



SCRUTINY COMMISSION

This meeting will be recorded and the sound recording subsequently made available via the Council's website: [charnwood.gov.uk/pages/committees](https://www.charnwood.gov.uk/pages/committees)

Please also note that under the Openness of Local Government Bodies Regulations 2014 that other people may film, record, tweet or blog from this meeting. The use of any images or sound recordings is not under the Council's control.

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, 13th November 2023 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

3rd November 2023

AGENDA

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

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

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

For information, disclosable pecuniary interests and registrable interests relate to entries that are included, or should be included, on a councillor's register of interests. Non-registrable interests relate to any other matters.

4. DECLARATIONS OF THE PARTY WHIP

5. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES
11.16

No questions were submitted.

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

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

7. CABINET ITEMS FOR PRE-DECISION SCRUTINY

The following items have been identified for pre-decision scrutiny from the Cabinet agenda for 16th November 2023.

- (a) HRA Business Plan and Capacity Update 13 - 37

A Cabinet report of the Director of Housing and Wellbeing to seek Cabinet approval for the updated Housing Revenue Account (HRA) Business Plan 2023-2053 and Capacity Review.

8. CABINET RESPONSE TO PRE-DECISION SCRUTINY 38 - 39

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

9. SCRUTINY PANELS 40 - 45

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

10. SCRUTINY WORK PROGRAMME 46 - 51

A report of the Head of Governance and Human Resources enabling the Commission to review and agree the scrutiny work programme.

11. SCRUTINY COMMISSION WORK PROGRAMME 52 - 67

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;

11th December 2023

8th January 2024

5th February 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 9TH OCTOBER 2023

PRESENT: The Chair (Councillor Seaton)
Councillors Lennie, Infield, Monk and Rattray

Councillor Hamilton (Deputy Leader of the Council
and Lead Member for Public and Private Sector
Housing)

Director of Commercial and Economic
Development
Head of Planning and Growth
Head of Strategic Housing
Head of Governance and Human Resources
Team Leader Planning Enforcement
Democratic Services Officer (SW)

APOLOGIES: Councillors Needham, B. Gray, Harper-Davies
and N. Taylor

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.

42. MINUTES OF THE PREVIOUS MEETING

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

43. DECLARATIONS OF PECUNIARY AND PERSONAL INTERESTS

No disclosures were made.

44. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

45. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

46. SELECTIVE LICENSING SCHEME UPDATE

Councillor Lennie arrived at the meeting at 6:03pm.

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, was submitted (item 6 on the agenda filed with these minutes).

The Lead Member for Public and Private Sector Housing (and Deputy Leader of the Council) and the Head of Strategic Housing assisted with the consideration of this item. The following summarises the discussion:

- i. The Council was recruiting four additional Housing Licensing Administration Officers on fixed term contracts up to 31st March 2024 to undertake the processing of Selective and Additional License applications, as there had been a higher number of applications than initially anticipated. There would be a further review of the staffing resources within the Housing Standards service before 1st April 2024, to determine whether these were sufficient for the ongoing delivery of the licensing schemes.
- ii. The fees decided for the Selective and Additional Licensing schemes were based on the Mandatory Licensing scheme fee. Some of the fees were for costs relating to receipt, processing and determination of license applications and some of the fees were for costs relating to compliance checks, including property inspections. Some discounts were available and consideration may be given to other possible discounts in the future, for example for landlords applying for licenses for multiple properties. It was possible that the fees may increase in the future, if the administration costs of the council increased.
- iii. There was no requirement to visit a property prior to a Licensing application being approved. Spot checking visits would likely be undertaken on properties with licensing in place. The Council had appointed two additional Housing Standards Officers to ensure compliance with the licensing schemes.
- iv. Landlords were able to rent out properties whilst waiting for a decision on their licensing application. The Head of Strategic Housing agreed to provide information about any action taken if the license was refused, when there was a tenant in situ, following the meeting.
- v. The standards required by the Additional and Selective Licensing Schemes were considered high standards and were similar to the standards required for council housing.
- vi. The Head of Strategic Housing agreed to circulate to all members the standards required as part of the Selective and Additional Licensing Schemes, following the meeting.
- vii. It was an offence to fail to apply for a license in a Selective Licensing Scheme area, and this could result in a fine and a criminal conviction. In cases where non-compliance was identified, the council would normally offer advice and support to Landlords to achieve compliance where appropriate, before enforcement routes were taken.
- viii. The Head of Strategic Housing agreed to look into the possibility of using the Council Tax mailing system to promote the schemes in the relevant areas.

- ix. The Scrutiny Commission felt that an update report in April 2024 would be beneficial to enable members to review the schemes one year after implementation.

RESOLVED

1. That the Scrutiny Commission considered the information provided and identified any further action that should be taken.
2. That the Head of Strategic Housing provide information about any action taken if the license was refused, when there was a tenant in situ, following the meeting.
3. The Head of Strategic Housing agreed to look into the possibility of using the Council Tax mailing system to promote the schemes in the relevant areas.
4. The Head of Strategic Husing agreed to circulate to all members the standards required as part of the Selective and Additional Licensing Schemes, following the meeting.
5. That the Scrutiny Commission receive a further update report on Selective and Additional Licensing Schemes in April 2024, one year after the implementation of the schemes.

Reasons

1. To provide effective scrutiny of the delivery of the selective licensing scheme.
2. To ensure the Scrutiny Commission was informed about the implications of the Additional and Selective Licensing Schemes.
3. To increase promotion of the schemes in the relevant areas of the Borough.
4. To ensure the Scrutiny Commission was informed about the implications of the Additional and Selective Licensing Schemes.
5. To enable the Commission to review the Selective and Additional Licensing schemes one year after implementation.

47. 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.

48. CABINET ITEMS FOR PRE-DECISION SCRUTINY

49. CLIMATE CHANGE STRATEGY AND ACTION PLAN

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, was submitted (item 8a on the agenda filed with these minutes).

The Director of Commercial and Economic Development and the Head of Planning and Growth assisted with the consideration of this item. The following summarises the discussion:

- i. Members felt that the report was thorough and well presented.
- ii. Alternative travel methods such as public transport use, cycling and walking would be encouraged where appropriate.
- iii. The Sustainable Urban Developments referred to in the adopted Core Strategy Local Plan approved a number of years ago in accordance with council and national policy at that time. Since that time, there had been significant technological advancements in sustainable housing, which had not been included in the Sustainable Urban Developments. It was highlighted that the Draft Local Plan did include a number of policies to reduce impact on the climate, including policies concerned with sustainable construction and sustainable transport. The Planning Authority had limited control to demand the inclusion of sustainability measures, such as installing electric vehicle charging points and solar panels to new build properties, but could encourage this. Regulation was secured through the Building Act, rather than the Planning Acts.
- iv. The Council's draft Local Plan encouraged developers to use sustainable technologies. It was highlighted that it was a considerable task for the industry to adapt to incorporate newer technologies and that these changes were happening gradually.
- v. The Council consulted with a number of stakeholders when it prepared the draft Local Plan in order to understand the impact of developments identified, including their individual and cumulative flood risk. Following this process, the council could implement any mitigation measures required, such as urban drainage schemes, to ensure development was brought forward satisfactorily.

RESOLVED

That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Director of Commercial and Economic Development.

Reason

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

50. REVIEW OF THE PLANNING ENFORCEMENT PLAN

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, was submitted (item 8b on the agenda filed with these minutes).

The Head of Planning and Growth and the Team Leader Planning Enforcement assisted with the consideration of this item. The following summarises the discussion:

The harm system referred to in the Planning Enforcement Plan was a standardised approach, eliminating any ambiguity.

RESOLVED

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

Reason

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

51. CHANGES TO THE CONSTITUTION

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, was submitted (item 8c on the agenda filed with these minutes).

The Head of Planning and Growth and the Head of Governance and Human Resources assisted with the consideration of this item.

Members of the Scrutiny Commission made no comments on this item.

RESOLVED

That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Planning and Growth and the Head of Governance and Human Resources.

Reason

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

52. 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 9 on the agenda filed with these minutes).

The Head of Governance and Human Resources 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.

53. SCRUTINY PANELS

A report of the Head of Governance and Human Resources to consider updates on the work of scrutiny panels, was submitted (item 10 on the agenda filed with these minutes).

An agenda supplement containing a scoping document for the Public Transport Scrutiny Panel was published and circulated to Councillors in advance of the meeting.

The Head of Governance and Human Resources assisted with the consideration of this item. The following summarises the discussion:

- i. The Democratic Services Manager had discussed the Housing Needs Scrutiny Panel with officers and there had been a request to start this panel at a later date due to capacity issues within that service area. It was suggested that the Democratic Services Manager and the appointed Chair of the Housing Needs Scrutiny Panel, Councillor Monk, draft a scoping document, with a view to start the panel in February 2024.
- ii. The Public Transport Scrutiny Panel had previously been discussed as an Express panel. Following the scoping exercise, the appointed Chair of the panel, Councillor Maynard felt that the panel should be formal as there was a significant amount of research for the panel to consider. The Scrutiny Commission considered the Public Transport Scrutiny Panel scoping document and felt that a formal panel would be appropriate.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny Panels.
2. That the Public Transport Scrutiny Panel commenced.

Reasons

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

54. 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 11 on the agenda filed with these minutes).

The Head of Governance and Human Resources assisted with the consideration of this item.

The Scrutiny Commission considered the discussion on Council Assets (Garages) at the meeting of the Finance and Performance Scrutiny Committee held on 12th September 2023. The Commission felt that further discussion with Councillor Charles (the original proposer of a Council Assets Scrutiny Panel) outside of the meeting was required to understand whether there was a need for a scrutiny panel on this topic.

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.
3. That the Democratic Services Officer discusses the need for a Council Assets Scrutiny Panel with Councillor Charles outside of the meeting.

Reasons

- 1-3. 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.

55. 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 12 on the agenda filed with these minutes).

The Head of Governance and Human Resources assisted with the consideration of this item. The following summarises the discussion:

The Scrutiny Commission added the following item to their work programme:

- Pre-Decision Scrutiny - Interim Charnwood Transport Strategy (November 2023)

RESOLVED

1. That forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted.
2. That the Commission's current work programme be noted.
3. That the following items be added to the Scrutiny Commission's work programme for pre-decision scrutiny:
 - Pre-Decision Scrutiny - Interim Charnwood Transport Strategy (November 2023)

Reasons

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

NOTES:

1. No reference may be made to these minutes at the Council meeting on 6th November unless notice to that effect is given to the Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Commission.
3. The following Lead Members and Officers attended the meeting via Microsoft Teams: The Deputy Leader of the Council and Lead Member for Public and Private Sector Housing, the Director of Commercial and Economic Development, the Head of Planning and Growth and the Team Leader Planning Enforcement. All other meeting participants attended the meeting in person.

CABINET - THURSDAY, 16 NOVEMBER 2023

Report of the Director Housing and Wellbeing Lead Member: Executive Member for Public and Private Sector Housing

Part A

HRA BUSINESS PLAN 2023-2053 AND CAPACITY UPDATE

Purpose of report

To seek Cabinet approval for the updated Housing Revenue Account (HRA) Business Plan 2023-2053 and Capacity Review.

Recommendations

1. That the HRA Business Plan 2023-2053 and Capacity Review at Appendix 1 be approved.
2. That a further review of the HRA Business Plan be undertaken in 2024/2025.

Reasons

1. To set out the revised financial framework for how the Council intends to meet the investment requirements necessary to deliver the landlord service and maintain its HRA properties over the next 30 years.
2. To closely monitor projections considering sensitivities at the national level including inflation and government rent policy, and local service pressures.

Policy justification and previous decisions

On 10th February 2022 Cabinet approved an updated Housing Revenue Account (HRA) Business Plan 2021-2052. Alongside this, Cabinet approved the procurement of a contractor to support the development of the Council's Asset Management Strategy through the undertaking of a stock condition survey, high level energy study, and the production of a prioritised investment strategy.

It was noted the HRA Business Plan would be reviewed in 2022/2023 following completion of the stock condition survey given the greater insight in to investment requirements likely to be gained.

On 9th February 2023 Cabinet approved the HRA Asset Management Strategy 2023-2028. The Asset Management Strategy has set out the likely levels of investment needed to maintain the Council's housing stock. The HRA Business Plan sets out how that investment may be funded along with the costs of services provided to tenants.

Implementation timetable including future decisions

It is recommended that, subject to call-in, the HRA Business Plan 2023-2053 and Capacity Review, if approved, come into effect immediately.

Given the economic context and the pressures on housing delivery, a further review of the HRA Business Plan is scheduled for 2024/2025.

Report implications

Financial implications

A stock condition survey has been completed, providing greater insight into stock investment needs and associated costs. Cost inflation has significantly outstripped rent inflation (which was capped for 2023/2024 through government intervention), and borrowing rates are less favourable than they were. Consequently, there is an overall negative impact on the business plan in terms of reduction in reserve balances and increased debt of around £83.2million. The advice from Savills UK is that projected borrowing is within provisional “golden-rule” limits, and there is capacity within the plan to borrow to invest in the stock.

The long-term financial position is subject to external factors including inflation and government rent policy. The Asset Management Strategy 2023-2028 approved by Cabinet in March 2023 sets out several actions which may be taken to improve the value of the stock in part mitigation.

As set out above, a further review of the HRA Business Plan is scheduled for 2024/2025.

Risk management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
National sensitivities including inflation, government rent policy, alongside local service pressures impact on the plan, increasing costs / reducing income on an unsustainable basis.	2 Unlikely	4 Major	8 Moderate	Further review of the HRA Business Plan and capacity to take place in 2024/5.
Insufficient senior officer resource with an appropriate span of control to oversee HRA budgets and services leading to	2 Likely	4 Major	8 Moderate	Head of Landlord Services appointed and due to commence in post in December 2023.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
increased costs and loss of opportunity to increase revenue.				

Equality and diversity

The provision of social housing and associated services has a positive impact on equality and diversity. For example, the HRA Business Plan includes sums for:

- Warden support for older people living in sheltered accommodation.
- Tenancy support for vulnerable tenants.
- Anti-social behaviour (ASB) services which manage hate incidents.
- Adaptations for disabled people.

Climate change and carbon impact

The HRA Business Plan includes sums for capital improvements including doors, windows, roofing and insulation, and heating systems. These improvements will avoid increase in energy intensity of Council owned buildings and will maximise efficiency.

Crime and disorder

The HRA Business Plan will positively contribute towards the achievement of the Council's responsibilities under Section 17 of the Crime and Disorder Act (1998) to undertake reasonable action to improve community safety in the borough. Services to tackle ASB and manage neighbourhoods are funded, along with sums for estate improvements, and the installation and maintenance of communal entrance doors which provide an enhanced level of security for tenants and their families.

Wards affected

All wards.

Publicity arrangements

None planned.

Consultations

At its meeting on the 12th July 2023 the Housing Management Advisory Board considered and endorsed the HRA Business Plan 2023-2052 and Capacity Review.

Links to the corporate strategy

Caring for the Environment	Yes
Healthy Communities	Yes

A Thriving Economy	No
Your Council	Yes

Key decision: Yes

Date included on forward plan 18 October 2023

Background papers: Cabinet - 9th March 2023 Housing Revenue Account Asset Management Strategy 2023-2028

Cabinet - 10th February 2022 Draft Housing Revenue Account Business Plan 2021-2052 and Asset Management Strategy Framework.

Officer to contact: Peter Oliver, Director of Housing and Wellbeing
peter.oliver@charnwood.gov.uk
01509 634 666

Part B

1. Background

- 1.1 The HRA Business Plan (2023-2028) and Capacity Review has been completed with support from Savills UK.

2. Key Points

- 2.1 The amount of rent the Council can charge was capped for 2023/24 by the government at 7%. Costs incurred by the Council, for example around repairs and maintenance, have increased because of global and national inflationary factors. This has a negative impact on the business plan because the rent charged is not keeping up with the costs of delivering the services.
- 2.2 Greater insight derived from the stock condition survey completed in 2022 into the condition of the Council's housing stock has identified more work is needed to keep the stock in good condition. For example, costs increase from year 6 of the plan as kitchens and bathrooms installed around 20 and 30 years ago, respectively, start needing replacement. This is illustrated at *Chart 2.2 - Projected capital expenditure and financing* on Page 7 at Appendix 1.
- 2.3 The cost of borrowing has increased. The current level of borrowing is £78.6 million. Refinancing of existing loans will be needed and an estimated further £ 72.9 million will need to be borrowed to keep the stock in good condition and deliver services. Interest on these loans will be at a higher rate than previous loans. This has a negative impact on the business plan. This is illustrated at *Chart 2.3 - Projected debt profile (HRACFR)* on Page 8 at Appendix 1.
- 2.4 The capacity review part of the plan sets out some indicative thresholds around how much the council could borrow to invest in its stock, services, and priorities, including, for example, improving the energy efficiency of Council homes, improving sheltered accommodation, and delivering new Council homes. Based on several metrics, the capacity review sets out there is scope for additional borrowing.

Appendices

- Appendix 1 Housing Revenue Account (HRA) Business Plan 2023-2053 and Capacity Review

Housing Revenue Account Business Plan and Capacity Update

Report.v1
January 2023

Contents

1.	Introduction	1
1.1.	Background	1
1.2.	Factors the Sector is Facing	1
1.3.	Approach.....	2
2.	Business plan model	3
2.1.	Introduction	3
2.2.	Overview of methodology and assumptions	3
2.3.	HRA Business Plans Projections	6
2.4.	Debt in Comparison to Provisional Prudential Limits	9
3.	Summary	13
4.	Appendix 1 Key Assumptions	14
5.	Appendix 2 Benchmarks	1
6.	Appendix 3 Financial Tables	2
7.	Appendix 4 Tenancy Service Measures	4

1. Introduction

1.1. Background

Charnwood Borough Council (CBC, the Council) have appointed Savills to support officers in the production of the annual HRA Business Plan.

This builds upon the work undertaken last year in establishing a HRA Business Plan. CBC, like many authorities, need to adopt a new approach to setting out the financial capacity and capability of the HRA to deliver on its objectives towards refurbishment, investment, regeneration and new supply. Consideration of a new approach is also consistent with the requirement for the publication of Prudential Indicators specific to the HRA following their reintroduction alongside the abolition of the debt cap.

Savills have therefore worked with officers to update the HRA business plan that was produced in November 2021, in respect of projected rent increases, uplifts to repair costs, higher borrowing costs, but more importantly taking on the results of a stock condition survey combined with the results of work undertaken by officers to establish energy efficiency works and undertake building safety.

This plan is based on the 2022.23 forecast out-turn but also the 2023.24 budgets with anticipated increases to costs for salary increases and the rise in utility costs, which are greater than those originally forecast. It also incorporates the 2023.24 and 2024.25 HRA capital programme.

At this time it excludes any further acquisition or development programmes.

1.2. Factors the Sector is Facing

When considering the HRA business plan and its current resources, we must be mindful of the current and future challenges that the social housing sector faces. The following areas are not exclusive, but are the key ones that will impact upon both staffing and financial resources:

Building Safety

Since the tragic consequences of Grenfell Tower, steps have been made by Government to ensure that building and fire safety is at the forefront of social housing investment and delivery. This has increased the amount of reporting that is required and where the point of responsibility over how and what data is held. For CBC this has meant implementing new fire safety measures, which not only adds to capital investment but requires ongoing monitoring and maintenance. Recovery for these costs is also difficult from leaseholder due to current lease arrangements. Furthermore additional revenue resource is required in relation to ensuring compliance.

Tenant Satisfaction Measures

The Regulator for Social Housing is responsible for monitoring a range of Tenancy Services Measures, which all Registered Providers (including CBC) will be responsible for collating from April 2023 and external scrutiny from April 2024.

There will be an increased demand from the service to collate data from existing databases (some of which is already being reported) and new tenant surveys assessing satisfaction.

This is a direct outcome from the recent White Paper “The Charter for Social Housing Residents” that sets out what every social housing resident should expect:

- To be safe in your home
- To know how your landlord is performing
- To have your complaints dealt with promptly and fairly
- To be treated with respect
- To have your voice heard by your landlord
- To have a good quality home and neighbourhood to live in
- To be supported to take you first step to ownership

The Tenancy Services Measures are summarised in Appendix 4.

1.3. Approach

This report sets out our findings as follows:

1. The results of the latest HRA business plan model in the light of market conditions, policy initiatives and other factors.
2. The impact to the metrics and indicators which can form the basis of future management and planning for the HRA.

2. Business plan model

2.1. Introduction

Our latest version of the HRA Business Plan model has been provided and populated in liaison with officers and forms the basis of this report.

It will continue to have revisits in respect of updates to the asset management strategy and any forthcoming redevelopment schemes as details become more apparent.

2.2. Overview of methodology and assumptions

Overall

The plan is based on the following overarching principles:

- 29 year projections from 2023.24 based on the existing budget (Year 1 is 2022.23 out-turn forecasts)
- Core inflation projected at 2.0% thereafter with exemptions as detailed below
 - 6.0% for April 2024
 - 3.5% for April 2025
 - 2.5% for April 2026
- Rents increasing at CPI per annum with the exception of the following:
 - 7.0% April 2023 (on the basis of the recent rent determination capping increases at this level rather than CPI+1%, which would have been 11.1%)
 - CPI (6.0%) +1% in accordance with the final year of the current social housing rent policy (April 2024)
- Depreciation provision increasing at CPI throughout
- Due to inflation uplifts to revenue repairs contracts the existing budget of £6.660million will increase to £7.095million for 2023.24.
- Maintenance of the existing tenanted stock (subject to Right to Buy sales) was modelled at a total of £253.433million over the 30 years from 2022.23 equating to £46,146 per unit prior to inflation and stock adjustments
- The inclusion of 24 loans directly attributable to the HRA, that are at fixed interest rates for varying periods.

The overall methodology within the plan is also founded on net rental income servicing the operational expenditure, interest charges, and where required, additional borrowing to finance investment to the stock and loan refinancing when existing loan facilities mature.

The following paragraphs provide more detail to the key elements of the plan.

Rents

The rents contained within the modelling are consistent with the current social rent policy where the increase applied to April 2023 is capped at 7.0% in accordance with the recent determination issued by the Government. This intervention replaces, for one year, the policy increase of CPI plus 1%, which would have resulted in rent increases of 11.1%. The current policy concludes in April 2024 and we have assumed rents will increase by CPI + 1%, resulting in a forecast increase of 7.0%.

Rent levels, as an average for 2023.24, will be £83.90 per week on a 52 week basis.

The rent policy moving forward will be consulted on during 2023 in respect of providing more certainty of rent increases for April 2025 and beyond. At this stage we have made the prudent assumption that rent for April 2025 and beyond will increase by CPI only.

Void rates of 4.82% and Bad Debt provision of 0.49% have been modelled throughout the plan.

Service Charges

In respect of tenants and increase for 2023.24 of 6.45% has been applied, which is less than forecast levels of inflation for costs, which results in additional under-recovery. We have not modelled any catch-up in terms of charges into future years in order to ensure full recovery of costs. We have modelled service charge increases matching rent increases moving forward.

Other Income

In terms of garage, a revised forecast has been modelled with an overall increase of 3.05%.

There are a range of other internal recharges between the HRA and General and with the service itself that have been reviewed resulting in a reduction of c21% of budgeted income for 2022.23.

Management

In terms of overall general management costs have increased by 7.12% reflecting inflation and pay awards whereas special (service) costs have increased by 31.2% due to utility costs.

Repairs

The forecast position for 2023.24 will see significant growth equal to 8.16% on account of inflationary pressures.

Right to Buy sales volumes

The level of sales is modelled initially at 40 per annum over the next 2 years and then reduces by c10% per annum which accounts for a stock loss of 8% over the plan period. It might be expected that CBC will see further reductions in sale volumes on account of stability with house prices but also the availability and affordability of mortgages for prospective purchasers, but the approach taken is prudent. We have made adjustments to both rents, repairs and future investment expenditure to reflect these stock losses.

The HRA also benefits from the receipts from right to buy sales, for those not ring-fenced for new delivery, and these are utilised to fund capital works for the existing stock. This approach, will also be subject to annual review in respect of considering alternative uses.

Capital Works to Existing Properties

In previous iterations capital expenditure forecast were based on the asset management database. However, this was deemed not up to date and did not include provisions for building safety works and energy efficiency improvements.

In order to provide a more accurate position, ahead of the development of a new asset management strategy and comprehensive stock condition survey, Savills were commissioned to provide a 30-year forecast, in conjunction with officers, whilst basing the requirements on a 5% sample survey. This will provide the basis for both this plan but also the new asset management strategy and the recently commissioned stock condition survey that will extend the sample size significantly.

Table 2.1 – Stock Investment Requirements

Element Group	Years 1-5		Years 6-10		Years 11-15		Years 16-20		Years 21-25		Years 26-30		Total	
	Costs (£)	Counts	Costs (£)	Counts	Costs (£)	Counts	Costs (£)	Counts	Costs (£)	Counts	Costs (£)	Counts	Costs (£)	Counts
Catch Up Repairs	213,309	1,495	0	0	0	0	0	0	0	0	0	0	213,309	1,495
Kitchens	5,541,094	833	12,731,088	1,860	18,240,739	2,653	1,005,019	154	5,541,094	833	12,731,088	1,860	55,790,122	8,193
Bathrooms	4,464,273	3,531	2,944,504	2,072	3,799,071	3,144	9,444,746	3,215	10,440,014	4,415	3,796,287	1,782	34,888,896	18,159
Electrics	4,414,130	11,046	8,585,108	10,996	1,978,181	10,243	2,282,876	10,996	1,424,283	10,144	1,046,418	8,209	19,730,995	61,634
Heating	8,514,166	5,162	3,244,234	1,545	3,150,910	2,088	16,879,686	7,581	2,393,914	1,818	1,861,330	1,049	36,044,240	19,243
Roofs	769,329	1,134	11,384,389	10,392	1,230,211	1,003	1,901,220	1,107	1,935,724	2,243	1,015,796	746	18,236,670	16,625
Walls	1,079,705	254	5,914,325	2,812	3,740,653	649	920,759	503	1,011,502	773	6,136,156	1,625	18,803,100	6,616
Windows and Doors	2,848,750	1,525	9,463,693	4,271	5,374,254	2,208	3,381,550	3,422	2,242,463	2,823	920,200	774	24,230,910	15,023
External Areas	1,006,732	2,381	6,422,181	16,344	2,358,734	4,563	996,046	2,560	1,057,331	3,465	2,345,656	4,077	14,186,679	33,390
Communal Areas	245,476	1,020	1,006,575	3,660	272,919	1,049	158,364	786	907,968	2,682	353,792	789	2,945,093	9,986
Total	29,096,963	28,381	61,696,097	53,952	40,145,673	27,600	36,970,266	30,324	26,954,293	29,196	30,206,722	20,911	225,070,013	190,364
Total per annum	5,819,393	5,676	12,339,219	10,790	8,029,135	5,520	7,394,053	6,065	5,390,859	5,839	6,041,344	4,182	7,502,334	6,345

We have assumed that year 1 is 2022.23 for the purposes of planning.

The current capital programme for 2022.23 is £8.418million plus a provision for fees of £0.312million.

Currently, the proposed capital programme for 2023.24 and 2024.25 is £6.094million and £5.083million respectively plus a provision for fees of £0.438million.

Therefore, the plan recognises the capital programmes for 2022.23, 2023.24 and 2024.25 respectively and allocates the resulting shortfall of £0.244million to 2025.26 and draws upon the expenditure profile from the above table from year 4, with a provision of £0.438million for fees.

The above table represents a significant investment in the existing stock, embracing the works required to improve the energy efficiency of homes, improving building safety and ensuring they are maintained at an appropriate standard.

New Build or Development Assumptions

A small number of acquisitions have been modelled for years 1-3 within the plan.

In terms of redevelopment, only St Michaels court is modelled for removal without any provision for new build in its place at this time.

Interest Rates

The opening debt (HRACFR) for the HRA stands at £78.620million. It is currently financed by 24 fixed loans totalling £79.190million in terms of both interest rates and maturity dates. The average interest rate for these loans is 3.43%. Internal lending between the Council's General Fund and HRA is utilised to fund the £0.570million difference and no interest is received on this. This position may well change as the Council will annually review its treasury management strategy.

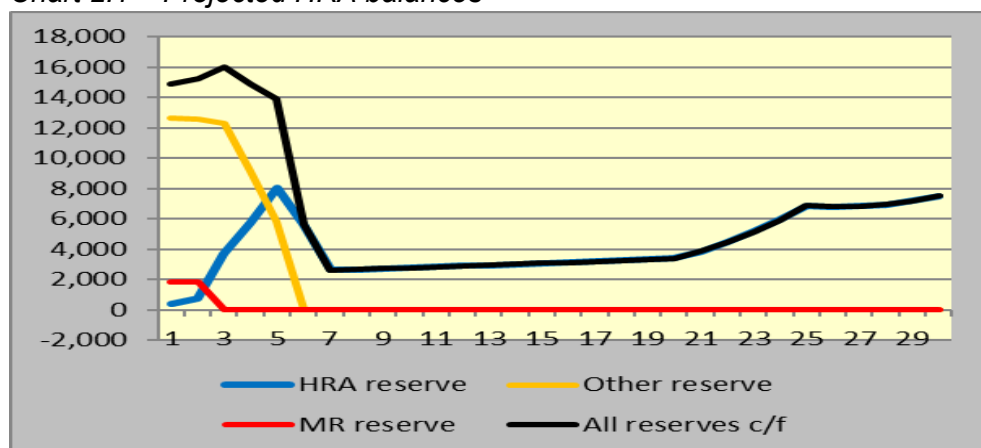
As capital expenditure increases above current levels in order to meet the requirements as demonstrated in table 2.1 additional borrowing is required. Currently interest rates are the highest they have been for the last 14 years but the consensus amongst treasury advisors are that they will fall. A rate of 3.5% has been assumed for future borrowing, where required.

2.3. HRA Business Plans Projections

As a starting position for financial forecasting an agreed set of assumptions relating to inflation and interest rates are factored in. In addition, a minimum reserve position for the HRA and we have modelled 10% of annual turnover to satisfy this.

Therefore, the graphs below will show the HRA, maintaining a minimum balance of 10% of turnover with the maximum level of resources available from the HRA utilised to either finance the capital programme and (if any remaining available) and to reserve balances.

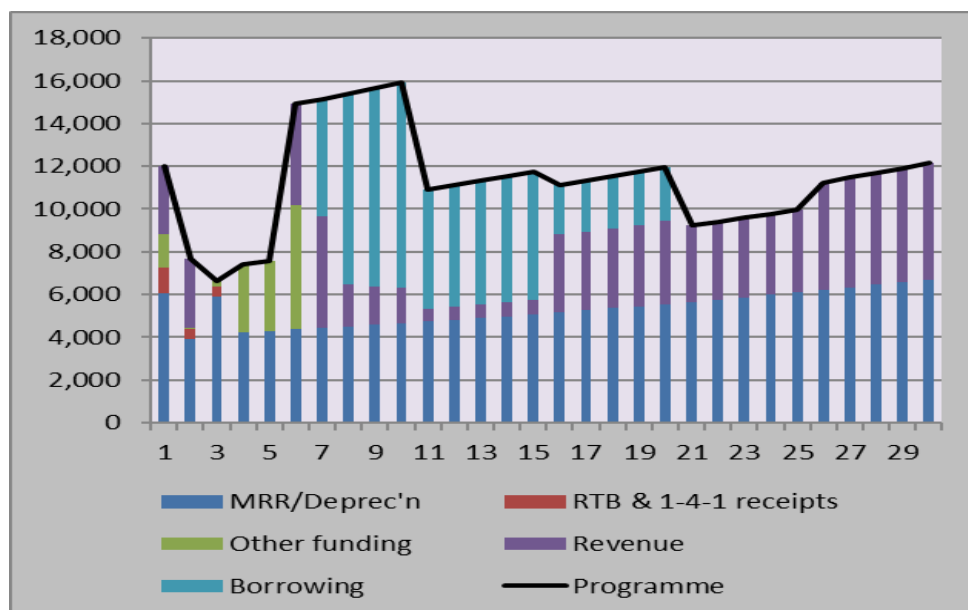
Chart 2.1 – Projected HRA balances



This demonstrates the plan can maintain the HRA balance at its minimum level for the duration of the plan. From year 20 onwards, on account of a reduction in the expenditure of the capital programme, balances begin to accrue in the plan to c£7.5million.

This is a lower future balance projection than previously projected of c£17.8million on account to increases to the operating costs and increased levels of investment in the stock.

Chart 2.2 – Projected capital expenditure and financing

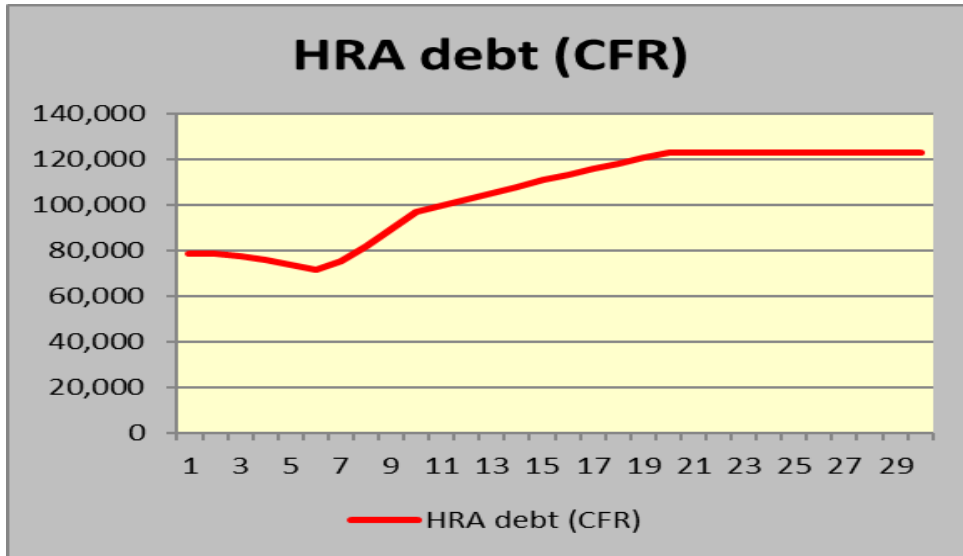


Capital expenditure remains fully funded throughout the 30 years demonstrated by the horizontal black line. From year 5 of the plan, where the stock investment requirements data is modelled there is a significant increase in expenditure to meet the requirements for key components such as kitchens, electrics, roofs, walls, windows and external works.

In order to finance this, additional borrowing is required to fully fund this. As the asset management strategy is developed, and additional surveys are undertaken, the expenditure profile demonstrated above is most likely to change as well as expenditure levels, but the above provides for a sound basis in which to understand the business plan position as it stands. The other funding in the above graph represents the release of funding from the HRA Financing Fund.

Inflation has been included within the above projections.

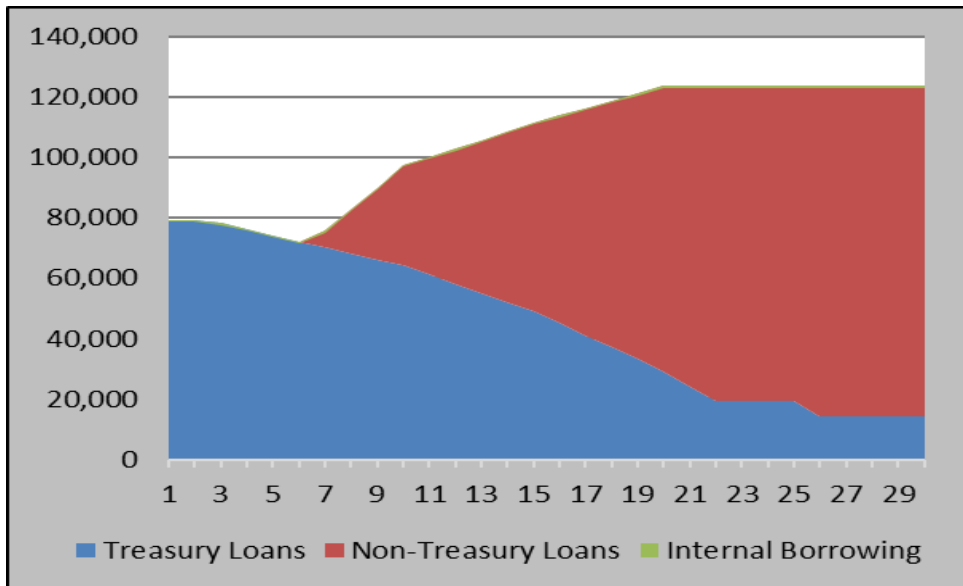
Chart 2.3 – Projected debt profile (HRACFR)



Borrowing is projected to peak in year 20 at c£123.1million from an opening position of £78.6million. This compares to previously projected closing borrowing of £50.2million. Again due to increased investment in the stock (of c30%) and increased operating costs.

All of the existing loan facilities that mature during the period of the plan are refinanced as demonstrated in the chart below.

Chart 2.4 – Projected Debt Analysis (HRACFR)



The blue shaded areas represent the existing loan portfolio that was allocated to the HRA in 2012 and any borrowing since then, whereas the red area represents a new pool of loans that are effectively a revolver type facility at an interest rate across all years at 3.5%.

2.4. Debt in Comparison to Provisional Prudential Limits

The HRA debt cap represented an artificial constraint on borrowing set outside the HRA and linked to future income and cost assumptions which were made in 2012. The housing and financial policy environment has moved on considerably since then, however the only change in the debt cap that has been implemented was for a small minority of authorities that opted to bid for an increase in 2014.¹⁵

The proposition within this analysis is that, whilst there is theoretically now no limit to borrowing within the HRA, the existing asset and operating base generates a net income stream that does offer a logical limit on sustainable borrowing levels. In setting out its investment strategy, the council therefore needs to consider how it will take decisions on whether to invest, how to fund, the extent of new borrowing, and determine a framework within which decisions will be taken for the business plan overall, within the medium term financial strategy and within successive budget rounds.

This report applies some metrics developed in the light of the experience of 40 years' of successful private finance of housing associations, during which associations have developed hundreds of thousands of new affordable homes, without a single association ever going into default with any of its lenders.

This is not the only approach that can be utilised, for example the council will have an established approach to the setting of Prudential Indicators in the General Fund which it might wish to consider in the HRA context. However, as will be seen, looking at tried and tested principles from a privately financed sector in the HRA context provides a powerful and persuasive evidence base for a significant increase in funding for new HRA developments.

Housing associations have traditionally been funded from long-term bank lending from the High Street banks and Building Societies. There is over £55 billion of debt on HA balance sheets. Bank lending has been built on lending covenants which have become established in the marketplace and associated with the delivery of cheap debt. Whilst local authority borrowing is not directly secured on its asset base, the covenant approach provides a key insight into the viability and sustainability of borrowing as viewed by private lenders.

We have identified three covenants/ratios or metrics which we consider potentially relevant in the HRA context, set out below.

Interest Cover Ratio (ICR)

This is the ratio of operating surplus divided by interest costs, and represents the cover that the HRA has against its interest cost liabilities in any year; the ICR is set to a minimum which provides comfort that if there were a sudden drop in income or increase in operating costs, there would be sufficient headroom to continue to cover debt interest. For housing associations, the usual definition of operating surplus is EBITDA (Earnings before Interest, Tax, Depreciation and Appropriations). The average ICR

for the HA sector in 2021.22 was around 1.38; typical lending covenants vary between 1.10 and 1.50 depending on the size and nature of the HA, with 1.25 being a typical expectation.

For the HRA, this is best defined as:

- Turnover (dwelling rents, other rents, service charges, contributions)
- Less
- Operating Costs (general management, special management, other management, repairs & maintenance, major repairs)

For housing associations, depreciation is not a cash transaction. In the HRA, because of the treatment of depreciation as a cash transfer to the MRR plus or minus an adjustment to reflect actual transfers to MRR, it is essential to include the net amount transferred to MRR in the calculation. This represents the revenue expenditure on major repairs made legitimately as part of operating costs. Notwithstanding that these are subsequently treated as part of the capital programme, they are funded from revenue and property an operating cost. Whilst transfers to the MRR may not be spent in-year, our experience is that the majority of balances carried in the MRR tend to be from expenditure slippage.

The above definition of ICR works in the HRA context as it determines the revenue surplus before interest, appropriations, and other “below the line” adjustments.

Loan to Value (LTV)

This is an essential tool for private lenders where debt is secured against properties, hence theoretically against their value. The basis for valuation in HAs has been Existing Use Value (Social Housing) - EUV(SH) - for decades with many HAs and lenders now adopting Market Value Subject to Tenancy as a valuation. Typical covenants prescribe 65-70% maximum LTV.

For the HRA, borrowing is not directly secured against the properties. In addition, the EUV(SH) calculation prescribed by government is not cashflow based, but is based on vacant possession values discounted by a regional factor periodically published by the government.

LTV is best defined in the HRA context as Outstanding Debt / Fixed Asset Value. Debt is defined as the HRACFR as this is the amount that must be financed with interest payments in the HRA. Asset values include all assets, dwellings and non-dwellings, as all assets are included in the generation of net income cashflows in the HRA.

Whilst the LTV definition works for the HRA to an extent, the absence of a clear relationship between net rental income and asset values means that the ratio tends to deliver a “low” result, compared to HAs.

Debt to Turnover (LTV)

Another measure we have used for this analysis is the ratio of Debt to Turnover. This measure the level of turnover in relation to debt, which differs slightly from the ration used for assessing debtor

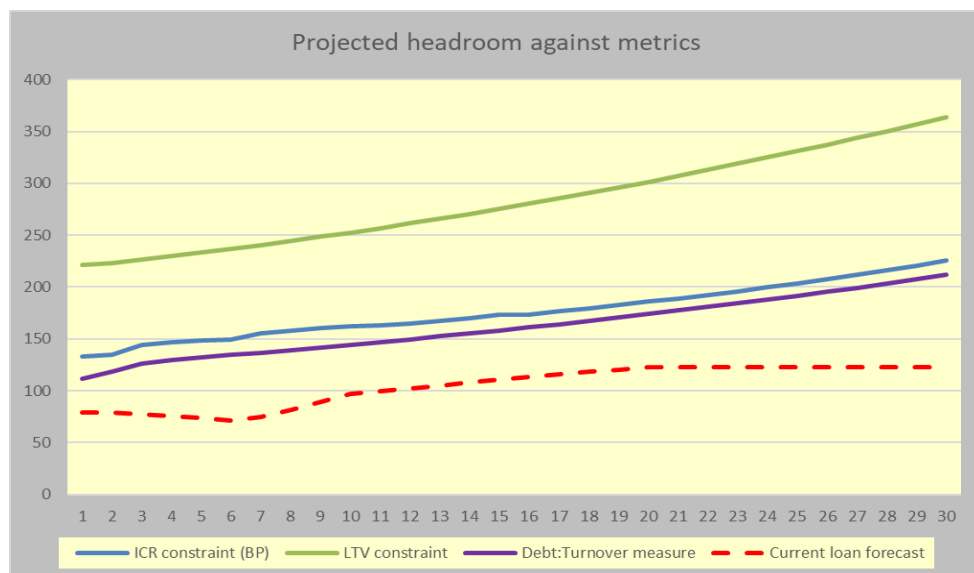
balances against turnover. As a proxy we have suggested a ratio of 5:0, so that turnover can cover the level of debt outstanding by 5 times.

In the absence of an agreed prudential borrowing approach for the HRA we have suggested the following parameters:

- ICR @ minimum 1.25
- LTV @ maximum 65%
- Debt:Turnover @ maximum 5:0

Using these parameters we are able to established a suggested range of borrowing limits which could be applied a “golden-rule” as shown within the graph below.

Chart 2.5 – Projected Debt (HRACFR) Compared to Provisional Borrowing Limit



The red (dashed) line shows the projected loan balances, as per chart 2.3 set against the three “golden-rule” suggested metrics.

Using the Loan to Value metric, the plan suggests that there is significant borrowing headroom which is measured by the gap between the green and red (dashed) line.

The Debt to Turnover ratio suggests that borrowing will not exceed the “golden-rule” modelled, but provides less borrowing headroom than the Interest Cover Ratio.

By default, the Interest Cover Ratio is considered the benchmark for assessing borrowing capacity and using the “golden-rule” as suggested, the projected borrowing in the main remains below this level.

3. Summary

1. The HRA business plan forecast as set out in our modelling for Charnwood Borough Council shows the current projected financial position and future potential borrowing capacity.
2. The plan provides a basis on which to move forward with its investment plans.
3. The Council is able to increase borrowing immediately based on existing capacity within the business plan if using the ICR metric based on a minimum of 1.25.
4. The plan, whilst balanced in terms of maintain minimum levels of reserves, does require future borrowing in order to finance the identified capital investment, which may be offset with the possibility of external grant funding towards energy efficiency measures.
5. When compared to previous iterations of the business plan there are have been significant factors that have resulted in lower projected balances and greater borrowing levels including:

- a. Capital Investment requirements increasing by over 30 years by c29.6%
 - b. Substantial increases to the costs of repairs due to inflation and enhanced costs for compliance
 - c. Rent increases lower than levels of cost inflation
6. The Council can affect future operating surpluses through effective cost management and this would increase borrowing capacity. Similarly, increases in inflation and in particular in rent inflation would add significantly to future capacity.
7. This report should provide a basis for the Council to inform its future approach to establishing a decision making framework for its HRA investment and development strategies, and also inform the work to be undertaken to adopt Prudential Indicators for the HRA. However, this needs to be considered in the context of CBC's treasury management strategy.

Simon Smith
Savills
January 2023

4. Appendix 1 Key Assumptions

	Assumption	Notes
Dwelling Rent	7% Increase 2023.24 then CPI + 1% Increase in 2024.25 and CPI only thereafter	
Void rates	4.83%	Higher than sector average (due to difficult to let sheltered properties)
Service Charges	CPI increases from 2024.25	
Non dwelling rents	CPI only increases after adjustments to base budget	
Garage Rents	CPI only increases after adjustments to base budget	



Major Works Leaseholder Contributions	No long-term recovery	
Repairs and Maintenance Costs	CPI increases	
Interest rate on borrowings	Based on Existing actual rates c3.43% then average of 3.5%	
Depreciation	Straight Line Basis over life of Assets	



5. Appendix 2 Benchmarks

Regional Results and Peer Group Comparisons

Benchmarking	Ave Rent	NDR/ Unit	S.Chg/ Unit	Oth.Inc /Unit	Repairs /Unit	Man/Unit	Net Man/Unit	Bad Debts	Depr/ Unit	Int Rate	Reserves / Unit	Turnover/ Unit	Op Costs/Unit	Op Surplus /Unit	Op Margin	Debt /Unit	ICR
Business Plan 2022.23	£78.38	£71	£96	£17	£1,198	£1,124	£939	1.49%	£665	3.43%	£2,713	£4,086	£3,046	£1,040	25.5%	£14,355	2.11
Out-turn 2021.22	£76.05	£63	£130	£28	£1,121	£1,299	£1,078	0.47%	£668	3.31%	£3,530	£3,969	£3,106	£864	21.8%	£14,818	1.76
Peer Group 2021.22	£79.31	£135	£186	£63	£1,039	£1,298	£915	0.30%	£928	2.88%	£3,862	£4,449	£3,300	£1,150	25.8%	£18,759	2.13
Regional 2021.22	£76.61	£88	£186	£57	£1,236	£1,069	£738	0.29%	£876	3.35%	£3,326	£4,271	£3,391	£880	20.6%	£16,741	1.57
Out-turn 2020.21	£74.73	£74	£117	£29	£1,003	£1,221	£1,001	0.85%	£625	3.31%	£1,178	£3,935	£2,880	£1,054	26.8%	£14,711	2.16
Peer Group 2020.21	£77.51	£74	£132	£0	£889	£1,229	£1,023	0.72%	£899	2.95%	£3,559	£4,317	£3,073	£1,244	28.8%	£17,592	2.40
Regional 2020.21	£75.52	£61	£193	£0	£1,083	£1,132	£879	0.39%	£811	3.42%	£2,844	£4,158	£3,102	£1,056	25.4%	£16,153	1.91
National 2020.21	£87.60	£88	£413	£87	£1,120	£1,764	£1,176	0.92%	£1,056	3.51%	£2,498	£5,084	£3,981	£1,104	21.7%	£17,888	1.76

HRA Business Plan and Capacity Update



6. Appendix 3 Financial Tables

Year	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Financial Year	2022.23	2023.24	2024.25	2025.26	2026.27	2027.28	2028.29	2029.30	2030.31	2031.32	2032.33	2033.34	2034.35	2035.36	2036.37
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's
HRA 30 YEAR SUMMARY															
Dwelling rents	21,367	22,706	24,207	24,958	25,473	25,886	26,318	26,771	27,243	27,733	28,238	28,756	29,289	29,835	30,397
Non-dwelling rents	390	402	426	441	452	461	470	480	489	499	509	519	530	540	551
Service charge income	527	561	436	451	462	472	481	491	500	510	521	531	542	552	564
Other income and contributions	94	98	103	107	110	112	114	116	119	121	124	126	129	131	134
Total income	22,378	23,767	25,173	25,957	26,498	26,931	27,384	27,858	28,352	28,863	29,391	29,933	30,489	31,059	31,645
Repairs & maintenance	6,560	7,095	7,513	7,768	7,953	8,104	8,258	8,417	8,579	8,745	8,915	9,089	9,266	9,447	9,632
Management (incl RRT)	6,154	6,803	7,211	7,463	7,650	7,803	7,959	8,118	8,281	8,446	8,615	8,787	8,963	9,142	9,325
Bad debts	318	117	125	128	131	133	135	138	140	143	145	148	151	153	156
Depreciation	3,641	3,942	4,096	4,214	4,296	4,361	4,429	4,501	4,575	4,652	4,732	4,813	4,897	4,984	5,073
Debt management	10	16	16	17	17	18	18	19	19	19	20	20	20	21	21
Total costs	16,682	17,973	18,961	19,591	20,048	20,419	20,800	21,192	21,594	22,006	22,427	22,857	23,297	23,747	24,207
Net income from services	5,696	5,794	6,212	6,366	6,450	6,512	6,584	6,666	6,758	6,858	6,964	7,076	7,191	7,312	7,438
Interest payable	-2,696	-2,696	-2,682	-2,639	-2,580	-2,519	-2,517	-2,706	-2,960	-3,225	-3,392	-3,489	-3,590	-3,692	-3,798
Interest income	14	506	357	400	373	347	141	65	67	68	69	71	72	74	75
Net income/expenditure before appropriations	3,014	3,604	3,887	4,126	4,243	4,340	4,208	4,026	3,865	3,701	3,642	3,657	3,674	3,693	3,715
Set aside for debt repayment	0	0	-1,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-2,000	-3,000	-3,000	-3,000	-3,000	-3,000
Revenue contributions to capital	-3,197	-3,231	0	0	0	-4,726	-5,245	-1,973	-1,811	-1,646	-587	-600	-616	-635	-655
Allocation to/from other reserves	-4	-5	0	0	0	0	0	0	0	0	0	0	0	0	0
Net HRA Surplus/Deficit	-187	368	2,887	2,126	2,243	-2,387	-3,037	52	53	54	56	57	58	59	60
HRA Balance brought forward	606	419	787	3,673	5,800	8,042	5,655	2,618	2,670	2,724	2,778	2,834	2,891	2,948	3,007
HRA surplus/(deficit)	-187	368	2,887	2,126	2,243	-2,387	-3,037	52	53	54	56	57	58	59	60
HRA Balance carried forward	419	787	3,673	5,800	8,042	5,655	2,618	2,670	2,724	2,778	2,834	2,891	2,948	3,007	3,068
Other reserves brought forward	14,576	12,627	12,598	12,310	9,101	5,824	0	0	0	0	0	0	0	0	0
Release of reserve	-1,953	-34	-288	-3,209	-3,277	-5,824	0	0	0	0	0	0	0	0	0
Other reserves carried forward	12,627	12,598	12,310	9,101	5,824	0	0	0	0	0	0	0	0	0	0
HRA CAPITAL PROGRAMME															
Stock capital investment	8,730	6,532	5,521	7,424	7,574	14,912	15,153	15,405	15,667	15,938	10,934	11,127	11,325	11,528	11,737
Development/acquisition	3,304	1,124	1,124	0	0	0	0	0	0	0	0	0	0	0	0
Capital programme	12,034	7,656	6,645	7,424	7,574	14,912	15,153	15,405	15,667	15,938	10,934	11,127	11,325	11,528	11,737
Scheduled Loan Repayment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<i>Financed by...</i>															
Major Repairs Reserve	-6,078	-3,942	-5,907	-4,214	-4,296	-4,361	-4,429	-4,501	-4,575	-4,652	-4,732	-4,813	-4,897	-4,984	-5,073
1-4-1 receipts	-1,171	-449	-450	0	0	0	0	0	0	0	0	0	0	0	0
Other receipts and grants	-1,588	-34	-288	-3,209	-3,277	-5,824	0	0	0	0	0	0	0	0	0
Revenue contributions	-3,197	-3,231	0	0	0	-4,726	-5,245	-1,973	-1,811	-1,646	-587	-600	-616	-635	-655
HRA borrowing	0	0	0	0	0	0	-5,479	-8,931	-9,281	-9,640	-5,616	-5,713	-5,811	-5,910	-6,010
Capital financing	-12,034	-7,656	-6,645	-7,424	-7,574	-14,912	-15,153	-15,405	-15,667	-15,938	-10,934	-11,127	-11,325	-11,528	-11,737
Net balance on capital programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Major Repairs Reserve b/fwd	4,248	1,810	1,811	0	0	0	0	0	0	0	0	0	0	0	0
HRA depreciation (net)	3,641	3,942	4,096	4,214	4,296	4,361	4,429	4,501	4,575	4,652	4,732	4,813	4,897	4,984	5,073
Financing for capital programme	-6,078	-3,942	-5,907	-4,214	-4,296	-4,361	-4,429	-4,501	-4,575	-4,652	-4,732	-4,813	-4,897	-4,984	-5,073
Major Repairs Reserve c/fwd	1,810	1,811	0	0	0	0	0	0	0	0	0	0	0	0	0

HRA Business Plan and Capacity Update



Year	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
Financial Year	2037.38	2038.39	2039.40	2040.41	2041.42	2042.43	2043.44	2044.45	2045.46	2046.47	2047.48	2048.49	2049.50	2050.51	2051.52	
	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	£'000's	
HRA 30 YEAR SUMMARY																
Dwelling rents	30,973	31,566	32,172	32,792	33,425	34,074	34,737	35,416	36,110	36,821	37,548	38,293	39,055	39,835	40,637	
Non-dwelling rents	562	573	585	597	609	621	633	646	659	672	685	699	713	727	742	
Service charge income	575	586	598	610	622	635	647	660	673	687	701	715	729	744	758	
Other income and contributions	136	139	142	145	148	151	154	157	160	163	166	170	173	177	180	
Total income	32,247	32,865	33,497	34,143	34,804	35,480	36,171	36,879	37,602	38,343	39,101	39,876	40,670	41,482	42,318	
Repairs & maintenance	9,820	10,013	10,210	10,411	10,616	10,825	11,039	11,257	11,480	11,707	11,939	12,176	12,417	12,664	12,916	
Management (incl RRT)	9,512	9,702	9,896	10,094	10,296	10,502	10,712	10,926	11,145	11,367	11,595	11,827	12,063	12,304	12,551	
Bad debts	159	162	165	169	172	175	179	182	186	189	193	197	201	205	209	
Depreciation	5,164	5,258	5,354	5,452	5,553	5,656	5,761	5,870	5,980	6,094	6,209	6,329	6,450	6,575	6,704	
Debt management	22	22	23	23	23	24	24	25	25	26	26	27	27	28	29	
Total costs	24,677	25,158	25,648	26,149	26,660	27,182	27,715	28,260	28,815	29,383	29,962	30,555	31,159	31,776	32,408	
Net income from services	7,570	7,707	7,849	7,994	8,144	8,297	8,456	8,619	8,787	8,960	9,138	9,321	9,511	9,706	9,910	
Interest payable	-3,945	-4,028	-4,113	-4,199	-4,287	-4,331	-4,330	-4,330	-4,330	-4,330	-4,329	-4,328	-4,328	-4,328	-4,328	
Interest income	77	78	80	81	83	85	97	111	128	148	171	170	171	174	179	
Net income/expenditure before appropriations	3,701	3,757	3,816	3,876	3,940	4,051	4,223	4,400	4,586	4,778	4,981	5,163	5,354	5,551	5,761	
Set aside for debt repayment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Revenue contributions to capital	-3,640	-3,694	-3,752	-3,811	-3,874	-3,973	-4,042	-4,112	-4,184	-4,258	-4,335	-4,414	-4,495	-4,578	-4,664	
Allocation to/from other reserves	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Net HRA Surplus/Deficit	61	63	64	65	66	479	581	688	801	921	-54	31	121	216	321	
HRA Balance brought forward	3,068	3,129	3,191	3,255	3,320	3,387	3,865	4,446	5,134	5,936	6,857	6,803	6,834	6,954	7,171	
HRA surplus/(deficit)	61	63	64	65	66	479	581	688	801	921	-54	31	121	216	321	
HRA Balance carried forward	3,129	3,191	3,255	3,320	3,387	3,865	4,446	5,134	5,936	6,857	6,803	6,834	6,954	7,171	7,491	
Other reserves brought forward	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Release of reserve	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other reserves carried forward	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
HRA CAPITAL PROGRAMME																
Stock capital investment	11,109	11,314	11,523	11,737	11,955	9,229	9,403	9,582	9,764	9,951	11,244	11,461	11,683	11,910	12,144	
Development/acquisition	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Capital programme	11,109	11,314	11,523	11,737	11,955	9,229	9,403	9,582	9,764	9,951	11,244	11,461	11,683	11,910	12,144	
Scheduled Loan Repayment	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Financed by...																
Major Repairs Reserve	-5,164	-5,258	-5,354	-5,452	-5,553	-5,656	-5,761	-5,870	-5,980	-6,094	-6,209	-6,329	-6,450	-6,575	-6,704	
1-4-1 receipts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Other receipts and grants	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Revenue contributions	-3,640	-3,694	-3,752	-3,811	-3,874	-3,973	-4,042	-4,112	-4,184	-4,258	-4,335	-4,414	-4,495	-4,578	-4,664	
HRA borrowing	-2,305	-2,361	-2,417	-2,473	-2,529	0	0	0	0	0	0	0	0	0	0	
Capital financing	-11,109	-11,314	-11,523	-11,737	-11,955	-9,229	-9,403	-9,582	-9,764	-9,951	-11,244	-11,461	-11,683	-11,910	-12,144	
Net balance on capital programme	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Major Repairs Reserve b/fwd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
HRA depreciation (net)	5,164	5,258	5,354	5,452	5,553	5,656	5,761	5,870	5,980	6,094	6,209	6,329	6,450	6,575	6,704	
Financing for capital programme	-5,164	-5,258	-5,354	-5,452	-5,553	-5,656	-5,761	-5,870	-5,980	-6,094	-6,209	-6,329	-6,450	-6,575	-6,704	
Major Repairs Reserve c/fwd	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	



7. Appendix 4 Tenancy Service Measures

Measured by Landlords Directly		Combined	TP – Measured by doing Tenant Surveys
Repairs Completed in timescales	Keeping Properties in good repair	Overall Satisfaction	Satisfaction with repairs
Fire Safety Checks	Maintaining Building Safety	Satisfaction with time taken to complete most repairs	Satisfaction that the home is well maintained
Water Safety Checks	Respectful and Helpful Engagement	Satisfaction that the landlord listens to tenants view and acts upon them	Satisfaction that the landlord keeps tenants informed about things that matter to them
Complaints relative to the size of the landlord	Effective handling of complaints	Agreement that the landlord treats tenants fairly and with respect	Satisfaction with the landlords approach to handling complaints
Anti-social behaviour cases relative to the size of the landlord	Responsible neighbourhood management	Satisfaction that the landlord keeps communal areas clean and well maintained	Satisfaction that the landlord makes a positive contribution to neighbourhoods
		Satisfaction with the landlord's approach to handling anti-social behaviour	

SCRUTINY COMMISSION - MONDAY, 13 NOVEMBER 2023

Report of the Head of Governance and Human Resources

Part A

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. CLIMATE CHANGE STRATEGY AND ACTION PLAN
- B. REVIEW OF THE PLANNING ENFORCEMENT PLAN
- C. CHANGES TO THE CONSTITUTION

Details of the Commission’s consideration of these items as reported to the meeting of the Cabinet on the 12th October 2023 can be found in the minutes and exempt minutes from the Commission’s meeting on 9th October 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:

CLIMATE CHANGE STRATEGY AND ACTION PLAN

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

REVIEW OF THE PLANNING ENFORCEMENT PLAN

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

CHANGES TO THE CONSTITUTION

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

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

SCRUTINY COMMISSION - MONDAY, 13 NOVEMBER 2023

Report of the Head of Governance and Human Resources

Part A

SCRUTINY PANELS

Purpose of 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

Housing Needs Scrutiny Panel

At the last meeting of the Scrutiny Commission, the committee was informed that the Democratic Services Manager had discussed the Housing Needs Scrutiny Panel with officers and there had been a request to start this panel at a later date due to capacity issues within that service area. It was suggested that the Democratic Services Manager and the appointed Chair of the Housing Needs Scrutiny Panel, Councillor Monk, draft a scoping document, with a view to start the panel in February 2024.

Budget Scrutiny Panel

The Budget Scrutiny Panel met for the first time on 24th October 2023. The outcomes of the meeting will be detailed in the minutes of that meeting, which will be published on the Council's website in due course. The panel was due to meet again on 12th December 2023.

Public Transport Scrutiny Panel

The Public Transport Scrutiny Panel scoping document was approved by the Scrutiny Commission. The panel had previously been discussed as an Express panel. Following the scoping exercise, the appointed Chair of the panel, Councillor Maynard felt that the panel should be formal as there was a significant amount of research for the panel to consider. During the consideration of the scoping document, the Scrutiny Commission felt that a formal panel would be appropriate. Expression of interest for

the Public Transport Scrutiny Panel were being sought and a schedule of meetings had been confirmed. The panel would meet for the first time on 13th December 2023.

Appendices: Appendix 1 – Scrutiny Panels

Background Papers: None

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

Scrutiny Panels

The CfGS 4 Principles:

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

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

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

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

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 (Sept – 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	Scoping Document not yet approved	February 2024

			whether a separate list could be created for residents that require adapted properties.		
Councillor Sarah Maynard	Express	Public Transport	<p>Whilst it is recognised that the Council's influence upon public transport is limited within the statutory framework, as transport plays a vital role in the vitality of the Borough, it is an important area to consider and as such the scope will include:</p> <ul style="list-style-type: none"> • Examination of the current provision in relation to public transport in the Borough and what is required to increase and improve provision including consideration of carbon neutrality and net zero aims by 2030. • Identifying innovation and good practice that may be applied in the Borough. 		December 2023 – May/July 2024

			<ul style="list-style-type: none"> Consideration of public transport provision written into planning S106 agreements 		
		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 - MONDAY, 13 NOVEMBER 2023

Report of the Head of Governance and Human Resources

Part A

SCRUTINY WORK PROGRAMME

Purpose of Report

To enable the Commission to review and agree the Scrutiny Work Programme. This includes reviewing the changes made by the Finance and Performance Scrutiny Committee and adding items to their work programme.

Actions Requested

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

Reasons

- 1&2 To ensure timely and effective scrutiny of the matter/subject.
2. To ensure that the information contained within the Work Programme is up to date.

Policy Context

The Council's Corporate Plan 2020-2024 commits the Council to continue to improve customer service and deliver outstanding services.

Background

A change in the scrutiny structure was approved at full Council on 26th April 2021. This permitted the establishment of a Finance and Performance Scrutiny Committee.

Finance and Performance Scrutiny Committee Work Programme

The Finance and Performance Scrutiny Committee 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. The committee was due to meeting again on 28th November 2023.

At the last meeting of the Scrutiny Commission, there was a discussion about Council Assets and Garages. At the Scrutiny Panel Workshop on 31st August 2023, a scrutiny panel on Council Assets and Garages had been suggested. The Finance and Performance Scrutiny Committee had reviewed a report on this topic at their meeting on 12th September 2023. The Scrutiny Commission decided to consider the Finance and

Performance Scrutiny Committee's discussion and resolutions on the topic, before making any further decisions on this proposed scrutiny panel. 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

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

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.
28 th Nov 2023	Resources Update	position of the Council in relation to staffing, recruitment, turnover and retention	More detailed information to be provided after identified as issue requiring further scrutiny	Lead Member/R.Mitchell	Requested by FPSC at meeting 27th June 2023

28 Nov 2023	S106 Agreement Monitoring Report	To advise relevant committees of the status and utilisation of Section 106 agreements	To meet internal audit requirements	Lead Member / R Bennett	Requested by Head of Service to be added to work programme
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)	Update on progress of car parking strategy review	Monitoring progress of developing strategy.	Lead Member / K Summers / Head of Service	Requested at its meeting on 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 Councils website	To communicate performance of the Council against annual targets	V. Brackenbury	Added to work programme by email agreement of the Chair for 2022. 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 - MONDAY, 13 NOVEMBER 2023

Report of the Head of Governance and Human Resources

Part A

SCRUTINY COMMISSION WORK PROGRAMME

To enable the Commission to review its own work programme, including considering the list of forthcoming Executive Key Decisions in order to schedule items for pre-decision scrutiny.

Work Programme

The Commission's current work programme is attached at Appendix 1. Currently the work programme consists of items concerned with the Commission's roles in overseeing the scrutiny function and undertaking pre-decision scrutiny.

At the meeting of the Scrutiny Commission on 9th October 2023 the Scrutiny Commission added the following items to their work programme;

- i. (Pre-decision scrutiny) – Interim Charnwood Transport Strategy (November 2023).

Key Decisions

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

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

Appendices: Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers: None

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

Scrutiny Commission Work Programme

APPENDIX 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	13 November 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	13 November 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	13 November 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	13 November 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	13 November 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	December 2023	Pre-Decision Scrutiny – Interim Charnwood Transport Strategy		To endorse the Interim Carwood Transport Strategy and the collaborative approach to delivering transport infrastructure in the interregnum until the local plan is adopted.	Head of Planing and Growth	Agreed Scrutiny Commission 9 October 2023, min ref 55 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 Work Programme

Scrutiny Commission	January 2024 (annual item)	Budget Scrutiny Panel Report	A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2024/25.		Budget Scrutiny Panel Chair	
Scrutiny Commission	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	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 Work Programme

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	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 Work Programme

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	April 2024	Selective and Additional Licensing Schemes Update	To enable the Scrutiny Commission to review the Selective and Additional Licensing Schemes one year after implementation.		Head of Strategic Housing	Agreed Scrutiny Commission 9 October 2023, Min ref 46 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	June 2024	Public Transport Scrutiny Panel Report	A report of the Public Transport Scrutiny Panel outlining recommendations and observations.		Public Transport Scrutiny Panel Chair	
Scrutiny Commission	To be confirmed	Web Contract Procurement	To allow the Scrutiny Commission to scrutinise the Web Contract Procurement when appropriate.	Referred from Digital Transformation Scrutiny Panel.	Lead Officer	Agreed Scrutiny Commission, 7 March 2022, min ref 111 2021/22



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

**Published
18th October 2023**

What is a Key Decision?

A key decision is one which:

- commits the Council to expenditure, savings or increases or reductions in income of £150,000 or more in any financial year;
- makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or
- will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

In other cases, the impact of the decision will be considered in terms of the strategic nature of the decision, the effect on the amenity of the community or quality of service provided by the Council to a significant number of people living or working in the locality affected, the size of the area affected and the likely public interest in the decision.

What is a Private Meeting?

Meetings of the Council's Cabinet are open to the public to attend. All or part of a meeting may be held in private, where the item of business to be considered may result in confidential or exempt information being disclosed. Definitions of confidential and exempt information are set out in the Access to Information Procedures in the Council's Constitution.

Representations

Members of the public are able to make representations about forthcoming key decisions to be taken by the Council's Executive, these should be made in writing (including via e-mail) to the responsible officer (details are listed for each proposed key decision). Members of the public are also able to make representations concerning proposals to hold a meeting in private, these should be made in writing (including via e-mail) to Democratic Services (contact details below). In both cases, representations should be submitted by midday on the working day preceding the date on which the decision is due to be taken.

Other information

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

Karen Widdowson
Democratic Services Manager
Charnwood Borough Council,
Southfield Road, Loughborough, Leicestershire, LE11 2TX
Tel: 01509 634785
Email: democracy@charnwood.gov.uk

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Revenues and Benefits Staffing	To establish posts in Revenues and Benefits to assist the smooth transition of the service back to in-house provision.	Chief Executive	12th October 2023	Delegated Decision Document	No	Karey Summers Director Customer Experience Tel: 01509 634923 karey.summers@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2023/24.	Cabinet	16th November 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Tenancy Policy	To approve an updated Tenancy Policy.	Cabinet	16th November 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
HRA Business Plan and Capacity Update	To approve the HRA Business Plan.	Cabinet	16th November 2023	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
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	14th December 2023	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Draft Capital Plan (2024-25 to 2026-27)	To seek approval to the draft capital plan for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Draft General Fund and HRA 2024-25 Budgets	To seek approval to the Draft Revenue Budget for 2024-25 as a basis for consultation.	Cabinet	14th December 2023	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	14th December 2023 15th January 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
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 christopher.grace@charnwood.gov.uk
Asset Management Strategy (AMS) 2024 to 2030	To approve the Asset Management Strategy 2024 to 2030.	Cabinet	14th December 2023	Report	Yes	Ian Browne Head of Assets and Property Tel: 01509 634539 ian.browne@charnwood.gov.uk
Corporate Strategy 2024-2028	To approve the 4 year strategy.	Cabinet Council	11th January 2024 26th February 2024	Report	Yes	Helen Gretton Head of Transformation, Strategy & Performance Tel: 01509 634556 helen.gretton@charnwood.gov.uk
Decant and Disturbance Policy	To approve the Decant and Disturbance Policy.	Cabinet	11th January 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Declassification of Properties Designated for Allocation to People Aged Over 45 Years	To consider declassification of properties designated for let to people aged over 45 years.	Cabinet	11th January 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Charnwood Grants – Strategic Partners (2024/25-2025/26)	To put forward recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years.	Cabinet	11th January 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Housing Strategy	To approve the Council's Housing Strategy.	Cabinet	8th February 2024	Report	Yes	Katie Moore Head of Strategic Housing Tel: 01509 634671 katie.moore@charnwood.gov.uk
New Capital Plan (2024-25 to 2026-27)	To approve the Capital Plan.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy, 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.	To seek approval to a Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2024-25 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2024-25 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget for 2024-25 and to propose the Council Tax for approval by Council.	Cabinet Council	8th February 2024 26th February 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Homelessness and Rough Sleeping Reduction Strategy	To approve the Council's Homelessness and Rough Sleeping Reduction Strategy.	Cabinet	7th March 2024	Report	Yes	Katie Moore Head of Strategic Housing Tel: 01509 634671 katie.moore@charnwood.gov.uk
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	7th March 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	7th March 2024	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 richard.bennett@charnwood.gov.uk

Page 64

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 helen.gretton@charnwood.gov.uk
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 lesley.tansey@charnwood.gov.uk
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 lesley.tansey@charnwood.gov.uk
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 peter.oliver@charnwood.gov.uk
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet Council	September 2024 November 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

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

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

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

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

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

Name (Group)	Lead Member Responsibilities
Councillor Miah (Labour)	Leader of the Council Responsibility for Corporate Strategy and oversight, Strategic Relationships, Communications, Corporate Performance, Emergency Planning, Equalities, Diversity and Inclusion.
Councillor Hamilton (Labour)	Deputy Leader – Public and Private Sector Housing 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)	Finance, Customer & Support Services, Revenues and Benefits 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)	Planning Responsibility for Development Control, Conservation & Landscape, Building Control and S106 Agreements.
Councillor Jones (Labour)	Climate Action, Net Zero, Property and Assets Responsibility for Climate Action and Net Zero and Property and Assets, Armed Forces.
Councillor Tillotson (Labour)	Economic Development, Regeneration and Town Centres 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)	Waste, Open Spaces and Leisure Facilities Responsibility for Waste strategy and services, Open Spaces strategy, Grounds Maintenance and Engineering, Leisure Centres, Town Hall and Museums.
Councillor Blackshaw (Labour)	Communities and Neighbourhoods Responsibility for Community Safety & Neighbourhood Development, Community Grants, Safeguarding, CCTV, Sports & Active Recreation, Regulatory Services, Parking, Env Health, Street Management and Licensing.