Review of  
Democratic Interface (June 2023)  
POSE Review Action Plan - September 2023

Officers to contact: Richard Bennett  
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Tel: 01509 634763  
Richard.Bennett@charnwood.gov.uk

Michael Hopkins  
Principal Planning Officer  
Tel: 01509 634810  
Michael.Hopkins@charnwood.gov.uk

Karen Widdowson  
Democratic Services Manager (and Deputy  
Monitoring Officer)  
Tel: 01509 634785  
Karen.Widdowson@charnwood.gov.uk

## Part B

### Review of Development Management Processes

1. The Development Management team within the Planning and Growth Service is continually looking to make improvements that produce efficiencies and benefits for customers. This is particularly important given the high volume of work in the service and the recruitment and retention issues that have affected the service in recent times. Most recently this process of review was initiated by the Council's Customer Experience Team linked to the implementation of a new back office IT system. While that review was unable to identify any improvements that could be implemented at that time, it did conclude that there could be potential for business efficiencies in the interface between development management processes, councillors and the Plans Committee. Planning Officers Society Enterprises (POSe) were, therefore, commissioned in February 2023 to undertake an independent review of the way in which elected members are currently engaged in the decision-making process and to consider this in the light of national best practice and the Council's desire to find efficiencies.
2. A particular context for the review was the Government's proposals to change the performance management regime for handling planning applications. Current performance is better than average but very heavily reliant on Extensions of Time, the use of which would be restricted in the Government's proposals.
3. POSe used a comprehensive method that involved interviews with officers and councillors, review of decisions, analysis of performance at the Council and elsewhere and observation of a Plans Committee meeting and the briefings and site visits that took place prior to it. The review "found a Service working towards improvement, and many well-motivated and competent officers committed to providing a good service to the public. The staff and members generally enjoyed good working relationships but there were improvements which could be made which would improve the service to the customer without impinging on the democratic involvement." In particular, the review identified that the "procedures for member call-ins of both applications and enforcement cases involved overly protracted and bureaucratic procedures which the Review Team recommend could be revised to improve both efficiency and effectiveness without losing member involvement."

### Recommendations, Action Plan and Consultation

4. The report presented 14 recommendations, the first of which was that officers prepare an action plan, in consultation with officers and councillors, to implement the improvements that had been identified.
5. A number of the recommendations relate to operational matters and these are in the process of being implemented by officers. These relate to:
  - Improving performance monitoring so that the most appropriate indicators are measured and reported to the relevant individuals and groups, including to the Plans Committee. And to ensure that a new

monitoring framework is created for 2024/25 that reflects the incoming statutory indicator set when this is announced

- Reviewing the workload and job descriptions of senior officers so that it involves an appropriate balance of managerial and operational responsibilities.
- Improving the efficiency of the processes for validating and registering planning applications.
- Introducing a process and targets for reducing the reliance on Extensions of Time to reduce the length of time to determine planning applications
- Using templates to improve the efficiency and consistency of reports for items determined under delegated powers to officers.
- Identifying the key issues affecting the recruitment and retention of permanent staff within the service.
- The consideration of alternative venues for the Plans Committee and/or provide for live webcasting of meetings
- Improve the protocol for site visits and consideration of drone footage to illustrate sites
- The issue of customer satisfaction surveys

6. The action plan identifies that some of the improvements require amendments to the Constitution to bring them into effect. These have been the subject of discussion with councillors through member briefings on 26th July and 7th September. These proposed changes are explained in the following section of the report.

7. Some of the recommendations in the POSE report are not proposed to be taken forward following their review by officers and discussion with councillors. One of the recommendations was that the current arrangements for objections to Tree Preservation Orders being considered by the Appeals and Reviews Committee were unusual and should be reviewed and the function being added to the responsibilities of the Plans Committee should be considered. Following consultation with officers and councillors it was concluded that the current arrangements are satisfactory and that no change is required. A further suggested change was to place a time limit on the length of Plans Committee meetings to bring them into line with other council meetings. This is dealt with under section 12.11 of the constitution which restricts all other committees to 2.5 hours unless members vote for an extension of up to 30 minutes to conclude an item of business. Officers and members considered that applying this approach to Plans Committee raised significant risks to decision making given statutory performance indicators required decisions to be made in 8 or 13 weeks. It was felt no change should be made and that agenda length could be managed by inter alia:

- Revisions to, and clearer guidance on, 'call in' arrangements
- Reduction in time for public speaking and officer presentations
- Greater emphasis on committee process in Plans Training sessions



## Proposed Changes to the Constitution

8. The changes to the constitution that are proposed, following the review of the POSe recommendations, are discussed below. Members are referred to the full POSe report for a more detailed explanation of the issues that led to the recommendations. The consequential amendments to the wording of the constitution are shown tracked in Appendix A. The appendix is structure in the following way showing tracked changes to:
- I Plans Committee Procedures
  - II Delegation of Council Functions to the Head of Planning and Growth
  - III Planning Code of Good Practice

### **Revisions to the member 'call in' process for planning applications and when they are required to attend Plans Committee to speak on the item**

9. Discussions between the POSe team and ward councillors during the independent review identified dissatisfaction with the current arrangements for 'calling in' planning applications for consideration by the committee. The review team also heard of members' concerns about items being called in to the committee that they felt should remain delegated to officers and ward councillors not attending to speak on the applications they had called in. However, the main concern expressed was that there is insufficient time within the 21 day formal consultation period for ward councillors to establish and understand all stakeholder and residents' views about a proposal especially as it is often the case that comments arrive late in the period and sometimes, after the period has closed. The matter was considered further in discussions with ward councillors at the all member briefing on 7<sup>th</sup> September. There was a consensus that further time should be given to ward councillors to consider if they wished to call in items to committee. Therefore, it is proposed to extend the period for call in from 21 days to 28 calendar days. This was considered to be right balance to take given the need to ensure that applications should be determined within 8 or 13 weeks. It was felt this change would enable Councillors to reach more informed judgements about calling in applications and was likely to reduce the number of call ins made 'just in case'. There was a strong view amongst the councillors present that councillors calling in applications must attend the committee to explain why they called in the application and the material planning reasons and if they could not attend that they should write to the Chair to explain why they cannot attend and to ask that a written explanation be read to the committee in the ward councillors' speaking slot.

### **Amendments to clarify the circumstances when councillors in a single member ward may nominate another councillor to call in an application to Plans Committee**

10. This issue was raised by councillors to the POSe review team during workshop sessions with members earlier this year. The problem was where a member of the plans committee was also a representing a single member ward, if that member wishes to call in an application, they must step away from committee and explain the reasons for the call in in their ward councillor role. The proposal was that in these circumstances the member should be

able to nominate another ward councillor to call in the application to committee so they can maintain their membership of the Plans Committee. A further issue for single member wards was if the councillor had a disclosable interest in the application they are not currently able to nominate another ward councillor to call it in to the plans committee.

11. These issues were given very careful consideration in the 7th September all member briefing session and guidance was provided by the Monitoring Officer. Councillors present considered it was right that members of the committee should step away from the committee having exercised call in rights and that a conflict of interest could not be overcome by nominating another ward councillor to call it in on their behalf. Furthermore, there was a strong view that if a ward councillor in a single member ward is conflicted by a disclosable interest, that conflict is not extinguished if they nominate another ward councillor to call in the application on their behalf. For these reasons no changes are proposed to be made specifically to address these two issues.
12. Further consideration was given by officers to the general issue of single member wards and it is considered there may be circumstances when it is appropriate for ward councillors representing single member wards to have the right to nominate another ward councillor to call in applications on their behalf. These relate to the Mayor, Deputy Mayor or councillors who are ill and it is proposed that the constitution is amended to reflect these circumstances.

#### **Delete the ward referral process for planning enforcement matters**

13. The POSe review identified the current scheme of delegation creates an overly bureaucratic process for planning enforcement matters. In cases where it is not considered expedient to take further action lengthy reports are required to explain the case to ward councillors for matters that are often very minor. This takes officers time away from dealing with the more important planning breaches that are causing serious harm. The review team found there were 17 cases over the three years 2020, 2021 and 2022 where serving an enforcement notice was recommended. In only one circumstance, following a ward referral, was a case reported to Committee which then agreed the officer recommendation. In the other 16 cases the ward members accepted the officer recommendation and action proceeded through delegated powers. Over the same period there were 71 cases referred to ward councillors where the officers recommended that it would not be expedient to take action. Again, only 1 case was subsequently referred to Plans Committee for decision and the committee voted not to take action as recommended. The review team concluded there were significant problems with the referral process, inter alia:
  - It created additional workload for staff under existing workload pressures
  - The timescales involved in preparing reports, getting them signed off, seeking ward councillor views and where necessary reporting to committee are lengthy when considered against the timescale for enforcement action that is limited
  - It can result in non-expedient cases not being closed in a timely manner with open cases remaining on file for overly long periods.

- It involves members with no training or experience in planning matters and no planning responsibilities making decisions about technical and legal planning issues
  - No other English local authority has a similar process of ward referral.
14. With these issues in mind officers sought the views of councillors on the recommendation to remove the ward referral process and instead to give delegation to officers to determine enforcement matters at the two all member briefings in 26 July and 7 September. To support the discussion and to bring greater clarity and confidence to councillors about the proposed approach officers saw the opportunity to amend the Enforcement Plan to introduce a case prioritisation and harm assessment. These amendments are considered elsewhere on this agenda but are intended to support the changes to the constitution making clear to members how cases will be dealt with. The proposals were brought forward over the summer with consultation on the draft plan during August.

**Revised the wording of the Presentation Scheme (chapter 25 of the constitution) to make it clear when the pre-application enquiry protocol takes precedence**

15. The driver for revising the presentation scheme comes from the POSe recommendation to improve the engagement of members in pre-application enquires so that they have the greatest opportunity to influence the outcome of planning applications. The Presentation Scheme sets out the rules to be followed when third parties wish to engage with members to tell them about their proposals, goods or services. It applies to the whole organisation and not just to third parties who wish to speak to councillors about planning proposals.
16. The Pre-application Enquiry Protocol is a guidance document available on the website<sup>1</sup> that explains the commercial service provided by the Planning Service to promoters and developers of land before they submit a formal planning application. The guidance makes it clear there are advantages in engaging with elected representatives and community groups as part of pre-application discussions and that officers will facilitate discussions as appropriate so that development proposals can be better informed. Problems sometimes present themselves when developers and promoters seek to engage directly with councillors outside of the pre-application enquiry process (thus triggering a referral to the Monitoring Officer) or where developers/promoters are aware of the Presentation scheme and contact the Monitoring Officer directly requesting a meeting with members. In these circumstances it is considered the pre-application enquiry protocol should take precedence and that the Presentation Scheme should be amended to reflect that with consequential amendments to the wording of section 8 of the Planning Code of Good Practice.

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<sup>1</sup> [Charnwood Borough Council Pre-Application Advice Service](#)

## Amendments to the rules around public speaking at committee

17. The POSe review team attended Plans Committee on 12th April 2023 and observed the procedures around public speaking. They also reviewed our public speaking protocol and website advice. They were impressed by the arrangements in place to manage speakers on the night but were mindful that the Council provided 5 minutes for each speaker type to have their say and that the process to register speakers could be improved.
18. In terms of the timescale for public speaking, the current provisions are that 5 minutes is allocated to all five speaker types<sup>2</sup> on the night. The review team felt that this was excessive and out of step with national best practice which was 3 minutes. They noted the extreme case where, with officer presentations limited to 10 minutes and if there were speakers in each of the five categories, each item on the agenda could take upwards of 35 minutes to introduce before the debate actually commenced. With agendas often including 4-5 items that was around 2-2.5 hours of time before debate and this was adding to the workload and stretching the endurance of members. The review team recommended reducing the speaking time for eligible participants at the meeting to 3 minutes and guiding the planning officers to present the key facts in less than ten minutes per item.
19. The matter was discussed at the all member briefing on 26th July and it was largely felt by councillors present that the 5 minute slot should remain in the interests of democracy. However, in this instance, officers' advice is that the time slot should be reduced to align with national best practice of 3 minutes per speaker, as per POSe's recommendation. Together with shorter officer presentations, this will reduce the time taken to deal with each agenda item and make for more expeditious meetings. Councillors are reminded that all the information to determine planning applications is held on the public planning file, in the committee report (and extras report) and that the speaking slot is intended only to provide elaboration of the information already received.
20. The POSe review team felt that the registration process for speakers should be reviewed as they considered the 7 working day notice that is required in advance of the meeting, set out in the current process, was too long. Instead, they suggested this should be changed to 3 working days as this would give participants chance to digest the plans committee reports that are published 5 working days before the meeting and consider if they need to speak or not. That might avoid people registering to speak only to withdraw that request later (and therefore generating work for officers). Officers have given this careful consideration and are not proposing to make any changes to the current process at this time. This is for two reasons. Firstly, the back office system is currently unable to reliably automate this process and secondly, while it is bureaucratic, the process does work in that participants that have registered must confirm their request to speak not less than 2 working days before the meeting. The existing approach therefore provides more time for participants to consider whether to proceed with their speaking request than the POSe recommendation. It also provides officers with time to coordinate and administer what can sometimes be a significant volume of potential

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<sup>2</sup> Speaker types are: 1) agent/applicant; 2) Ward Councillor; 3) Parish/Town Council; 4) objector; 5) Supporter

speakers. The service will, however, keep the process under review to take advantage of opportunities to improve it that are afforded by the new back office system when it is implemented.

21. The following further changes are proposed as a consequence of reviewing the constitution:

**Amendments to give authority to the Head of Planning and Growth to enter into S106 legal agreements on applications not reported to the Plans Committee (section 21 of the constitution)**

22. The use of legal agreements is currently delegated to the Head of Planning and Growth on a case by case basis by the Plans Committee. This proposed amendment would clarify the arrangements for applications being determined using delegated authority and enable the Head of Planning and Growth to exercise that authority to determine applications that would otherwise fall to him to determine if they did not require a unilateral undertaking or agreement under a S106 of the Planning Act. This proposed change will help to reduce the burden on the Plans Committee by ensuring the most significant applications fall to their consideration.

**Addition to the Meeting Procedures to set out the arrangements for late items**

23. The decision taker is legally obliged to consider all material planning issues right up to the point the vote by members of the committee is taken. The use of an 'Extras Report' to pick up late items submitted by participants after the agenda has been published has long been a feature of Plans committee and planning meetings nationally to deal with this issue. The arrangements for the Extras Report and its deadlines for publication have not however been documented and it is proposed they are added to the meeting procedures under section 12:12 of the constitution.

**To give delegated authority to the Head of Planning and Growth to make decisions on planning applications where they have not been signed by a specified (or agreed) date**

24. This is a proposal to add in a new provision to the constitution with the intent of speeding up the issuing of planning permission following a resolution by the plans committee (or the Head of planning and Growth under delegated powers – see 6 above) to conditionally grant planning permission. There have been circumstances where planning applications have remained on the books for months after the committee decision with no progress on the drafting of the s106 agreement because the developer has abandoned the process or for other reasons. With the government having laid secondary legislation to reduce the timescale for the 'planning guarantee' from 26 to 16 weeks, after which a refund of planning fees can be requested, it is important that the planning authority has tools available to it to help manage its position. In such circumstances the Head of Planning and Growth may resolve to refuse planning permission on the grounds necessary infrastructure cannot be secured by legal agreement.

### **Clarification that spouses or partners of serving members of the Council or officers will also trigger referral of applications to the Plans Committee**

25. This final amendment seeks to bring greater transparency to decision making where spouses or partners of serving member or council officers make planning applications.

### Changes to the Membership of the Audit Committee

26. The CIPFA updated Position Statement recommends that “audit committees of local authorities should include co-opted independent members in accordance with the appropriate legislation. Where there is no legislative direction to include co-opted independent members, CIPFA recommends that each authority audit committee should include at least two co-opted independent members to provide appropriate technical expertise”. There is no legislative direction for Borough Councils.
27. To enable the authority to meet the best practice set down by CIPFA the constitution of the authority needs to be amended to enable the committee to appoint two co-opted independent members.
28. This proposal was supported by the Audit Committee at their meeting on 19<sup>th</sup> September 2023.
29. The additional independent member, who will only receive reimbursement for any travelling expenses, will be recruited following a process as agreed by the Audit Committee, and their appointment will be subject to confirmation by full Council.

### Appendices

Appendix A: Proposed changes to the Constitution

## Appendix A Proposed Changes to the Constitution

### I. Plans committee procedures

#### 1. Change of Length of Time for Speaking and Delegation of Enforcement Items

##### (a) Councillor speaking rights

A member who is not a member of the Plans Committee may address the committee called to consider planning applications or ~~enforcement actions~~ other matters on the agenda for a period of no longer than ~~five~~ three minutes, but will not be entitled to take part in the debate or vote, provided that:

- i) the member is one of the ward members who has been, or would have been, consulted under the procedure for notifying and consulting councillors on planning applications;
- ii) the member gives notice in writing or in person to the Head of Planning and Growth at least two working days before the appropriate meeting.

The following councillors who are unable to exercise this right may nominate another Councillor to speak on their behalf by giving notice in writing or in person to the Head of Planning and Growth at least two working days before the appropriate meeting:

- councillors who represent a single member ward
- the Mayor
- the Deputy Mayor
- councillors who are ill.

If more than one member wishes to speak on the same application or enforcement action, the period of ~~five~~ three minutes for speaking will be divided equally between the members concerned.

Members who are unable to attend the Plans Committee meeting can submit a written statement to be read out at the meeting by the Chair (the relevant time limits will apply).

The Chair of the Plans Committee may, in exceptional circumstances and with the consent of the Committee, allow a member who has not given the required notice to address the meeting.

##### (b) Public speaking rights

Where written notice is given not later than seven working days before the meeting of the Plans Committee, and this has been confirmed not less than two working days before the meeting itself, the following people may address the committee for a period of no more than ~~five~~ three minutes:

- i) An objector to an application where:
  - the objector has made a written comment on the application setting out the reasons for objection;
  - the grounds of objection raise material planning considerations; and
  - the objector has given written notice of a wish to speak;
- ii) A supporter to an application where:
  - the supporter has made a written comment on the application setting out the reasons for support;
  - the grounds of support raise material planning considerations; and
  - the supporter has given written notice of a wish to speak;
- ii) An applicant (or agent appointed to act on his/her behalf);
- iii) An authorised representative of the Town/Parish Councils or Meetings that have been consulted supporting the view of those Town/Parish Councils or Meetings on an application.
- iv) Where the relevant Town/Parish Council or meeting wishes to speak it must [confirm-register](#) that desire not less than two working days before the meeting.
- v) Where no Town/Parish Council or Meeting exists, an authorised representative of a properly constituted community group based in that area which has made formal representations in respect of the application, supporting the view of that group on an application.

~~For a decision on whether to issue an enforcement notice, whether or not there is also an associated application on the agenda, the following people may address the committee for a period of no more than five minutes providing they have confirmed that they will do so not less than two working days before the meeting:~~

- ~~i) —The developer (or agent appointed to act on his/her behalf),~~
- ~~ii) —Any person who has lodged a complaint in respect of the unauthorised development,~~
- ~~iii) —An authorised representative of a Town/Parish Council or Meeting which has lodged a complaint in respect of the unauthorised development, in support of that complaint.~~
- ~~iv) —Where no Town/Parish Council or Meeting exists, an authorised representative of a properly constituted community group based in that area which has lodged a complaint in respect of the unauthorised development, in support of that complaint.~~



In all cases the time limit of ~~five~~three minutes applies to the total time available under each of the headings (i) to (iv) above. Where there is, for example, more than one objector ~~or complainant~~ who has made a request to speak or more than one Town/Parish Council or Meeting that has been consulted, it is the responsibility of the objectors/~~complainants~~ or Councils/Meetings to appoint a representative to speak on their behalf. If no agreement can be reached by the objectors, the time limit of ~~three~~five minutes will be divided equally among the objectors/~~complainants~~ or Councils/Meetings.

~~Where there are both application and enforcement items relating to the same development, there will only be one opportunity to speak and that will be to the item which appears first on the agenda.~~

Where other items within the terms of reference of the Committee are to be considered, the principles/rules for public speaking set out above will be adapted to suit the nature of the item.

The Chair of the Plans Committee may, in exceptional circumstances and with the consent of the Committee, allow a person who has not given the required notice to address the meeting.

The Chair of the Plans Committee may ask speakers or officers to provide clarification on any points that are raised by speakers.

## 2. Changes to the Process for Calling-in Planning Applications

~~After a planning application has been registered and made valid following the formal 21 day consultation period, ward councillors may write to officers to give notice of their desire to call in applications to plans committee. Officers will write to ward councillors where the application is in their ward, part of the application site is in their ward or the application site is immediately adjacent to or within 15 metres of the boundary of their ward.~~

~~The right to call in the application applies only to those ward councillors where the application site is wholly or partly within the boundary of their ward. Those ward councillors can request that an application that is wholly or partly within the boundary of their ward which would otherwise have been determined by the Head of Planning and Growth under delegated authority is called-in to the Plans Committee ~~which would otherwise have been determined by the Head of Planning and Growth under delegated authority.~~~~

To be valid a call-in request must:

- be received in writing (which can include by email) giving a relevant planning reason or reasons no later

than 5pm, ~~28~~21 calendar days from the date of the consultation being sent to the ward councillors or 7 calendar days after the expiration of the initial local consultation on an application, including site notification and/or newspaper publicity, whichever is later.

- ~~• In exceptional circumstances, a ward councillor can call in an application after the 21 calendar days with the agreement of the Chair of the Plans committee and the Head of Planning & Growth.~~ include relevant material planning considerations; and
- clearly justify why the decision is controversial or of significant public interest and should be made in public session;

Applications that are the subject of a valid request will be added to the agenda of the next reasonably available meeting of the Plans Committee for determination, unless a written request to withdraw it is submitted by the ward councillor

~~After an application has been called in, unless a written request to withdraw it is submitted by the ward councillor, the application will be referred to the Plans Committee for determination.~~

A ward councillor can withdraw a call-in request at any time prior to the publication of the agenda for the meeting at which a called-in application is due to be considered. Withdrawals of call-in requests must be in writing (which can include by e-mail).

In addition, if, following a call-in which has not been withdrawn, officers believe that the issues raised by the ward councillor in his/her call-in have been addressed, officers will submit the recommendation report, which is prepared for each application, to the ward councillor. The report, which will contain a summary of the main issues regarding the application, will enable ward councillors to consider whether they wish to maintain or withdraw their call-in of an application. Ultimately, the Chair (or vice chair in their absence) will decide if the item will be added to the committee agenda.

A further call-in period will be given to ward councillors if significant revised or additional plans or information are received on a planning application which necessitates a further period of local consultation. The relevant councillors will be informed in writing of any significant revised or additional plans or information and any further call-in period. The length of the further call-in period will be the same period as the re-consultation period on the revised or additional details.

If the following councillors are unable to exercise this right they may nominate another Councillor to request a call in on their behalf by giving notice in writing to the Head of Planning and Growth:

- the Mayor
- the Deputy Mayor
- councillors who are ill.

Ward councillors must follow the requirements of the Members' Code of Conduct and the Planning Code of Good Practice in determining whether or not they are able to exercise their right to request the call-in of a planning application, or nominate another councillor to do so, under the provisions in the paragraph above.

**Ward councillors who call-in a planning application are expected-required to attend the Plans Committee meeting at which it is considered.** If a ward councillor who has called-in a planning application is unable to attend the meeting, they/he/she is able to, and should must, identify another councillor to speak on his/her/their behalf or in exceptional circumstances to provide a written statement for the Chair to read out within the allowed time for ward councillor speaking. The nominee can exercise the same ward councillor speaking rights as the councillor calling-in the planning application could have done if he/she/they were/was present at the meeting.

The following planning applications are not subject to the Call-In Procedure:

- (i) applications for Certificates of Lawfulness
- (ii) applications which fall to be determined by Leicestershire County Council or a neighbouring authority
- (iii) discharge of Planning Condition(s)
- (iv) applications for works to protected trees and/or ~~trees~~ in a Conservation Area
- (v) prior approvals - applications for prior approval of works to be carried out under permitted development rights (including notification of householder extensions etc.)
- (vi) applications for non-material amendments and minor material amendments to planning permissions that were determined under delegated authority and where no demonstrable harm would be caused to an interest of acknowledged importance
- (vii) screening and scoping applications for Environmental Impact Assessments.

### 3. Extras Report Procedure

#### (d) Late information relating to planning applications

-

Information relating to planning agenda items received after the preparation of the Plans Committee Agenda will be the subject of a verbal summary from planning officers at the meeting. This summary will be supported by the publication of an Extras Report. Wherever possible this report will be published by 5pm on the day before the Plans Committee meeting.

Late information received after 12 noon on the day prior to the relevant Plans Committee meeting will be summarised verbally by officers.

## **II. Delegation of Council Functions to the Head of Planning and Growth**

1. To determine all planning applications and applications for advertisement consent, listed building consent, conservation area consent and consent to carry out works to protected trees, except where:
  - (i) the application is contrary to the provisions of the Development Plan and is recommended for permission;
  - (ii) in the opinion of the Head of Planning and Growth, the application is controversial or likely to be of significant public interest or would have a significant impact on the environment;
  - (iii) the application is submitted by or on behalf of the Council for its own development, except for the approval of development which in the opinion of the Head of Planning and Growth is not of major impact and to which no objections have been received;
  - (iv) the ward councillor(s) have made a valid request that the application should be referred to the Plans Committee for determination in accordance with the call-in procedure set out in section 12.12 of the Constitution;
  - (v) the application is submitted by a serving member of the Council, ~~or a serving officer,~~ or the spouse or civil partner of a serving member of the Council or a serving officer, or a person with whom a serving member of the Council or a serving officer is living as if they were a married couple or civil partners.
  - (vi) an application is received to remove or vary a planning condition or to vary a s106 legal agreement and the planning permission for the development was granted following a resolution by the Plans Committee except in cases where, following consultation with the Chair and Vice Chair of the Plans Committee and relevant ward councillors, the Head of Planning and Growth is of the opinion that the variation is minor in nature.

NEW: To determine planning applications with a resolution from the plans committee to grant planning permission subject to S106 legal agreement where that legal agreement has not been signed by a date specified in a committee resolution or date otherwise agreed with the applicant.

21. To negotiate the heads of terms of section 106 agreements and to enter into an agreement under S106 of the Planning Act to secure planning obligations in instances where the decision is delegated to the Head of Planning and Growth

### 2. Delegation of Enforcement Activities to Officers

11. To take formal enforcement action in relation to cases of unauthorised development not covered by other specific delegated authority ~~except where the details of an intended delegated decision on any recommendation to take enforcement action have been circulated to the ward councillor(s) concerned (or in the case of single-member wards, to another councillor nominated by the~~

~~ward councillor) and by 5 pm on the second working day following the details being circulated, a councillor who has been consulted has advised the Head of Planning and Growth, via e-mail or in writing and giving relevant planning reason(s), that the matter should be referred to the Plans Committee for determination.~~

12. ~~Subject to prior consultation with the appropriate ward councillor(s) (or in the case of single member wards, with another councillor nominated by the ward councillor),~~ To determine cases where it is not considered expedient to take formal enforcement action in relation to cases of unauthorised development where such development is in accordance with planning policies or standards, does not result in a significant loss of amenity to local residents and does not have a significant impact on the character and appearance of the area.

## **Delegation of executive functions**

### **Delegation to the Head of Planning and Growth General**

1. To serve requisitions for information except under Section 330 of the Town and Country Planning Act 1990 (see also Council delegations).
2. To respond to requests for the grant of a goods vehicle operator's licence.
3. To enter into management agreements under Section 39 of the Wildlife and Countryside Act 1987, subject to:
  - (i) the expenditure not exceeding £2,000 over the term of an agreement where annual payments are made; or
  - (ii) where a single payment is made.
4. To respond to traffic regulation order proposals following consultation with the relevant Lead Member and appropriate local councillors.
5. To make urgent changes to conservation area boundaries in consultation with the relevant Lead Member to protect a particular building.
6. To review, update and make amendments to the criteria for validating planning applications in response to statutory changes or revised Government advice (the 'local list').
7. ~~To make amendments to the Enforcement Plan in response to future legislative changes, or changes at local or regional level, in consultation with the relevant Lead Member~~  
~~To make minor amendments to the Planning Enforcement Policy in consultation with the relevant Lead Member.~~
8. To make minor changes to the Council's Environmental Policy in consultation with the Leader.
9. To issue a Community Protection Notice (CPN).

10. To serve a notice or carry out work to remedy a breach of a CPN.

11. To issue fixed penalty notices for failure to comply with a CPN.

### III. Planning Code of Good Practice

#### 4.2 When considering planning applications, you should:

- only make decisions in accordance with the Development Plan unless material considerations indicate otherwise;
- come to your decision only after due consideration of all of the information before you. If you feel there is insufficient time to digest new information defer making a decision to a later meeting or if there is insufficient information before you, request the additional information;
- ensure that if you are moving, seconding or supporting a proposal contrary to officer recommendations or the Development Plan that you clearly justify the planning reasons for doing so before any vote is taken. Be aware that [if you move or second a refusal against officer recommendation](#) you may have to justify the resulting decision by giving evidence in the event of any challenge [to a planning decision](#);
- only vote or take part in the meeting's discussion on a proposal if you have been present to hear the entire debate, including the officers' introduction to the matter.

#### Changes to the Process for Calling-in Planning Applications

7.2 Councillors who are not members of the Plans Committee may exercise their separate speaking rights as a Ward Member set out in Other Committee Procedure 12.12(a). However, if you have a disclosable pecuniary interest or an interest leading to bias you will not be able to do this even under paragraphs 4.3 and 4.14 of the Members' Code of Conduct. If you do exercise speaking rights:

- advise the Head of Planning and Growth that you wish to speak in this capacity at least 24 hours before the meeting;
- you will not be able to vote on the matter;
- you should seat yourself in the place allocated to those addressing the Plans Committee;
- at or immediately ~~prior to~~[before](#) the meeting you should not circulate written information to the Committee.

Where a ward councillor has called in an application to Plans Committee, **they [will be required to attend the meeting to explain why it has been called in](#)** and their concerns. If they are unable to attend, they must nominate a



substitute to stand in for them and express their views or submit a written statement which can be read out by the Chair within the three five-minutes allowed for speaking.s

## 8. Contact with Applicants, Developers and Objectors

(Application: All Councillors)

8.1 If you are contacted by applicants, developers or objectors:

- refer those who approach you for planning, procedural or technical advice to Planning eOfficers;

Councillors can involve themselves in discussions with developers, their constituents and others about planning matters. However, difficulties can be avoided if Councillors inform officers about any approaches made and seek advice.

(Application: Plans Committee)

8.2 If a member of the Plans Committee is contacted by an applicant, objector or developer:

- they should refer any requests for planning, procedural or technical advice to officers;
- they should report in writing to the Head of Planning and Growth any contact with an applicant, objector or developer which could (or could reasonably be perceived by the public) to effect the determination of a planning application, requesting that it is recorded on the planning file.
- they should not agree to any formal, private meeting with applicants, developers or objectors if you-they can avoid it;
- if you-they feel that a meeting or site visit would be useful in clarifying the issues, you-they should never seek to arrange that meeting yourself themselves but should request the Head of Planning and Growth to organise it;
- ~~comply with the Council's protocol relating to presentations in Chapter 25 of the Council's Constitution. Officer(s) will then ensure that those present at the meeting are advised from the start that the discussions will not bind the authority to any particular course of action, that the meeting is properly recorded on the application file and the record of the meeting is disclosed when the application is considered by the Plans Committee.~~
- be aware of the rules relating to pre-determination and bias in section 5 of this Code; and

- if you subsequently take part in the Plans Committee meeting considering this matter, disclose those contacts to the meeting.

## CHAPTER 25 PROTOCOL ON PRESENTATIONS TO COUNCILLORS

1. The Council recognises the need for Councillors to be well informed about issues affecting the Borough. It also recognises that third parties will have information about proposals that they wish to provide to councillors. However, there are circumstances where the provision of information, if handled inappropriately, can lead to problems. This is particularly the case where the Council is required to make decisions on an issue at some future date.
2. This protocol, therefore, regulates how information may be given to councillors in the form of a formal presentation in these circumstances. It is designed to complement the Members' Code of Conduct in Part 5 of the Constitution and the Members' Planning Code of Good Practice. In the event of any conflict between this protocol and those codes, the codes shall take precedence.
3. Any request by a third party (the definition of which shall include a councillor or an officer acting in another capacity) to make a formal presentation of information to councillors, other than in a meeting to which the Access to Information Rules in Point 4 of the Constitution apply, shall be made either:
  - (i) to the Council's Monitoring Officer; or
  - (ii) to the relevant Director or Head of Service.

In the case of (ii) above, the relevant Director or Head of Service will refer the proposal to the Monitoring Officer for advice.

4. This protocol may not apply in the circumstances where developers and promoters of development proposals can be managed within a pre-application environment where engagement with elected representatives may be facilitated by planning officers as part of the normal planning process. Where elected members are directly approached by promoters of land, they should notify the Head of Planning and Growth so the request can be considered and managed in accordance with the appropriate protocol.

5. A request by a third party to make a formal presentation of information under 2.2. above shall be in writing, setting out the reason(s) for the proposed presentation, the subject matter, the councillors for whom the presentation is intended and any other relevant information.
6. The Monitoring Officer will consider each request and advise the relevant Director or Head of Service of the suitability of the proposed presentation having regard to this protocol, the information submitted, the available alternative methods of providing the information, the codes referred to in 1. above and any other material considerations.

7. The Director or Head of Service, taking account of the Monitoring Officer's advice, may agree or refuse the request or may agree to elements of the proposed presentation. Alternatively, he or she may refer the request to the Cabinet or a Committee (as appropriate to the proposal) together with the Monitoring Officer's advice, to agree or to refuse the request or to agree to elements of it.
8. Where a request is agreed, and the presentation proceeds, it shall do so strictly in accordance with the following rules:
  - (i) A copy of this protocol will be supplied by the relevant Director or Head of Service to the third party concerned at least five days before the presentation.
  - (ii) At least two officers shall be present at the presentation.
  - (iii) A record of attendance at the presentation shall be made in accordance with the usual arrangements for Council, Cabinet and Committee meetings.
  - (iv) Before the presentation starts, an officer will outline these rules, and thereafter will maintain compliance with them and will ensure that notes of what is said at the presentation are taken.
  - (v) No Councillor shall be involved in making a presentation as a representative of the third party or otherwise.
  - (vi) Before the presentation starts, all Councillors will be asked to disclose any interests in the matter, in accordance with the Members' Code of Conduct, and all disclosures made will be recorded as part of the notes referred to in (iv) above.
  - (vii) The presentation is for information only and the third party must not seek to ascertain councillors' views on any issue nor lobby councillors for support.
  - (viii) Councillors may ask questions for clarification purposes but must not offer any opinions on the merits or otherwise of any proposals.
  - (ix) Councillors and all present must be aware that the presentation does not form part of the Council's decision-making process and that the process of debate and determination of any matter arising will be carried out in accordance with the Council's normal procedures.
9. Where a request is refused, the body or individual taking that decision must give reasons.

## Chapter 12 OTHER COMMITTEE PROCEDURES

### 12.3 Composition

Committee	Size	Quorum	Substitutes
Audit Committee	<p><u>Two Independent Member (inc. Independent Chair)</u></p> <p>Plus seven Councillor members. No members of the Cabinet can be members of the Committee</p> <p>The Vice-chair will be appointed by the Committee from among its members.</p> <p>Appointment of the Independent Chair of the Audit Committee to be made by Full Council on recommendation from the S151 officer</p>	Four Councillor members	Permitted

## SCRUTINY COMMISSION – 9TH OCTOBER 2023

### Report of the Cabinet

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

##### Purpose of Report

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

##### Action Requested

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

##### Policy Context

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

##### Pre-decision Scrutiny

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

- A. CAPITAL PLAN AMENDMENT REPORT
- B. EXEMPT – REVENUES AND BENEFITS – FUTURE SERVICE DELIVERY

Details of the Commission’s consideration of these items as reported to the meeting of the Cabinet on the 14th September 2023 can be found in the minutes and exempt minutes from the Commission’s meeting on 11th September 2023.

The Chair of the Commission, Councillor Seaton attended the Cabinet’s meeting on the 14th September 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:

##### PROCUREMENT OF A VOIDS REPAIRS CONTRACTOR

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

##### EXEMPT – REVENUES AND BENEFITS – FUTURE SERVICE DELIVERY

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 – 9TH OCTOBER 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. To ensure timely and effective scrutiny of the matter/subject.
2. To enable panel work to commence.

##### Scrutiny Panels

At the last meeting of the Scrutiny Commission, it was agreed that two scrutiny panel ideas progressed: Housing Needs (formal) and Public Transport (express). The Democratic Services Manager is in the process of scoping out the scrutiny panels with the nominated Chairs and will report on progress at the meeting.

The Scrutiny Commission agreed to table the following scrutiny panels, and would reconsider the topics, following the receipt of more information, via member briefings or briefing notes:

- Utilising Council Assets (Garages) (see the Scrutiny Work Programme item)
- Dementia Friendly Council/Loneliness
- HMOs
- Tackling Substance Misuse
- Brownfield Sites

##### Budget Scrutiny Panel

At their meeting on 7th August 2023, the Scrutiny Commission approved a Budget Scrutiny Panel for 2023-24, with Councillor Mark Charles as Chair of the panel. Meetings of the Budget Scrutiny Panel have been scheduled on 24th October, 12th December and 3rd January.

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
Councillor Mark Charles	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 – Jan annually)
Councillor Sarah Monk	Formal	Housing Needs	Investigation of the effectiveness of the current Housing Register and whether the process could be streamlined. Suggestion of		TBC

			whether a separate list could be created for residents that require adapted properties.		
Councillor Sarah Maynard	Express	Public Transport	To tie in with Net Zero by 2030 aims. Investigation into whether better public transport links could be provided between villages and surrounding areas.		TBC
		Utilising Council Assets	Information required would include the number of void garages in the Borough, whether they were in use and opportunities for re-purposing. It was highlighted that an assets report was being considered at the Finance and Performance Scrutiny Committee on 12th September.		
		Dementia Friendly Council/Loneliness	To look at how the Council can improve provision of services to those with Dementia and their carers.		
		HMOs	To look at areas where HMOs are over the 20% limit and/or the parking permit issues when a house is converted into flats (more parking permits). Also to		

			review student accommodation requirements.		
		Brownfield Sites	To look at whether there was a brownfield site register, to see how often registers are updated and to map the areas of brownfield sites.		
		Tackling Substance Misuse	To look at how the Council could better support partners to tackle and improve substance misuse across the Borough.		

Express	Informal	Formal	Proposed

## SCRUTINY COMMISSION – 9TH OCTOBER 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.
3. To decide if a scrutiny panel on Council Assets is necessary.

##### 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.
3. To enable the Scrutiny Commission to progress with scrutiny panels where appropriate.

##### 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 12th September 2023. The outcomes of the meeting can be found in the minutes of the meeting which are published on the Council's website.

At that meeting the Finance and Performance Scrutiny Committee considered a report on Council Assets. The Scrutiny Commission had discussed the potential of understanking a scrutiny panel on Council Assets and had decided to consider the Finance and Performance Scrutiny Committee's scrutiny of the matter before deciding whether to progress with this panel idea. The following is an extract from the draft minutes of the Finance and Performance Scrutiny Committee meeting;

*“Summary, key points of discussion:*

- *the Garage Site Review had been drafted pre-pandemic (2019), work had stalled due to ongoing recruitment to the Housing Strategy Manager position. The role profile was undergoing review to increase focus on the housing development service, this was likely to be completed in three months. Garage sites linked into other Housing strategies.*
- *the number of garages was likely to have remained largely unchanged and rental income was significant. The rental charges had increased but investment in the sites had been limited with some being demolished.*
- *noted that the Council had a legal obligation to store ex-tenant possessions for a short period before disposing, but considered ineffective to use garage space, and the possessions could be given to charity.*
- *since 2019 there had been no further development of the garage sites, but sources of funding were the HRA and Homes England grant. Due to the time taken to develop a strategy, it was important to consider S106 agreements as the funds could be utilised to provide a 'quick fix' to this issue.*
- *the Committee had identified this as an important issue alongside Voids and that work should be expedited, but noted that work on sheltered accommodation had higher priority for the Service.*
- *that some of the void garages could be developed quickly and that the investment potential of the sites be considered. Further commentary was requested from the Director of Housing and Wellbeing as to why two garage sites / parking areas were not in the Garage Site Review.*

## **RESOLVED**

1. *that the Director of Housing and Wellbeing provide an update to the Committee after the meeting regarding garage numbers, income, development and investment potential, naming of garage sites that could be progressed quickly what revenue could be generated to compare against keeping the sites as garages, potential for letting to tenants for their own storage and use of S106 funding.*
2. *that the Committee considered the information provided.*

## **Reasons**

1. *the Committee wished to receive updated information to support its scrutiny of the matter.*

2. *to note the Committee's consideration of the information.*"

Appendices: Appendix - Finance and Performance Scrutiny Committee Work Programme

Background Papers: None

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sally.watson@charnwood.gov.uk

### Council Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
28th Nov 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
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.
28th Nov 2023	Resources Update	Update in relation to staffing, recruitment, turnover and retention	More detailed information to be provided after identified as issue requiring scrutiny	Lead Member / R Mitchell	Requested by FPSC at its meeting 27th June 2023
28 <sup>th</sup> Nov 2023 (annual)	S106 Agreement Monitoring report	To advise relevant committees of the status and	To meet internal audit requirements	Lead Member / R Bennett	Requested by Head of Service to be added



		utilisation of Section 106 agreements.			
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.
5th Mar 2024	Car Parking Strategy Update (verbal)	Further update on progress of car parking strategy review	Monitoring progress of developing strategy.	Lead Member / G Harvey	Requested at its meeting on 12th Sep 2023
June 2024 (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.
June 2024 (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.
June 2024	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.
June 2024 (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
Sept 2024 (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.
Sept 2024 (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.
Sept 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.
Sept 2024 (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)

## SCRUTINY COMMISSION – 9TH OCTOBER 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 11th September 2023 the Scrutiny Commission added the following items to their work programme;

- i. (Pre-decision scrutiny) – Climate Change Strategy and Action Plan – October 2023
- ii. (Pre-decision scrutiny) – Review of Planning Enforcement Plan – October 2023
- iii. (Pre-decision scrutiny) – Economic Development Strategy 2023-27 – December 2023
- iv. (Pre-decision scrutiny) – Charnwood Grants Strategic Partners (2024/25 – 2025/26) – January 2024

##### 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	09 October 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	09 October 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	09 October 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 Work Programme

Scrutiny Commission	09 October 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	09 October 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	9 October 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  This item was deferred and agreed by th Scrutiny Commission on 7 August 2023, min ref 18 2023/24.
Scrutiny Commission	09 October 2023	Pre-decision scrutiny – Climate Change Strategy and Action Plan		To consider the Climate Change Strategy and Action Plan which sets out the Council's commitment to take action on climate change.	Director Commercial and Economic Development	Agreed Scrutiny Commission 11 September 2023, min ref 39 2023/24.

### Scrutiny Commission Work Programme

Scrutiny Commission	09 October 2023	Pre-decision scrutiny – Review of Planning Enforcement Plan		To approve the Planning Enforcement Plan.	Head of Planning and Growth	Agreed Scrutiny Commission 11 September 2023, min ref 39 2023/24.
Scrutiny Commission	December 2023	Pre-decision scrutiny – Economic Development Strategy 2023-27		To approve an Economic Development Strategy for the borough.	Head of Economic Development and Regeneration.	Agreed Scrutiny Commission 11 September 2023, min ref 39 2023/24.
Scrutiny Commission	January 2024	Pre-decision scrutiny – 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.	Director of Housing and Wellbeing	Agreed Scrutiny Commission 11 September 2023, min ref 39 2023/24.
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	January 2024	Waste Management Scrutiny Panel Update	To include an update on the progression of Cabinet-approved panel recommendations 5, 6 and 9.		Matt Bradford	Agreed Scrutiny Commission 3 July 2023, min ref 11 2023/24.

### Scrutiny Commission Work Programme

Scrutiny Commission	February 2024	Update on Void Property Information	To update the Commission on the Void Property Information, six months after the last review.  To include an updated version of the table attached as an Appendix to the report received by the Scrutiny Commission on 12th December 2022.		Peter Oliver/Katie Moore	Agreed Scrutiny Commission 7 August 2023, min ref 20 2023/24.
Scrutiny Commission	To be scheduled (early 2024)	Cost of Living Update	to update on the support provided to residents during the winter period of 2023-24		Peter Oliver/Karey Summers/Verity Graham.	Agreed Scrutiny Commission 3 July 2023, min ref 5 2023/24.
Scrutiny Commission	March 2024	Pre-decision scrutiny – Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.		Director of Housing and Wellbeing	Agreed Scrutiny Commission 7 August 2023, min ref 27 2023/24.

### Scrutiny Commission Work Programme

Scrutiny Commission	March 2024	Pre-decision scrutiny – Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.		Head of Planning and Growth	Agreed Scrutiny Commission 7 August 2023, min ref 27 2023/24.
Scrutiny Commission	March 2024	Pre-decision scrutiny – Corporate Delivery Plan 2024/25	To approve the Corporate Delivery Plan 2024-25.		Head of Transformation, Strategy and Performance	Agreed Scrutiny Commission 7 August 2023, min ref 27 2023/24.
Scrutiny Commission	June 2024 (annual item)	Draft Annual Scrutiny Report (annual item)	To consider the Draft Annual Scrutiny Report with a view to it being recommended to Council for approval.		Karen Widdowson	In accordance with Section 6.3(e) of the Council's Constitution, Scrutiny Commission must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally.



### Scrutiny Commission Work Programme

Scrutiny Commission	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  
13th September 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?
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>
Revenues & Benefits Service – Future Options	To approve the recommendation for the future delivery of the Revenues and benefits Service from October 2024 onwards.	Cabinet	14th September 2023	Report	No	Karey Summers Director Customer Experience Tel: 01509 634923 <a href="mailto:karey.summers@charnwood.gov.uk">karey.summers@charnwood.gov.uk</a>
Climate Change Strategy & Action Plan	To consider the Climate Change Strategy & Action Plan which sets out the Council's commitment to take action on climate change.	Cabinet	12th October 2023	Report	Yes	Justin Henry Director Commercial and Economic Development Tel: <a href="mailto:justin.henry@charnwood.gov.uk">justin.henry@charnwood.gov.uk</a>
Review of the Planning Enforcement Plan	To approve the Planning Enforcement Plan.	Cabinet	12th October 2023	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Interim Charnwood Transport Strategy	To endorse the Interim Charnwood Transport Strategy and the collaborative approach to delivering transport infrastructure in the interregnum until the local plan is adopted.	Cabinet	16th November 2023	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
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>

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 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
Draft General Fund and HRA 2024-25 Budgets	To seek approval to the Draft Revenue Budget for 2024-25 as a basis for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 <a href="mailto:lesley.tansey@charnwood.gov.uk">lesley.tansey@charnwood.gov.uk</a>
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>
Economic Development Strategy 2023-27	To approve an Economic Development Strategy for the borough.	Cabinet	14th December 2023	Report	Yes	Chris Grace Head of Economic Development and Regeneration Tel: 01509 634534 <a href="mailto:christopher.grace@charnwood.gov.uk">christopher.grace@charnwood.gov.uk</a>
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>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	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>
Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 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>

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?
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>
General Fund and HRA Revenue Outturn Report (2023/24) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2023/24 subject to audit.	Cabinet	July 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 Outturn 2023/24	To report the Council's capital expenditure results for 2023/24 subject to audit.	Cabinet	July 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	To consider applications received in Round 1 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2024/25.	Cabinet	July 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>

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

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

<b>Decision Item</b>	<b>What is the nature of decision to be taken?</b>	<b>Who will take the decision?</b>	<b>When is the earliest a decision will be taken?</b>	<b>Documents to be considered?</b>	<b>Will the report be considered in public?</b>	<b>Who can give me more information?</b>
Revenues & Benefits Service – Future Options	To approve the recommendation for the future delivery of the Revenues and benefits Service from October 2024 onwards.	Cabinet	14th September 2023	Report	No	Karey Summers Director Customer Experience Tel: 01509 634923 <a href="mailto:karey.summers@charnwood.gov.uk">karey.summers@charnwood.gov.uk</a>

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

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

## **CABINET MEMBERS**

Members of the Council's Cabinet are as follows:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor 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, Armed Forces.
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.