



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, 11th December 2023 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

1st December 2023

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 10

To approve the minutes of the meeting of the Commission held on 13th November 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 14th December 2023.

(a) EXEMPT - Regeneration Prospectus

An exempt Cabinet report of the Head of Economic Development and Regeneration, circulated to members.

THIS IS AN EXEMPT REPORT AND WILL BE CONSIDERED UNDER ITEM 13.

(b) Asset Management Strategy (AMS) 2024 to 2030 11 - 27

A Cabinet report of the Head of Assets and Property to seek Cabinet approval following a review and update of the Asset Management Strategy to reflect the corporate changes in the organisation and the commitment to a more agile, energy efficient and commercially focussed use of operational fixed assets.

8. PRE-DECISION SCRUTINY - CABINET RESPONSE 28 - 29

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

9. SCRUTINY PANELS 30 - 35

A report of the Director of Finance, Governance and Contracts to consider updates on the work of scrutiny panels.

10. SCRUTINY WORK PROGRAMME 36 - 41

A report of the Director of Finance, Governance and Contracts enabling the Commission to review and agree the scrutiny work programme.

11. SCRUTINY COMMISSION WORK PROGRAMME 42 - 58

A report of the Director of Finance, Governance and Contracts 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.

12. EXEMPT INFORMATION

It is recommended that members of the public be excluded from the meeting during the consideration of this item on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972, and the public interest in maintaining the exemption outweighs the public interest of disclosing the information.

13. EXEMPT - REGENERATION PROSPECTUS 59 - 155

An exempt Cabinet report of the Head of Economic Development and Regeneration, circulated to members.

For information, further meetings of the Group are scheduled as follows:

8th January 2024
5th February 2024
4th March 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 13TH NOVEMBER 2023

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

Councillor Hamilton (Deputy Leader of the
Council, Public and Private Sector Housing)

Director Housing and Wellbeing
Democratic Services Manager
Democratic Services Officer (SW)

APOLOGIES: Councillor

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.

56. MINUTES OF THE PREVIOUS MEETING

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

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

No disclosures were made.

58. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

59. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

60. 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.

61. CABINET ITEMS FOR PRE-DECISION SCRUTINY

62. HRA BUSINESS PLAN AND CAPACITY UPDATE

Councillor N Taylor arrived at the meeting at 6:09pm.

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

The Lead Member for Housing and Wellbeing (and the Deputy Leader of the Council) and the Director of Housing and Wellbeing assisted with the consideration of this item. The following summarises the discussion:

- i. The Director of Housing and Wellbeing explained some of the information contained within the graphs included in the report.
- ii. The HRA Business Plan and Capacity Update programme would vary in expenditure over the course of the 30 year period. This was related to the Asset Management Strategy which required updates to properties at a specific time. Updates to properties were required sooner than the report suggested due to the desire to maintain the 'Charnwood Standard'. There was an action in the Asset Management Strategy to review the position in respect of the Charnwood Standard as it may be components were being replaced before the end of their life cycle. Decent homes guidance was being updated and that may have an impact on this approach.
- iii. The Director of Housing and Wellbeing agreed to provide information on the intended pattern of borrowing and review processes associated with this, follow the meeting.

Post meeting note: Whilst loans could be taken out with banks etc, the primary source of lending for Councils was the PWLB – the public loans work board. This was part of the government's Treasury. The current debt portfolio of £79m was all with the PWLB. Interest was paid twice a year, and the loans range from £1m to £5m and the repayment duration was spread over a long period so not all loan principal was repayable in one go. The decision making on debts was part of the treasury management service which was run within the Finance department at Charnwood. The decision to borrow money was dependent on the levels of existing and forecasted reserves, together with interest rate considerations. The current rates were all fixed interest amounts, although variable rates may be possible too. PWLB issue daily updates to their interest rates. The current policy was to repay the loans when they are due – the first of these was £1m in the next financial year. Providing the council could prove it could afford the loan, there was no longer a cap on the amount of debt the HRA can borrow.

- iv. The borrowing forecast outlined in the report was relatively up to date, although it was difficult to predict future interest rates, which would affect borrowing capacity. It was anticipated that an annual review of the HRA Business Plan and Capacity Update would be undertaken to account for inflationary changes and because there were several current budget pressures. The existing level of borrowing of the Council was usual across many other Local Authorities.

- v. The Director of Housing and Wellbeing agreed to provide information on the reduction in bad debt value after 2022/23, following the meeting.
- vi. The sudden decrease in the Major Repairs Reserve was due to the funds being used for a capital programme.
- vii. It was highlighted that there were budgets within the HRA Business Plan to support work undertaken by the Council's anti-social behaviour team and communal door entry systems. This would have a continued positive affect on crime and disorder in the Borough. Reasonable action associated with crime and disorder was decided by the Council and there was a Corporate Anti-Social Behaviour Policy which outlined this.
- viii. There was a Sheltered Housing Review in progress which was considering updates to existing schemes. It was anticipated that the outcome of the review would reduce the voids rate of sheltered housing properties.
- ix. It was likely that a capital sum would be made available for new Council properties. Some of the funds generated through the Right to Buy scheme could be used towards purchasing homes.
- x. It was suggested that an executive summary would have been useful to draw attention to the key details within the report and the graphs. However it was acknowledged that the explanation provided by the Director of Housing and Wellbeing had been useful.

RESOLVED

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Director of Housing and Wellbeing.
2. That the Director of Housing and Wellbeing provides information on the reduction in bad debt value after 2022/23, following the meeting.

Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To ensure the Scrutiny Commission understands the reduction in bad debt value after 2022/23.

63. CABINET RESPONSE TO PRE-DECISION SCRUTINY

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

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

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

Reason

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

64. SCRUTINY PANELS

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

The Director of Housing and Wellbeing, the Democratic Services Manager and the Democratic Services Officer assisted with the consideration of this item. The following summarises the discussion:

- i. The Democratic Services Manager was due to meet with the appointed Chair of the Housing Needs Scrutiny Panel to produce a scoping document for the panel. It was anticipated that the panel would commence in February 2024.
- ii. The Director of Housing and Wellbeing informed the Scrutiny Commission that a Garage Strategy was in development and this could be scrutinised at the appropriate time through the pre-decision scrutiny process. Following this information, the Scrutiny Commission agreed not to progress with a scrutiny panel on Council assets.
- iii. The Director of Housing and Wellbeing suggested that a briefing note be provided for the Scrutiny Commission detailing the current work being undertaken in relation to dementia friendliness and loneliness. This was considered to be a more appropriate approach than a member development session.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny Panels.
2. That the Council Assets and Garages Scrutiny Panel suggestion be removed from the list of Scrutiny Panels.

3. That a briefing paper be prepared covering the work undertaken by the Council in relation to community care, dementia friendliness and loneliness, as opposed to a member development session.

Reasons

- 1-3. To ensure timely and effective scrutiny of the matter/subject.
2. To avoid duplication of work.
3. To ensure information is provided in the most appropriate way.

65. SCRUTINY WORK PROGRAMME

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

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

RESOLVED

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

Reasons

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

66. SCRUTINY COMMISSION WORK PROGRAMME

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

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

The Scrutiny Commission added the following items to their work programme;

- Pre-decision scrutiny - Corporate Strategy 2024-2028 (January 2024)

- Pre-decision scrutiny – Declassification of Properties Designed for Allocation to People Aged Over 45 Years (January 2024)
- Pre-decision scrutiny – Housing Strategy (February 2024)
- Pre-decision scrutiny – Homelessness and Rough Sleeping Reduction Strategy (March 2024)

RESOLVED

1. That forthcoming Executive Key Decisions or decisions to be taken in private by the Executive, set out in Appendix 2 to the report, and scheduled scrutiny of those matters, be noted.
2. That the Commission’s current work programme be noted.
3. That the following items be added to the Scrutiny Commission’s work programme for pre-decision scrutiny:
 - Pre-decision scrutiny - Corporate Strategy 2024-2028 (January 2024)
 - Pre-decision scrutiny – Declassification of Properties Designed for Allocation to People Aged Over 45 Years (January 2024)
 - Pre-decision scrutiny – Housing Strategy (February 2024)
 - Pre-decision scrutiny – Homelessness and Rough Sleeping Reduction Strategy (March 2024)

Reasons

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

NOTES:

1. No reference may be made to these minutes at the Council meeting on 15th January 2024 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 meeting participants attended the meeting virtually via Microsoft Teams: The Deputy Leader of the Council and Lead Member for Public and Private Sector Housing. All other participants attended the meeting in person.

CABINET - THURSDAY 14 DECEMBER 2023

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

Part A

ASSET MANAGEMENT STRATEGY 2024 TO 2030

Purpose of Report

To seek Cabinet approval following a review and update of the Asset Management Strategy to reflect the corporate changes in the organisation and the commitment to a more agile, energy efficient and commercially focussed use of operational fixed assets.

Recommendations

That the Asset Management Strategy be approved to

1. generate income from the operational, commercial, and investment portfolio
2. identify and support delivery of corporate and service-related fixed asset projects
3. support the corporate objective for a Net Zero Council by 2030
4. continue the transformation journey toward an agile workforce that is well equipped.
5. delegate authority to the Strategic Director / Head of Service to make minor amendments to the strategy in consultation with the lead member.

Reasons

1. Generating additional income and operational savings will reduce the tax burden on residents.
2. Delivery/support of corporate projects that are in the corporate or service plans will ensure the fixed assets remain for purpose and meet or exceed operational requirements and add value to the estate.
3. Delivery/support of projects that reduce carbon emissions to meet the Council's Net Zero commitment for 2030 will ensure fixed assets perform at the best possible levels of efficacy and deliver carbon and financial savings.

4. Rationalising the fixed assets to meet the new agile workforce occupancy needs will reduce operational costs and where underused assets become apparent, they may be repurposed and utilised for income generation or capital receipt as may be appropriate.
5. The asset management strategy is very much an iterative document that needs to react in a timely fashion as a result of other policy or business model changes. Delegation to the Director / Service head to make and record minor changes in consultation with the lead member will ensure actions are taken under delegation without undue delay or use of valuable committee time.

Policy Justification and Previous Decisions

The previous Asset Management Strategy has expired. Given the level of transformation the Council has taken and continues to do so in order to deliver best value to the residents of Charnwood Borough it has been necessary to carry out a complete review of the strategy to recognise the corporate objectives going forward. This new strategy recognises the need to be iterative in application and adapt to support objectives that may change over time. There is now a closer alignment with the Council's Carbon Net Zero objective for 2030 and the wider current Corporate Delivery plan objectives. The Asset Management Strategy also commits to delivering cost effective, safe, well maintained fixed assets that are suitable for current and future use.

Implementation Timetable including Future Decisions

On approval the Asset Management Strategy will come into effect on 1st April 2024 (subject to call-in) to align with the Council's financial year processes although the principles of the strategy are already being employed to ensure opportunities are not lost in the preceding time.

Report Implications

Financial Implications

None directly associated with this report, but where physical works result as a natural output of the role of asset management service, project cost are notified and approved through the Council's financial and procurement procedures for transparency.

Risk Management

None identified.

Equality and Diversity

N/A

Climate Change and Carbon Impact

This strategy will promote the use of new technology through project delivery on fixed assets thus contributing to delivering the Carbon Net Zero commitment for 2030

Crime and Disorder

N/A

Wards Affected

All Wards

Publicity Arrangements

Not applicable, although once approved the strategy will be available on the Council's asset management website pages.

Consultations

The Director of Commercial and Economic Development and the Lead Member for Net Zero, Assets & Property have been consulted in the preparation of this document.

Links to the Corporate Strategy

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

Key Decision: Yes

If yes

Date included on Forward Plan 11 October 2023

Background Papers: None

Officer to contact: Ian Browne
Head of Assets and Property
Tel: 01509 634539
ian.browne@charnwood.gov.uk

Part B

1. Background

The previous Asset Management Strategy 2018 to 2021 having already expired was sufficient for its time and purpose. However, following the Covid-19 Pandemic there was a fast paced and dramatic step change in the way council services were provided. It became apparent that full time office centric attendance was no longer the perceived norm. Officers are now able to work from home or other locations having been issued with portable I.T. equipment and software packages that support day to day tasking, meeting attendance, audio/visual communications and the like.

The Council has committed to this new way of working and a project to partially address the office space requirements in the council offices was completed during 2021-22. The Asset Management Strategy going forward recognises the need to not only embed the agile working culture as an off-site operation but to further review the fixed assets to reduce costs/add value to the estate and simultaneously explore opportunities to generate income from underutilised assets.

Meeting rooms have already been equipped with hybrid communications equipment, staff office areas have been consolidated in part to reduce occupied space, workstations have been standardised including I.T. provision and whilst there are still service areas the current layout allows any member of staff to work at any workstation without difficulty.

A number of initiatives to reduce operational costs have also been implemented such as the conversion of lighting installations to L.E.D fittings which reduces carbon emissions and running costs. Installation of a platform lift to improve accessibility levels to the upper floor of the main office building, additional meeting rooms with hybrid meeting technology, and improvements to the air handling installations to improve air quality and comfort levels.

In order to further commit to the departure from what may be perceived as traditional asset management that focusses on delivering public services from public buildings, to a more flexible and iterative operation that still respects this need but also balances against the imperative to be commercial and cost effective to reduce the tax burden on citizens, the new strategy recognises the need to act with speed where possible and in support of corporate/service/commercial objectives and opportunities. This approach will focus on efficacy, sustainability, environmental impact, service provision, added value and prioritise each aspect based on individual projects.

In addition to maintaining the stock there will be exploration of development potential to generate a financial return on underused assets through leases and other agreements to ensure operational buildings remain value for money and complimentary to the business.

The Corporate Property Service has already commissioned a feasibility study into the key accommodation assets to explore all of the above. The results were received in October 2023 and are being assessed.

The feasibility study is complimentary to the Asset Management Strategy and will set the direction of travel for the authority's future occupation requirements, targeted investment, and income generation. Outputs will be shared with relevant boards and bodies for final decision making to ensure there is buy in and the Corporate Vision is supported.

2. Proposal.

That the Asset Management Strategy 2024 to 2030 be approved. After which the results of the Corporate Property Feasibility Study 2023 can formally be evaluated to determine the direction the council wishes to proceed in respect of its own accommodation requirements within the key operational assets. Remaining assets will then be addressed for any additional investment/development opportunities that will add value to the estate or for disposal where no longer required. Surplus space in retained assets will be assessed for potential repurposing for council use, or to generate income through leases with partners or appropriate complimentary occupiers to reduce per capita operational costs.

3. Consultation.

In order to derive the strategy a draft document was drawn up and shared with the Director of Commercial and Economic Development. The aims and objectives having been peer reviewed, with comments and additions/omissions discussed and incorporated into the document before being submitted as the final version for sign off. This ensured that the strategy document meets the requirements for the corporate and service objectives to meet the vision for future council operations.

As the document becomes live there will be a natural process of engagement with stakeholders to ensure inclusivity and understanding of the needs of those affected by any decision that may be required.

Appendices

Asset Management Strategy 2024 to 2030

Asset Management Strategy 2024 to 2030

Corporate Property Services

Contents

1. Introduction
2. Corporate and Service Priorities
3. Capital and Revenue Budgets
4. Assessment of Condition
5. The Fixed Asset Base
6. The Asset Challenge Process
7. Assets Declared Surplus to Requirements
8. Economic Development Assets
9. Resource Implications
10. Statement
11. Asset Strategy Objectives
12. Headline performance Indicators
13. Business Continuity Plan

1. Introduction

This Asset Management Strategy (AMS) sets the strategic direction for the use, management, and development of the Councils corporate property resources over the period paying specific emphasis on delivering the councils services, wherever possible in line with the net carbon zero commitment which has been set for delivery by 2030.

The strategy focuses on the medium to longer term and involves decisions on asset investment linked to customer and end user needs and service delivery requirements. It involves a challenge to the holding of assets.

There is an assumption that assets will only be retained where they provide greater value for money than the alternatives. New methods of service delivery, flexible working arrangements, shared services and developments in information technology are likely to make the Council less dependent on fixed assets in future years.

Corporate business planning requires an integrated approach towards the planning of its resources.

This Asset Management strategy will help to raise awareness of resources invested in the Council's assets and to develop strategies and programmes to ensure that they are deployed in the most cost / environmentally effective way to meet the authority's corporate and service objectives.

This is an iterative business process with the underlying purpose of achieving the better use of public assets, and of minimising the cost of resources tied up in land, buildings, and fixed assets*.

A number of management principles will be required to support the AMS

- There will need to be an integrated departmental and corporate approach to fixed assets.
- Explicit responsibility for, and corporate leadership of the strategic asset management function will be required.
- The correct balance has to be taken between central control and devolved responsibility for land, buildings, and fixed assets*.
- A synergy is needed between the strategy for fixed assets and the service objectives linked to the use of those assets.
- Clear authority-wide property objectives need to be fed into the service planning process. These need to be communicated to elected members and managers with specific service delivery responsibilities.
- Any change in the strategic role or management of fixed assets needs to be planned, co-ordinated, and prioritised.
- The strategic and operational management of fixed assets* needs to include wider community factors, including the potential for community use, ownership and potential transfer of the asset.
- Asset management needs to be backed by a **simple** and robust system of performance management which supports Council or service objectives.
- Effective data systems have to be in place to support the management of fixed assets.

- Robust techniques are needed to justify decisions. These need to balance service benefits against financial returns and expenditure.

*Fixed assets are the land and buildings for which the Council has responsibility, but also includes car parks, street furniture, other ad hoc infrastructure, and closed churchyards.

This strategy does not include land, houses, buildings, and fixed assets associated with the Housing Revenue Account.

2. Corporate and Service Priorities

The current* key themes in the Councils Corporate Delivery Strategy & Plan 2020/24 are:

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

The corporate and service priorities that have been identified in respect of the above themes and being detailed in the Corporate delivery plan, The AMS will contribute to delivering those objectives where they have a direct asset implication. *The AMS will realign to reflect any future changes to the above themes as may be required. If the corporate strategy and objectives change within the lifecycle of this strategy, such that the AMS no longer supports the Corporate Strategy, the AMS will be revised and resubmitted for approval.

Corporate Capital Strategy

Any capital programme for investment / development / refurbishment schemes will be funded by a capital application in accordance with council procedures and / or a combination of grants, reserves, or borrowing if available. The decision for how a project is to be funded will be based on individual project circumstances.

3. Capital and Revenue Budgets

General Revenue expenditure

This can be broken down into:

- **Planned Preventative Maintenance:** This ensures that the assets are maintained to a pre-determined level of condition to ensure maximum service life and minimal breakdown.
- **Reactive Maintenance:** This deals with day-to-day operational issues as they arise and aims to provide continuity of service
- **Management Costs:** These are the internal and external costs involved in managing the assets
- **Operating costs:** These are the day-to-day costs involved in running the assets.

- **Corporate Expenditure:** This is expenditure that links asset management with cross-cutting corporate objectives and statutory responsibilities, including Health and Safety Legislation for building and infrastructure compliance, Accessibility and equalities, Tenant / Staff Relationship Management and Business continuity.

These types of expenditure are considered separately as each has a different set of criteria for procurement and the decision to commit expenditure.

Revenue expenditure is wherever possible planned in advance and prioritised on the basis of conformity with safety legislation and contribution to corporate objectives. As part of the on-going improvements there should be a strong element of challenge and the principles of strategic procurement, collaborative working and leverage need to be incorporated at all stages.

Capital Investment

- **Replacement:** This concerns full or partial replacement of an existing fixed asset of sufficient extent to enhance the capital value of the asset and extend its period of useful life.
- **Enhancement:** This is investment that improves the contribution to corporate objectives as well as increasing the value and useful life of the asset.
- **Development:** This is the procurement of a fixed asset where none existed previously

The Council's Capital Strategy is the determining factor in decisions on capital investment in fixed assets. All major decisions will be the subject of an options appraisal. Robust Procurement and project management processes are key success factors.

4. Assessment of Condition

A rolling planned and reactive maintenance programme will be prepared for the major operational and non-operational buildings on completion of the wider corporate feasibility study to determine the future council administrative spatial requirements.

The remaining operational and non-operational buildings are also being assessed for suitability and condition.

The fixed asset infrastructure is surveyed as part of this process to obtain a holistic overview of an assets condition. Schedules of condition are then produced maintained and updated as works are completed.

Operational and Non-Operational Buildings

Using RICS Global Standards, Buildings are categorised as follows for condition and resource priority:

Condition

Category A – Good, Performing as intended, operating satisfactorily with no deterioration requiring immediate attention

Category B – Satisfactory but with deterioration that requires immediate attention

Category C – Poor, showing major defects and not operating satisfactorily.

Category D – Unsafe or unsustainable condition, Life expired and/or in serious risk of imminent failure

Resource Priority

Priority Level 1. Urgent works required to prevent immediate closure. Serious Health and Safety issues

Priority Level 2. Essential work required within two years to prevent serious deterioration of the fabric.

Priority Level 3. Desirable work required within 3 -5 years

Maintenance Backlog

Works that have been identified in the surveys are defined as being the 'maintenance backlog'.

Historically the standard practice was to address backlog by category.

However, this method does not necessarily represent value for money nor prevent deterioration of lower category repairs from becoming worse and thus incurring greater cost at a later date.

This strategy therefore departs from that convention, and where priority 1, 2, and 3 works exist in an asset, there will be an assessment of the best value approach to addressing decay. Some or all of the categorised works may be completed if efficacy and efficiency can be demonstrated. In the event of high value items needing repair/replacement a decision will be made to submit a capital application to ensure revenue budgets are not unduly and prematurely exhausted over a fiscal period.

5. The Fixed Asset Base

The Corporate Property Service team maintain a register of Non-operational and Operational fixed assets either owned or leased into the council.

Non-operational assets are fixed assets held by the Council but not directly occupied or used in the delivery of front or back-office services.

Operational assets are fixed assets held, occupied, or used by the Council in the direct delivery of statutory or discretionary services or their back-office support functions.

In brief, the asset base comprises:

Operational Buildings

- Main Office Buildings
- Leisure Centres
- Sports Pavilion Buildings
- Depot Buildings
- Public Conveniences
- Museums

Non-Operational Buildings

- Any class of built asset held for investment/regeneration purposes regardless of location

Operational Land sites

- Council owned public car parks

Non-Operational Land sites

- Agricultural Land.
- Grazing Land (paddocks).
- Allotments.
- Woodland or wildlife sites.
- Public Open Space and rights of way
- Public Parks.
- Commercial or residential development sites.

Infrastructure (ad hoc) assets where not owned by other statutory body / authority

- Roadside seats.
- Bus Shelters.
- Streetlamps.
- Street name plates.
- Closed Churchyards (maintenance obligation only).

6. The Asset Challenge Process

An asset management strategy requires the challenge of all existing fixed assets and an option appraisal to judge against value and contribution to service delivery and/or corporate objectives.

Assets are challenged where priorities dictate there is a financial or operational risk or a corporate opportunity.

The options for consideration of any fixed asset are:

- Retain and continue to maintain through a programme of planned and reactive maintenance.
- Retain and develop the asset to improve financial and/or service delivery performance.
- Retain the asset and make minimum maintenance investment with a view to disposal when the time is right.
- Dispose of asset immediately. Transfer the asset to a community or third sector partner.

The Council should place each of its fixed assets into one of these categories

Asset challenges take account of several factors:

- Consideration of the extent to which new working practices within the Council are giving rise to changes in accommodation requirements. This might include a move towards greater agile, remote, homeworking, out-sourcing of services, any decision to change the ratio of front to back-office provision, increased partnership working, options to increase occupancy density to reduce overall spatial requirements of the business, and any policy or changes in the ways to provide local access to services.
- Individual services will have their own internal drivers that may change the approach to service delivery in future years and give rise to specific accommodation requirements. These need to be identified by Heads of Service and communicated to the asset management service in order to effectively deliver a long-term accommodation strategy.
- There is an assumption that local authorities will share accommodation and services with other local authorities, government agencies and the voluntary sector.
- The needs and expectations of customers and residents will be a major determinant in the decision to retain buildings and community fixed assets such as car parks and street fixtures and furniture.

For clarification, the Council is not adopting a narrow approach to accommodation provision, but is actively considering all available and appropriate opportunities for maximising the utilisation of individual assets in the best interests of individual service provision. This ensures that services are not unduly affected by asset related decisions, but also ensures the assets held are delivering maximum potential at minimal cost to the taxpayer.

7. Assets Declared Surplus to Requirements

Assets that as a result of inspection, assessment, challenge processes, that are identifiable as either redundant or cannot be put to effective efficient alternative use at reasonable cost will be deemed surplus to requirements and notified for approval to dispose. The exception to this approach being where assets are deemed to be of significant local, community, or historic value that overrides the commercial and operational efficacy assessments. These decisions will be taken after consultation with affected stakeholders.

8. Economic Development Assets

The summary of assets listed in the table below are currently being held for Economic Development purposes in that they deliver a revenue income to the authority.

Assets currently held for Economic Development / Regeneration

- a. The Ark Business Centre
- b. The Oak Business Centre
- c. Woodgate Chambers
- d. Meadow Lane Industrial Units
- e. Chainbridge Road Industrial Compounds
- f. Loughborough Industrial Park Compounds
- g. Messenger Close Industrial Compounds

Assets Currently Held for Economical Investment in that they deliver an income to the authority.

- a. 14 Market Place Loughborough
- b. 52 Belton Road Loughborough
- c. E7 Aberdeen Gateway Business Park
- d. 1 Brookhill Way, Banbury
- e. Cupola Way Scunthorpe

Council offices:

- a. Main Office Building Loughborough
- b. Old House building adjoining Main Building
- c. Detached Office Building Loughborough

Officers have been reviewing and assessing office accommodation since the Covid-19 Pandemic. Whilst areas of the council offices have been sublet, and the resultant revenue supports revenue budgets, the council remains committed to finding the most appropriate accommodation levels required.

Industrial Units:

All industrial units are retained for economical regeneration which supports the thriving economy objective in the councils Corporate Delivery Strategy.

With consistently high occupancy levels, there is a sound business case for retaining these assets to aid economic regeneration.

Opportunities to create additional units either on council owned land or by acquiring new land for this purpose will be explored. Possible partnering opportunities may also be explored if deemed of significant value both financially and from a community focus.

Leisure Centres:

- a. Loughborough Leisure Centre
- b. Mountsorrel Leisure Centre
- c. East Goscote Leisure Centre

The council owns these Leisure Services that are contracted out to a third-party service provider. The asset management service will work with the councils Leisure Service to assess the future investment/refurbishment/development or change of use as may be determined under the Leisure Services own assessments of needs and future operational requirements.

9. Resource Implications

There are obvious fiscal constraints and pressures on the Council, as there are throughout the entire public sector.

It should also be noted that the asset management service will direct any resources in accordance with priority against capacity in order to ensure that the most significant objectives are targeted for maximum benefit.

Income from capital receipts are influenced by prevailing market conditions, any disposal will take consideration of known market trends through desktop / consultancy valuations and if deemed to represent best value a disposal will take place.

To reduce the backlog of maintenance on operational land/buildings the Head of Assets and Property will make a capital funding application on a rolling three-year basis that will enable

investment to take place without undue delay for individual bids. Spend will be dependent on the outcome of feasibility studies and condition surveys

The available revenue budget for repairs and maintenance will be set annually and monitored monthly. Forecast changes are reported and budgets adjusted to show savings/pressures on an individual asset basis. Specific attention is paid to utility costs as the volatile nature of these supplies has a major impact on budgets. R&M / Capital investment works are delivered where savings can be made.

10. Statement

Within the context of this Asset Management Strategy the Council will:

- Promote a corporate approach to the management of property assets and build an understanding of the importance of assets in supporting service delivery.
- Ensure that property assets help to secure continuous service improvement.
- Review the Council's properties and gather information covering their sufficiency, suitability, and cost.
- Rationalise the property portfolio, disposing of properties that do not support core service objectives or fail to make an adequate return on investment.
- Fully implement the requirements of health and safety legislation to ensure assets meet or exceed the minimum requirement.
- Ensure assets meet or exceed the minimum requirements of Part M regulations' "Accessibility".
- Where appropriate, promote sharing of premises between Council departments and with other public bodies and voluntary organisations.
- Minimise space usage and the running costs of buildings.
- Use new technology where cost effective to improve the energy efficiency of buildings.
- Prioritise building and maintenance works according to need and ensure that projects are delivered on time and within budget whilst minimising service disruption.

11. Asset Strategy Objectives

The Strategy is supported by a series of specific objectives

Objective 1: To ensure the Council's service requirements are linked to an effective asset management solution:

- The Council will maintain sufficient financial resource and operational capacity to manage and maintain its fixed assets.
- Efficient and sustainable procurement processes will be undertaken for fixed assets.
- Accommodation will be suitable, accessible, and maintained.

- Assets will be sustainable and affordable for their whole life.

Objective 2. To raise awareness of the Council’s assets and provide a clear decision-making structure for their management and use:

- Standards will be set for the design, care and use of accommodation and assets.
- Compliance with legal obligations will be maintained to the required standard.
- Elected members will continue to have a strong role in decision making.

Objective 3. To manage asset management delivery to demonstrate continuous performance improvement:

- Effective processes will be maintained to ensure efficient asset, contract and project management.
- There will be choice and competition in the asset management process through open market testing.
- Key Performance Indicators have been set for asset management activities and are reported through the Council’s risk management system.
- Improvements in energy efficiency and a reduction in carbon emissions will be secured through the review and replacement of end of life/inefficient installations with efficient technology and demonstrated through the Council’s Climate Action Board.

Objective 4. To release value from assets by minimising running costs, structured investment, or disposal:

- The need for the continued ownership of assets will be challenged.
- Assets will be reviewed to identify where the cost of retention exceeds the value added.
- Opportunities will be sought for the sharing of assets with partners.
- Running costs will be monitored to identify and deliver potential savings.
- Management arrangements will be reviewed to ensure best value.

12. Headline Performance

Effective performance management is critical for the success of an Asset Management Service. Performance management is about:

- Delivering the Council’s aims and objectives through effective Asset Management.
- Prioritising what is important and what gets done.
- Engaging with and managing staff and partner organisations.
- Quantifying and communicating success.
- Improving the perception of service provision.

To be effective, performance management should not be isolated to the performance of fixed assets alone. Performance management within the asset management function needs to make consideration of other council strategies and plans and thus contribute to corporate, service and in some cases individual aims and objectives.

The introduction of the Corporate Pentana Risk Management Portal in 2023 details the Corporate Property Service plan objectives and supports the Corporate Plan and other service objectives where fixed assets are involved. progress is updated and reported monthly for review. This includes a number of key income/liability/occupancy values that are also reported through this channel.

13. Business Continuity Plan

The asset management team will support the emergency planning / business continuity lead officer in the form of building information to be used as the evidence base for the production of a Business Continuity Plan.

SCRUTINY COMMISSION - MONDAY, 11 DECEMBER 2023

Report of the Cabinet

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 13th November 2023, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

A. HRA BUSINESS PLAN AND CAPACITY UPDATE

Details of the Commission's consideration of these items as reported to the meeting of the Cabinet on the 16th November 2023 can be found in the minutes from the Commission's meeting on 13th November 2023.

The Chair of the Commission, Councillor Seaton attended the Cabinet's meeting on the 16th November 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:

HRA BUSINESS PLAN AND CAPACITY UPDATE

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, 11 DECEMBER 2023

Report of the Report of the Director Finance, Governance and Contracts

Part A

SCRUTINY PANELS

Purpose of the Report

To review the progression of scrutiny panels.

Actions Requested

1. To review the progression of scrutiny panels.
2. To approve any panel scoping documents submitted.

Reasons

1. To ensure timely and effective scrutiny of the matter/subject.
2. To enable panel work to commence.

Scrutiny Panels

At the last meeting of the Scrutiny Commission it was highlighted that a Garage Strategy was in development and this could be scrutinised at the appropriate time through the pre-decision scrutiny process. Following this information, the Scrutiny Commission agreed not to progress with a scrutiny panel on Council assets. This panel has been removed from the list of scrutiny panels appended.

At the last meeting of the Scrutiny Commission, it was agreed that a briefing note be provided for the Scrutiny Commission detailing the current work being undertaken in relation to dementia friendliness and loneliness. This was considered to be a more appropriate approach than a member development training (MDT) session.

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 is due to meet again on 12th December 2023.

Public Transport Scrutiny Panel

The Public Transport Scrutiny Panel are due to meet for the first time on 13th December 2023.

Housing Needs Scrutiny Panel

The Housing Needs Scrutiny Panel will commence in February 2024. The Head of Strategic Housing, Democratic Services Manager and the appointed Chair of the Housing Needs Scrutiny Panel, Councillor Monk, have recently met to draft out a scoping document. The scoping document will be submitted to the January 2024 Scrutiny Commission for approval.

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 | Notes | 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. | Ongoing | 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 to be submitted to January 2024 Scrutiny Commission for approval | February 2024 |

| | | | | | |
|--------------------------|--------|------------------|--|---------|-------------------------------|
| | | | whether a separate list could be created for residents that require adapted properties. | | |
| Councillor Sarah Maynard | Formal | 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. • Consideration of public transport provision written into planning S106 agreements | Ongoing | December 2023 – May/July 2024 |

| | | Dementia Friendly Council/Loneliness | To look at how the Council can improve provision of services to those with Dementia and their carers. | A briefing note will be provided on this topic. Following this, the Scrutiny Commission will decide if a panel is required. | |
|--|--|--------------------------------------|---|--|--|
| | | 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. | A briefing note will be provided on this topic. Following this, the Scrutiny Commission will decide if a panel is required. | |
| | | Tackling Substance Misuse | To look at how the Council could better support partners to tackle and improve substance misuse across the Borough. | A member briefing session on this topic will be scheduled in due course. Following this, the Scrutiny Commission will decide if a panel is required. | |
| | | 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. | A member briefing session on this topic will be scheduled in due course. Following this, the Scrutiny Commission will decide if a panel is required. | |

| | | | |
|---------|----------|--------|----------|
| | | | |
| Express | Informal | Formal | Proposed |

SCRUTINY COMMISSION – 11TH DECEMBER 2023

Report of the Director of Finance, Governance and Contracts

SCRUTINY WORK PROGRAMME

Purpose of the Report

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

Actions Requested

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

Reasons

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

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

Policy Context

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

Background

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

Finance and Performance Scrutiny Committee Work Programme

The Finance and Performance Scrutiny Committee met on 28th November 2023. The outcomes of the meeting can be found in the minutes of the meeting which will be published on the Council's website.

The appendix attached has not yet been updated following the last meeting of the Finance and Performance Scrutiny Committee.

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) |
| Nov 2024 (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. |
| Nov 2024 (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. |
| Nov 2024 (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 | Lead Member/ L. Tansey | Three reports to be considered through the year. Reports to be considered at the |

| | | | | | |
|---------------------------|--------------------|---|---|--------------------------|--|
| | | | variances have occurred and, where necessary, ensure corrective actions are in place. | | same time annually. |
| Nov 2024 (annual item) | Capital Monitoring | Monitoring of position with the Council's Capital Plan. | To ensure progress to the Council's Capital Plan and its financing are satisfactory. | Lead Member/L. Tansey | Monitoring report at each quarterly meeting. |

SCRUTINY COMMISSION - MONDAY, 11 DECEMBER 2023

Report of the Director Finance, Governance and Contracts

Part A

SCRUTINY COMMISSION WORK PROGRAMME

Purpose of Report

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

Work Programme

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

At the meeting of the Scrutiny Commission on 13th November 2023 the Scrutiny Commission added the following items to their work programme;

- i. (Pre-decision scrutiny) – Corporate Strategy 2024-2028 – January 2024
- ii. (Pre-decision scrutiny) – Declassification of Properties Designed for Allocation to People Aged 45 Years – January 2024
- iii. (Pre-decision scrutiny) – Housing Strategy – February 2024
- iv. (Pre-decision scrutiny) – Homelessness and Rough Sleeping Reduction Strategy – March 2024

Key Decisions

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

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

Appendices: Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers: None

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

Scrutiny Commission Work Programme

APPENDIX 1

| Responsible Body | Meeting Date | Issue | Scope of Item / Terms of Reference | Reason for Scrutiny | Invitees / Officers | Progress / Notes / Action Requested |
|---------------------|--|---|------------------------------------|---|--|--|
| Scrutiny Commission | 11 December 2023 (if applicable, standing item) | Pre-decision scrutiny of any specific financial matters to be considered by Cabinet | | To ensure pre-decision scrutiny of any out-turn reports, virements and in-year service pressures, particularly when they are related to additional costs arising from decisions by other agencies to reduce services. | K.Widdowson (report) Lead Officer (meeting) | Agreed by SMB 23 January 2019 (see minute 31.2) (supports recommendation of Budget Scrutiny Panel Jan 2019). To be identified from the Key Decisions Notice or from the Cabinet agenda. |
| Scrutiny Commission | 11 December 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 | 11 December 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 | 11 December 2023 (standing item) | Progress with Panel Work | | To review progress with Scrutiny Panels. | K Widdowson | Re-established following Scrutiny Work Programme Workshop on 24 May 2021 |
| Scrutiny Commission | 11 December 2023 (standing item) | Scrutiny Work Programme | | To review and agree the Scrutiny Work Programme | Lead Officer | Re-established following Scrutiny Work Programme Workshop on 24 May 2021 |
| Scrutiny Commission | 11 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 | January 2024 | Pre-Decision Scrutiny – Corporate Strategy 2024-2028 | | To approve the 4 year strategy. | Head of Transformation, Strategy and Performance. | Agreed Scrutiny Commission 13 November 2023, min ref 66 2023/24. |

Scrutiny Commission Work Programme

| | | | | | | |
|---------------------|----------------------------|--|---|---|-----------------------------------|---|
| Scrutiny Commission | January 2024 | Pre-Decision Scrutiny – Declassification of Properties Designed for Allocation to People Aged 45 Years | | To consider declassification of properties designed for let to people aged over 45 years. | Director of Housing and Wellbeing | Agreed Scrutiny Commission 13 November 2023, min ref 66 2023/24. |
| Scrutiny Commission | January 2024 | Pre-decision scrutiny – Charnwood Grants Strategic Partners 2024/25 – 2025/26 | | To put forward recommendations regarding the proposed levels of Strategic Partner Grant funding for the next two years. | Director of Housing and Wellbeing | Agreed Scrutiny Commission 11 September 2023, min ref 39 2023/24. |
| Scrutiny Commission | January 2024 (annual item) | Budget Scrutiny Panel Report | A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2024/25. | | Budget Scrutiny Panel Chair | |
| Scrutiny Commission | January 2024 | Waste Management Scrutiny Panel Update | To include an update on the progression of Cabinet-approved panel recommendations 5, 6 and 9. | | Matt Bradford | Agreed Scrutiny Commission 3 July 2023, min ref 11 2023/24. |

Scrutiny Commission Work Programme

| | | | | | | |
|---------------------|---------------|---|--|--|--|---|
| Scrutiny Commission | February 2024 | 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 | February 2024 | Pre-Decision Scrutiny – Housing Strategy | | To approve the Council's Housing Strategy. | Head of Strategic Housing. | Agreed Scrutiny Commission 13 November 2023, min ref 66 2023/24. |
| Scrutiny Commission | February 2024 | Update on Void Property Information | <p>To update the Commission on the Void Property Information, six months after the last review.</p> <p>To include an updated version of the table attached as an Appendix to the report received by the Scrutiny Commission on 12th December 2022.</p> | | Peter Oliver/Katie Moore | Agreed Scrutiny Commission 7 August 2023, min ref 20 2023/24. |

Scrutiny Commission Work Programme

| | | | | | | |
|---------------------|------------------------------|--|---|--|---|--|
| Scrutiny Commission | March 2024 | Pre-Decision Scrutiny – Homelessness and Rough Sleeping Reduction Strategy | | To approve the Council's Homelessness and Rough Sleeping Reduction Strategy. | Head of Strategic Housing. | Agreed Scrutiny Commission 13 November 2023, min ref 66 2023/24. |
| Scrutiny Commission | To be scheduled (early 2024) | Cost of Living Update | to update on the support provided to residents during the winter period of 2023-24 | | Peter Oliver/Karey Summers/Verity Graham. | Agreed Scrutiny Commission 3 July 2023, min ref 5 2023/24. |
| Scrutiny Commission | March 2024 | Pre-decision scrutiny – Housing Capital Programme | To approve the annual investment programme for improvements to the Council's housing stock. | | Director of Housing and Wellbeing | Agreed Scrutiny Commission 7 August 2023, min ref 27 2023/24. |

Scrutiny Commission Work Programme

| | | | | | | |
|---------------------|------------|---|--|--|--|--|
| Scrutiny Commission | March 2024 | Pre-decision scrutiny – Local Development Scheme | To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed. | | Head of Planning and Growth | Agreed Scrutiny Commission 7 August 2023, min ref 27 2023/24. |
| Scrutiny Commission | March 2024 | Pre-decision scrutiny – Corporate Delivery Plan 2024/25 | To approve the Corporate Delivery Plan 2024-25. | | Head of Transformation, Strategy and Performance | Agreed Scrutiny Commission 7 August 2023, min ref 27 2023/24. |
| Scrutiny Commission | 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 Work Programme

| | | | | | | |
|---------------------|-------------------------|--|---|--|---------------------------------------|---|
| 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 | 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
15th November 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? |
|--|---|-----------------------------|--|-----------------------------|--|---|
| 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 |
| 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 |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|---|---|-----------------------------|--|-----------------------------|--|--|
| Capital Plan Amendment Report | To consider and approve amendments to the Capital Plan. | Cabinet Council | 14th December 2023 15th January 2024 | Report | Yes | Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@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 |
| Cossington Neighbourhood Plan | To “make” the Cossington Parish Neighbourhood Plan. The decision must be made within 8 weeks of the referendum, by 25th January 2024. | Cabinet | 11th January 2024 | Report | Yes | Richard Bennett Head of Planning and Growth Tel: 01509 634763 richard.bennett@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 |
| 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 |

| Decision Item | What is the nature of decision to be taken? | Who will take the decision? | When is the earliest a decision will be taken? | Documents to be considered? | Will the report be considered in public? | Who can give me more information? |
|---|---|-----------------------------|--|-----------------------------|--|---|
| Charnwood Grants – 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 |
| Economic Development Strategy 2023-27 | To approve an Economic Development Strategy for the borough. | Cabinet | 8th February 2024 | Report | Yes | Chris Grace Head of Economic Development and Regeneration Tel: 01509 634534 christopher.grace@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 Statement, Annual Investment Strategy, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2024-25 | To seek approval to a Medium-Term Financial Strategy 2024-27 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2024-25 and the annual report on the Prudential Code, for recommendation to Council. | Cabinet Council | 8th February 2024 26th February 2024 | Report | Yes | Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk |
| 2024-25 General Fund and HRA Revenue Budgets and Council Tax | To seek approval to the Revenue Budget for 2024-25 and to propose the Council Tax for approval by Council. | Cabinet Council | 8th February 2024 26th February 2024 | Report | Yes | Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk |
| 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 |

| 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? |
|-------------------------|--|------------------------------------|---|------------------------------------|---|---|
| Regeneration Prospectus | To approve a Regeneration Prospectus for Loughborough. | Cabinet | 14th December 2023 | Report | If the report contains exempt information, it will be considered in private or partly in private. | Chris Grace Head of Economic Development and Regeneration Tel: 01509 634534 christopher.grace@charnwood.gov.uk |

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

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

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

| Name (Group) | Lead Member Responsibilities |
|----------------------------------|---|
| Councillor 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. |

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted