



SCRUTINY COMMISSION

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To: Councillors Seaton, Needham (Vice-Chair), B. Gray, Harper-Davies, Lennie, Rattray (Chair) 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 1, at the Council Offices, Southfields, Loughborough on Tuesday, 2nd April 2024 at 6.00 pm for the following business.

Chief Executive

Southfields
Loughborough

25th March 2024

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 15

To approve the minutes of the meeting of the Commission held on 4th March 2024.

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 4th April 2024.

(a) Assets Review 16 - 121

A Cabinet report of the Director of Commercial and Economic Development to set out the direction of travel regarding Council accommodation and seeks approval of a Capital budget to engage suppliers to develop and deliver a programme of works.

(b) Workforce Development Strategy 122 - 137

A Cabinet report of the Head of Transformation, Strategy and Performance to approve the Borough Council's Workforce Development Strategy 2024 – 2028.

(c) Biodiversity Improvements - Changes to Mowing Arrangements 138 - 167

A Cabinet report of the Head of Contracts: Leisure, Waste and Environment to consider introducing a three-year pilot scheme of mowing changes at sixteen locations for the purpose of improving biodiversity. The pilot scheme will reduce the mowing frequency from ten cuts per annum to two cuts per annum at sixteen locations to improve biodiversity.

(d) Towards a Corporate Biodiversity Strategy 168 - 183

A Cabinet report of the Head of Planning and Growth to bring the First Considerations Report to Cabinet for approval. The First Considerations Report is required under the Environment Act 2021 and will form the basis for a Corporate

Biodiversity Strategy.

8. CABINET RESPONSE TO PRE-DECISION SCRUTINY 184 - 186
A report of the Cabinet setting out its responses to recommendations of the Committee on pre-decision scrutiny items.
9. SCRUTINY PANELS 187 - 192
A report of the Head of Democracy to consider updates on the work of scrutiny panels.
10. SCRUTINY WORK PROGRAMME 193 - 197
A report of the Head of Democracy enabling the Commission to review and agree the scrutiny work programme.
11. SCRUTINY COMMISSION WORK PROGRAMME 198 - 210
A report of the Head of Democracy setting out the list of forthcoming Executive Key Decisions and the group's Work Programme for consideration, in order to identify items for future scrutiny.

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

29th April 2024
10th June 2024
8th July 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 4TH MARCH 2024

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

Councillor Hamilton (Deputy Leader of the
Council, Public and Private Sector Housing) and
Blackshaw (Cabinet Lead Member for
Communities and Neighbourhoods)

Chief Executive
Director Housing and Wellbeing
Head of Strategic Housing
Head of Landlord Services
Head of Legal and Elections
Transformation and Improvement Manager
Communities and Wellbeing Manager
Strategic Housing Manager
Democratic Services Officer (SW)

APOLOGIES: None

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.

109. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 5th February 2024 were approved.

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

- i. By Councillor Lennie – in respect of item 7a on the agenda (Corporate Delivery Plan 2024-25), as a member of Shepshed Town Team.

111. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

112. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

113. 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.

114. CABINET ITEMS FOR PRE-DECISION SCRUTINY

115. CORPORATE DELIVERY PLAN 2024-25

A Cabinet report of the Chief Executive to propose the Council's Corporate Delivery Plan 2024-25, was submitted (item 7a on the agenda filed with these minutes).

The Chief Executive, the Director of Housing and Wellbeing and the Transformation and Improvement Manager assisted with the consideration of this item. The following summarises the discussion:

- i. The relocation of the CCTV Control Centre to the Beehive multi storey car park was to consolidate assets. Eventually the ICS building could become vacant and the Council would have options to repurpose the building.
- ii. It was intended that the delivery of a portfolio of projects would promote Charnwood Borough Council as a key employer to enable it to retain and attract a strong and committed work force.
- iii. There had been a Car Parking Strategy started, which had so far focussed on the Council's current assets and fees and charges in relation to car parking. The Car Parking Strategy was still in development and it was expected that a draft would be completed by March 2024, and a completion date had been set for early 2025.
- iv. The Green Fleet Review was exclude waste vehicles, and would include all over vehicles in the Council's fleet.
- v. The Domestic Abuse Policy was a regulatory expectation and would impact a number of areas across the Council, including Landlord Services, Housing Needs and the Community Safety team.
- vi. It was suggested that the Council should encourage more market traders to engage with the specialist markets to be held. It was expected that the increased participation of market traders would encourage more traders to attend. The Chief Executive agreed to discuss this with the Markets team at the Council.
- vii. It was highlighted that a lot of the work associated with the 'Economy and Growth' section of the Corporate Delivery Plan 2024-25 would be focussed in the Loughborough Area as there was a significant amount of work associated with the Loughborough Town Deal being delivered. It was suggested that more work to support parishes and highstreets in other areas of the Borough would be welcomed.

- viii. There was an existing budget that the Loughborough Mela was able to access and organisers had been advised that they were able to bid for funding through the community grants process. An annual amount had been requested; however, this would need to be weighed in the future against other pressures.
- ix. The new major summer event would bring something new to the Borough to attract more visitors. There was a desire to increase commerciality to avoid financial strains on the Council's budgets.
- x. It was suggested that the Council considered the resettlement requirements of Asylum Seekers in future Corporate Delivery Plans. It was recognised that there were ongoing challenges and that the Council was limited, but would do as much as possible to support Asylum Seekers. The Council had an internal Ukraine group which looked at the support offered by the Council and a lot of the work required to rehome Asylum Seekers had been undertaken by existing teams within the Council. There had been no additional financial resources provided by Government to support this work. The Council also funded Equality Action Charnwood as a Strategic Partner, to provide advice and support to Asylum Seekers in need of resettlement.
- xi. The Council's Bereavement Services provided by North West Leicestershire District Council were due to end, and therefore the Council wanted to implement new arrangements for the delivery of an in-house Bereavement Service from September 2024. The change in service arrangements would not affect service users. It was possible that the service could be outsourced to other local authorities.
- xii. The way that Council Tax collections were recorded were incremental and were built up from quarter to quarter.
- xiii. Data on air quality was collected on the Ashby Road area and by Loughborough University, which were in close proximity to the incinerator. The Air Quality Strategy was intended to be Borough-wide and would likely include air quality in the Shepshed and Stonebow areas. The Chief Executive agreed to enquire about this with officers and feed back to members following the meeting.
- xiv. It was difficult to collect data on the percentage of Charnwood residents that were email subscribers. The Transformation and Improvement Manager agreed to liaise with the Communications Manager to see if this data was available, and would feed this back following the meeting. The Transformation and Improvement Manager highlighted that the Council was running a digital inclusion project which would support members of the public with channel shift. It was emphasized that the Council's services were accessible to everyone and were not entirely digital.
- xv. The delivery of football infrastructure across the Borough would use existing Council assets.

Post meeting note: The Head of Contracts (Leisure, Waste and Environment confirmed that the delivery of football infrastructure would most likely be on Council land. The projects that the Council had in development were on Council owned assets, or land that was leased to the Council.

RESOLVED

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Chief Executive.
2. That the Chief Executive discuss increasing participation of market traders at the specialist markets scheduled throughout 2024/25.
3. That the Chief Executive enquire about the Air Quality Strategy data collected, specifically whether data was to be collected in the Shepshed/Stonebow area, which was in close proximity to the incinerator, and feed back to members following the meeting.
4. That the Transformation and Improvement Manager liaise with the Communications Manager to see if there was data available on the percentage of Charnwood residents that were email subscribers to the Council's communications, and if available, to feed this information back following the meeting.

Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To create a more diverse offer in terms of market traders at the specialist market events scheduled.
3. To inform members of the intentions of the Air Quality Strategy, in terms of the location of data collected.
4. To inform members of the percentage of Charnwood residents subscribed to Council communications via email.

116. HOUSING REPAIRS AND MAINTENANCE POLICY

A Cabinet report of the Director of Housing and Wellbeing to bring the new Housing Repairs and Maintenance Policy to Cabinet for approval. The policy sets the framework for the delivery of all aspects of the repairs service to include repairing responsibilities and the delivery of planned, cyclical and responsive repairs, was submitted (item 7b on the agenda filed with these minutes).

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

- i. Members felt that the report was clear and accessible to customers.
- ii. The Handyperson service was free and had been introduced as the Council had acknowledged that the support offered to vulnerable tenants needed to be flexible. Members praised the introduction of this service and recognised the benefit to tenants. This would be publicised as part of the Housing Repairs and Maintenance Policy once adopted.
- iii. Tenants received information on the Customer Repair Responsibilities when signing a tenancy agreement. In addition, tenants received a Repairs Handbook, which detailed this information.
- iv. The timescale for adaptations was six months. The Council had a separate policy for adaptations.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Director of Housing and Wellbeing.

Reason

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

117. HOUSING CAPITAL PROGRAMME

A Cabinet report of the Director of Housing and Wellbeing to update the housing revenue and capital programme for 2024-25 following the identification of new amounts needed to dry, clean and repair properties following flooding in the borough in January 2024, and the mobilisation of a programme to increase the amount of work undertaken at major voids, was submitted (item 7c on the agenda filed with these minutes).

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

It was highlighted that the cost of the work to be undertaken as a result of flood damaged should be fully recoverable from the Council's insurance policies.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Director of Housing and Wellbeing.

Reason

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

118. SHELTERED ACCOMMODATION STRATEGY FRAMEWORK

A Cabinet report of the Director of Housing and Wellbeing to consider the Sheltered Accommodation Strategy Framework, was submitted (item 7d on the agenda filed with these minutes).

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

- i. Members welcomed the Sheltered Accommodation Strategy Framework and felt that a review of the sheltered accommodation was beneficial.
- ii. It was acknowledged that the budget provisions associated with Recommendation 3 of the report involved a lot of investment. £200k of the investment outlined was to gain specialist external support for due diligence and to ensure the Council chose the most appropriate options. The costs associated with decommission Block A of Fielding Court would depend on the option chosen, and may not meet the £200k allocated.
- iii. Riversdale Court in Birstall had been a popular sheltered accommodation unit. If there was further demand for this type of property then the Council would consider this when making recommendations on the types of property required in the future.
- iv. The Council would engage with current and potential tenants through focus groups and direct communication in order to consult on and inform about proposed changes to sheltered accommodation.

RESOLVED that the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Director of Housing and Wellbeing.

Reason

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

119. SUPPORT FOR THE VOLUNTARY AND COMMUNITY SECTOR

A Cabinet report of the Director of Housing and Wellbeing to enable Cabinet to consider the arrangements for voluntary and community sector grants for the year 2024/2025, was submitted (item 7e on the agenda filed with these minutes).

The Lead Member for Communities and Neighbourhoods, the Director of Housing and Wellbeing and the Communities and Wellbeing Manager assisted with the consideration of this item. The following summarises the discussion:

- i. It was emphasised that grants were open as before, and that there had been two aspects added to the criteria for grants, referencing the cost of living and the Council's Climate Change Strategy. The criteria for grants was applied to give weight to applications. Organisations did not necessarily have to fulfil every criteria. The additional criteria would not automatically exclude existing Member Grants groups.
- ii. The ring fencing of £30k from the Community Grants sum for 2024/25 was for community groups. It was recognised that for some smaller groups, decisions were much more time critical and that it would be beneficial to alter the process slightly, as recommended in the report. The recommended process would allow smaller community groups to receive smaller funds quicker, without compromising the necessary due diligence and checks against eligibility criteria. Members could still nominate and support local groups to access funds through the grants process.
- iii. The Grants Panel was made up of officers and Chaired by the Communities and Wellbeing Manager. The purpose of the panel was to ensure due diligence by checking applications against the eligibility criteria. Applications were scored by panel members individually and an average score was identified. The final score for an application could be amended if further information was received to improve the strength of the application. The Grants team provided support to complete applications if required.
- iv. Members Grants were introduced a number of years ago to enable members to support projects in their wards. Research had been undertaken which highlighted that some other Councils administered member grants schemes and the Council chose to develop a scheme.
- v. Some organisations (such as The Bridge) had Service Level Agreements with the Council to provide services, and were funding through the Homelessness Prevention Grant. The Citizen's Advice Bureau were a Strategic Partner of the Council, and received funding through the Strategic Partner Grant. The Citizen's Advice Bureau also received funding from the Homelessness Prevention Grant to provide services on behalf of the Council, to reduce homelessness. The additional funding of £25k to the Citizen's Advice Bureau was to increase capacity and to enable them to support more residents.
- vi. The Citizen's Advice Bureau reported to the Council on a quarterly basis, detailing the services accessed by residents by ward. The Communities and Wellbeing Manager agreed to share this report with members following the meeting.
- vii. It was suggested that the list of voluntary sector organisations which the Council provides funding to, and the services offered, be circulated to members following the meeting.

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 Communities and Wellbeing Manager share the quarterly Citizen's Advice Bureau report with members following the meeting.
3. That the Director of Housing and Wellbeing circulate a list of voluntary sector organisations which the Council provides funding to, and the services offered, following the meeting.

Reasons

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To enable members to see the Citizen's Advice Bureau services accessed by members of the public by ward.
3. To ensure members were aware of the organisations and services being funded by the Council.

120. PRE-DECISION SCRUTINY - CABINET RESPONSE

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

The Head of Legal and Electoral Services 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.

121. SCRUTINY PANELS

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

The Head of Legal and Electoral Services and the Democratic Services Officer assisted with the consideration of this item. The following summarises the discussion:

- i. The Scrutiny Commission asked that the Dementia Friendly Council/Loneliness member briefing was circulated to members again.

- ii. Officers were now able to draft a briefing note for members on Brownfield Sites following the conclusion of the Local Plan Hearings. Members asked for this briefing note to be circulated as soon as was reasonable.
- iii. It was highlighted that there was a new NPA Commander in Charnwood and so it would be appropriate to schedule in a member briefing on Substance Misuse in Charnwood.
- iv. With regards to the HMO member briefing, a date had been scheduled for 3rd April 2024. It was suggested by officers that the HMO briefing be split into two stages. The first stage (the briefing to be held on 3rd April 2024) focussed on the planning and licensing aspects of HMOs. The second stage (to be scheduled) would be focussed on the anti-social behaviour, parking and waste management aspects of HMOs. Members agreed with this approach and felt that it would be beneficial to hold the second session before the end of the university term so that newer members were informed about how to deal with issues regarding waste following university term. It was highlighted that the first session should include information on the demand for HMOs, and whether the supply of HMOs was equivalent to the demand.

RESOLVED

1. That the Scrutiny Commission reviewed the progression of scrutiny Panels.
2. That the Dementia Friendly Council/Loneliness member briefing be recirculated to members.
3. That the Brownfield Sites briefing note be completed and circulated as soon as was reasonable.
4. That the HMOs briefing session be delivered in two stages. Stage one to look at planning and licensing of HMOs (and the supply and demand of HMOs). Stage two to look at parking, anti-social behaviour and waste. Stage two would ideally take place before the end of the university term.

Reasons

- 1-4. To ensure timely and effective scrutiny of the matter/subject.

122. SCRUTINY WORK PROGRAMME

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

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.

123. SCRUTINY COMMISSION WORK PROGRAMME

A report of the Head of Democracy to enable the Scrutiny 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, was submitted (item 11 on the agenda filed with these minutes).

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.

Reasons

1. 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 22nd April 2024 unless notice to that effect is given to the Head of Democracy by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Commission.
3. The following participants attended the meeting virtually via Microsoft Teams: The Deputy Leader of the Council and Lead Member for Public and Private Sector

Housing, the Lead Member for Neighbourhoods and Communities, the Head of Strategic Housing and the Strategic Housing Manager.

CABINET – 4TH APRIL 2024

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

Part A

ACCOMMODATION REVIEW INVESTMENT PROGRAMME

Purpose of Report

The report sets out the direction of travel regarding Council accommodation and seeks approval of a Capital budget to engage suppliers to develop and deliver a programme of works.

Recommendations

1. That Cabinet agree that the current Southfield Road offices will remain in use as the Council offices and that these offices undergo significant refurbishment to reduce carbon, deliver revenue savings, reduce future repair/maintenance liabilities and provide an enhanced, efficient workspace.
2. That Cabinet recommend to Council that a £500,000 budget be added to the Capital Plan to facilitate the development and planning of the programme of works to refurbish the Southfield offices.
3. That Cabinet delegate authority to the Director of Commercial and Economic Development to appoint a supplier to undertake the specification and planning of a programme of works in a complaint procurement fashion with a potential value above the key decision threshold.

Reasons

1. Such that a planned programme of works can be developed with certainty to be approved by Cabinet at a later date.
2. So that Council may approve the new capital expenditure and allow the works to proceed.
3. So that work may proceed at pace to begin programme development.

Policy Justification and Previous Decisions

The Council is committed to becoming a Carbon Net Zero authority by 2030 and has a policy to that effect. Cabinet also agreed in September 2022 to funding a feasibility/options study of the Council's operational assets in order to determine the appropriate path for future accommodation. That study has identified a clear direction of travel for future work. This complies with the Asset Management Strategy 2024 to 2030 as approved by Cabinet in Feb 2024.

Implementation Timetable including Future Decisions

Subject to Cabinet approval of this report and Council approval of additions to the Capital Plan, the engagement will commence in May 2024. This will involve appointment of a supplier and subsequently specification of a programme of works to be undertaken to address the objective set out in Part B. Once this programme has been developed, it will be taken to Cabinet/Council for approval.

Report Implications

Financial Implications

An additional £500,000 will be added to the Council's Capital Plan if approved by Cabinet and Council to fund this first phase of work.

Risk Management

None identified with this report, but each work module will have a dedicated risk log in line with project management procedures.

Equality and Diversity

No issues identified

Climate Change and Carbon Impact

This investment program will employ the use of new and energy-efficient technology solutions within the fixed assets to reduce the consumption of fossil fuels. The result of any works will be measurable and reportable in future Climate Change Strategy monitoring reports.

Crime and Disorder

None

Wards Affected

All Wards

Publicity Arrangements

None

Consultations

SLT / CLT were briefed in January 2024. Cabinet Members were briefed on 4th Feb 2024. The Lead Member for Net Zero, Assets & Property have also 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: Y

If yes

Date included on Forward Plan 06 March 2024

Background Papers: None

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Part B

Investment Program Post Accommodation Feasibility Study (AFS)

1. Context and Direction of Travel

On 16 September 2021, Cabinet authorised a budget of £150,000 to conduct feasibility studies relating to the future of Council accommodation, including to determine the suitability of the Southfields Extension Car Park as the future site of new Council offices.

Ground surveys were conducted on the site as an initial step in understanding if the site would be a possible location. Results showed that were a building to be constructed on the site, it would require piling to a depth of 12 meters to support a structure above it, adding a very significant level of costs to any construction project.

Subsequently, the Russian invasion of Ukraine occurred in February 2022. The resulting inflation and supply shocks to the UK economy are well understood and have been present since that point. In particular, construction inflation rocketed at this point beyond aggregate inflation, very significantly increasing build costs across all sectors.

Officers then commissioned an Accommodation Feasibility Study (AFS). The objectives of the study were to identify an affordable option that would simultaneously:

- Reduce running costs.
- Reduce the carbon output of the Council's estate.
- Reduce and consolidate the Council's footprint.
- Reduce repair and maintenance liabilities.
- Facilitate flexibility in how the Council works and delivers services.
- Improve customer service and experience.

The AFS examined and costed 13 options (the AFS is a background paper to this report). The level of specification in each option was considered to be a middling specification – not the least expensive but also not the most expensive. In short, 10 options examined that required the Council to either build new or purchase and renovate would cost at least £10m of capital, with the highest option being £15.1m.

To provide context, Local Government finance, and particularly access to as well as the cost of capital, must be understood. Current inflationary pressures (expected to be longer term) and subsequent rate rises by the Bank of England have made capital access for Local Government at large much more expensive than it has been in a generation. Current rates for a Public Works Loan Board loan with 40-year maturity loan and fixed interest is currently 5.21% (18 March 2024). In addition, a minimum revenue provision (MRP) charge would need to be costed in to repay the principle on the loan, which would be charged at 2.5% per year. These two rates summed provide the annual cost to the Council of any external borrowing - 7.71%. Put in other words, each £1m of borrowing would cost the Council £77,100 in revenue to service the debt for the term of the loan. A shorter term would not bring rates any finance rates lower, and the MRP rate would rise significantly, worsening affordability.

Therefore, in the context of the options from the AFS, the options ranging from £10m to £15.1m would cost the Council on the order of £771k to £1.164m per year. The

Medium-Term Financial Outlook (MTFO) does not have the financial headroom to accommodate these levels of costs and any savings generated by the options would be eclipsed by the costs.

Three options were identified in the AFS that considered remaining at Southfields; these options were decidedly more affordable, estimated in a range of £600k to £3m. The options were not exhaustive but were indicative of the levels of cost that the Council may face and when taken into full consideration, a headline budget of £6m should be assumed. The full cost of the improvement programme will be known after a programme of works has been developed and will be subject to Cabinet/Council approval.

The AFS has served its purpose; it has provided the Council with a comprehensive number of options that have clearly identified the best option regarding the future of the Council's accommodation. Regardless of aspirations regarding a new-build office accommodation, costs and financial pressures dictate the direction of travel with accommodation, and the logical and best value for money option is to remain at Southfields and undertake a programme of works to meet the objectives listed above. This is likely to include (but not limited to):

1. Potential building(s) disposal by freehold sale
2. Potential building(s) disposal by long leasehold
3. Renewal of heat, light, and power installations in the current Council offices.
4. Improvements to the fabric of the building to improve energy performance.
5. Refurbishment works to renew facilities to improve service delivery or reduce ongoing repair maintenance costs over time.

2. Next steps

The AFS undertaken was largely based on the work of architects and construction firms considering many variables across a broad set of options. Therefore, little detail has been ascertained regarding a specific programme of works on any one option relative to the objectives set out in the paper above.

For options 1 and 2 above, property consultants/surveyors will be engaged to evaluate and deliver solutions regarding the built estate occupied by the Council, including advertisement where necessary and where approval using existing governance structures has been obtained.

Construction firms will be best to deliver fixed price, costed specifications and a programme of works for options 3, 4 and 5 above. The Council has access to a number of frameworks by which a supplier can be selected and engaged to develop and deliver such a programme of works in a fashion that complies with Procurement Regulations. Contract types for such an engagement can be explored, whether they are fixed price or gain share, to help control costs.

An appropriate initial capital budget for these works is £500,000, and the money spent in this exercise would be directly translated and applicable to works undertaken. The costs are expected to cover design, surveys, project management and any project planning costs. This is an indicative budget and all monies may not be spent. If any balance remains after subsequent stages have been approved and commenced and there remains no further need, the item will be removed from the Capital Plan.

3. Governance

The project will be governed in several ways:

1. Current rules around decision-making will apply. Key decision elements will be presented to Cabinet for approval as they occur, whether that be the approval of a programme of works or disposal of an asset. Scrutiny will have the option of review on any item presented. Papers with a financial element may be classed as exempt, but can be read by all Members, as is currently the case. Items requiring addition to the Capital Plan will follow the normal route, although these can come at any point in the financial year instead of at the customary twice yearly updates.
2. A Project Executive Board will be created and will be responsible for managing the various strands of the project as one and providing regular updates to the appropriate Programme Board (PB), the Senior Leadership Team (SLT) and Cabinet Member Briefings. Members of the board will include senior officers from each service.
3. Consultation with employees and unions will occur at key points of the project. This will occur by way of the Staff Forum, All Staff Briefings, and meetings with Union representatives.
4. SLT will maintain ultimate oversight and enforce the governance of the programme.

Appendices

Accommodation Feasibility Study Oct 2023

Accommodation Feasibility Study Appendices Oct 2023

Accommodation Feasibility Study For Charnwood Borough Council

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- Appendix A: Area Schedule
- Appendix B: chord M & E Options Report
- Appendix C: chord Condition Report – HSBS & Town Hall
- Appendix D: chord CBC Offices – Gas vs ASHP vs GSHP
- Appendix E: gleeds CBC Offices Order of Cost Estimate
- Appendix F: Planning Conservation officers and Building Control Council review meeting notes 22 August 2023

Executive Summary

Current trends towards remote home working, driven by IT connectivity and social trends, have resulted in a significant reduction in the numbers of people requiring dedicated office space to carry out their work. Spatial requirements moving forward will need to accommodate flexible working patterns, conference, meeting rooms, informal spaces and desks, allowing flexible timetabling with rotational visits into the offices on a week or bi weekly basis.

Charnwood Borough Council (CBC) have found they are left with significant underused assets and associated running cost. In addition, CBC have committed to a carbon neutrality target by 2030 therefore the need to address their current building stock.

This study considers the suitability of the given sites and buildings to provide an office and governance function that is tailored to a reduced footprint and targets 'in use' zero carbon by 2030.

The range of options hereby presented has evolved in liaison with officers over the study period as alternatives have become apparent. New build, refurbishment and sublet scenarios imply that the various options are not necessarily comparable at face value. i.e A new build option on a vacant site to provide 2400m.sq space is not readily compared with retention of the current CBC office (Building C) which is twice the above area, but allows the excess area to be sublet to a third-party tenant.

The benefits of sale or lease of these sites and have not been covered by this report. Commercial property agents' advice will need to be sought. The report does however cover the options of refurbishment with a view to subletting.

New build options on site A and D offer the best opportunity of creating a building that meets Net Zero in use and allow the opportunity to create exemplar buildings with low embodied carbon. Both sites, particularly site D, new build option 3 or 4 offer the added benefit of creating a civic building with presence to provide a significant boost to the locality, especially High Street and public realm. This would be well supported by CBC planners.

Existing structures, apart from the original Southfield House site B, are capable of extension or adaption to meet the council's spatial needs. In the case of Wood Gate and

Town Hall Chambers, sites E&F and HSBC site G options these involve significant demolition. Both, sites E&F and G assume a connection to the Town Hall and shared use of the space within it. Refurb costs of these spaces are included.

With regard to Net Zero targets, replacing aged gas fired boilers with new air source heat pumps provides a significant step towards carbon reduction and is included within the budgets.

Fabric improvements (walls, floor, roof) are possible, achievable and affordable to a point, such as loft insulation, window replacement, wall insulation. Thereafter measures involve considerable expense with diminishing returns. A 10% figure is included in each option to target carbon reduction.

Achieving Net Zero with all options is likely to involve off-site off-setting with Pvs. One option would be to utilise roof top canopies that could be constructed to support Pvs that could cover the whole roof of the Southfield's multistorey carpark. With buildings in excess of two storey the available roof areas to volume ratio generally makes it difficult to achieve off setting within the site.

Achieving Net Zero with all existing structures is unlikely to be affordable or justifiable on financial grounds. Consideration however should be given to the carbon cost associated with constructing a new building set against the embodied carbon of existing structures.

The study has demonstrated that the 'new build' sites, in particular Site D, offer significant potential for town centre regeneration and connectivity between key assets. It is recommended that more detailed studies and briefs are prepared for these key sites, to ensure their full potential is realised in any future project or disposal.

The budgets include for refurbishment of existing buildings, there are choices to be made if funds were not available. In particular with buildings B and C, they are currently occupied, functional and are in reasonable condition.

Moving forward further work and analysis will be required, once the options are narrowed and direction is determined.

Charnwood Borough Council Requirements

This report is produced in response to the clients, Charnwood Borough Council's, brief dated 2022, and in close liaison with officers regarding the various sites and options that might be available.

The aforementioned report sets out the purpose and objectives of the council, which require a rational evaluation and assessment of the existing council owned assets and the options available to them.

CBC's commitment to be carbon neutral by 2030 and working from home policies now embedded in the culture, have resulted in much of the asset being substantially underused and are driving this need for change.

CBC Objectives

- Reduce building operational costs (as a percentage of occupancy)
- Reduced maintenance liability (R&M / Compliance)
- Improved energy efficiency (Structures)
- Improved energy efficiency (Infrastructure)
- Reduced carbon emissions (Carbon Commitment Policy)
- Modern but reduced capacity. (Flexible workspaces)
- Modern, flexible committee spaces (Democratic & Operational Governance)
- Embrace technology and Innovation (Future Proofing)

Charnwood Borough Council Needs:

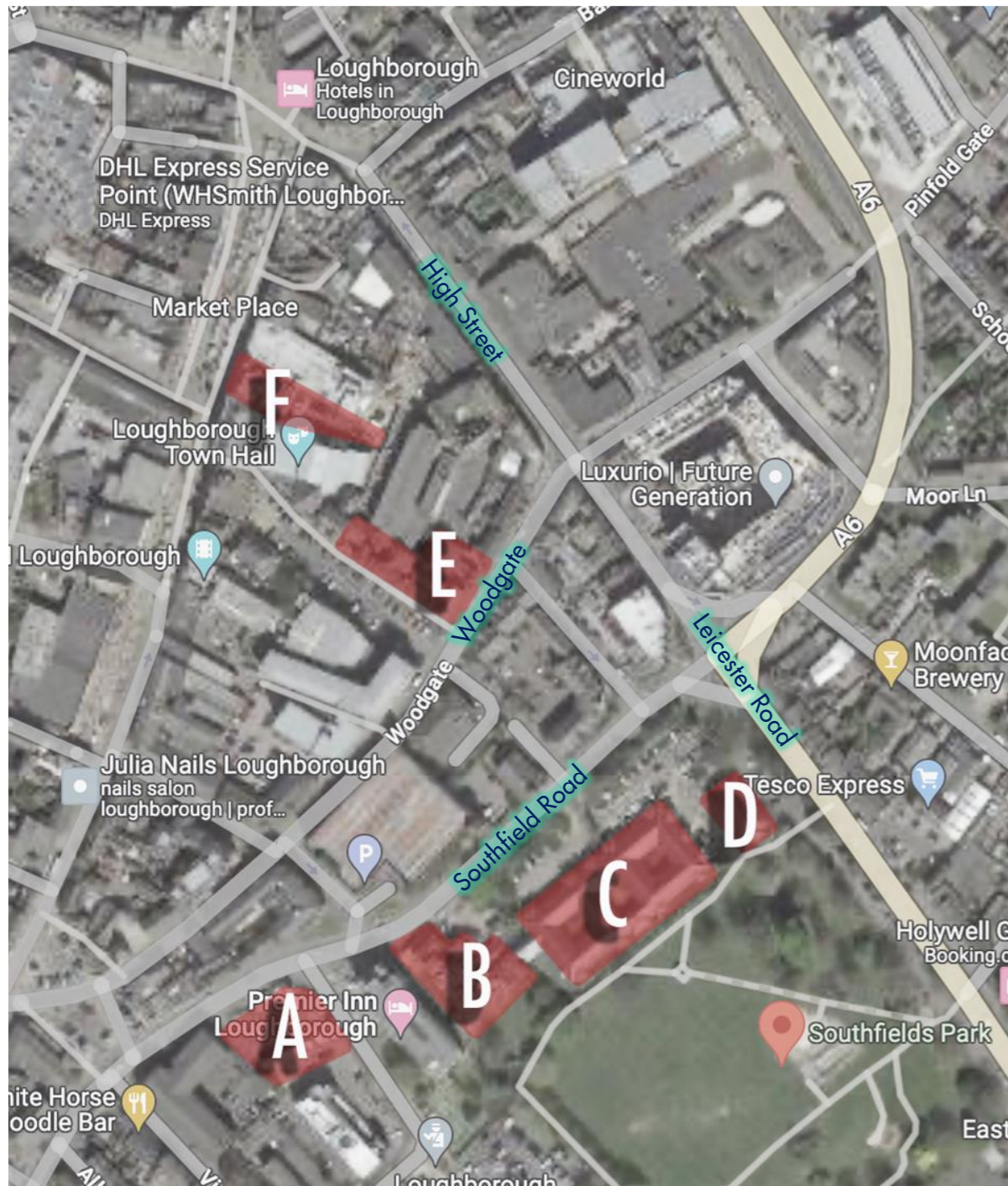
- Modern, flexible office environment
- Reduced desk space, circa 100 persons
- Customer facing service area
- Hybrid meeting space and committee rooms
- Council chamber and associated spaces

Charnwood Borough Council Considerations:

- Options to buy
- Options to build
- Options to consolidate, including disposal of assets

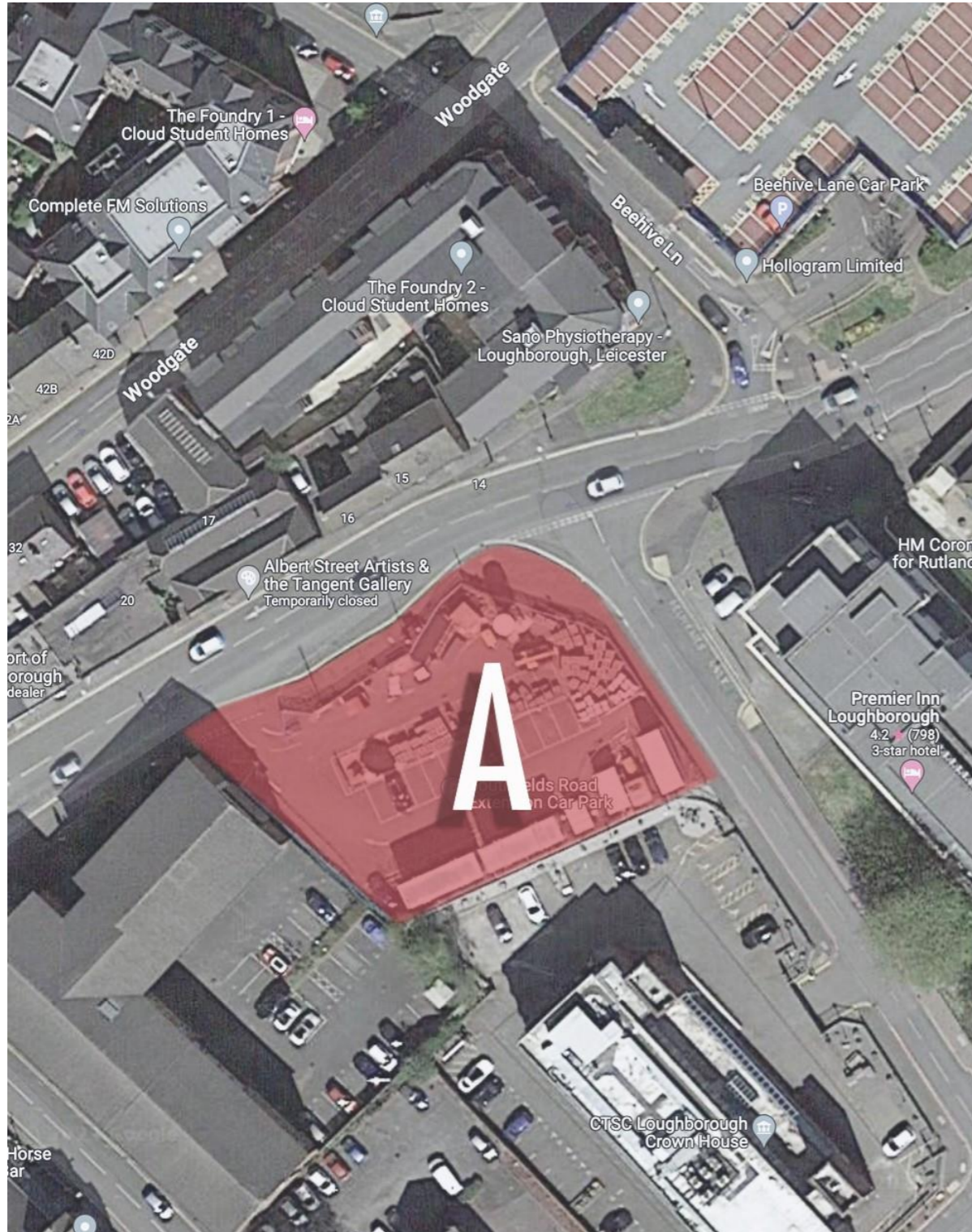
A+G in conjunction with offices at CBC prepared analysis based on the above need demonstrating a building area requirement of 2400m.sq.

Sites for Consideration



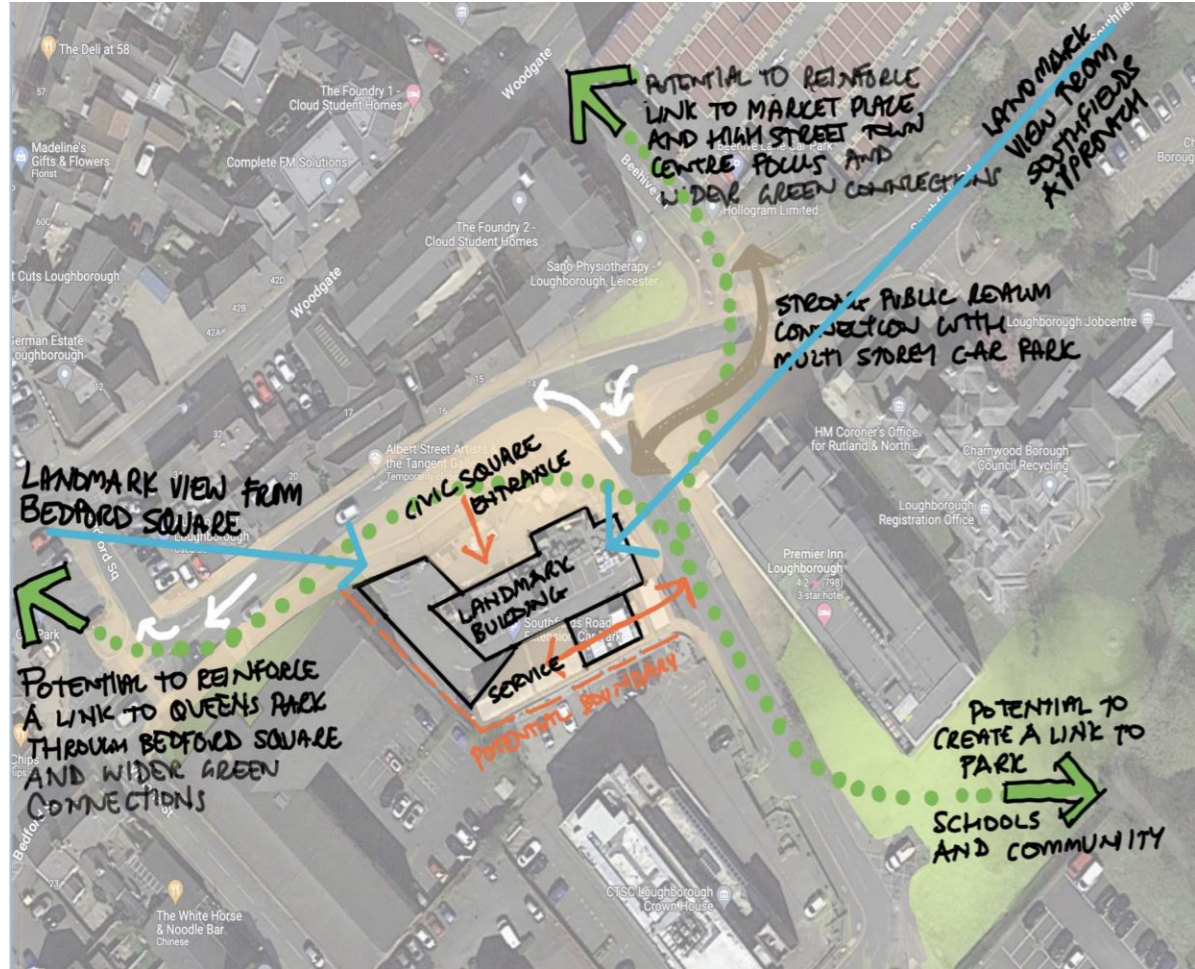
The sites detailed below were considered in this report. Sites A – F are currently owned and managed by Charnwood Borough Council. All sites are based within the town centre:

- Site A: Southfield Road Car Park (Southfield Road)
- Site B: Southfield House (Southfield Road)
- Site C: Southfield Council Offices (Southfield Road)
- Site D: ICS building (Southfield Road)
- Site E: Woodgate Chambers (Woodgate)
- Site F: Town Hall Chambers (Woodgate)
- Site G: HSBC bank (Market Place) not currently owned by CBC



Site A Southfield Car Park

- This vacant, town centre site in a prominent location provides an opportunity for a positive, bold new civic building.
- Currently an asset/income generator to the Council with 40 car parking spaces.
- This Prominent site is the focus from the one-way Southfield Road, part of the town centre strategic highways through route and town centre access.
- The site guides the road alignment directing towards Bedford Square, and from there towards Queens Park, a significant pedestrian desire line.
- The building should address the landmark significance of these two routes, both being a focus, and encouraging onward movement.
- There is potential for this site to unlock further green and pedestrian connections within the town core and beyond for future consideration, to the betterment of the walkable and high-quality public realm, and linking the town mixed use core with green parks and surrounding neighbourhoods.
- An urban form is appropriate, by creating a civic space at the junction with Bedford Square.
- There is potential for the highway to be partially reclaimed for pedestrian and cycle use, improving crossing connections.
- The proximity of neighbouring flats would need to be considered, overlooking could be avoided through the implementation of high-level windows.
- The new building could potentially go to 4 storeys reducing the overall footprint and providing the benefit of an iconic civic building.



Site A Option 1

Assumes new build on site.

- Provides adequate space for new offices to achieve the brief.
- Provides an opportunity to invest in an exemplar building with low embodied carbon and low energy demand in use e.g., target Passive Haus standard for instance.
- Provides significant opportunity to improve this area of the town and better utilisation of the site.
- The sketch demonstrates a landmark building up to 4 storeys.
- This site offers strong synergy between town mixed use and green parks, residential neighbourhoods and urban centre, car park, hotel, evening and daytime F and B, business and leisure activities.
- Demonstrates an opportunity for significant external civic space which could include highway amendments.
- The 3D sketch image indicates a green terrace roof to announce the significance of the green connections, and create a 'soft' landmark to bridge between the large-scale recent buildings and the small-scale historic neighbours.
- The roof area could also provide a partial onsite solution to carbon offsetting through the use of solar PV panels.
- Staff and visitors would use the multi storey car park opposite. The town would lose 40 parking spaces. The scheme would include provision of accessible parking bays.
- The form of the building could be designed to respect the neighbouring residential development.

Estimated cost: 13,000,000





New Build Ground Floor

Site A Environmental and Services

New build option with all new services:

- New ultra-efficient thermal envelope with solar treatment to windows to balance useful daylight and overheating mitigation through solar gains.
- High efficiency heating systems via Air-to-Air VRF/VRV.
- High efficiency ASHP hot water systems with local POU hot water to isolated areas.
- New MVHR systems with heat recovery with local control of each space/zone with automatic controls.
- Allows efficient building layout design to maximise efficiency of systems and services routes to minimise associated M&E costs.
- Additional costs associated with build/structure not present in retained building proposals.
- New BMS system to control new services and provide collection facility for metering strategy.
- Roof mounted PV array (larger number of storeys would mean roof space available vs total loads would be less ideal in terms of PV yields)



First Floor



Second Floor



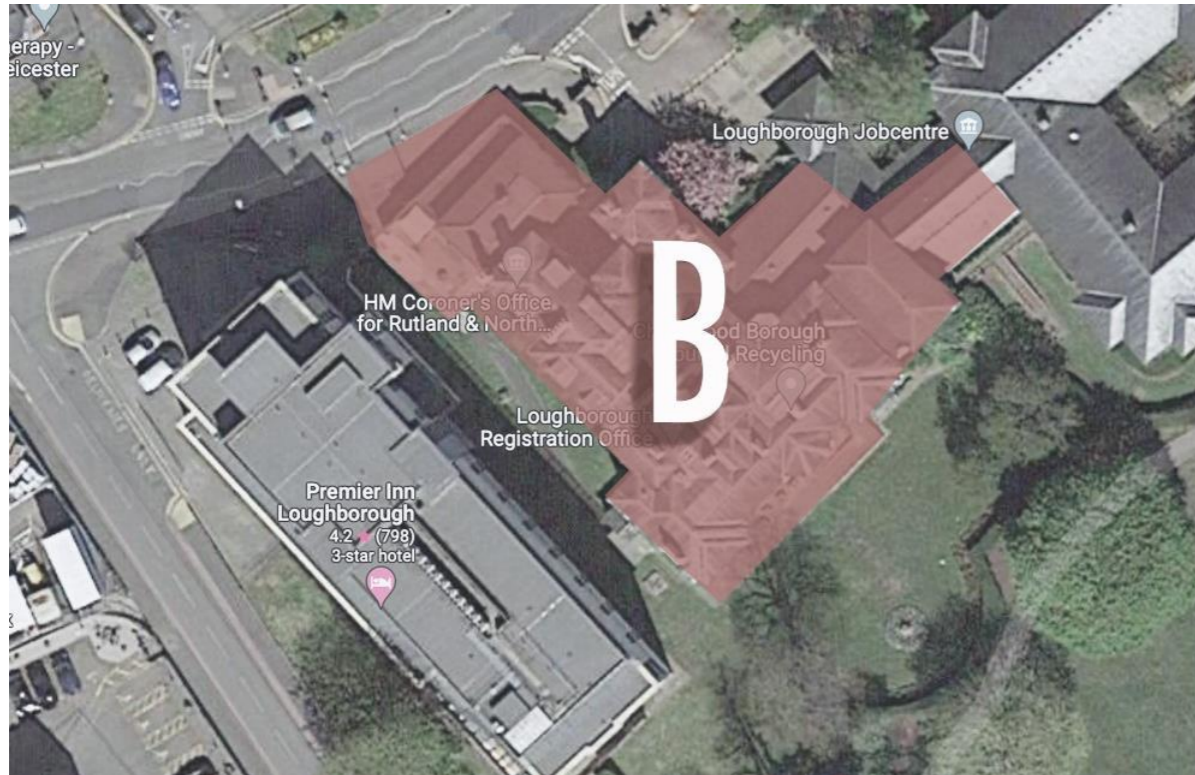
Third Floor

Site A

Option 1

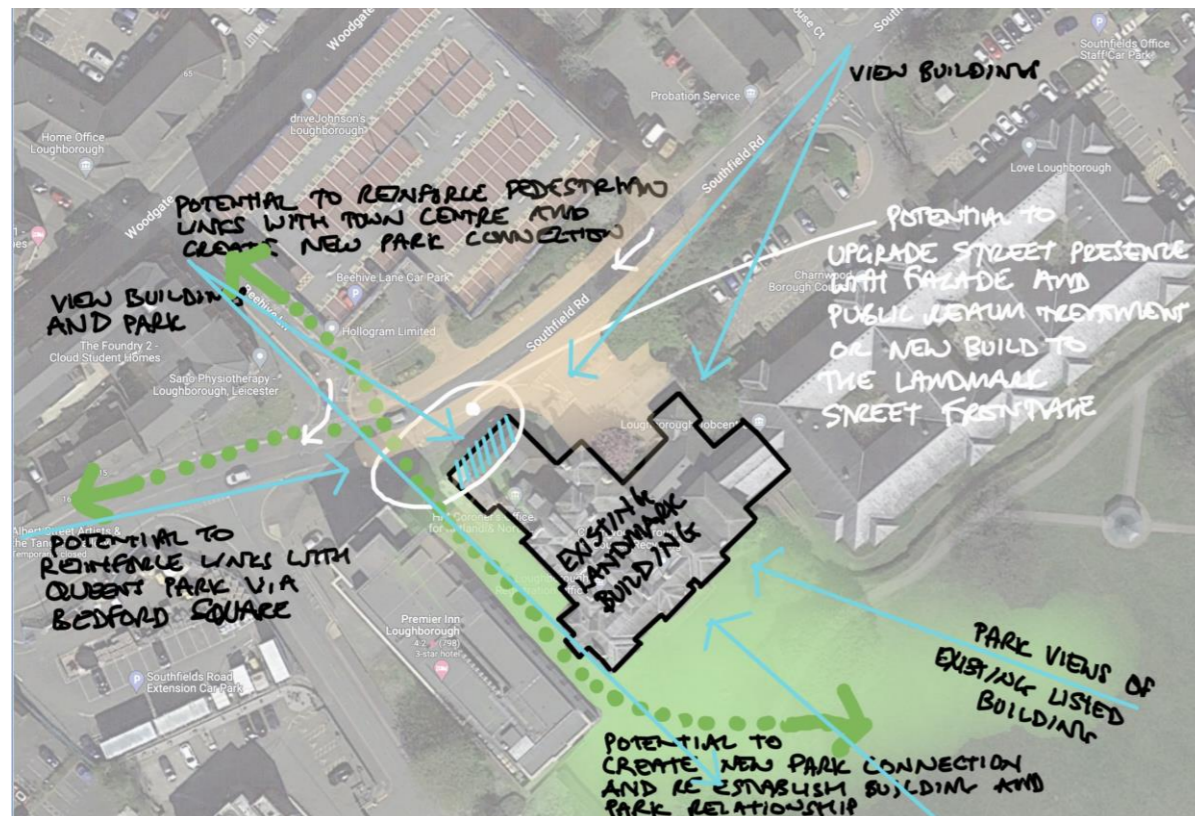


Site A 3D Sketch Concept Visualisation.



Site B Southfield House

- The locally listed building consists of a large number of small and inflexible spaces due to the nature of its construction.
- Currently only partially occupied by the Council and partially sub-let.
- This building has been discounted as a viable option for the Council's needs, as it does not meet, nor could it practically be converted to meet, the project brief.
- The building and site do offer potential for further development and significant improvement.
- Potential for further redevelopment of part of site B, the single storey elements facing Southfields Road could be extended with construction of a two – three storey building providing a landmark facing Southfields Road.
- Potential for connecting the town to Southfields Park between the adjacent Hotel and Southfields House.
- Potential for further extensions to the current single storey entrance areas.
- Potential for further sub-letting of the current single storey entrance/waiting areas which are currently underutilised.
- Potential for retention or sale.



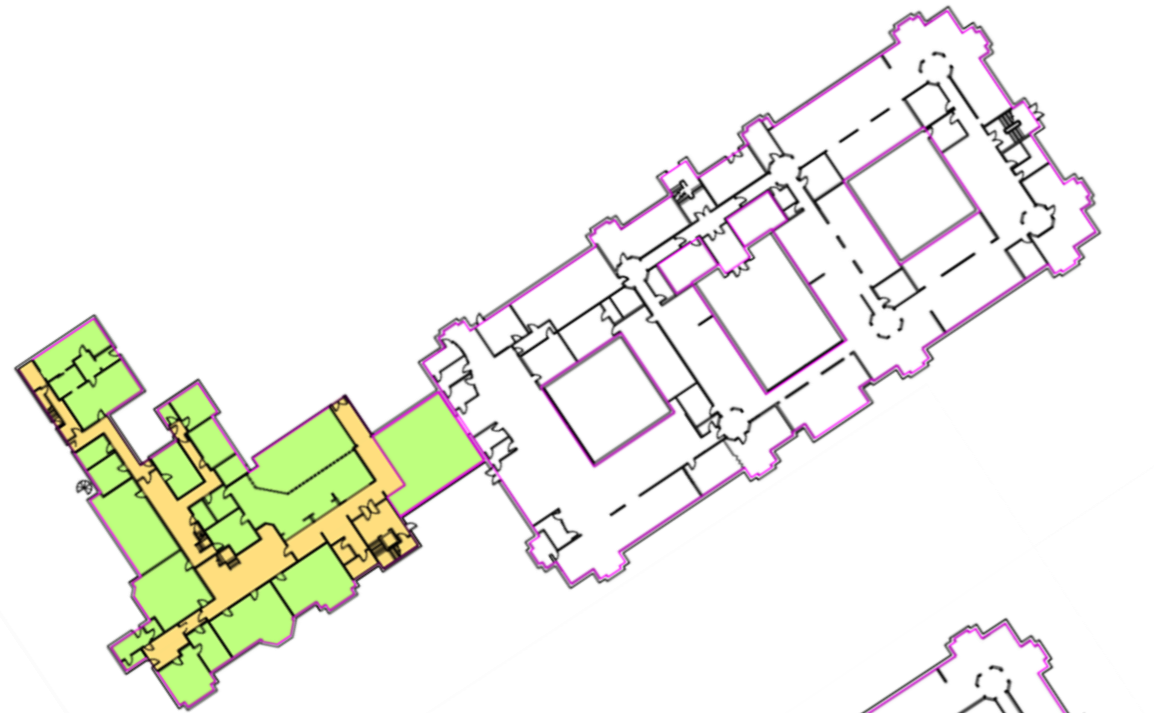


Site B Option 1

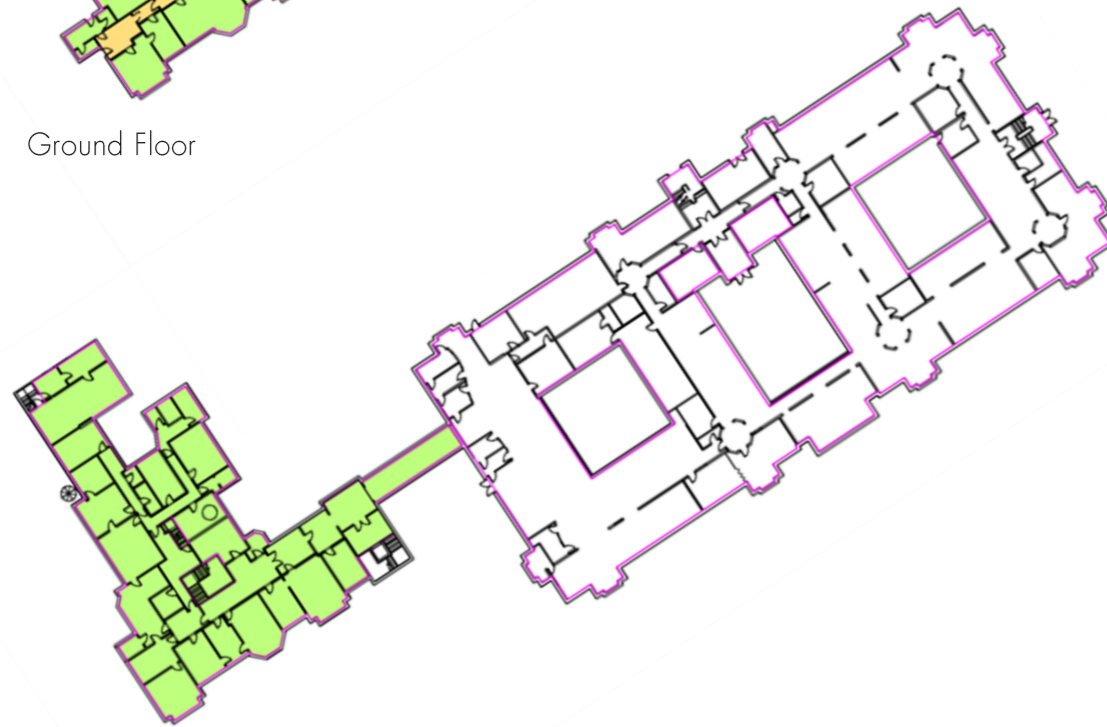
Assumes Site C is retained. A light touch refurbishment.

- Light touch refurbishment suggested phased as and when space becomes available.
- Upgrading of the heating system to air source, providing a significant carbon gain for the council. This will include upgrading of or adding to emitters throughout.
- Generally working with existing fabric but upgrading where practically possible.
 - E.g., upgrading: roof space insulation, double glazed window replacement, internal wall insulation where practical. This may not be possible in some areas without destroying the historic and appealing features of the building.
- Space X indicated on the plan, currently CBC's Front of House, and Space Y, entrance and waiting area are currently underutilised and could be condensed into space X for CBC and within site C for current tenants allowing Y to be independently sub-let.
- Both areas, space X and space Y, could be let to third parties in their own right with relatively minor intervention, whilst maintaining access to the remainder of the building.

Estimated cost: £3,000,000



Ground Floor



First Floor

Site B Option 2

Severing off from site C to allow for sale of B.

- The 'difficult to treat' building in terms of Carbon reduction would be removed from the Councils register.
- Sale of B would result in a receipt for the Council.
- Building B would remain physically linked to Building C but severed in terms of services, therefore implies some investment by the Council to achieve this.
- Potential for the Southfields Park entrance connection would become more complicated coupled with land issues around the Hotel.
- Potential for control of future development of this quite significant site would be lost unless managed by restrictive covenant and/or through the Planning system. Site values however might be impacted.

Estimated cost: £600,000



Existing Gas Fired Boilers



Proposed Air Source Heat Pumps

Site B Option 1 and 2 Environmental and Services

High efficiency heating systems via Air to Water ASHP to allow retention of existing traditional radiators in most aesthetic areas supplemented by new radiators to be selected in keeping with existing radiator types.

High efficiency ASHP hot water systems with local POU hot water to isolated areas/where areas are not serviceable due to available services routes.

Retain existing ventilation strategies and replace systems in situ with new efficient equipment.

No additional costs associated with build/structure not present in retained building proposals.

New BMS system to control new services and provide collection facility for metering strategy.

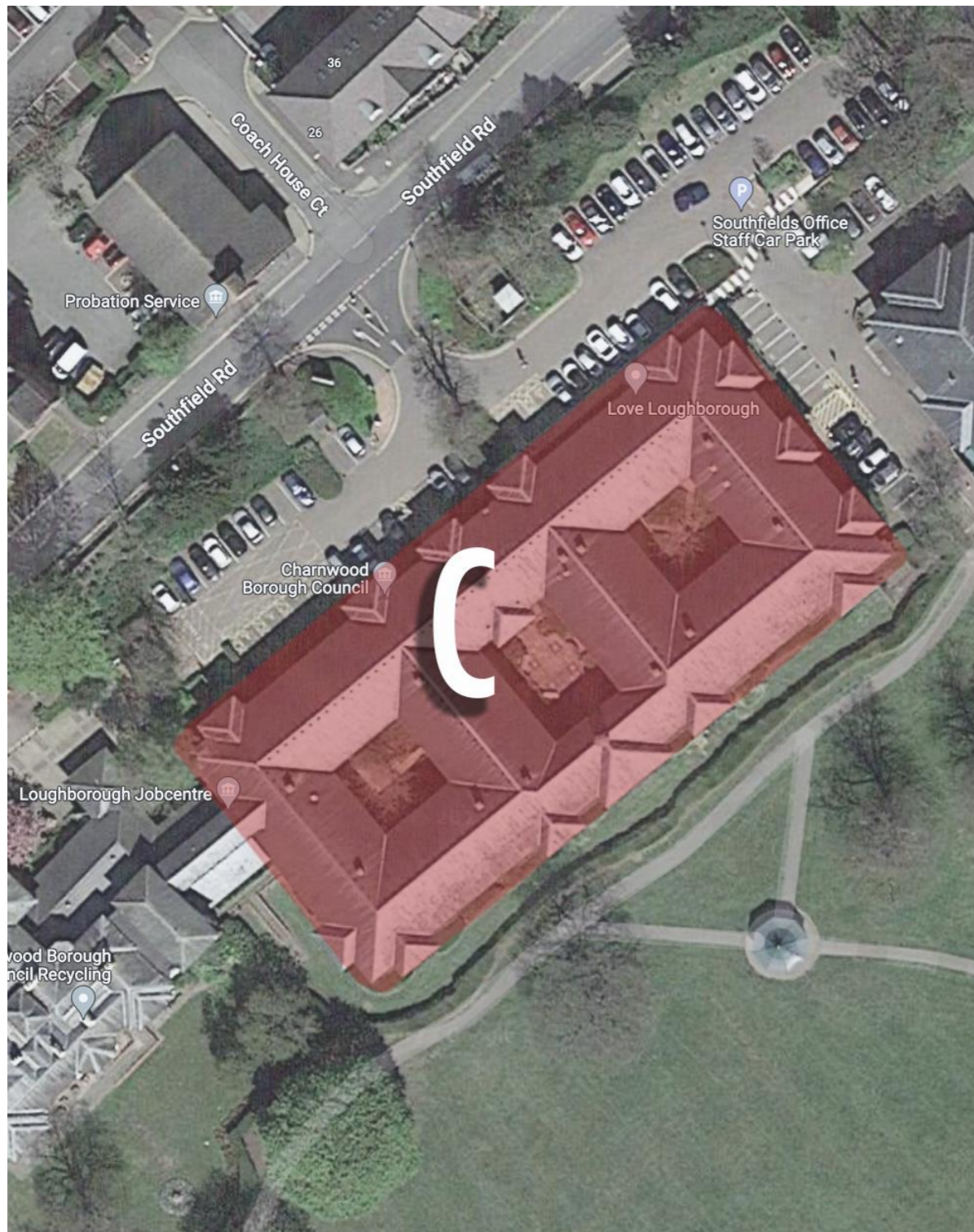
Roof mounted PV array to offset operational costs.

Sites B&C requiring individual electrical feeds to serve each building individually. Costs associated with 2No separate electrical incomers, possible to retain single connection to serve one as capacity may be made available.

Upgrade likely to existing incoming electrical services but retain Sites B&C from single connection point.

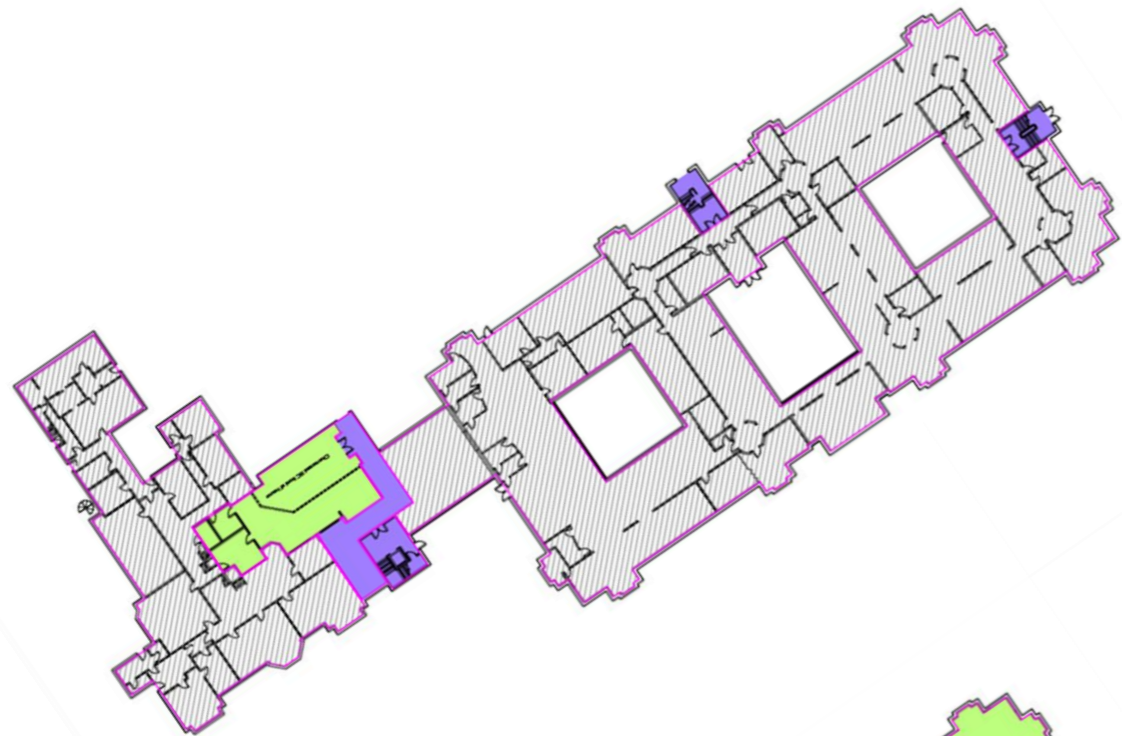
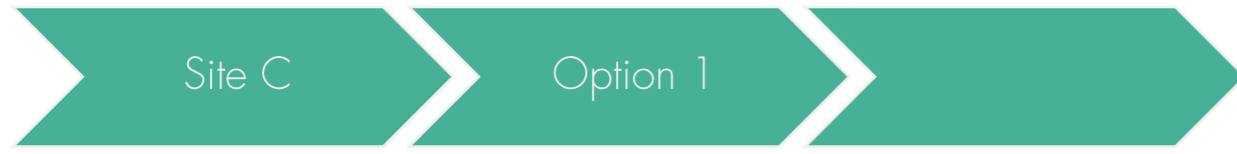
Energy Reduction from ASHP & PV = 70%

Carbon Reduction from ASHP & PV = 80%

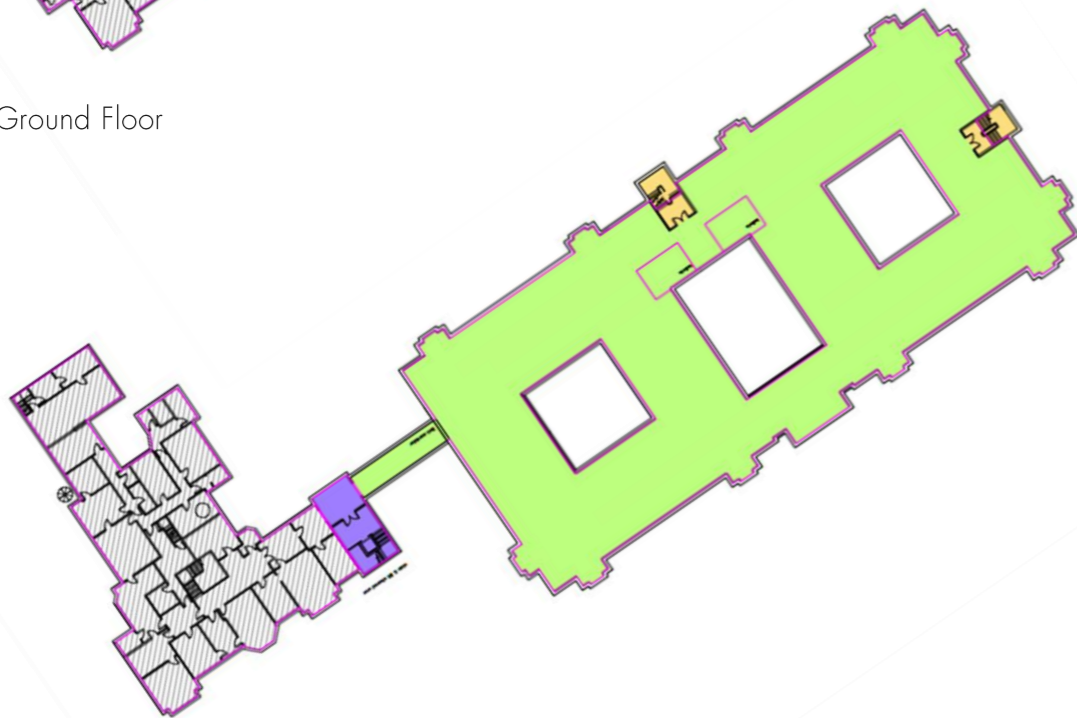


Site C Southfield Road Council Offices

- Constructed around the early 1990's, this two-storey building has been the main location of the Charnwood Borough Council offices.
- Charnwood Borough Council currently occupy the first floor of Building C. The ground floor is partially sub-let, other areas currently remain vacant.
- Whilst constructed as an office, the floor to ceiling height is minimal and domestic in scale. Over recent years internal walls and partitions have been removed to create larger areas of open plan office space.
- Given the floor to ceiling height this building will never achieve a contemporary, modern office standard.
- Courtyards would generally need to be retained as outside spaces to allow for cross ventilation.
- Disabled access to the first-floor level is not ideal by current standards.
- The building is heated by the original gas fired boilers.
- The site would offer good potential for demolition and redevelopment should disposable be an option.
- There are 3 options identified for the retained use of the first floor of building C and a fourth option to divide vertically.



Ground Floor



First Floor

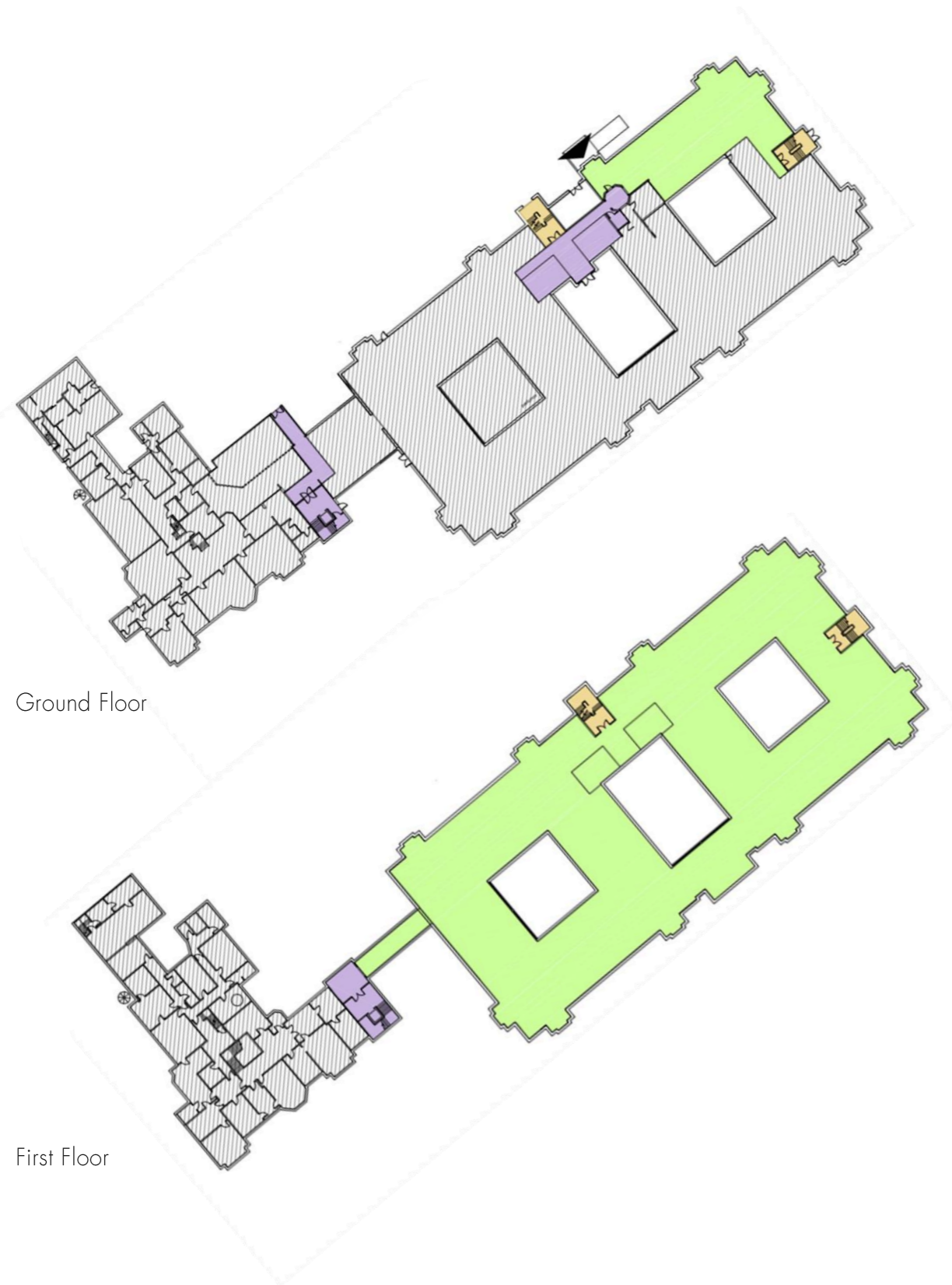
Site C Option 1

Assumes Site B and C are retained within CBC ownership.

- Retention of front of house in Building B and main office within first floor of C as at present.
- Assumed that areas indicated in green would require refurbishment to meet the brief.
- Access egress, staff entrances would all remain as existing and shared.
- Front of house areas would be modified to be self-contained becoming independently accessed via the existing porch entrance without the need to share other spaces with other tenants.
- Refurbishment works would be on a phased basis utilising vacant areas within Building B, C and D for decant and temporary use.

Estimated cost: £12,000,000





Ground Floor

First Floor

Site C Option 2

Assumes CBC retain ownership of Site B and Site C. CBC occupy first floor of site C as existing, with a new front of house and access created on the ground floor of C.

- Allows site B to be better utilised, i.e more space for let.
- Creates a closer contact with the man office at first floor rather than being remote as with option 1 above.
- Means of escape via the firstfloor link into Site B would still be retained.
- Would involve the creation of a new entrance, ramp, steps and canopy to mark the entrance. This provides the opportunity to create a new identity for the Council.
- Would involve the loss of 4 parking spaces.
- The remainder of site C i.e., ground floor could be subdivided as required and accessed via the existing entrance or a new separate entrance could be created.

Estimated cost: £12,400,000





Site C Option 3

Assumes CBC retain ownership of site C but site B would be sold or released as an asset completely.

- CBC occupy the first floor of C and create a front of house on the ground floor as option 2 above.
- Would require a new means of escape to the rear of Site C coupled with the new entrance to access the ground floor of C. This might imply loss of an additional 4 car parking spaces i.e., 8 spaces in total.
- Severing building C from B implies a new electricity supply be required to C.

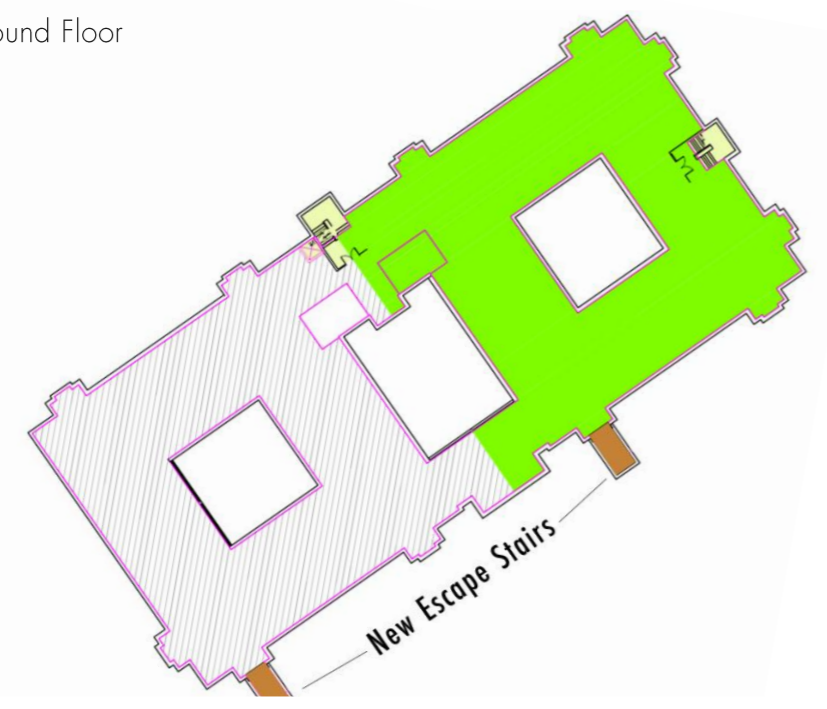
Estimated cost: £13,500,000



Site C Option 4



Ground Floor



First Floor

Site C Option 4

Assumes a vertical separation with CBC occupying one side of the building C and tenants occupying the other. Allows building B to become independent and either let or sold.

- Presents opportunity to create two distinct offices with dedicated entrances.
- Would require two new means of escape facing the park. i.e one for each office.
- Both areas would require new entrances, steps, ramp and canopy implying loss of approximately 8 car parking spaces.
- Necessitates the need to create a fire wall between the spaces up to the roofline.

Estimated cost: £13,800,000





Existing Gas Fired Original Boilers dating from early 90s



Air Source Heat Pump

Site C All Options Environmental and Services

- High efficiency heating systems via Air-to-Air VRF/VRV to maximise efficiency. Ground floor ceiling void limited so wall mounted indoor units required to provide heating/cooling.
- High efficiency ASHP hot water systems with local POU hot water to isolated areas/where areas are not serviceable due to available services routes.
- Retain existing ventilation strategies and replace systems in situ with new efficient equipment. First floor MVHR with heat recovery within loft space, ground floor natural ventilation due to limited ceiling void space – options for riser down to ground floor to provide bulkhead/perimeter mechanical ventilation provision.
- No additional costs associated with build/structure not present in retained building proposals.
- New BMS system to control new services and provide collection facility for metering strategy.
- Roof mounted PV array to offset operational costs.
- Options 1 and 2 upgrade likely to existing incoming electrical services but retain Sites B&C from single connection point.
- Options 3 and 4 severed off from Site B to allow sale of site B. Sites B&C requiring individual electrical feeds to serve each building individually. Costs associated with 2No separate electrical incomers, possible to retain single connection to serve one as capacity may be made available.
- Energy Reduction from ASHP & PV = 40%
- Carbon Reduction from ASHP & PV = 55%



Site B and Site C options for upgrading building energy performance and addressing carbon reduction targets

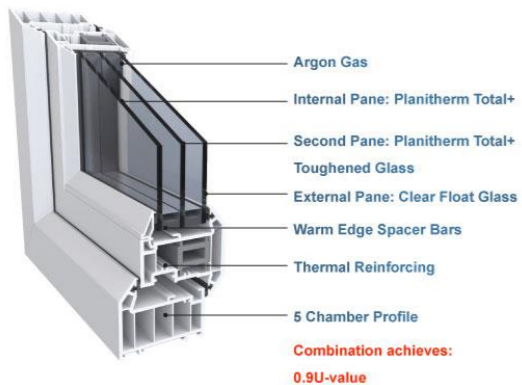
Fabric Opportunities: There is an opportunity to upgrade the building fabric to better address the Carbon reduction agenda in use, however the law of diminishing returns may impact the viability of such interventions.

Wall:

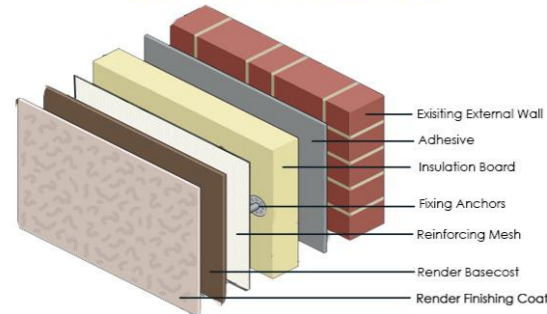
- External wall insulation could be introduced to substantially upgrade thermal performance.

Windows:

- Already double glazed. Could be changed where necessary.
- Triple glazing could be introduced; however, payback period may well not be acceptable.
- Building is domestic in height therefore difficult to see any NVHR strategy working, implying it would remain naturally ventilated via existing windows.



External Wall Insulation



Roof:

- Ceiling level glass fibre insulation, currently approx. 150-200 mm could be substantially increased at minimal cost.
- Existing roof areas offer good potential for installation of PVs, both orientation wise and structurally.

Floor:

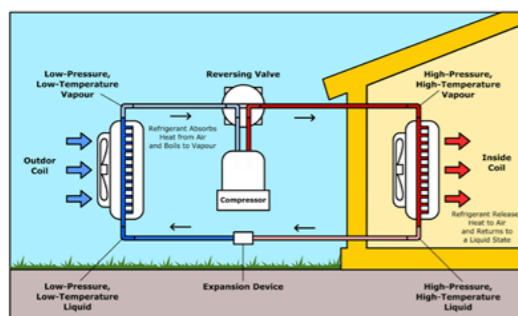
- Would not be practical to upgrade the thermal performance of the existing floor due to the limited ceiling height.

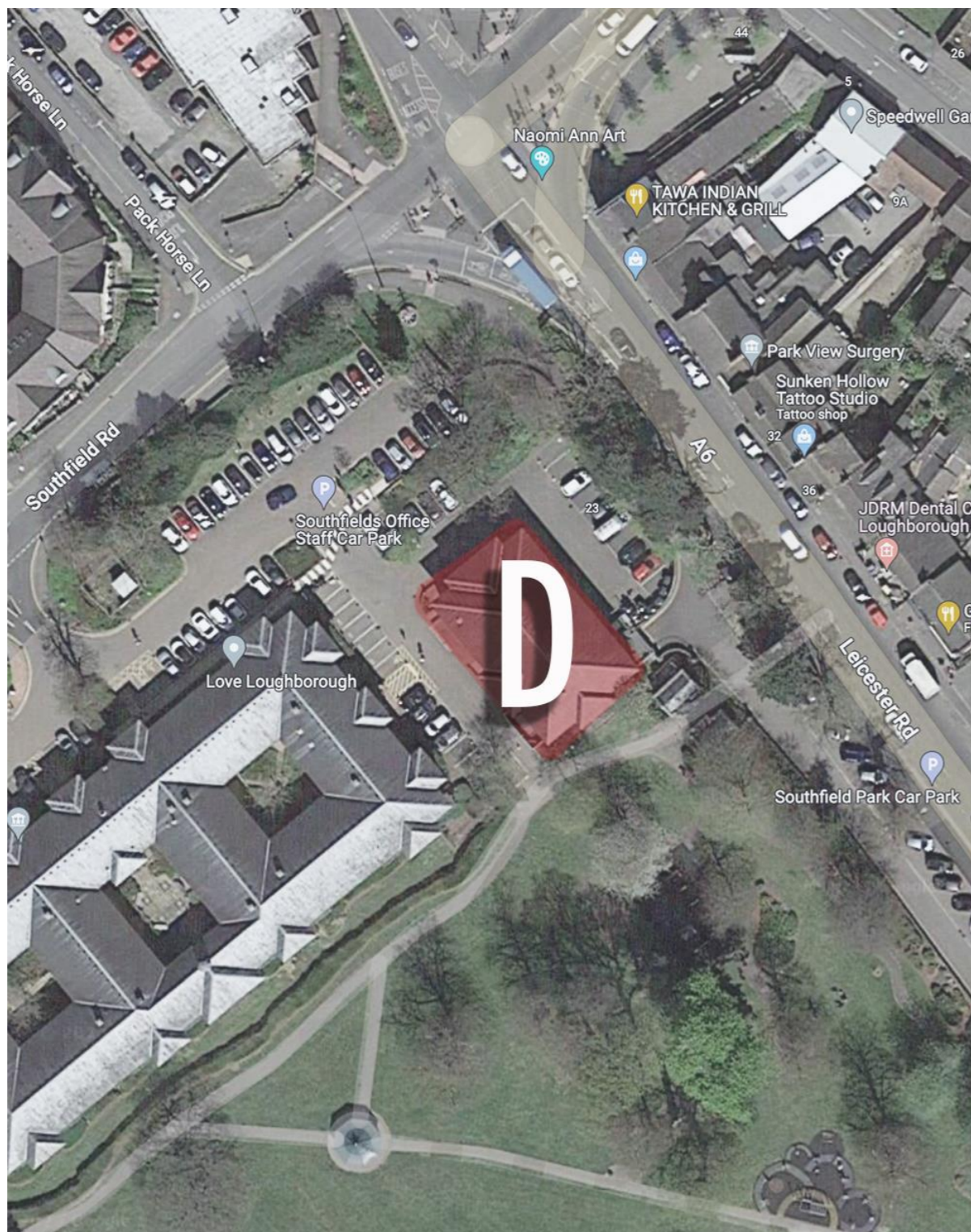
Plant:

- Existing gas fired boilers would be replaced with air source heat pumps providing a substantial carbon reduction gain.



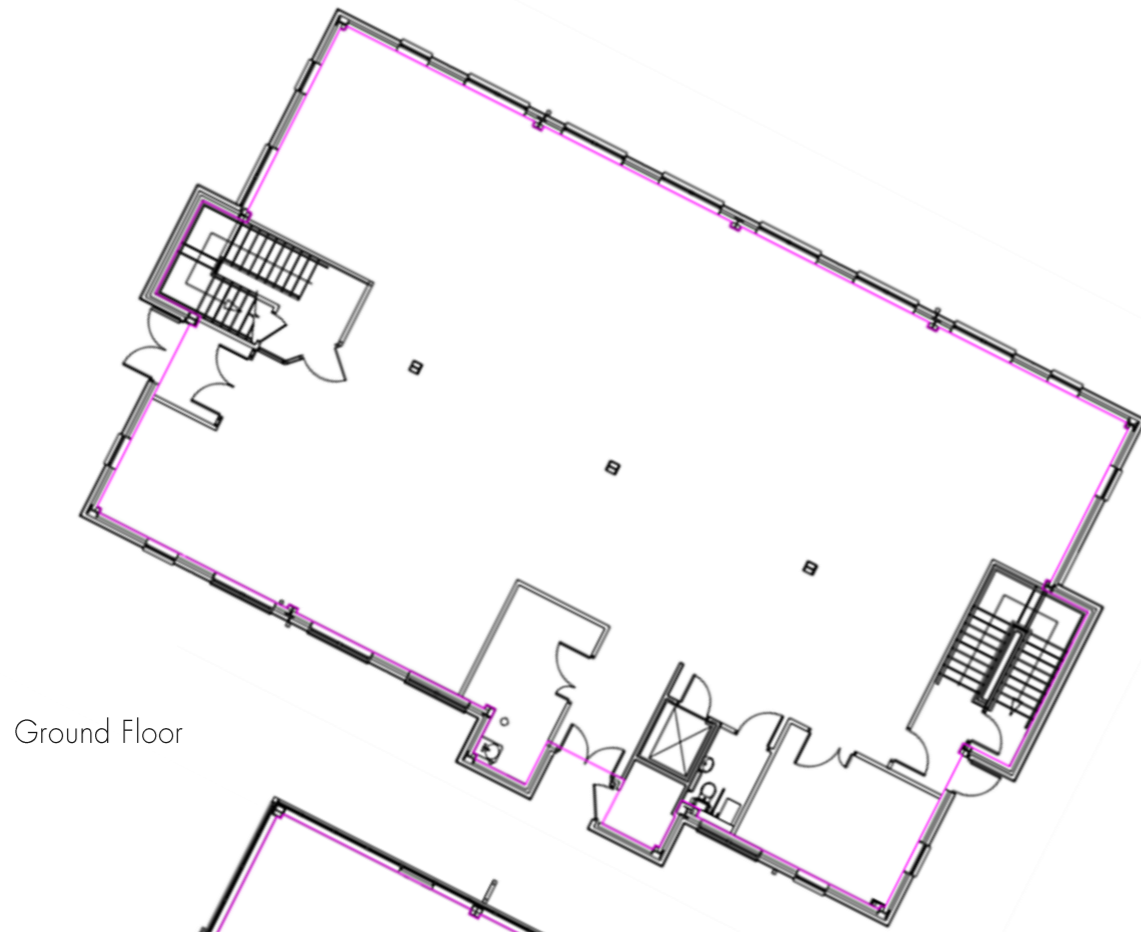
Air Source Heat Pumps Heating Cycle





Site D The Former ICS Building

- The site would offer good potential for demolition, redevelopment, sale or lease. Mainly unused, one room is currently in use by CBC and they would relocate elsewhere.
- Whilst stylistically similar to site C, given the storey height, the building offers good potential for conversion, alteration and extension and it is assumed the car parking areas could be incorporated to form a larger site.
- The floor area of the building is limited but with a substantial extension could be suitable for CBC's office use. With regards to future extension there are trees adjacent to this building which would need to be removed.
- The building is heated by the original gas fired boilers.
- Site D offers potential for a landmark civic building located on a major highway junction of Leicester Road and Southfield Road, a gateway to the town centre.
- Southfield Park located to the south raises the prominence of this site, and adds an important edge to the south boundary.
- The building could announce 'arrival' to vehicles and pedestrians and be a statement of civic quality and approachability.
- The site has scope to accommodate taller structures, in response to the new student accommodation diagonally opposite.
- The public realm should be accessible and visible, and crossings pedestrian friendly.
- It is possible that the width of Southfield Road could be reduced into a single carriageway given that car movements are already directed into a single lane, potentially benefitting pedestrian/cyclist crossing and connectivity, and enhancing the public realm at this important junction
- The Park presence could be exploited by redeveloping the disused WC blocks and entrance to create a park 'threshold' with active mixed uses, café and terraces.
- Access and egress to the site would be via the existing junction on Southfields Road.
- Site D is a critical town centre opportunity. It is recommended that the options are fully studied and that comprehensive briefs are prepared, so that the full potential of the site can be secured and realised before future projects or disposals are undertaken.



Ground Floor



First Floor

Site D Option 1

Assumes former ICS building is retained by CBC and refurbished for subletting.

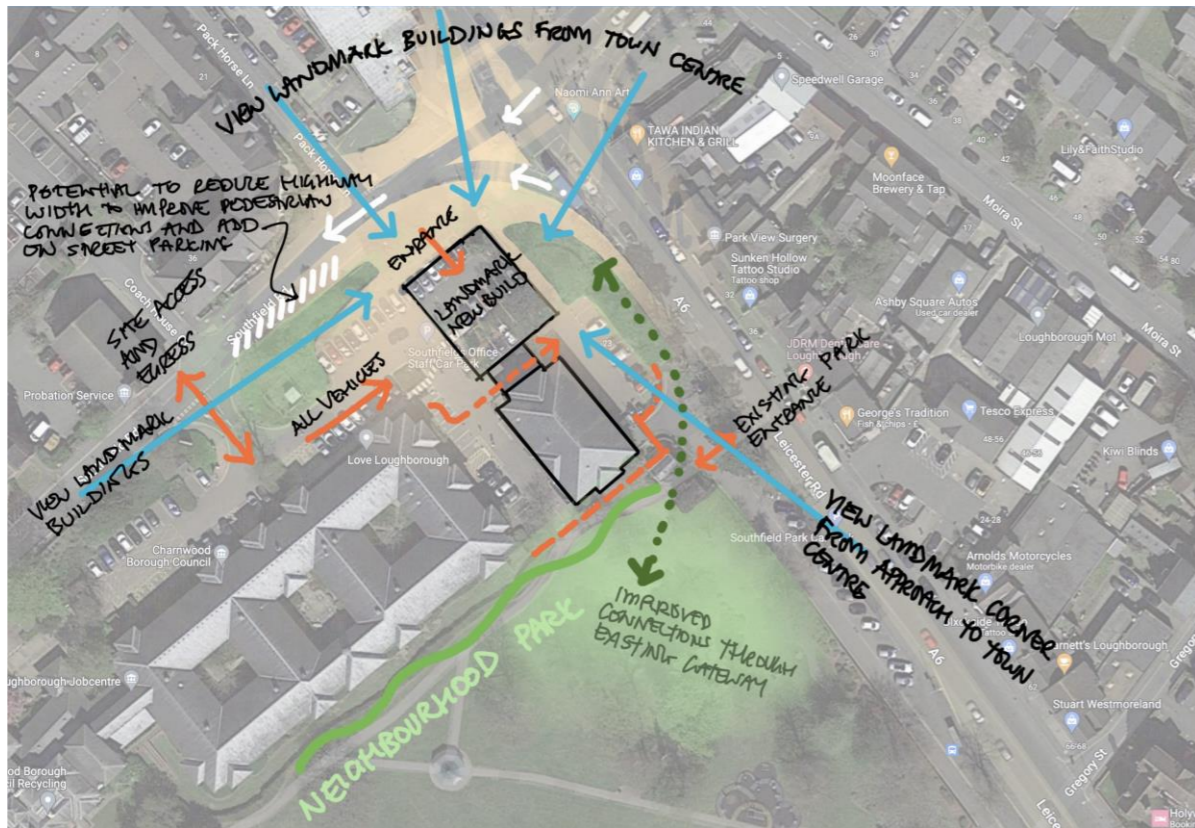
- Would allow for Site C to be sold and redeveloped although vehicular access would be retained via Southfields Road.
- Self-contained office and income generator for CBC.
- Would suit a variety of potential uses/occupiers.

Estimated cost: £1,800,000

Environmental and Services

Refurb for sub-letting:

- High efficiency heating systems via Air-to-Air VRF/VRV to maximise efficiency. Likely requirement to maintain Computer room services during the works due to space use.
- Efficient ASHP hot water system services WC areas – new Dimplex EDL unit suggested due to limited WC area outlets – domestic type unit.
- Retain existing ventilation strategies and replace systems in situ with new efficient equipment. New mechanical ventilation to offices – ceiling void space may limit distribution routes but natural ventilation supplement may allow lower mechanical ventilation rate to be provided for air quality purposes only.
- No additional costs associated with build/structure not present in retained building proposals.
- New BMS system to control new services and provide collection facility for metering strategy.
- Roof mounted PV array to offset operational costs.
- Possible Upgrade required to incoming electrical supply but due to small size of building capacity may be sufficient.



Site D Option 2

Assumes CBC retain and refurbish the former ICS building and construct a new extension to form CBC offices.

- Would allow for Site C to be sold and redeveloped although vehicular access would be retained via Southfields Road.
- Retain and refurbish former ICS building and link to new build.
- Provide 1800m.sq. new build over 4 storeys to achieve client's brief of 2,400m.sq.
- Over 4 floors, creates an opportunity to construct a significant building with a civic presence and creates the possibility of the gateway referred to above.
- Gives some opportunity to improve access and connections to the park particularly given that CBC would remain in control of the corner site.
- Constructing 75% new build presents an opportunity for the new build to be of the highest environmental standards.
- Site D can be refurbished to provide substantial carbon reduction.

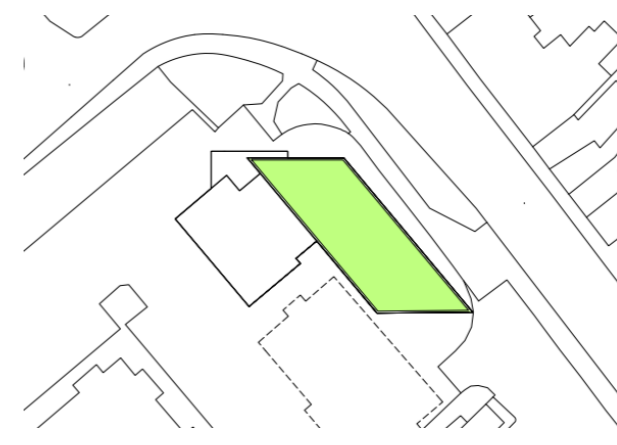
Estimated cost: £10,700,000



Ground Floor



First Floor



Second Floor



Existing Gas Fired Boilers

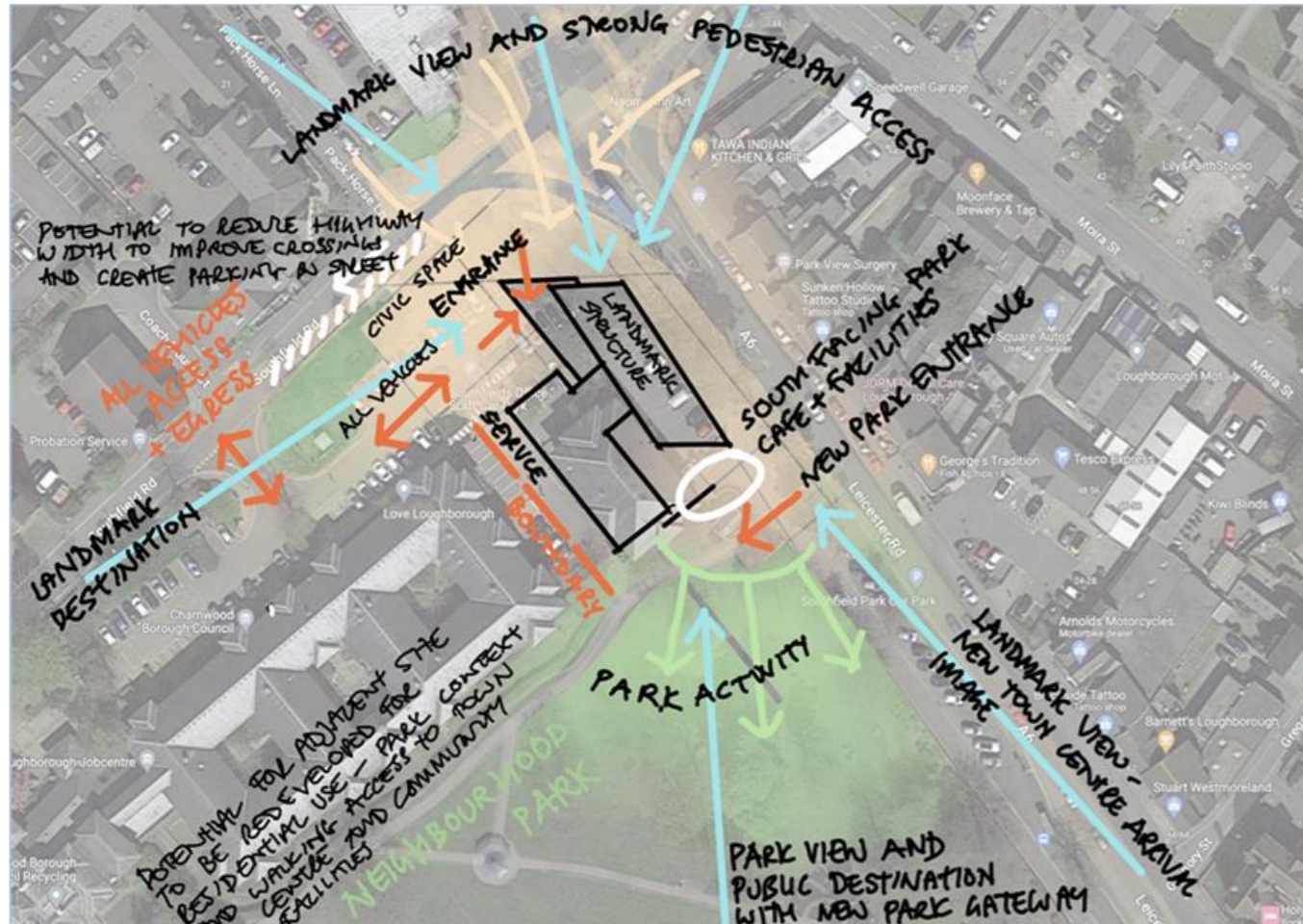


Roof Mounted Solar PVs

Site D Option 2 Environmental and Services

Refurb and extend:

- High efficiency heating systems via Air-to-Air VRF/VRV to maximise efficiency. Likely requirement to maintain Computer room services during the works due to space use.
- Efficient ASHP hot water system services WC areas – new Dimplex EDL unit suggested due to limited WC area outlets – domestic type unit. New ASHP DHW system to extension area in similar vein or central ASHP DHW system throughout depending on DHW requirements of new build elements.
- Retain existing ventilation strategies and replace systems in situ with new efficient equipment. New mechanical ventilation to offices – ceiling void space may limit distribution routes but natural ventilation supplement may allow lower mechanical ventilation rate to be provided for air quality purposes only. New local MVHR in extension areas.
- Lesser additional costs associated with build/structure by retaining existing.
- New BMS system to control new services throughout and provide collection facility for metering strategy.
- Roof mounted PV array to offset costs.
- Upgraded Electrical supply to facilitate the new extension and upgrade to ASHPs.
- Consequential improvements may apply as part of extension depending on extent of new build.
- Energy Reduction from ASHP & PV = 65%
- Carbon Reduction from ASHP & PV = 75%



Site D Option 3

Assumes former ICS building is demolished and replaced with CBC building.

- Demolition of the ICS building allows for construction of a new build in a better position to more readily address the opportunities referred to above.
- Vehicular access would be retained via Southfields Road.
- Building new presents an opportunity to build to the highest environmental and carbon standards.
- Offers greater potential for improved public realm including access to the park, and the space around Southfields Road junction.
- Offers greater opportunity to maximise the civic presence.
- Opportunity to create a dynamic working environment.
- Option for concession café to address both the park and street and provide access to catering facilities for staff.
- Could provide an opportunity to create a master plan for further development and investment of the park.

Estimated cost: 12,400,000



Ground Floor



First Floor



Second Floor



Site D 3D Sketch Concept Visualisation Looking from Leicester Road North West.



Site D 3D Sketch Concept Visualisation from Leicester Road Looking South East.



Site D Option 4

A combination of option 1 and 3 i.e., refurbish and extend the former ICS building in accordance with tenant's specific brief. Construct new CBC offices to provide 2400m.sq. over 4 or 5 floors.

- Creates opportunity to provide a more intensive and substantial redevelopment to the corner of this site.
- Utilises the former ICS building all be it modified and extended to provide an income stream for the Council.
- Provides the benefits referred to in option 3 above.
- Allows for Site C to be released for sale.
- Would require joint venture with willing tenant and assumes a long lease with good guarantee.

Estimated cost: £15,100,000



Ground Floor



First Floor



Second Floor



Third Floor



Roof Mounted Solar PVs



Air Source Heat Pumps

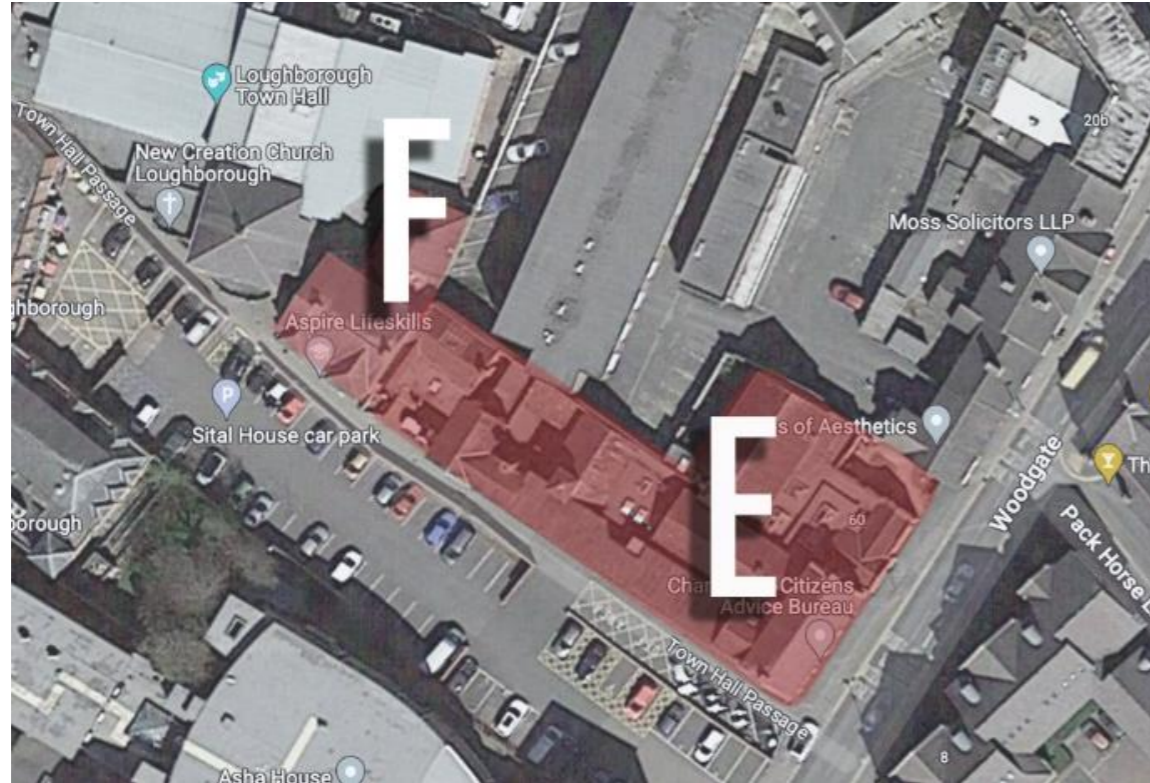
Site D Option 3 and 4 Environmental and Services

New build option with all new services:

- New ultra-efficient thermal envelope with solar treatment to windows to balance useful daylight and overheating mitigation through solar gains.
- High efficiency heating systems via Air-to-Air VRF/VRV.
- High efficiency ASHP hot water systems with local POU hot water to isolated areas.
- New MVHR systems with heat recovery with local control of each space/zone with automatic controls.
- Allows efficient building layout design to maximise efficiency of systems and services routes to minimise associated M&E costs.
- Additional costs associated with build/structure not present in retained building proposals. Demolition Costs associated with existing.
- New BMS system to control new services and provide collection facility for metering strategy.
- Roof mounted PV array.



MVHR Heat Recovery Unit

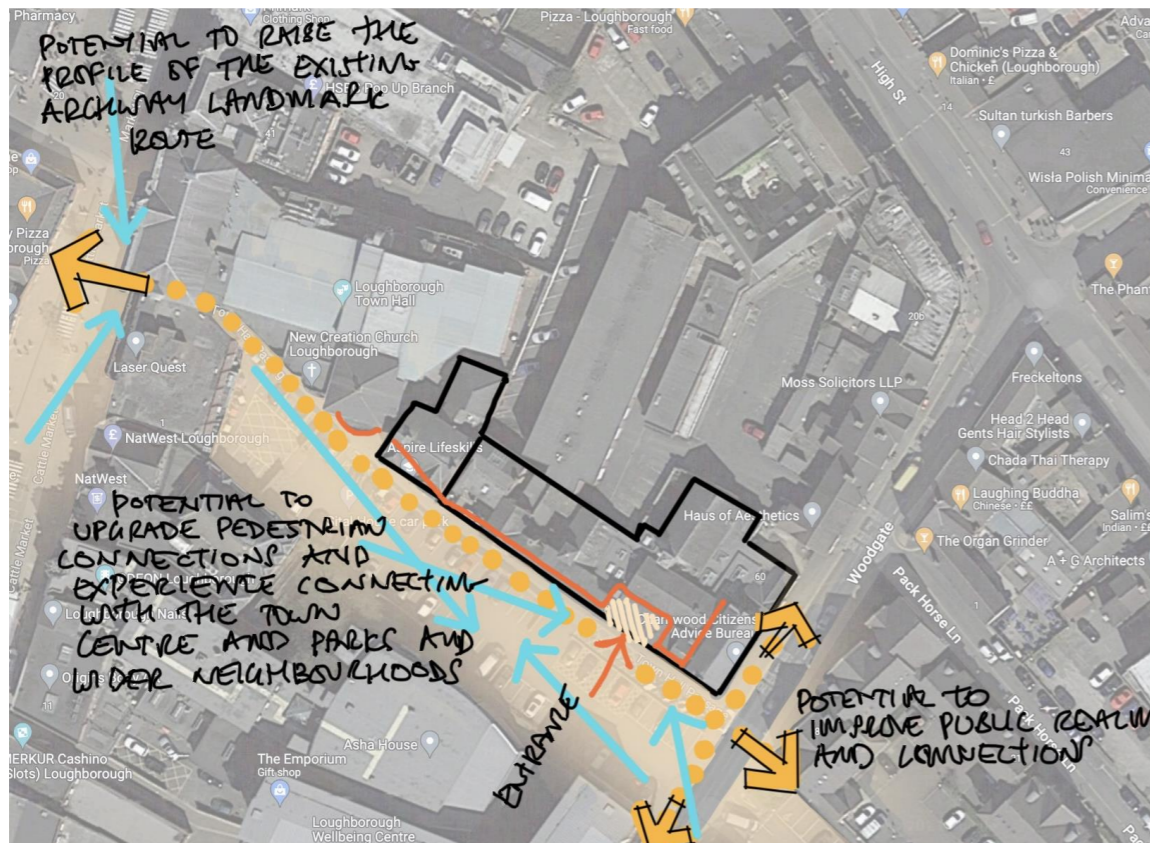


Site E and F Option 1

Assumes demolition of major portions of buildings but with retention of 2 storey element of Woodgate Chambers and the single storey Courthouse.

- Allows for connection into the rear of the Town Hall and for utilisation of Victoria Rooms and Council Chamber within it.
- Allows retention of the locally listed Woodgate Chambers facing Woodgate.
- Creates an opportunity for a substantially improved public realm to create a new entrance adjacent to Woodgate Chambers.
- Creates the opportunity to substantially improve the Town Hall Passage and connection into the Market Place.
- An opportunity to redevelop a significant site within the Town.
- An opportunity to make better use of the spaces within the Town Hall.
- Currently assumed to be 2 storeys' but could easily be 3 storeys.

Estimated cost: £13,000,000



Sites E and F Environmental and Services

New build areas linked to existing town hall following demolition of areas:

- High efficiency heating systems via Air-to-Air VRF/VRV to new build areas with existing retained as is.
- High efficiency ASHP hot water systems with local POU hot water to isolated areas in new build areas.
- New MVHR systems with heat recovery with local control of each space/zone with automatic controls in new build areas. Retained systems in existing building.
- Additional costs associated with builders works in linking new and existing buildings – linking systems (fire/security etc.).
- New BMS system to control new services and provide collection facility for metering strategy. Retain existing BMS to existing and link to central new BMS for collection facility.
- Roof mounted PV array to new build element.
- Any link between new build and existing would require new incoming electrical connection serving both buildings, likely requiring rewiring to existing elements throughout.
- Consequential improvements may be required if considered an extension of existing following demo.

Ground Floor

First Floor



Site G

- Option to purchase the fire damaged HSBC bank next door to the Town hall and utilise the two buildings to maximise benefits of both.
- Both Buildings are listed Grade 2. Town Hall Ref No. 189430 and HSBC Bank Former Midland Bank 189431
- Following inspections by CBC Conservation Officer there is little of Architectural merit within the building worthy of retention, although the timber staircase adjacent to the town hall has some interest due to its construction technique and has survived the fire. The narrative within the listing also supports this view.
- The main features as highlighted in the listing is the stone façade fronting Market Place with its Slate roof, which has been lost to the fire.
- The rear half of the existing buildings are of no Architectural merit. There is a carpark also at the rear accessed via rights of way over adjacent private land.
- Ground floor levels vary by approx. 450mm (1'-6") therefore any ground floor level connection is more difficult.
- The existing fenestration dictate that the existing floor levels to the main building facing Market Place are retained along with the existing staircase referred to above marked (x) on the plan.
- Behind this however, there is an opportunity to demolish completely and build new over multistorey to provide the accommodation required for CBC habitation.



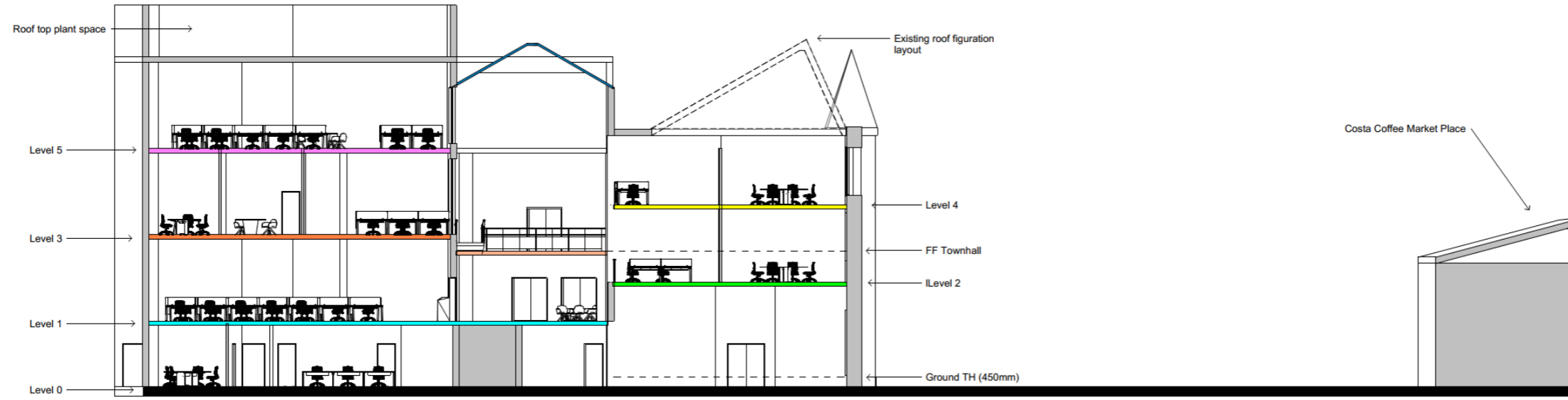
Site G Option 1

Assumes CBC would retain the front 8-10m depth of building, reinstate the important historical elements of the structure whilst demolishing at the rear and building four storeys to occupy the full extent of the site including the current carpark areas. In addition, a new build would occupy the space up to the Town Hall boundary.

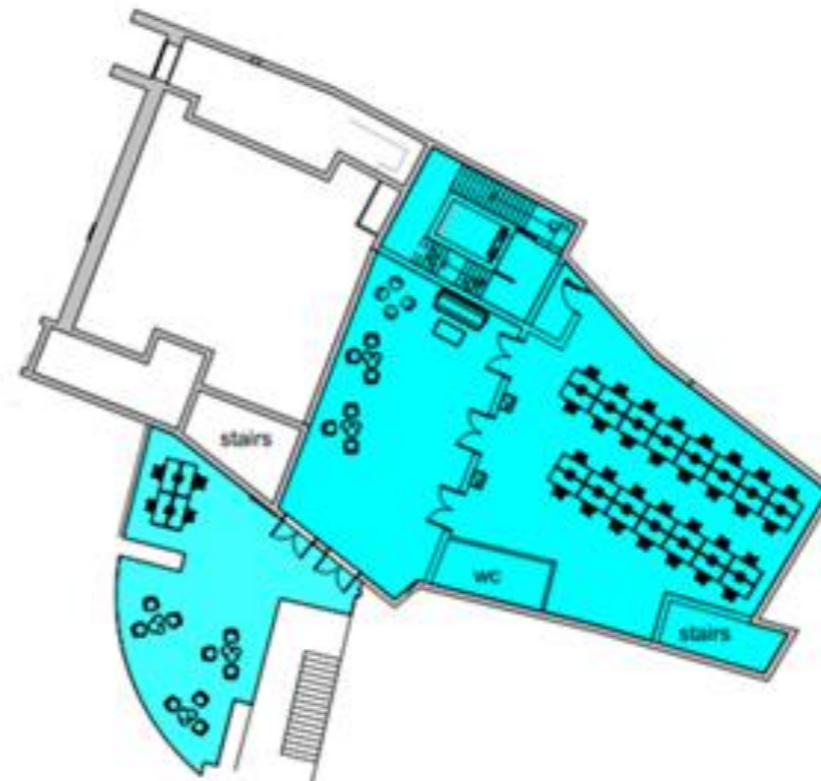
- Given the varying floor levels between both buildings the target is to provide connections at the Town Hall mezzanine level and the Second-Floor level, (Victoria Room). Whilst the ground, first and second floors at the front of HSBC remain.
- A major accommodation and escape stair and two door lift that connects all levels in proposed sitting within a large atria type space. Escape stair (x) is retained, an additional escape stair is introduced to the rear of HSBC.
- The roof is surrounded with a perimeter parapet designed to conceal Heating and Ventilation Plant to the rear.
- The scheme includes re-opening up the access door and corridor to the right-hand side of the HSBC elevation previously occupied by a cash machine.
- The main entrance to the CBC public access area would be via the existing entrance on the left elevation. The public access area would contain a reception area a range of computer access stations, and booths for 3-4 people plus access to interview rooms. These rooms would have Staff egress into the private / office side.
- Consolidates the Council into one area within the Town and at the centre of it. The Council Chamber 156m.sq. and Victoria Rooms 252m.sq. could be available for use.
- Opportunity for PV's to be located on the Town Hall roof and allows CBC to address the carbon agenda for the Town Hall.
- Provides investment in a listed building improving its Carbon footprint.

Estimated cost: £9,400,000

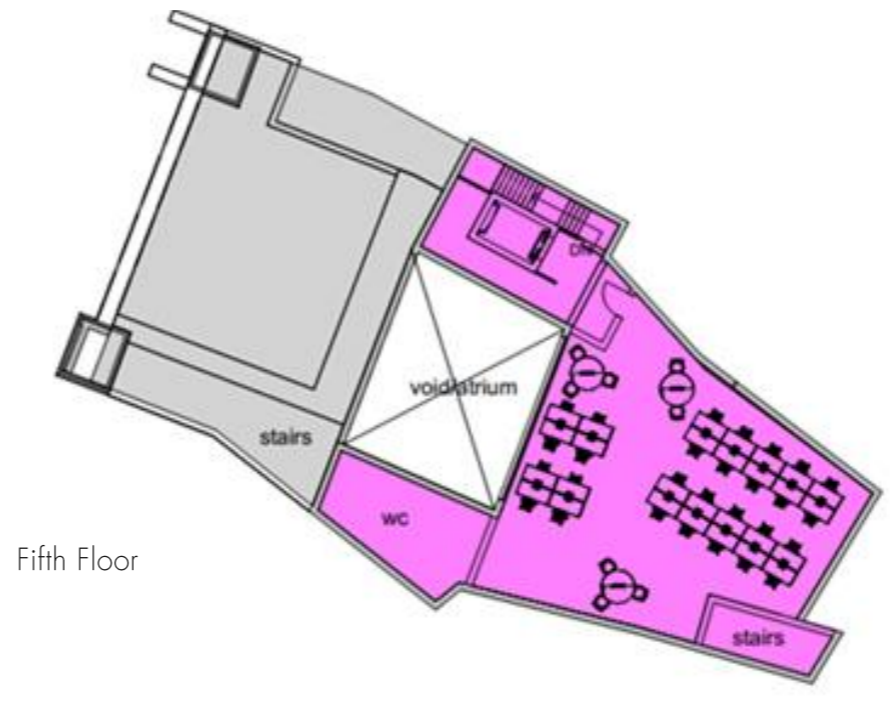




Ground Floor



First Floor





Site G Environmental and Services

Linking Town hall to adjacent HSBC:

- High efficiency heating systems via Air-to-Air VRF/VRV to all areas – roof space required but believed to be present.
- High efficiency ASHP hot water systems with local POU hot water to isolated areas in new build areas.
- Retained ventilation systems with new MVHR to HSBC elements and replacement of ventilation systems dependent of condition/capacity – possible component replacement as costs saving where possible.
- Additional costs associated with builders works in linking existing buildings – linking systems (fire/security etc.).
- New BMS system to control new services and provide collection facility for metering strategy. Retain existing BMS to existing and link to central new BMS for collection facility.
- Roof mounted PV array – understood a limited roof space availability to maximise the possible benefits of PV.
- Any link between new build and existing would require new incoming electrical connection serving both buildings, likely requiring rewiring to existing elements throughout.

Contributors



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M+E / Energy Consultation



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Area Schedule

Workstation based on 2.4m high ceiling has a plan area of 4.6m²

This will give a volume of 11m³ per person which is the minimum HSE volume

Description	Number	Width	Depth	Total Area
Reception	1.00	5.00	4.00	20.00
Waiting area	1.00	8.50	7.00	59.50
Workstations	100.00	2.00	2.30	460.00
WC's				
Male WC's	4.00	3.00	4.00	48.00
Female WC's	4.00	3.00	4.00	48.00
Disabled User	4.00	1.60	2.20	14.08
Changing Place	1.00	3.00	4.00	12.00
Kitchenettes	5.00	3.00	3.00	45.00
Storage	10.00	3.00	3.00	90.00
Circulation	4.00	2.00	50.00	400.00
Lifts	2.00	2.50	2.50	12.50
Stairs	3.00	3.00	6.00	54.00
Plant	2.00	4.00	6.00	48.00
Copiers / Printers	5.00	2.50	3.00	37.50
Meeting rooms				
4 person	10.00	3.50	4.00	140.00
6 person	8.00	3.50	5.00	140.00
8 person	4.00	3.50	6.00	84.00
10 person	4.00	3.50	7.50	105.00
20 Person	2.00	7.00	8.00	112.00
Council chamber	1.00	14.00	25.00	350.00
Walls / partitions at 5%				105.00
Total				2384.58

Suggested initial working total GIFA: 2400m.sq. open for discussion amendment throughout the iterative process.

Charnwood Borough Council

M&E Options
Chord Ref: 23020





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1.0 Site A

1.1 Site A – New Build

The proposed option for Site A includes a new build office block on existing Southfields Road car park, allowing a full energy efficient design and providing more autonomy over the design parameters that contribute to a low carbon scheme.

A new build proposal allows the design team total control over the development, whereby a fabric first approach can be utilised and incorporated, to minimise heat losses and gains, which reduces heat losses and therefore heating loads through colder months whilst also maintaining better levels of thermal comfort during the summer months, reducing cooling loads to occupied areas by providing cooling through passive measures where possible.

The heating and cooling strategy shall include new roof mounted external condensers, serving indoor heating and cooling units via a VRF/VRV system (Variable Refrigerant Flow/Variable Refrigerant Volume), which is an Air Source Heat Pump (ASHP) solution providing air-to-air heating, increasing efficiency of the systems beyond that of an air-to-water system.

The domestic hot water shall be provided via CO₂ ASHP system with external condensers mounted on the roof, with thermal storage located within an internal plantroom on the top floor level to minimise distribution, reducing system costs and maintaining high efficiencies.

Ventilation shall be provided via a mixture of natural ventilation with openable windows and automatically controlled mechanical ventilation with heat recovery. This hybrid system would allow each space to control its environment based on temperature and air quality, with ventilation unit ramping up and down to provide only the ventilation rates required to maintain suitable conditions for the occupants, allowing energy to be saved when room CO₂ concentration and temperatures are suitable. The Heat recovery device within the ventilation systems will reuse circa 80% the heat extracted from the space to preheat the incoming air, allowing the ventilation systems to provide supply air through winter months without significantly increasing the heat loads associated with cooler air entering the occupied area. The automatic controls of the unit will also cause unit to ramp down when natural ventilation is utilised as the sensors associated with MVHR controls will recognise the benefits provided by the incoming fresh air and reduce fan speeds and therefore energy usage.

Another benefit of a new build scenario is that the utility services can be applied for as new connections with little risk of utilising existing services and also allows for simple installation of all new sub-metering requirements to varying systems and areas of the building as required. Utility services associated with some of the options utilising existing buildings do cause implications, although implications that may be required in any case in some instances.

The main advantage of a new build element is the blank page at which the design team will have to begin on, essentially discounting any historical inefficiencies/limitations of the design based on services routes, capacities on existing services, plant space etc.

Photovoltaic array shall be provided to the flat roof area to incorporate renewable energy on site generation that can reduce the carbon emissions of the new building beyond the low carbon technologies proposed.

2.0 Site B

2.1 Site B – Option 01 – Light Refurb

The first proposed option for Site B is to provide a light refurb with little/no major changes to building layout architecturally, but to reprovide mechanical and electrical services to improve the energy efficiency of the building.

This solution would look to incorporate new technologies with greater efficiencies than that of the existing gas boiler installation currently serving the building. These technologies outlined below would utilise more electrical energy, which is now a cleaner fuel than that of gas or oil following the recent installations of solar and wind farms as part of the decarbonisation of the grid, whereby reducing the CO₂ emissions of the building significantly.

The heating and cooling strategy shall include external condensers with enclosure at ground floor level, serving an internal plantroom whereby thermal stores act as a header to provide an air-to-water system, utilising an LTHW circulating system, much like a traditional radiator system, providing hot water to radiator systems throughout the building. Utilising an air-to-water system does reduce efficiencies slightly due to heat losses associated with transporting the hot water around the building through distribution pipework and having additional pump power associated with circulating the water. The water temperatures provided by an ASHP air-to-water system as lower than a traditional gas boiler installation, therefore pipework and radiator sizes required to provide the same amount of heat to a space is increased, and as such new distribution systems would be required to facilitate this installation, however, this strategy has been proposed to try to maintain the traditional radiator installations currently within the building, with additional radiators to be added to the circuit to make up the for lower flow temperatures.

The domestic hot water shall be provided via CO₂ ASHP system with external condensers mounted externally, with thermal storage located within the internal plantroom on the ground floor, with some local point of use electric hot water heaters expected to more isolated outlets, where additional pipework distribution heat losses may be less efficient than a direct local system.

Ventilation shall be provided utilising the same strategy as existing, with majority of spaces being served via natural ventilation, with proposals including for replacement of any existing local/zonal mechanical ventilation systems, with greater efficiencies than the systems being stripped out. New Mechanical ventilation systems may be introduced if this is deemed of benefit, but this would need to be assessed on a room-by-room basis regarding the ceiling void space and possible routes to the external façade.

Utilising the existing site would provide a cost saving to the council as the building structure etc is already present and would when considering a life cycle carbon assessment, which at present are not a requirement, the reuse of existing building structures/fabric would minimise any embodied carbon associated with the build, with structures usually contributing a significant proportion of embodied carbon on any new build projects.

The existing roof shall be utilised to maximise the PV array installation to further reduce carbon emissions of the building in use by generating renewable technologies on site.

It should be noted that any works to incorporate these new technologies likely require upgraded incoming electrical services to facilitate the additional loads incurred from providing heating via electrical systems as opposed to existing gas solution.

2.2 Site B – Option 02 – Separate Buildings B&C

The second option proposed for Site B would be serviced as per Option 01 above but would require some consideration with relation to how the buildings integrate. The link between the two buildings must be severed completely, with full separating wall and this would require the buildings being provided with separate utility connections for billing purposes, with electrical incoming services required to each of buildings B&C.

The existing water metering strategy is unknown as incoming water meters were not located on site during the time of visit, though this is likely to have much less impact than that of the electrical works associated with splitting these buildings. It should be noted however, that upgrade works to incoming electrical services would likely be required in any case due to increased loads from electrical heating/hot water equipment proposed.



3.0 Site C

3.1 Site C – Option 01 – Light Refurb as existing

The first proposed option for Site C is to provide a light refurb with little/no major changes to building layout architecturally, but to reprovide mechanical and electrical services to improve the energy efficiency of the building.

This solution would look to incorporate new technologies with greater efficiencies than that of the existing gas boiler installation currently serving the building. These technologies outlined below would utilise more electrical energy, which is now a cleaner fuel than that of gas or oil following the recent installations of solar and wind farms as part of the decarbonisation of the grid, whereby reducing the CO₂ emissions of the building significantly.

The heating and cooling strategy shall include new external condensers in enclosure at ground floor level, serving internal VRF/VRV units directly providing an air-to-air system, whereby highest efficiency equipment can be selected to maximise the benefits of the new technology. The indoor units to ground floor spaces likely need to be wall mounted systems due to the limited ceiling void space, whilst cassettes or ducted units may be utilised at first floor where void is larger.

The domestic hot water shall be provided via CO₂ ASHP system with external condensers mounted externally, with thermal storage located within the internal plantroom on the ground floor, with some local point of use electric hot water heaters expected to more isolated outlets, where additional pipework distribution heat losses may be less efficient than a direct local system, noting the current layouts generally have all rooms requiring hot water services central to the building, making the existing layout inherently energy efficient with regards to hot water services.

Ventilation shall be provided to first floor areas via the use of new mechanical ventilation with heat recovery technology, to provide fresh air to first floor areas whilst minimising heat losses to the space associated with cooler incoming air. These systems shall be automatically controlled allowing natural ventilation to be utilised when it is of benefit to allow ventilation systems to reduce fan speeds and save energy when external conditions allow. Due to the ground floor ceiling void space limitations, it is proposed that ground floor areas would retain existing natural ventilation strategy, though should mechanical ventilation be an aspiration at ground floor level, the design team can look at options to provide ductwork through first floor areas in risers to provide air at high or low level through sidewall diffusers with ductwork boxed in – noting some usable floor space at first floor would be compromised in a small number of areas.

Utilising the existing site would provide a cost saving to the council as the building structure etc is already present and would when considering a life cycle carbon assessment, which at present are not a requirement, the reuse of existing building structures/fabric would minimise any embodied carbon associated with the build, with structures usually contributing a significant proportion of embodied carbon on any new build projects.

The existing roof shall be utilised to maximise the PV array installation to further reduce carbon emissions of the building in use by generating renewable technologies on site.

Any sub-metering requirements would need to be considered as part of this development with separate systems provided to each domain should lettable spaces require separate billing requirements. Options 01 to 03 proposed to split building to provide council offices at first floor and lettable areas (and front of house) at ground floor, noting this is the more simple approach from a sub-metering/separating plant systems point of view.

It should be noted that any works to incorporate these new technologies likely require upgraded incoming electrical services to facilitate the additional loads incurred from providing heating via electrical systems as opposed to existing gas solution.

3.2 Site C – Option 02 – Creation of New ‘Front of House’ area on Ground Floor

The second option proposed for Site C would be serviced as per Option 01 above but would require some consideration to how the front of house areas are serviced due to the limited void space at ground floor, with wall mounted units likely required to this reception space. However, the implications on the M&E services of this option is fairly limited.

3.3 Site C – Option 03 – Separate Buildings B&C

The second option proposed for Site C would be serviced as per Option 02 above but would require some consideration with relation to how the buildings integrate. The link between the two buildings must be severed completely, with full separating wall and this would require the buildings being provided with separate utility connections for billing purposes, with electrical incoming services required to each of buildings B&C.

The existing water metering strategy is unknown as incoming water meters were not located on site during the time of visit, though this is likely to have much less impact than that of the electrical works associated with splitting these buildings. It should be noted however, that upgrade works to incoming electrical services would likely be required in any case due to increased loads from electrical heating/hot water equipment proposed.

3.4 Site C – Option 04 – Separate Buildings B&C – Vertical Separation

The second option proposed for Site C would be serviced as per Option 03 above but the separation between the council used elements and the lettable spaces would be undertaken vertically, to split building C in half as opposed to the separation by floor included in options 01-03. Either of these solutions can be made to work through design of sub/metering and proposed plant systems depending on how the lettings agreement and billing is intended to work, though floor by floor split likely more suitable on the basis of ventilation strategy differing between the floors. This consideration is fairly minor and easily overcome as part of the developing M&E design.



4.0 Site D

4.1 Site D – Option 01 – Refurbishment of Existing for Sub-letting

The first proposed option for Site D is to provide a light refurb with little/no major changes to building layout architecturally, but to reprovide mechanical and electrical services to improve the energy efficiency of the building.

This solution would look to incorporate new technologies with greater efficiencies than that of the existing gas boiler installation currently serving the building. These technologies outlined below would utilise more electrical energy, which is now a cleaner fuel than that of gas or oil following the recent installations of solar and wind farms as part of the decarbonisation of the grid, whereby reducing the CO₂ emissions of the building significantly.

The heating and cooling strategy shall include new external condensers in enclosure at ground floor level, serving internal VRF/VRV units directly providing an air-to-air system, whereby highest efficiency equipment can be selected to maximise the benefits of the new technology.

The domestic hot water shall be provided via domestic ducted ASHP system (Dimplex EDL or similar), with cylinder to be located in existing ground floor plantroom and ducted to building façade locally, with hot water distribution to be provided from the cylinder to local WC's in the corner of the building. Should any additional hot water outlets be required elsewhere in the building, local point of use hot water heaters may be provided where more suitable than an extension of distribution pipework.

Ventilation shall be provided throughout via local or central mechanical ventilation with heat recovery, dependent on plantroom space and capacity required of the ventilation systems. Heat recovery systems will reduce heat loads associated with introducing fresh external air to the space and smart controls will allow automatic controls to minimise energy usage in conjunction with natural ventilation strategy via openable windows, to ensure the two systems work parallel with one another. Ventilation unit shall sit within the first floor plantroom, which currently houses small supply AHU and extract fan, though these systems appear undersized to serve all office areas and therefore sizes would need to be assessed as any further design. Local heat recovery units ducted to the façade would also be an option as required to overcome plant space and any possible coordination issues associated with the existing building.

Utilising the existing site would provide a cost saving to the council as the building structure etc is already present and would when considering a life cycle carbon assessment, which at present are not a requirement, the reuse of existing building structures/fabric would minimise any embodied carbon associated with the build, with structures usually contributing a significant proportion of embodied carbon on any new build projects.

The existing roof shall be utilised to maximise the PV array installation to further reduce carbon emissions of the building in use by generating renewable technologies on site.

It should be noted that any works to incorporate these new technologies likely require upgraded incoming electrical services to facilitate the additional loads incurred from providing heating via electrical systems as opposed to existing gas solution.

4.2 Site D – Option 02 – Refurb Existing and Build New Extension

The second option proposed for Site D would be as per Option 01 with regard to existing services, though the proposed new extension would provide a roof top location for ASHP plant equipment (removing the need to ground floor external enclosure) and additional PV array.

The proposed new build element could be designed with a fabric first approach to enhance the thermal envelope beyond current building regulations to reduce heat loads of the new areas, minimising the loads associated with heating and cooling.

The new build extension would be designed with the same services strategy as the proposed upgrades the existing areas, but building design itself can make allowances to overcome issues outlined above with relation to coordination against existing structures and size constraints of existing spaces.

4.3 Site D – Option 03 – Demolition and New Build Block

The final option for Site D would be to completely demolish the existing block to create space on site to provide a new building for the new offices for Charnwood Borough Council. This solution provides autonomy of the design to target carbon reductions in line with new building regulations, through the thermal envelope including fabric efficiencies and building details with relation to thermal bridging. A new build design would provide significant benefits when targeting a carbon neutral outcome to the buildings, due to the inherently efficient design that could be undertaken, minimising building services loads.

The services strategy would again be as per Option 01 for Site D, with air-to-air VRF/VRV installations, ASHP domestic hot water and mechanical ventilation with heat recovery, which can all be designed in line with other design team members to maximise efficiencies of the systems through M&E input into the building form/layout.

The new build scenario would also allow new utility connection to be applied for, simplifying any proposed works to avoid any upgrades/diversions to existing services.

However as mentioned previously in this report, any new build proposals would incur significant uplifts in embodied carbon due to the structural installation often contributing significantly to the whole life carbon assessments (as to photovoltaic arrays). Therefore the new build elements are most likely to achieve carbon neutral in operation but would have more implications on a whole life carbon assessment.

It has been noted that the new build design of this building may be reviewed to provide a four storey building as opposed to the two storey option currently proposed, which does alter the possible outcomes of any PV array, as less roof space would be available on a four storey building were the GIFA to remain the same, essentially halving the PV yields annually. Please note that the PV assessments undertaken is based on the current two storey option.

5.0 Site E&F

5.1 Site E&F

The proposed option for Site E&F is partly demolish the existing building and build a new block associated with the town hall Victoria rooms suite.

This solution would look to incorporate new technologies with high efficiencies within the new build elements and replace systems within certain rooms within the retained building areas.

The heating and cooling strategy shall include new external condensers in enclosure at roof level on the new building, serving internal VRF/VRV units directly providing an air-to-air system, whereby highest efficiency equipment can be selected to maximise the benefits of the new technology.

The domestic hot water shall be provided via CO₂ ASHP system with thermal store to be located in new plantroom where hot water shall be circulated throughout to outlets. Should any additional hot water outlets be required elsewhere in the building, local point of use hot water heaters may be provided where more suitable than an extension of distribution pipework.

Ventilation shall be provided throughout new build elements via local or central mechanical ventilation with heat recovery. Heat recovery systems will reduce heat loads associated with introducing fresh external air to the space and smart controls will allow automatic controls to minimise energy usage in conjunction with natural ventilation strategy via openable windows, to ensure the two systems work parallel with one another. The existing ventilation systems shall be replaced in situ to retain existing strategies but provide systems with higher efficiencies to replace those at the end of life.

The new build roof shall be utilised to maximise the PV array installation to further reduce carbon emissions of the building in use by generating renewable technologies on site.

It should be noted that any works to incorporate these new technologies likely require upgraded incoming electrical services to facilitate the additional loads incurred from providing heating via electrical systems as opposed to existing gas solution, with consideration of upgrades required by combining the two buildings which are not currently linked, therefore requiring single incoming electrical connection.



6.0 Site G

6.1 Site G

The proposed option for Site G reutilise the existing Town Hall building and combine with existing HSBC building next door to create a central “hub” for Charnwood Borough Council.

This solution would look to incorporate new technologies with high efficiencies within the existing buildings to create a site wide central plantroom serving all areas.

The heating and cooling strategy shall include new external condensers in enclosure at existing roof level on the new building, serving internal VRF/VRV units directly providing an air-to-air system, whereby highest efficiency equipment can be selected to maximise the benefits of the new technology,

The domestic hot water shall be provided via CO² ASHP system located on existing roof with thermal store to be located in existing plantroom where hot water shall be circulated throughout to outlets. Should any additional hot water outlets be required elsewhere in the building, local point of use hot water heaters may be provided where more suitable than an extension of distribution pipework.

Ventilation shall be provided throughout new build elements via local or central mechanical ventilation with heat recovery. Heat recovery systems will reduce heat loads associated with introducing fresh external air to the space and smart controls will allow automatic controls to minimise energy usage in conjunction with natural ventilation strategy via openable windows, to ensure the two systems work parallel with one another. The existing ventilation systems shall be replaced in situ to retain existing strategies but provide systems with higher efficiencies to replace those at the end of life.

Full intrusive site survey would be required to confirm condition of certain services and what would be available for reuse in areas where M&E services are concealed/inaccessible, though from visual inspection undertaken, majority of M&E services within the building are nearing the end of life expectancy and as such are due for replacement.

Existing chiller has recently been replaced which currently serves performance hall and therefore would be suitable for replacement, whilst existing BMS which has likely been replaced by maintenance staff would likely require replacement or extension in order to meet the required capacity of the systems when combining the two buildings.

The existing roof shall be utilised to maximise the PV array installation to further reduce carbon emissions of the building in use by generating renewable technologies on site.

It should be noted that any works to incorporate these new technologies likely require upgraded incoming electrical services to facilitate the additional loads incurred from providing heating via electrical systems as opposed to existing gas solution, with consideration of upgrades required by combining the two buildings which are not currently linked, therefore requiring single incoming electrical connection.



7.0 Benefits of new technology

7.1 Gas vs ASHP vs GSHP

An outline assessment of the existing buildings has been undertaken to give an estimate of the possible savings associated with providing Air Source and Ground Source heat pumps to the existing solutions, to assess the capital costs, annual energy and carbon savings and the savings relating to the running costs – note, these are only relating to heating loads, hot water and other associated loads have not been considered below. The Site D consideration cover only the existing building refurbishment.

As can be seen on the assessment below, whilst the efficiencies of ASHPs and GSHPs is largely increased, and the carbon reductions over gas solution is considerable, the costs per kWh of gas vs electricity is much lower, therefore operating costs associated with the upgrades to this new technology do not necessarily decrease in line with the increase of the efficiencies.

**Charwood Council Offices Options
Heat Pump Calculations**

Allowances	W/m2 Heating Allowance	Total GIFA (m2)	kW Heating	Cost of Heat Pump Plant (£)	Length of Boreholes Required (m)	Cost of Boreholes (£)
Site B	70	2003	140.21	140210	2804.2	140210
Site C	70	2394	167.58	167580	3351.6	167580
Site D Existing	70	686	48.02	48020	960.4	48020
Site D New Build	60	1700	102	102000	2040	102000
Site D Total			150.02	150020	3000.4	150020

Capital Costs	Cost of ASHP	Cost of GSHP	Cost of Gas Boilers
Site B	£ 140,210	£ 280,420	£ 21,032
Site C	£ 167,580	£ 335,160	£ 25,137
Site D Existing	£ 48,020	£ 96,040	£ 22,503

Gas Costs per kWh	£ 0.08
Electrical Costs per kWh	£ 0.34

Gas Carbon Emission Factor	0.21 kgCO2/kWh
Electric Carbon Emission Factor	0.136 kgCO2/kWh

Assumed Efficiencies	ASHP	GSHP	Gas
	270%	320%	95%

Gas Loads	Annual Heating Load (kWh)	Boiler Annual Gas Input (kWh)	Annual Running Costs	Annual Carbon Emissions (kgCO2/yr)
Site B	196294	206625	£ 16,530.02	43391
Site C	234612	246960	£ 19,756.80	51862
Site D Existing	67228	70766	£ 5,661.31	14861

ASHP Loads	Annual Heating Load (kWh)	ASHP Annual Electrical Input (kWh)	Annual Running Costs	Annual Carbon Emissions (kgCO2/yr)
Site B	196294	72701	£ 24,718.50	9887
Site C	234612	86893	£ 29,543.73	11817
Site D Existing	67228	24899	£ 8,465.75	3386

GSHP Loads	Annual Heating Load (kWh)	GSHP Annual Electrical Input (kWh)	Annual Running Costs	Annual Carbon Emissions (kgCO2/yr)
Site B	196294	61342	£ 20,856.24	8342
Site C	234612	73316	£ 24,927.53	9971
Site D Existing	67228	21009	£ 7,142.98	2857

Site B	
Cost Saving of GSHP over ASHP/year	£ 3,862.27
Capital Cost Uplift from ASHP to GSHP	£ 140,210
Payback Period (years)	36.3
Site C	
Cost Saving of GSHP over ASHP/year	£ 4,616.21
Capital Cost Uplift from ASHP to GSHP	£ 167,580
Payback Period (years)	36.3
Site D	
Cost Saving of GSHP over ASHP/year	£ 1,322.77
Capital Cost Uplift from ASHP to GSHP	£ 48,020
Payback Period (years)	36.3





7.2 Photovoltaics (PVs)

An outline assessment of the existing buildings has been undertaken to give an estimate of the possible savings associated with providing photovoltaic arrays to each of the buildings to assess the potential savings based on available roof space compared to GIFA of each building.

The assessment below also shows the option of providing PV covered canopies to the existing car park to make use of the available space and maximise on site generation of renewable energy.

Charwood Council Offices Options PV Calculations

Assumed PV Yield per m2 PV - (425W Panels)	170 kWh/m2 of PV
--	------------------

Block	GIFA (m2)	Roof Area (m2)	Usable Roof Area for PV's (m2)	Flat Roof or Pitched Roof	Possible Yield Based on Maximum PV Array (kWh)	Benefit of PV vs GIFA Assessment Score (1-10)
Site A	2462	846	507	Flat	43095	6
Site B	2003	1167	583	Pitched	79288	8
Site C	4524	2226	1113	Pitched	151368	8
Site D Option 01 - Refurb	686	342	171	Pitched	23256	8
Site D Option 02 - Refurb & Extension	2386	1193	433	Pitched & Flat	45526	6
Site D Option 03 - New Build	2400	1200	350	Flat	29750	4
Site E&F - Part Retained with New build element	2137	1182	497	Flat	42245	6
Site G	1822	546	236	Flat	20060	4
Car Park Canopies		2596	1558	Flat	132430	10



7.3 Energy Benchmarking – Savings

The results below have been calculated using energy benchmarking figures in CIBSE guide F, utilising figures between good practice and typical to allow for building age and expected fabric efficiencies.

The Results outlined below are very high level and are intended to give an idea of the expected reductions associated with the new technology proposed. Fabric enhancements are being considered and where these are applicable to buildings, these will provide further benefit to the upgrades outlined below.

Charwood Council Offices Options Energy Benchmarking Estimates

Assumed Energy Loads based on CIBSE Guide F - Energy Benchmarking (Between Good Practice and Typical mid 2000s)

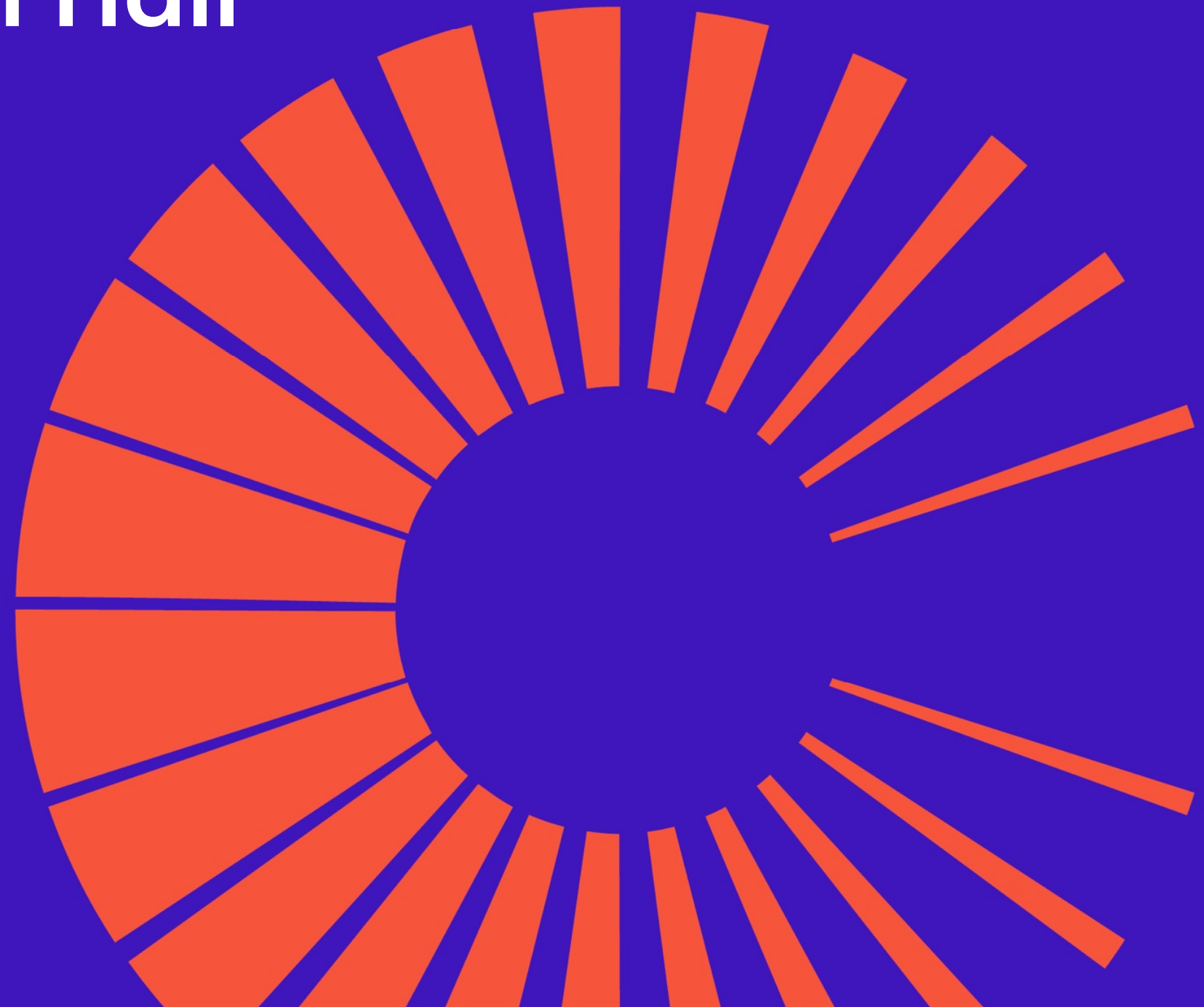
Naturally Ventilated Offices	
System	Load (kWh/m2/yr)
Heating & Hot Water	115
Cooling	1
Auxillary	6
Lighting	30
Total Elec	37

Air Conditioned Offices	
System	Load (kWh/m2/yr)
Heating & Hot Water	140
Cooling	21
Auxillary	45
Lighting	30
Total Elec	96

Option	GIFA (m2)	Total Estimated Electrical Load (kWh/yr)	Total Estimated Gas Load (kWh/yr)	Total Estimated Reduction from ASHP Upgrades (kWh/yr)	Total Estimated Reduction from PV (kWh/yr)	Estimated Energy Usage with ASHP and PV (kWh/yr)	% Reduction against Existing
Site B - Option 01	2003	74,111	230,345	133,924	79,288	91,244	70.03%
Site B - Option 02	2003	74,111	230,345	133,924	79,288	91,244	70.03%
Site C - Option 01	4524	300,846	520,260	160,067	151,368	509,671	37.93%
Site C - Option 02	4524	300,846	520,260	160,067	151,368	509,671	37.93%
Site C - Option 03	4524	300,846	520,260	160,067	151,368	509,671	37.93%
Site C - Option 04	4524	300,846	520,260	160,067	151,368	509,671	37.93%
Site D - Option 01	686	25,382	78,890	45,867	23,256	35,149	66.29%

Loughborough Town Hall & HSBC Building

Mechanical, Electrical and Sustainable Building Services
Feasibility and Condition Report
Chord Ref: 23020





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1.0 Introduction

1.1 General

The following report has been produced by Chord Consult to give an overview of the condition of the existing mechanical and electrical building services for the Loughborough Town hall and its viability to be combined with the adjacent HSBC site to create new council office facilities by combining the buildings. This report is intended to inform the next stage of the discussion process regarding the options available to provide new council offices within the town.

The existing site is located in the town centre on Market Place, Loughborough, LE11 3EB.

The town hall facilities are generally used for performances within main hall/auditorium space, whilst also has a number of conference spaces and wedding facilities for hire. Ancillary spaces are included throughout for guests, some of which are adjacent to changing areas and double up as backstage facilities for performers.

The existing facility comprises of;

- Basement, including mostly storage/cellar
- Ground floor, including reception area, main performance hall, kitchen and staff kitchenette facilities, changing areas for performers, lettable conference spaces (including council chamber), mayoral parlour and other ancillary spaces such as staff admin areas, storage and WC's.
- Mezzanine Floor, including café/breakout space, WC's to top of performance bleacher seating and access to flat roof for flat roof.
- First floor, including Victoria rooms (wedding/conference facilities with bar and dumbwaiter for deliveries from kitchen) along with access to Victoria room loft space for plant equipment.
- Plantroom within loft space accessible via ladder with additional access to roof space.



Figure 1 – Site Location

The facility was opened in 1855 and had its most recent refurbishments took place between 2002 to 2004.

1.2 Executive summary

The majority of the services are aged and beyond their general life expectancy. In a lot of cases the maintenance team are working to keep aged plant / equipment running with maintenance call outs on certain equipment becoming increasingly regular, whilst some elements of equipment have been more recently replaced.

In a lot of cases the services component parts are nearing or at end of life expectancy but are being maintained to remain running for the most part, with individual component replacement taking place on multiple elements of plant/distribution.

There are some elements of plant that would be suitable for retention and are more recently installed, including a number of Mitsubishi cooling installations, whilst the Carrier chiller installation serving performance hall and nearby BMS are due for replacement and therefore would be suitable for retention as part of any works.

The efficiencies of the existing M&E services is likely poor compared with current building regulations and technologies available based on technological advances since installation, as well as degradation of the equipment itself.

It is evident that some of the exposed services such as pipework/valves and electrical services containment systems have started to corrode in places and therefore likely to start failing.

With regards to energy efficiency, with a target to improving the carbon emissions of the existing building, there are a number of services that could be replaced with newer technologies, such as Air Source Heat Pumps (ASHP) to provide heating and hot water services, that provides an efficiency of 3-4 times that of a the existing boiler system, as well as using electricity as the fuel which has a lower carbon emission factor than that of gas due to the recent decarbonisation of the grid. An array of ASHP condensers on the roof could replace the existing boilers, with an internal thermal store and pump sets to provide low temperature hot water to the heating system, which could allow some additional storage space within the plantroom where boilers are no longer required. Domestic hot water systems would be provided via hot water storage fed by ASHP LTHW with immersion back up to provide a lower carbon solution to both of these energy uses, noting this strategy would require a review of the existing electrical capacity to the building, as large heating and domestic hot water loads being added to the electrical utility services may require upgrade to increase electrical capacities.

Another fairly simple improvement to lower carbon emissions and energy usage would be to install latest LED lighting technology throughout, which would like achieve a 25-50% improvement on energy usage against existing lighting usage dependent on existing fitting outputs/efficiency.



1.3 Possible efficiencies / betterment summary

The below table is an indication of the likely betterment in efficiency, if the existing services were completely replaced by either a complete refurbishment or a replacement new build. This is based on compliance with current building regulations, which could be bettered if the end client has aspirations of further carbon reductions.

Item	Current building predicted	Current build regs / general prediction	Note
BEM System	End of life expectancy but in working condition generally, however, replacement BEMS panel has been ordered directly by maintenance team therefore shall be replaced prior to any works take place.	Allow automatic control of systems maximise energy efficiency.	This should be undertaken prior to any contract works and therefore should be suitable for retention provided panel capacity/number of ways is sufficient.
Energy Metering	Single incoming meter for each utility with some additional metering at distribution boards.	90% of end use energy, reporting to a collection facility.	Allows full understanding of actual energy use and flags 'out of range' figures indicating faulty equipment wasting energy.
Water Management	As per required usage	Leak detection software and flow restriction	This would allow fault monitoring on elements of water pipework to alert staff to a leak and minimise wastage by reducing flow rates whilst maintaining water pressures at outlets.
General internal lighting and associated controls.	50 lm/ct/w with manual switching generally	95 lm /ct /w with automatic controls via presence/absence detection and daylight dimming where suitable.	50 -60% improvement predicted.
Heating/Cooling	Gas boilers providing LTHW heating via radiators throughout, with a few rooms fed alternatively via LTHW convection via grilles below windows, some smaller areas fed from electric panel heaters and some dealt with via Mitsubishi ducted heating and cooling units. Chiller currently provided and due to be replaced to main hall systems to provide cooling via supply air system.	New highly efficient ASHP technology would reduce carbon emissions and provide heating to the building with an efficiency of 3-4 times that of existing gas heating system. ASHP scheme would also use electricity, which is now a cleaner fuel than gas due to the decarbonisation of the national grid, therefore further reducing carbon emissions.	This would improve energy efficiency significantly in order to provide heating to the building. This would require free area of roof available for the external condenser ASHP installation whilst reutilising plantroom for internal elements of wet heating installation. May free up some space in plantroom in for storage of seasonal decorations etc as discussed with end user. Emitter sizes would be increased over the size of current installations due to lower flow temperatures associated with an ASHP system.
Ventilation Systems	Large AHU01 to performance hall with heating/cooling coils to temper incoming air. Large AHU02 to function rooms (excluding Victoria Rooms) with heating/cooling coils to temper incoming air. AHU03 providing extract ventilation to commercial kitchen.	New AHU's with higher heat recovery efficiency than existing shall reduce heating/cooling loads from chiller and ultimately increase efficiencies. New kitchen ventilation installation with lower SFP's to reduce energy and suit new kitchen design with the intention to go to electrical induction cooking equipment.	New technology would allow AHUs to be installed with more efficient heat recovery devices that reduce heat loads to the spaces significantly as upwards of 80% of the heat extracted from space can be reintroduced to avoid wasted heat. Along with this, lower specific fan powers reduce energy loads due to less power being required to power the fan, which can also be controlled on demand to allow fan speeds to run lower, further reducing power requirements.



2.0 Utilities

The existing buildings currently have dedicated / separate incoming infrastructure supplies for:-

- Incoming water service
- Incoming electric service
- Incoming gas services
- Incoming telecommunications service

2.1 Water

The existing mains cold water services bill have not been provided, however, there is a number of ways that water usage may be reduced through a new installation, some of which are highlighted in the table in section 1 of this report.

Possible upgrades which could aid water management/usage are:

- Leak detection system – monitoring incoming main at multiple meter points to flag any inconsistency.
- Flow restriction devices at outlets (showers and taps).
- Rainwater Harvesting - utilising rainwater for any non-potable water services (WCs).

These would improve water management systems but would include capital expense for initial install and some would require maintenance works (likely annually).

2.2 Gas

The existing incoming gas bill has not been provided but the expectation would be to remove the requirement for gas by replacing gas boilers with electric ASHP system and removing gas from kitchen installation to introduce induction cooking equipment.

2.3 LV Electrical Service

The buildings are currently serviced from two separate dedicated low voltage service connection from the local District Network Operator (DNO) provided by National Grid Electrical Distribution (NGED).

The DNO regulations will only allow a single connection to any building. Once a door/opening is made between buildings (as proposed), these is then classed as a single building and only one supply will be provided.

Due to the above and the aspiration to remove the gas (resulting in an all-electric building) the anticipated scope will include removal / disconnection of both building existing supplies and provision of a new (increased) supply to provide the electric to the entire scheme.

At this preliminary stage the capacities have not been assessed and the local low Voltage network would need assessing by the local DNO. For any preliminary cost plans / proposals it would be sensible to assume the requirement for a new substation until the DNO have provided an offer.

2.4 Telecommunications Services

The incoming telecommunication would require engagement with openreach (or the current provider), however appears to be an incoming copper line. Copper telecommunication supply cables where stopped being sold in Aug 2022, from Sept 2023 only digital (fibre) installations will be offered, with a view of 'switching off copper' in the future.

At some point in the future (currently reported as by the end of 2025) the UK's analogue network (the PSTN, Public Switched Telephone Network) will be switched off.

As part of the scheme a new fibre (FTTP) should be provided.



3.0 Existing Services

3.1 General Items

Chord Consult undertook a high-level survey of the M&E surveys to establish the feasibility of the proposed extension / remodelling options. The below observations are based on said survey and discussion with the Town Halls maintenance personnel.

Key equipment locations and general notes are included on the drawing at the end of this section.

3.1.1 Energy metering

Existing energy metering is very limited, with only the incoming services having meters fitted, with exception of what is expected at distribution boards to split out lighting and power as is usual. This is not compliant with current Approved Document part L and gives little opportunity for the end user to understand where the energy is consumed within the building. A new BMS panel has been ordered for within the Ventilation plantroom and as such a collection facility should be achievable under any new installation to report meter readings of 90% of the services systems back to central point.

3.2 Mechanical Services

3.2.1 Heating & Cooling

The heating systems are generally fed directly from the gas boiler plant in first floor loft space except for a small number of higher intensity activity spaces such as the performance hall, Victoria rooms and some larger conference spaces.

The space heating is mostly provided steel panel radiators via LTHW (Low Temperature Hot Water) heating distribution throughout the building.

However, as previously mentioned, a number of areas are served via other forms of heating/cooling including the Victoria rooms, where ducted ventilation units within the loft directly above are served by Mitsubishi heating and cooling ducted units via ASHP installation to supply fans that directly serve the larger conference space and adjacent associated bar.

The performance hall is served via a large AHU located on the mezzanine level flat roof, with an LTHW heating coil from gas boilers as well as cooling coil directly from the adjacent chiller unit due for replacement prior to any works taking place. This allows heating and cooling to be provided to the space directly via sidewall grilles to each side of the performance space, with most air introduced beneath bleacher seating.

Other function rooms, such as the council chambers and mayoral suite are fed via a separate AHU that also includes the same connections with LTHW heating coil and cooling via the same chiller which are fed by column grilles within the council chambers and high level grilles within the mayoral suite.

The temperatures of these spaces at time of visit were fairly well regulated, though were unoccupied at time of visit, but the onsite team advised that these systems are generally satisfactory whilst chiller is being replaced due to life cycle coming to an end.

All pipework distribution and valves within the plant areas are beginning to show signs of aging/corrosion, indicating these are beyond serviceable life expectancy and significantly increasing energy usage. With the age of the pipework and amount of corrosion likely in the pipes, the loads on the pump sets to meet required pressures may well be higher than those in the original design, reducing efficiency of the system.

3.2.2 Ventilation

The majority of existing ventilation plant sits within a ventilation plantroom at mezzanine level and adjacent flat roof housing multiple AHUs serving various areas of the building.

The existing Air Handling Unit (AHU01) system within the plantroom is aged and likely past its life expectancy, noting however that this appears to have been maintained well over the years as still in serviceable order. However, the maintenance staff on site advised that component replacement and maintenance call outs are becoming more regular in order to keep the ventilation to the performance hall running.

The existing Air Handling Unit (AHU02) system on the flat roof adjacent to mezzanine plantroom is aged and has been exposed to the elements its whole serviceable life and is showing signs of corrosion/aging in localised areas. This unit was running at time of visit but similar to AHU01, has had regular maintenance visits to repair multiple components and will likely need replacement or at a minimum significant component replacement.

The other roof mounted ventilation system (AHU03) serves the kitchen with extract ventilation via extract canopies and supply ventilation to high level grilles. This system, like the others was installed at time of latest refurbishment over 20 years ago and requires significant component replacement or new AHU to refeed the same – noting kitchen locations likely to be reviewed at time of remodelling to be nearer to the Victoria rooms where majority of catering requirements are required, therefore a new location for kitchen ventilation systems may be required pending reconfiguration design of the building.

3.2.3 Domestic Water

The existing domestic water strategy appears to be that incoming mains cold water serves all cold water outlets including sinks, basins, WC's and showers as well as any top up to plant.

The domestic hot water services are fed generally throughout via point of use electric hot water heaters local to each shower and wash hand basin within each WC/cubicle.

Unfortunately, at the time of visit the plantroom was not accessible and therefore it is unclear if there is a hot water storage cylinder within serving the kitchen/any other outlets – however, any new scheme would look to create a central hot water system with thermal store, fed from ASHPs, therefore a new central system would be expected.

The existing domestic services to shower cubicles within the changing/dressing room areas, the domestic hot water is not in working order and shower facilities are out of order. In this vein, domestic hot water systems are in need of replacement in a number of areas and therefore a new central system would increase energy efficiency through new technology and creating a site wide system.

3.2.4 Controls

The existing control panel is completely aged and nearing replacement, with the new BMS panel and works on order via the current maintenance team which shall offer automatic control to the majority of the building services systems. Therefore, it is considered the BMS panel would be suitable for retention in any redesign, however, panel ordered would require sufficient capacity so may be that a new additional BMS panel may be required and connected to existing with one acting as a repeater panel for fault detection to the other.

All services with fluctuating loads, such as LTHW commissioning valves, will likely be nearing their end of life and therefore require replacement. Any redesign would cover off commissioning of new system with automatic controls and therefore increase efficiency due to newer technology and a more finely balanced system due to same.

3.3 Electrical Services

3.3.1 Energy Metering

There is very limited energy metering that is apparent in the building. Incoming supplies have aged meters and there is no collection facility.

3.3.2 Based on the installation

Based on the building construction age and a high level site survey the electrical installation is well past its life expectancy and consideration should be made to completely replace all electrical services.

3.3.3 Combining two buildings

Common systems referred to within this section of the report are; Utility services, fire alarms, access control, intruder alarm, CCTV.

Looking at the current electrical systems, they are aged and generally different systems (manufacturers), as the two buildings are proposed to be combined into one, the systems need to be combined into one common system. If there was a fairly modern system in one of the buildings and a complete refurbishment was not proposed, there could be an opportunity to retain/reuse the main components (such as main panels etc), but given the proposals and age of the existing systems Chords recommendation is to completely remove the systems detailed and provide new complete systems covering the entire proposed single building.

3.3.4 Photovoltaics

No existing PV is provided to the building.

3.3.5 Lightning Protection

There appeared to be a lightning protection system to the external of the building, however there was no evidence of any surge protection equipment.



4.0 Proposal for New Scheme

4.1 Outline Strategy

The purpose of Chord consult site visit to the Town hall was to review services conditions as well as reviewing the feasibility of combining the existing town hall with adjacent HSBC building that has recently been reconstructed following fire damage.

This section shall outline likely strategies to not only allow these buildings to be utilised as single entity, but also improve the carbon and energy efficiency against the existing services.

4.1.1 Grid Decarbonisation

The latest edition of Part L (Conservation of Fuel and Power) of the Building Regulations, 2021 version, was implemented in June 2022 for all new buildings outside of the transition criteria, as set out within the Approved Document. The new edition of Part L saw significant changes to carbon emission factors compared with the previous 2013 version, most notably, for electrical fuel. It is now accepted that due to the incorporation of alternative electrical generation, as opposed to fossil fuel power stations, the carbon intensity associated with producing electricity has significantly reduced. The table below shows a comparison of carbon emission factors, of various fuels, between the previous (2013) Part L Regulations and the current (2021) Regulations.

Fuel	Part L 2013 Carbon Emissions Factor	Part L 2021 Carbon Emissions Factor	% Reduction
Natural Gas	0.216	0.21	2.7
Grid Supplied Electricity	0.519	0.138 (year average)	73
LPG	0.241	0.241	0
Wood Pellets	0.039	0.053	-34
Wood Chips	0.016	0.023	-43

The table above shows the changes made to some of the fuel carbon emissions factors incorporated into Part L 2021. The list is not exhaustive and further information should be sought from the approved SAP 10.2 document. It does demonstrate, however, as a result of the changes it is now far more attractive from a carbon emissions perspective to consider electrically driven solutions for heating and hot water generation. Furthermore, the carbon emissions associated with the electrical grid are forecasted to reduce further in the future which would then reduce the operational carbon emissions for buildings and predicted emissions for future developments.

4.1.2 Heating Systems

The proposal for any new scheme combining existing buildings would incorporate an Air Source Heat Pump (ASHP) system with external condensers on vacant roof space adjacent to existing loft space plantroom routing to thermal store in internal plantroom forming the primary plant system, with relevant plant equipment internally such as expansion vessels, pressurisation units, pump sets etc. all within existing plantroom in lieu of gas boilers.

This new technology would utilise refrigerant gasses with low boiling points to create heat from external air which is then used to heat water that is circulated around the building similarly to a traditional gas boiler system, via distribution pipework to heat emitters such as radiators and heating coils where incoming air on ventilation systems is preheated to warm the occupied spaces. It should be noted that these emitters would likely increase in size over a traditional gas installation due to low flow temperatures.

This would likely reduce the energy usage associated with heating by 3-4 times against the existing gas heating systems due to increase in efficiency of the plant equipment where boilers would be expected to have an efficiency between 85-95% where ASHP systems often achieve efficiencies of 300-400%.

It should be noted that this may not reduce ongoing associated utility bills due to the change of fuel to electricity, which is usually approximately 4-5 times more expensive per kW than gas utility services. However, due to the decarbonisation of the national grid outlined above, electricity is a much cleaner fuel than gas, meaning the carbon reduction associated with this upgrade would be greater than the overall energy savings, i.e. while the energy saving would be expected at 65-75% in terms of the kW input required to heat the building, the carbon savings would exceed this, providing approximately 80-85% saving

against existing carbon emissions associated with the gas heating system when allowing for carbon emission factors and higher efficiencies.

4.1.3 Domestic Hot Water Systems

The proposal for any new scheme combining existing buildings would, much like the heating systems, incorporate an Air Source Heat Pump (ASHP) system with external condensers on vacant roof space adjacent to existing loft space plantroom routing to internal plant elements within existing plantroom to charge a potable domestic hot water storage vessel to be distributed throughout the building.

This new technology would utilise refrigerant gasses with low boiling points to create heat from external air which is then used to heat water that is circulated around the building via distribution pipework to all hot water outlets such as sinks, wash hand basins and showers as required.

This system could be made more efficient by using smaller systems at various areas of the buildings to essentially zone these services, avoiding longer pipework lengths to minimise heat losses from the distribution of the hot water.

This would likely reduce the energy usage associated with hot water by 2-3 times against the existing direct electric hot water systems due to increase in efficiency of the plant equipment where existing hot water heaters (some of which are currently redundant) would be expected to have an efficiency of 100% where ASHP hot water systems often achieve efficiencies of 250-300%.



4.2 Expected plant / equipment life

This section has been included to provide an indication of the general state of the existing services as a high-level indication only. Dates of existing services are estimates only.

The table below is based on life expectancies provided in CIBSE guidance M.

KEY TO CONDITION CODE			KEY TO PRIORITY CODE			
A - The element is as new and can be expected to perform adequately to its full normal life. B - The element is sound, operating safely and exhibits only minor deterioration. C - The element is operational but major repair or replacement will be needed soon. D - The element runs a serious risk of imminent breakdown. X - Added to one of the above, indicates impossible to improve without replacement.			1 - Highly recommended to be carried out immediately 2 - Works recommended to be carried out within the next year (short term) 3 - Recommended and should be considered in next 3 years (medium term). 4 - Recommended and should be considered in next 5 years (long term)			
Service	Location of service	Comment/ recommendation	Condition (Code A-D)	Priority Code	Life Expectance	Remaining Life Expectancy
Electrical Incoming Supply		Low voltage connection from the DNO	CX		30	-20
Electrical switchgear / main distribution.		Mix of ages, but all past life expectancy.	DX		20	-10 / -30
Energy metering		Very sparse. Only on incomers.	CX		20	0
General internal lighting.		Working, aged and therefore inefficient. Replacement components becoming obsolete.	BX		20	0
General small power.		Power appears to be reasonable, but fed from old infrastructure. Replacement components becoming obsolete.	BX		25	0
Photovoltaics	Roof	Not applicable			-	-
Data / communications wiring	Throughout	Appear aged, but operational			20	0
LTHW Heating Systems	Throughout	In working order but at end of life and likely reduced efficiencies due to age of plant equipment and distribution pipework. Plantroom was not accessible at time of visit but assumed installation from 2002/2004 therefore at end of life expectancy.	CX			0
Heating/Cooling Heat Pump Systems	Victoria Rooms	In working order and well maintained – installations appear fairly recent with some life left on the systems, but part way through its life expectancy. Ducted units from above accessible and maintainable.	B		15	5-10
Heating/Cooling Chillers Systems	Performance Hall/Conference Rooms	Due for replacement and on order therefore assumed new installation shall be new and sufficient at time of contract start in any case.	A		15	15
Ventilation Systems	Ventilation Plantroom/ Roof	Systems within plantroom and flat roof area in working order currently but maintenance call outs to maintain/replace components becoming more regular.	C/DX		15	0
Ventilation Systems	Victoria Rooms	Systems within loft space above Victoria rooms appear to be working as a combined ducted system with heating and cooling, which appears to be more recently installed than original AHUs serving other areas though actual installation date unknown.	C		15	5-10
Domestic Hot Water Systems	Throughout	Existing local point of use electric hot water heaters are redundant to a number of locations, including dressing room showers etc whereby giving the indication that all systems are at the end of life and likely require replacement.	DX		20	0
Controls	Mezzanine Plantroom	Control panel is currently in working order but is due for replacement and on order – therefore for the sake of these works, a new installation shall have taken place prior to any contract and be considered as new and suitable for retention.	A		20	20

Stage 2 Condition Report



Lifts	Lift car & general equipment	Lift specialist would need to verify. However, maintenance staff advised that these installations are over 20 years old and shows faults regularly, suggesting this is at its end of life.	DX		25	0
NOTES: The above does indicate the majority of the services are aged and either passed their life expectancy or towards the end of their expected life. This is also a good indication that the associated efficiency of the plant is very low compared with modern plant equipment.						



4.3 Site Photos of existing M&E plant / equipment



General Heating Installations – Aged Radiator heating via gas fired boilers.



Ground Floor Entrance services includes radiator heating along with sidewall and linear diffusers for ventilation. Down lights and surface mounted light fittings.



Overdoor Air Curtain to entrance draught lobby.



Kitchen Ventilation includes both 4 way blow grilles within ceiling and 2No. ventilation canopies over cooking equipment.



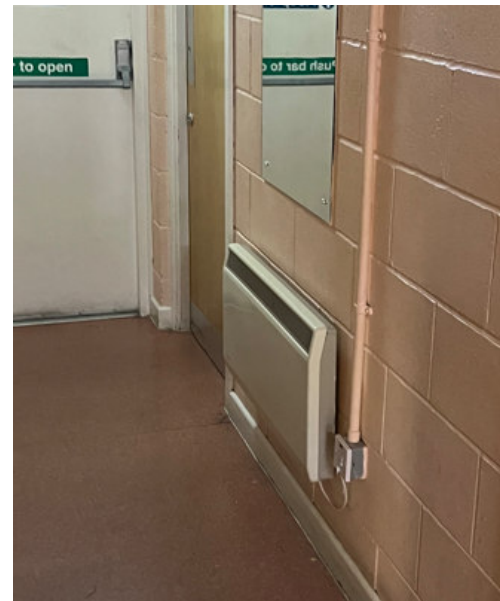
Existing kitchen gas incomers with solenoid valve and gas safety system.



Performance hall ventilation grilled run along either side wall of the hall itself in the form of sidewall grilles providing ventilation, with heating and cooling provided by treating the incoming air. Air delivered below the bleacher seating.



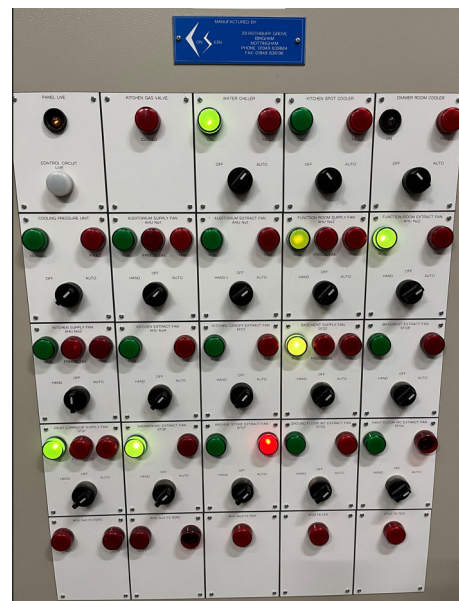
Services to backstage areas are particularly deteriorated. Ventilation distribution systems in particular are showing signs of extreme signs of aging past life expectancy. Backstage area was noticeably warm at time of visit whilst unoccupied.



Heat emitters to some more localised areas, such as changing rooms etc. include electric panel heaters in place of gas central heating via radiators.



Many WC's beyond the performance areas have local electric point of use water heaters and direct electric showers, a number of which are not working and redundant – requiring replacement.



Existing BMS Panel serving Mezzanine plantroom including AHUs, Kitchen controls, cooling unit etc.



AHU02 serving function room in mezzanine plant room.



Carrier Cooler in external plant area outside mezzanine plantroom. New unit has been ordered outside of any contract works and therefore is to be replaced directly by town hall maintenance team.



AHU01 in external plant area outside mezzanine plantroom, serving main performance hall.



AHU03 in plant area outside mezzanine plantroom, serving kitchen.



Council Chamber services are fed via air terminals providing pre-tempered air into the space via sidewall diffusers and dedicated ventilation pillars within corners of the room.



Air terminals in Victoria Room



Ducted heating and cooling units to Victoria rooms within loft space, provided by fresh air by local fans. Unit over bar space.



Ducted heating and cooling units to Victoria rooms within loft space, provided by fresh air by local fans. Unit over large venue/conference space.

Stage 2 Condition Report



Fire Alarm panel in entrance lobby to Town Hall.



5.0 Vertical Transportation Installations

5.1 Goods Lifts

The existing vertical transportation within the building consists of a goods lift, that appears to be aged and well passed its life expectancy. The lift car is poor condition, with broken lighting, damaged finishes and not in compliance with current legislations, such as the Equality Act 2010, BS8300 Design of buildings and their approaches to meet the needs of disabled people, EN81-70 and Part M of the Building Regulations. (no handrails etc.).

A lift consultant would need to be engaged with to provide a full detailed report regarding the lift, however given its age and the car condition this may not be considered a worthwhile exercise. Town hall staff advised that these are extremely faulty and regular repairs are undertaken with little to no long term effect. Lift replacement is likely required.

Charwood Council Offices Options

Allowances	W/m2 Heating Allowance	Total GIFA (m2)	kW Heating	Cost of Heat Pump Plant (£)	Length of Boreholes Required (m)	Cost of Boreholes (£)
Building B	70	2003	140.21	140210	2804.2	140210
Building C	70	2394	167.58	167580	3351.6	167580
Building D Existing	70	620	43.4	43400	868	43400
Building D New Build	60	1800	108	108000	2160	108000
Building D Total			151.4	151400	3028	151400

Capital Costs	Cost of ASHP	Cost of GSHP	Cost of Gas Boilers
Building B	£ 140,210	£ 280,420	£ 21,032
Building C	£ 167,580	£ 335,160	£ 25,137
Building D Total	£ 151,400	£ 302,800	£ 22,710

	ASHP	GSHP	Gas
Assumed Efficiencies	270%	320%	97%

Gas Costs per kWh	£ 0.08
Electrical Costs per kWh	£ 0.34

Gas Carbon Emission Factor	0.21 kgCO2/kWh
Electric Carbon Emission Factor	0.136 kgCO2/kWh

Gas Loads	Annual Heating Load (kWh)	Boiler Annual Gas Input (kWh)	Annual Running Costs	Annual Carbon Emissions (kgCO2/yr)
Building B	196294	202365	£ 16,189.20	42497
Building C	234612	241868	£ 19,349.44	50792
Building D Total	211960	218515	£ 17,481.24	45888

ASHP Loads	Annual Heating Load (kWh)	ASHP Annual Electrical Input (kWh)	Annual Running Costs	Annual Carbon Emissions (kgCO2/yr)
Building B	196294	72701	£ 24,718.50	9887
Building C	234612	86893	£ 29,543.73	11817
Building D Total	60760	22504	£ 7,651.26	3061

GSHP Loads	Annual Heating Load (kWh)	GSHP Annual Electrical Input (kWh)	Annual Running Costs	Annual Carbon Emissions (kgCO2/yr)
Building B	196294	61342	£ 20,856.24	8342
Building C	234612	73316	£ 24,927.53	9971
Building D Total	60760	18988	£ 6,455.75	2582

**Charnwood Borough Council - Office
Appraisal Options**

Order of Cost Estimate



NTCM4559 / Version 2

Confidential - September 2023

Executive Summary

- 1 The total estimated construction costs for the proposed schemes excluding VAT are,

Site A - £13,000,000
 Site B Option 1 - £3,000,000
 Site B Option 2 - £600,000
 Site C Option 1 - £12,000,000
 Site C Option 2 - £12,400,000
 Site C Option 3 - £13,500,000
 Site C Option 4 - £13,800,000
 Site D Option 1 - £1,800,000
 Site D Option 2 - £10,700,000
 Site D Option 3 - £12,400,000
 Site D Option 4 - £15,100,000
 Site E&F - £13,000,000
 Site G - £9,400,000

- 2 The **feasibility cost includes allowances for the following:**

Physical construction works;
 Main contractor's preliminaries;
 Main contractor's overheads and profit;
 Design development risks;
 Construction risks;
 Project and design fees, including fees in connection with site investigation works and survey fees
 Other development and project costs (i.e. non-costs in connection with the project).

- 3 Notwithstanding the risk allowances for design development and construction included in the cost plan, **no costs have yet been ascertained for any specific risk**. They are simply initial risk allowances, which will be reassessed in conjunction with the employer and project team members as the design develops and as action is taken to reduce the risk exposure.

- 4 **No allowances have been made in the feasibility estimate for the following:**

Construction/Re-furb costs exclude fit-out works (Loose FF&E and ICT)
Specific exclusions referred to within the feasibility cost
Value added tax (VAT); and
Taxation and incentives (i.e. capital allowances, land remediation relief or grants).
Inflation.

No provision or risk allowances have been included in this estimate for potential risks caused as a consequence of the coronavirus (COVID-19) outbreak, nor for the possibility of wave two of the outbreak. It is therefore, recommended that Charnwood Borough Council make sufficient budgetary allowances for such risks in their investment or development appraisal for the project.

- 5 This feasibility estimate is based on RIBA Stage 0 information.
 6 This feasibility has been prepared in response to an instruction from Charnwood Borough Council.
 7 **Estimate Base Date**

Estimate Base Date is 3Q23 - The base cost estimate and the risk allowance estimate have been prepared using rates and prices current at the time the estimate is produced – referred to as the estimate base date.

8 Procurement and Contract Strategy:-

The tender price/contract sum being obtained through competitive tendering
Project to be phased and potentially several different construction contracts and contractors required
Fit-out works to be procured by others outside of this cost plan
Phasing or sectional completion not being required
The use of a standard form of contract with non-significant amendments; and
Liquidated and ascertained damages being set at levels that are commercially acceptable to contractors

9 Pre-construction and Construction Phase Programmes

The cost plan is based on the following programme requirements:

Pre-construction Phase: N/A
Construction Phase: Various

10 Main Contractor's Preliminaries

Main contractor's preliminaries have been calculated on a percentage basis, which has been determined from an assessment of building projects of a similar nature.

11 Main Contractor's Overheads and Profit:

Main contractor's overheads and profit have been calculated on the basis of a percentage addition, which has been determined from an assessment of building projects of a similar nature.

An allowance of 6% of the combined total of the building works estimate and main contractor's preliminaries estimate has been made for main contractor's overheads and profit. This is included within the rates.

12 Project and Design Team and Other Fees:

Project team and design team consultants' fees;
Other consultants' fees;
Site investigation fees;
Specialist support consultants' fees;
Main contractor's pre-construction fees;
Main contractor's design fees

It is recommended that the client make sufficient budgetary allowances for Project/Design Team and Other Fees in their development or investment appraisal for the scheme.

13 Other Development and Project Costs

No allowance has been made in the cost plan for other development and project costs (e.g. land acquisition costs, finance costs, fees and charges in connection with the development, planning contributions, insurances, archaeological works, decanting and relocation costs, which do not form part of the building contract, tenant's costs and contributions, marketing costs, and other employer costs in connection with the building project).

14 Risk Allowances



Risk allowances have been determined and included in the cost plan as follows:

Design development risks: 2.5%
Construction risks: 2.5%
Employer change risks: 2.5%
Employer other risks: 2.5%

Notwithstanding the risk allowances included in the cost plan, no costs have yet been ascertained for any specific risk. They are simply initial risk allowances, which will be reassessed in conjunction with the employer and project team members as the design develops and as action is taken to reduce the risk exposure.

It is recommended that the client makes sufficient budgetary allowances for employer's change risks and employer's other risks in any development or investment appraisal for the project.

15 Inflation

Allowances have been excluded in the cost plan for both tender inflation (i.e. inflation from the estimate base date to the date of tender return) and construction inflation (i.e. inflation from the date of tender return to the contract completion date). These are as follows:

Tender inflation: 5.2%

Construction inflation: Included

16 Value Added Tax (VAT)

No allowance has been included in the cost plan for VAT.

Information Used

The following drawings and information have been used in the preparation of this Order of Cost Estimate:

1. L2302 - feasibility - Plans
2. IB Accommodation Review Project Brief Dec 2022
3. 31-03-08 Charnwood Borough Council Offices Brief v5
4. L2302-A&G-XX-XX-DR-A-0010 Site B feasibility
5. L2302-A&G-XX-XX-DR-A-0011 Site C Option 1 feasibility
6. L2302-A&G-XX-XX-DR-A-0011 Site C Option 2 feasibility
7. L2302-A&G-XX-XX-DR-A-0011 Site C Option 3 feasibility
8. L2302-A&G-XX-XX-DR-A-0011 Site C Option 4 feasibility
9. L2302-A&G-XX-XX-DR-A-0007 Site D Feasibility
10. Site D4 - Andy Hardy email - 20.09.2023
11. L2302-A&G-XX-XX-DR-A-0005 Woodgate Chambers Plans
12. L2302-A&G-XX-XX-DR-A-0006 Feasibility Study HSBC

Assumptions

The following assumptions/clarifications have been made during the preparation of this Order of Cost Estimate:

1. All costs included within this Estimate are for the Charnwood Borough Council only and exclude works associated with any other phase unless specifically identified otherwise.
2. Refurbishment costs have been based on BCIS Mean/Average £/m2 rates and cross checked against similar benchmarking data from previous Gleeds projects. The level of refurbishment required has been included as per A+G briefing.
3. We have assumed piled foundations will be required to new build options given the site restrictions.
4. Where applicable under the various options we have included an uplift of 10% of extra over works associated to deliver a sustainability and carbon neutral reduction/improvement, the exact scope needs to be defined at the next stage of development. Wholesale improvements to the entire envelope may not be achieved within this budget.
5. Areas used in this report are based on the architects area schedule produced by A+G.
6. Not all options are independent of each other and must be read in conjunction with the overall strategy and appraisal report produced by A+G.
7. We have assumed new build areas will also need a fit-out allowance, which for consistency has been excluded across all refurb and new build cost options.
8. Main contractor preliminary allowances are based on a percentage of the measured works until the scope and brief can be more accurately ascertained.
9. Professional fees allowances are based on a percentage of the measured works until the scope and brief can be more accurately ascertained.

Exclusions

This Order of Cost Estimate excludes any allowances for the following:

- 1 VAT
- 2 Statutory and planning fees
- 3 Licence fees to other / adjoining owners
- 4 106 fees / contributions
- 5 278 fees / contributions
- 6 Grant / taxes
- 7 Finance charges
- 8 Temporary accommodation and decanting
- 9 Works to existing building and external works limited as described
- 10 Internal staff costs
- 11 Ground remediation
- 12 Land Costs
- 13 Infrastructure reinforcement / upgrade

Pricing profile and market activity

This cost plan/estimate reflects prices forecast through to 3Q2025 based on the scope of works referenced therein.

Gleeds' construction cost forecasts are based on the latest information available from the supply chain. We would, however, highlight the significant recent volatility in costs and supply shortages driven by the longer term effects of the COVID-19 pandemic, Brexit, and the Russia-Ukraine war, coupled with ongoing delivery challenges due to skills shortages. The predicted fall in construction output, which tends to stabilise pricing levels, has not materialised with the UK reported to be avoiding recession in 2023. Public sector demand is holding up, with capital investment being reaffirmed in the spring budget, but private sector investment is being impacted by the combined effects of high interest rates and inflation, particularly in the housing sector. However, The construction industry, like the rest of the UK economy, will continue to be impacted by changes in global forces — notably the Ukraine war and the progress of the Chinese economy.

Project's supply conditions are improving, reflecting greater availability of construction products and materials, alongside fewer logistics bottlenecks, though labour shortages remain a major challenge. The market is now being characterised by both regional and sector variations based on project pipelines which directly influences risk acceptance and appetite. As a result, we highlight that Gleeds advice is current at the date of issue but, by necessity, is subject to alteration due to changing market conditions and disruptors. We therefore recommend a regular review of project costs to account for the latest feedback from the market

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: Various	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: Various m2

PROJECT SUMMARY

See individual summaries for descriptions of each option.

Order of Cost Estimate

Group Element	Cost (£)
1 Site A	13,000,000
2 Site B Option 1	3,000,000
3 Site B Option 2	600,000
4 Site C Option 1	12,000,000
5 Site C Option 2	12,400,000
6 Site C Option 3	13,500,000
7 Site C Option 4	13,800,000
8 Site D Option 1	1,800,000
9 Site D Option 2	10,700,000
10 Site D Option 3	12,400,000
11 Site D Option 4	15,100,000
12 Site E&F	13,000,000
13 Site G	9,400,000

FUNCTION SUMMARY

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Job Name	: CBC Offices		
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Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 2,462 m2

PROJECT SUMMARY

Site A - New Build Southfields Carpark site A

Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total	
1 SITE A			8,223,956		63.3%	
			BUILDING WORKS ESTIMATE	8,223,956	-	63.3%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	1,233,593			
			SUB-TOTAL	9,457,549	-	72.8%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	567,453			
			WORKS COST ESTIMATE	10,025,002	-	77.1%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	1,203,000			
			SUB-TOTAL	11,228,002	-	86.4%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%	
			BASE COST ESTIMATE	11,228,002	-	86.4%
11 RISK ALLOWANCES ESTIMATE						
1 Design Risk		2.5%	280,700		2.2%	
2 Construction Risk		2.5%	280,700		2.2%	
3 Employers Change Risk		2.5%	280,700		2.2%	
4 Employers Other Risk		2.5%	280,700		2.2%	
			ORDER OF COST (excluding inflation)	12,350,802	-	95.0%
7 INFLATION ESTIMATE						
1 TENDER INFLATION ESTIMATE		5.20%	642,242			
2 CONSTRUCTION INFLATION ESTIMATE			Included			
			ORDER OF COST (including inflation)	13,000,000	-	100.0%

Site A Cost Estimate

Description	Qty	Unit	Rate	Total £
Southfields Carpark site A				
Allowance for site clearance	1,000	m2	5	5,000
New Build - Office Accommodation - BCIS Offices	2,462	m2	2,358	5,805,396
Extra over allowance for piled foundations	2,462	m2	100	246,200
E/O allowance for sustainability / carbon neutral brief	10%	%	6,056,596	605,660
Allowance for external works	2,462	m2	350	861,700
Allowance for incoming services	1	Item	200,000	200,000
Public Realm works - Scope TBC - Allowance	1	Item	500,000	500,000
GROUP ELEMENT - TOTAL				8,223,956

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
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Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 2,253 m2

PROJECT SUMMARY

Site B Option 1 - Light touch refurbishment of Site B, Site C retained with no works

Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total
1 SITE B - Option 1			1,927,475		64.2%
			<u>1,927,475</u>	<u>-</u>	<u>64.2%</u>
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	289,121		
			<u>2,216,596</u>	<u>-</u>	<u>73.9%</u>
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	132,996		
			<u>2,349,592</u>	<u>-</u>	<u>78.3%</u>
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	281,951		
			<u>2,631,543</u>	<u>-</u>	<u>87.7%</u>
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%
			<u>2,631,543</u>	<u>-</u>	<u>87.7%</u>
11 RISK ALLOWANCES ESTIMATE					
1 Design Risk		2.5%	65,789		2.2%
2 Construction Risk		2.5%	65,789		2.2%
3 Employers Change Risk		2.5%	65,789		2.2%
4 Employers Other Risk		2.5%	65,789		2.2%
			<u>2,894,697</u>	<u>-</u>	<u>96.5%</u>
7 INFLATION ESTIMATE					
1 TENDER INFLATION ESTIMATE		5.20%	150,524		
2 CONSTRUCTION INFLATION ESTIMATE			Included		
			<u>3,000,000</u>	<u>-</u>	<u>100.0%</u>

Site B1 Cost Estimate

Description	Qty	Unit	Rate	Total £
Refurbished / upgrade the existing main building Sites B and C, and let the remainder				
Refurb old house (site B) - This is based on a light touch refurbishment only as per A+G scope - Assumed no alterations to existing services	2,003	m2	750	1,502,250
Main 1980's building (site C): Divide building: horizontally or vertically. Consolidate all CBC functions into 1 area or floor, let the remainder - Assumed no works to Site C, building retained by CBC		m2	1,469	-
Allowance to create new stair cores - Not required for this option	-	m2	1,200	-
Allowance for light touch refurbishment to shared circulation areas	250	m2	1,000	250,000
Adjacent stand-alone ICS building (site D): Refurb and let.		m2	1,469	-
Allowance for fit out works - BCIS Offices - Excludes Building B	-	m2	1,094	-
E/O allowance for sustainability / carbon neutral brief	10%	%	1,752,250	175,225
No allowance for external works - Excluded				
Assumed all existing FF&E retained / reused. No allowance for fit out works				
Excludes any fit out works by tenants				
GROUP ELEMENT - TOTAL				1,927,475

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 100 m2

PROJECT SUMMARY

Site B Option 2 - Separating Site B and C including services. Assumed no refurbishment no either site.

Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total	
1 SITE B - Option 2			410,000		68.3%	
			BUILDING WORKS ESTIMATE	410,000	-	68.3%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	61,500			
			SUB-TOTAL	471,500	-	78.6%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	28,290			
			WORKS COST ESTIMATE	499,790	-	83.3%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	59,975			
			SUB-TOTAL	559,765	-	93.3%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%	
			BASE COST ESTIMATE	559,765	-	93.3%
11 RISK ALLOWANCES ESTIMATE						
1 Design Risk		2.5%	13,994		2.3%	
2 Construction Risk		2.5%	13,994		2.3%	
3 Employers Change Risk		2.5%	13,994		2.3%	
4 Employers Other Risk		2.5%	13,994		2.3%	
			ORDER OF COST (excluding inflation)	615,741	-	102.6%
7 INFLATION ESTIMATE						
1 TENDER INFLATION ESTIMATE		5.20%	32,019			
2 CONSTRUCTION INFLATION ESTIMATE			Included			
			ORDER OF COST (including inflation)	600,000	-	100.0%

Site B2 Cost Estimate

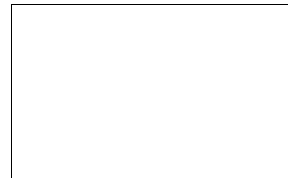
Description	Qty	Unit	Rate	Total £
Refurbished / upgrade the existing main building Sites B and C, and let the remainder				
Refurb old house (site B) - No works	-	m2	750	-
Main 1980's building (site C): No works		m2	1,469	-
Allowance to create new stair cores - Not required for this option	-	m2	1,200	-
Allowance to separate / block Site B and C	1	Item	100,000	100,000
Adjacent stand-alone ICS building (site D): Refurb and let.		m2	1,469	-
Allowance for fit out works - BCIS Offices - Excludes Building B	-	m2	1,094	-
Allowance to modify / provide separate services to Site C and B	1	Item	300,000	300,000
E/O allowance for sustainability / carbon neutral brief	10%	%	100,000	10,000
No allowance for external works - Excluded				
Assumed all existing FF&E retained / reused. No allowance for fit out works				
Excludes any fit out works by tenants				
GROUP ELEMENT - TOTAL				410,000

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 4,774 m2

PROJECT SUMMARY

Site C Option 1, refurbishment of green area in Site B CBC existing area (192 m2).
 Refurbishment of ground and first floor of Site C. (Ground Floor - Office to Let; First Floor - CBC Office)



Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total
1 SITE C - Option 1			7,585,332		63.2%
			BUILDING WORKS ESTIMATE	-	63.2%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE	15.0%		1,137,800		
			SUB-TOTAL	-	72.7%
8 MAIN CONTRACTORS OHP ESTIMATE	6.0%		523,388		
			WORKS COST ESTIMATE	-	77.1%
9 PROJECT / DESIGN FEES ESTIMATE	12.0%		1,109,582		
			SUB-TOTAL	-	86.3%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%
			BASE COST ESTIMATE	-	86.3%
11 RISK ALLOWANCES ESTIMATE					
1 Design Risk		2.5%	258,903		2.2%
2 Construction Risk		2.5%	258,903		2.2%
3 Employers Change Risk		2.5%	258,903		2.2%
4 Employers Other Risk		2.5%	258,903		2.2%
			ORDER OF COST (excluding inflation)	-	94.9%
7 INFLATION ESTIMATE					
1 TENDER INFLATION ESTIMATE		5.20%	592,369		
2 CONSTRUCTION INFLATION ESTIMATE			Included		
			ORDER OF COST (including inflation)	-	100.0%

Site C1 Cost Estimate

Description	Qty	Unit	Rate	Total £
Refurbished / upgrade the existing main building Sites B and C, and let the remainder				
Refurb old house (site B) - This is based on a light touch refurbishment only as per A+G scope - Costs are included in Site B breakdowns		m2	750	-
Main 1980's building (site C): Divide building: horizontally or vertically. Consolidate all CBC functions into 1 area or floor, let the remainder - Assumed no works to Site C, building retained by CBC	4,524	m2	1,469	6,645,756
Allowance to create new staircores - Not required	-	m2	1,200	-
Allowance for light touch refurbishment to shared circulation areas	250	m2	1,000	250,000
Adjacent stand-alone ICS building (site D): Refurb and let.		m2	1,469	-
E/O allowance for sustainability / carbon neutral brief	10%	%	6,895,756	689,576
No allowance for external works - Excluded				
Assumed all existing FF&E retained / reused. No allowance for fit out works				
Excludes any fit out works by tenants				
GROUP ELEMENT - TOTAL				7,585,332

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 4,524 m2

PROJECT SUMMARY

Site C Option 2, refurbishment of Ground and First Floor of C. Creation of new entrance to provide front of house on ground floor of C.

Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total
1 SITE C - Option 2			7,860,332		63.4%
			BUILDING WORKS ESTIMATE	-	63.4%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	1,179,050		
			SUB-TOTAL	-	72.9%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	542,363		
			WORKS COST ESTIMATE	-	77.3%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	1,149,809		
			SUB-TOTAL	-	86.5%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%
			BASE COST ESTIMATE	-	86.5%
11 RISK ALLOWANCES ESTIMATE					
1 Design Risk		2.5%	268,289		2.2%
2 Construction Risk		2.5%	268,289		2.2%
3 Employers Change Risk		2.5%	268,289		2.2%
4 Employers Other Risk		2.5%	268,289		2.2%
			ORDER OF COST (excluding inflation)	-	95.2%
7 INFLATION ESTIMATE					
1 TENDER INFLATION ESTIMATE		5.20%	613,845		
2 CONSTRUCTION INFLATION ESTIMATE			Included		
			ORDER OF COST (including inflation)	-	100.0%

Site C2 Cost Estimate

Description	Qty	Unit	Rate	Total £
Refurbished / upgrade the existing main building Sites B and C, and let the remainder				
Refurb old house (site B) - This is based on a light touch refurbishment only as per A+G scope - Costs are included in Site B breakdowns	-	m2	750	-
Main 1980's building (site C): Divide building: horizontally or vertically. Consolidate all CBC functions into 1 area or floor, let the remainder - Assumed no works to Site C, building retained by CBC	4,524	m2	1,469	6,645,756
Allowance to create new staircores - Not required	-	m2	1,200	-
Allowance for light touch refurbishment to shared circulation areas	250	m2	1,000	250,000
Form new entrance to Site C including new access ramp	1	Item	250,000	250,000
Adjacent stand-alone ICS building (site D): Refurb and let.		m2	1,469	-
E/O allowance for sustainability / carbon neutral brief	10%	%	7,145,756	714,576
No allowance for external works - Excluded				
Assumed all existing FF&E retained / reused. No allowance for fit out works				
Excludes any fit out works by tenants				
GROUP ELEMENT - TOTAL				7,860,332

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 4,524 m2

PROJECT SUMMARY

Site C Option 3, Site C retained, Site B severed for sale. Refurb:
 Ground and First Floor of C include for two new entrances, canopy, ramps and steps, one for
 CBC front of house, one for the remaining Let areas of the ground floor. Construct new escape
 stair to rear.



Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total
1 SITE C - Option 3			8,517,582		63.1%
			BUILDING WORKS ESTIMATE	-	63.1%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE	15.0%		1,277,637		
			SUB-TOTAL	-	72.6%
8 MAIN CONTRACTORS OHP ESTIMATE	6.0%		587,713		
			WORKS COST ESTIMATE	-	76.9%
9 PROJECT / DESIGN FEES ESTIMATE	12.0%		1,245,952		
			SUB-TOTAL	-	86.1%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%
			BASE COST ESTIMATE	-	86.1%
11 RISK ALLOWANCES ESTIMATE					
1 Design Risk		2.5%	290,722		2.2%
2 Construction Risk		2.5%	290,722		2.2%
3 Employers Change Risk		2.5%	290,722		2.2%
4 Employers Other Risk		2.5%	290,722		2.2%
			ORDER OF COST (excluding inflation)	-	94.8%
7 INFLATION ESTIMATE					
1 TENDER INFLATION ESTIMATE		5.20%	665,172		
2 CONSTRUCTION INFLATION ESTIMATE			Included		
			ORDER OF COST (including inflation)	-	100.0%

Site C3 Cost Estimate

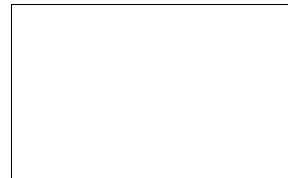
Description	Qty	Unit	Rate	Total £
Refurbished / upgrade the existing main building Sites B and C, and let the remainder				
Refurb old house (site B) - This is based on a light touch refurbishment only as per A+G scope	-	m2	750	-
Main 1980's building (site C): Divide building: horizontally or vertically. Consolidate all CBC functions into 1 area or floor, let the remainder - Assumed no works to Site C, building retained by CBC	4,524	m2	1,469	6,645,756
Allowance to separate / block Site B and C	1	Item	100,000	100,000
Allowance to create new staircore to rear	30	m2	3,250	97,500
Insert new lift	1	Item	100,000	100,000
Allowance for light touch refurbishment to shared circulation areas - <i>(included in Site C refurb)</i>	-	m2	1,000	-
Form new entrance to Site C including new access ramp	2	Item	250,000	500,000
Adjacent stand-alone ICS building (site D): Refurb and let.		m2	1,469	-
Allowance to modify / provide separate services to Site C and B	1	Item	300,000	300,000
E/O allowance for sustainability / carbon neutral brief	10%	%	7,743,256	774,326
No allowance for external works - Excluded				
Assumed all existing FF&E retained / reused. No allowance for fit out works				
Excludes any fit out works by tenants				
GROUP ELEMENT - TOTAL				8,517,582

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 4,524 m2

PROJECT SUMMARY

Site C Option 4, Site C retained with building divided vertically. Creation of two new entrances, ramps, steps and canopies and two new stair cores for fire escapes at the rear. New accomodation stair core within the area for sub-let. Assumption Building B link is to be severed.



Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total	
1 SITE C - Option 4			8,734,832		63.3%	
			BUILDING WORKS ESTIMATE	8,734,832	-	63.3%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	1,310,225			
			SUB-TOTAL	10,045,056	-	72.8%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	602,703			
			WORKS COST ESTIMATE	10,647,760	-	77.2%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	1,277,731			
			SUB-TOTAL	11,925,491	-	86.4%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%	
			BASE COST ESTIMATE	11,925,491	-	86.4%
11 RISK ALLOWANCES ESTIMATE						
1 Design Risk		2.5%	298,137		2.2%	
2 Construction Risk		2.5%	298,137		2.2%	
3 Employers Change Risk		2.5%	298,137		2.2%	
4 Employers Other Risk		2.5%	298,137		2.2%	
			ORDER OF COST (excluding inflation)	13,118,040	-	95.1%
7 INFLATION ESTIMATE						
1 TENDER INFLATION ESTIMATE		5.20%	682,138			
2 CONSTRUCTION INFLATION ESTIMATE			Included			
			ORDER OF COST (including inflation)	13,800,000	-	100.0%

Site C4 Cost Estimate

Description	Qty	Unit	Rate	Total £
Refurbished / upgrade the existing main building Sites B and C, and let the remainder				
Refurb old house (site B) - This is based on a light touch refurbishment only as per A+G scope	-	m2	750	-
Main 1980's building (site C): Divide building: horizontally or vertically. Consolidate all CBC functions into 1 area or floor, let the remainder - Assumed no works to Site C, building retained by CBC	4,524	m2	1,469	6,645,756
Allowance to separate / block Site B and C	1	Item	100,000	100,000
Allowance to create new staircores	60	m2	3,250	195,000
Insert new lift	2	Item	100,000	200,000
Allowance for light touch refurbishment to shared circulation areas - <i>(included in Site C refurb)</i>	-	m2	1,000	-
Form new entrance to Site C including new access ramp	2	Item	250,000	500,000
Adjacent stand-alone ICS building (site D): Refurb and let.		m2	1,469	-
Allowance to modify / provide separate services to Site C and B	1	Item	300,000	300,000
E/O allowance for sustainability / carbon neutral brief	10%	%	7,940,756	794,076
No allowance for external works - Excluded				
Assumed all existing FF&E retained / reused. No allowance for fit out works				
Excludes any fit out works by tenants				
GROUP ELEMENT - TOTAL				8,734,832

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 686 m2

PROJECT SUMMARY

Site D - Refurbish former ICS building for sub-letting.

Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total
1 SITE D - Option 1			1,108,507		61.6%
			BUILDING WORKS ESTIMATE	-	61.6%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE	15.0%		166,276		
			SUB-TOTAL	-	70.8%
8 MAIN CONTRACTORS OHP ESTIMATE	6.0%		76,487		
			WORKS COST ESTIMATE	-	75.1%
9 PROJECT / DESIGN FEES ESTIMATE	12.0%		162,152		
			SUB-TOTAL	-	84.1%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%
			BASE COST ESTIMATE	-	84.1%
11 RISK ALLOWANCES ESTIMATE					
1 Design Risk		2.5%	37,836		2.1%
2 Construction Risk		2.5%	37,836		2.1%
3 Employers Change Risk		2.5%	37,836		2.1%
4 Employers Other Risk		2.5%	37,836		2.1%
			ORDER OF COST (excluding inflation)	-	92.5%
7 INFLATION ESTIMATE					
1 TENDER INFLATION ESTIMATE		5.20%	86,568		
2 CONSTRUCTION INFLATION ESTIMATE			Included		
			ORDER OF COST (including inflation)	-	100.0%

Site D1 Cost Estimate

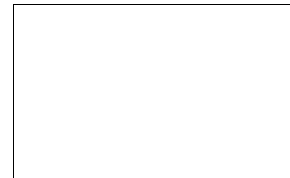
Description	Qty	Unit	Rate	Total £
Refurbish / upgrade ICS building site D and extend to provide a new Council HQ.				
Build new block	-	m2	2,358	-
Extra over allowance for piled foundations	-	m2	100	-
Extra over allowance for first floor link corridor	-	Item	150,000	-
Adjacent stand-alone ICS building (site D): Refurb and let.	686	m2	1,469	1,007,734
Allowance for external works	-	m2	350	-
Allowance for incoming services	-	Item	200,000	-
E/O allowance for sustainability / carbon neutral brief	10%	%	1,007,734	100,773
No allowance for additional car parking spaces that are lost from the development.				
GROUP ELEMENT - TOTAL				1,108,507

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 2,386 m2

PROJECT SUMMARY

Site D Option 2 - Refurbish / upgrade ICS building site D and new build extension including new services and first floor link corridor to create new CBC offices.



Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total
1 SITE D - Option 2			6,744,467		63.0%
			BUILDING WORKS ESTIMATE	-	63.0%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	1,011,670		
			SUB-TOTAL	-	72.5%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	465,368		
			WORKS COST ESTIMATE	-	76.8%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	986,581		
			SUB-TOTAL	-	86.1%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%
			BASE COST ESTIMATE	-	86.1%
11 RISK ALLOWANCES ESTIMATE					
1 Design Risk		2.5%	230,202		2.2%
2 Construction Risk		2.5%	230,202		2.2%
3 Employers Change Risk		2.5%	230,202		2.2%
4 Employers Other Risk		2.5%	230,202		2.2%
			ORDER OF COST (excluding inflation)	-	94.7%
7 INFLATION ESTIMATE					
1 TENDER INFLATION ESTIMATE		5.20%	526,703		
2 CONSTRUCTION INFLATION ESTIMATE			Included		
			ORDER OF COST (including inflation)	-	100.0%

Site D2 Cost Estimate

Description	Qty	Unit	Rate	Total £
Refurbish / upgrade ICS building site D and extend to provide a new Council HQ.				
Build new block	1,700	m2	2,358	4,008,600
Extra over allowance for piled foundations	1,700	m2	100	170,000
Extra over allowance for first floor link corridor	1	Item	150,000	150,000
Adjacent stand-alone ICS building (site D): Refurb and let.	686	m2	1,469	1,007,734
Allowance for external works	1,700	m2	350	595,000
Allowance for incoming services	1	Item	200,000	200,000
E/O allowance for sustainability / carbon neutral brief	10%	%	6,131,334	613,133
No allowance for additional car parking spaces that are lost from the development.				
GROUP ELEMENT - TOTAL				6,744,467

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 2,400 m2

PROJECT SUMMARY

Site D Option 3 - Demolition of existing Site D building, new build of bespoke offices including new incoming services and external works.

Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total	
1 SITE D - Option 3			7,859,620		63.4%	
			BUILDING WORKS ESTIMATE	7,859,620	-	63.4%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	1,178,943			
			SUB-TOTAL	9,038,563	-	72.9%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	542,314			
			WORKS COST ESTIMATE	9,580,877	-	77.3%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	1,149,705			
			SUB-TOTAL	10,730,582	-	86.5%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%	
			BASE COST ESTIMATE	10,730,582	-	86.5%
11 RISK ALLOWANCES ESTIMATE						
1 Design Risk		2.5%	268,265		2.2%	
2 Construction Risk		2.5%	268,265		2.2%	
3 Employers Change Risk		2.5%	268,265		2.2%	
4 Employers Other Risk		2.5%	268,265		2.2%	
			ORDER OF COST (excluding inflation)	11,803,640	-	95.2%
7 INFLATION ESTIMATE						
1 TENDER INFLATION ESTIMATE		5.20%	613,789			
2 CONSTRUCTION INFLATION ESTIMATE			Included			
			ORDER OF COST (including inflation)	12,400,000	-	100.0%

Site D3 Cost Estimate

Description	Qty	Unit	Rate	Total £
Refurbish / upgrade ICS building site D and extend to provide a new Council HQ.				
Demolition of Site D	686	m2	250	171,500
Build new block	2,400	m2	2,358	5,659,200
Extra over allowance for piled foundations	2,400	m2	100	240,000
Extra over allowance for first floor link corridor	-	Item	150,000	-
Allowance for external works	2,400	m2	350	840,000
Allowance for incoming services	1	Item	250,000	250,000
E/O allowance for sustainability / carbon neutral brief	10%	%	6,989,200	698,920
No allowance for additional car parking spaces that are lost from the development.				
GROUP ELEMENT - TOTAL				7,859,620

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 2,720 m2

PROJECT SUMMARY

Site D Option 4 - Refurb and extension to ICS building to create lettable space.
 New build, 5 storey office block for CBC offices, connected to ICS extension.

Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total	
1 SITE D - Option 4			9,536,153		63.2%	
			BUILDING WORKS ESTIMATE	9,536,153	-	63.2%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	1,430,423			
			SUB-TOTAL	10,966,576	-	72.6%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	657,995			
			WORKS COST ESTIMATE	11,624,571	-	77.0%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	1,394,948			
			SUB-TOTAL	13,019,519	-	86.2%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%	
			BASE COST ESTIMATE	13,019,519	-	86.2%
11 RISK ALLOWANCES ESTIMATE						
1 Design Risk		2.5%	325,488		2.2%	
2 Construction Risk		2.5%	325,488		2.2%	
3 Employers Change Risk		2.5%	325,488		2.2%	
4 Employers Other Risk		2.5%	325,488		2.2%	
			ORDER OF COST (excluding inflation)	14,321,471	-	94.8%
7 INFLATION ESTIMATE						
1 TENDER INFLATION ESTIMATE		5.20%	744,716			
2 CONSTRUCTION INFLATION ESTIMATE			Included			
			ORDER OF COST (including inflation)	15,100,000	-	100.0%

Site D4 Cost Estimate

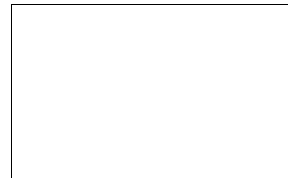
Description	Qty	Unit	Rate	Total £
Refurbish / upgrade ICS building site D and extend to provide a new Council HQ.				
Demolition of Site D	-	m2	250	-
Build new block over five floors	2,400	m2	2,358	5,659,200
ICS New Build Extension over two floors	320	m2	2,358	754,560
Refurb to the existing ICS Building	630	m2	1,469	925,470
Extra over allowance for piled foundations	2,400	m2	100	240,000
Extra over allowance for first floor link corridor	-	Item	150,000	-
Allowance for external works	2,400	m2	350	840,000
Allowance for incoming services	1	Item	250,000	250,000
E/O allowance for sustainability / carbon neutral brief	10%	%	8,669,230	866,923
No allowance for additional car parking spaces that are lost from the development.				
GROUP ELEMENT - TOTAL				9,536,153

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 2,687 m2

PROJECT SUMMARY

Woodgate Chambers (Site E) - retention of historic part of the building coupled with demolition and rebuilding of remainder, including Town Hall Chambers. Including a first floor link into the rear of the Town Hall. Refurbishment of Victoria Rooms & Council Chamber within the Town Hall.



Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total	
1 SITE E + F			8,196,916		63.1%	
			BUILDING WORKS ESTIMATE	8,196,916	-	63.1%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	1,229,537			
			SUB-TOTAL	9,426,454	-	72.5%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	565,587			
			WORKS COST ESTIMATE	9,992,041	-	76.9%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	1,199,045			
			SUB-TOTAL	11,191,086	-	86.1%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%	
			BASE COST ESTIMATE	11,191,086	-	86.1%
11 RISK ALLOWANCES ESTIMATE						
1 Design Risk		2.5%	279,777		2.2%	
2 Construction Risk		2.5%	279,777		2.2%	
3 Employers Change Risk		2.5%	279,777		2.2%	
4 Employers Other Risk		2.5%	279,777		2.2%	
			ORDER OF COST (excluding inflation)	12,310,194	-	94.7%
7 INFLATION ESTIMATE						
1 TENDER INFLATION ESTIMATE		5.20%	640,130			
2 CONSTRUCTION INFLATION ESTIMATE			Included			
			ORDER OF COST (including inflation)	13,000,000	-	100.0%

Site E&F Cost Estimate

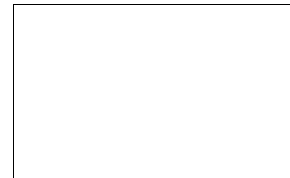
Description	Qty	Unit	Rate	Total £
Demolish and rebuild new Council HQ on Woodgate Chambers site E				
Demolition of buildings E and F as per A+G plans	1,518	m2	250	379,500
Allowance for temporary supports	1	Item	200,000	200,000
Extra over allowance for asbestos removal	1	Item	50,000	50,000
New Build - Office Accommodation - BCIS Offices	1,624	m2	2,358	3,829,392
E/O allowance for piled foundations	1,624	m2	100	162,400
Refurbishment of Building E spaces	513	m2	2,500	1,282,500
Refurbishment of Town Hall spaces - Assumed light touch refurbishment no allowance for alteration to existing services	550	m2	1,000	550,000
Allowance for external works / public realm	2,137	m2	350	747,950
Allowance for incoming services	1	Item	250,000	250,000
E/O allowance for sustainability / carbon neutral brief	10%	%	7,451,742	745,174
Based on L2302-A&G-XX-XX-DR-A-0005 Woodgate Chambers Plans				
GROUP ELEMENT - TOTAL				8,196,916

FUNCTION SUMMARY

Job Nr	: NTCM4559	Office	: Nottingham
Version	: B	Contact	: A Deverill
Job Name	: CBC Offices		
Job Location	: Loughborough	SfB Code	:
Client	: Charnwood Borough Council	BCIS Region	: Leicestershire
Contract Type	: TBC	Practical Completion	: 1Q26
Contract Period	: TBC	Date of Cost Plan	: Sep-23
Tender Date	: 2Q24	Cost Base Date	: 3Q23
Start on site	: 3Q24	Scheme GIA	: 2,372 m2

PROJECT SUMMARY

Site G - Part demolition of the HSBC building and construction of the four storey extension to the rear. Connections through to the Town Hall to allow use of the Victoria Rooms, the Council Chamber and other areas, all within the Town Hall.



Order of Cost Estimate

Group Element	Area (m ²)	Unit Rate	Cost (£)	Cost/m2 GIFA (£)	% of Total	
1 SITE G			5,976,296		63.6%	
			BUILDING WORKS ESTIMATE	5,976,296	-	63.6%
7 MAIN CONTRACTORS PRELIMINARIES ESTIMATE		15.0%	896,444			
			SUB-TOTAL	6,872,741	-	73.1%
8 MAIN CONTRACTORS OHP ESTIMATE		6.0%	412,364			
			WORKS COST ESTIMATE	7,285,105	-	77.5%
9 PROJECT / DESIGN FEES ESTIMATE		12.0%	874,213			
			SUB-TOTAL	8,159,318	-	86.8%
10 OTHER DEVELOPMENT / PROJECT COSTS ESTIMATE			-		0.0%	
			BASE COST ESTIMATE	8,159,318	-	86.8%
11 RISK ALLOWANCES ESTIMATE						
1 Design Risk		2.5%	203,983		2.2%	
2 Construction Risk		2.5%	203,983		2.2%	
3 Employers Change Risk		2.5%	203,983		2.2%	
4 Employers Other Risk		2.5%	203,983		2.2%	
			ORDER OF COST (excluding inflation)	8,975,250	-	95.5%
7 INFLATION ESTIMATE						
1 TENDER INFLATION ESTIMATE		5.20%	466,713			
2 CONSTRUCTION INFLATION ESTIMATE			Included			
			ORDER OF COST (including inflation)	9,400,000	-	100.0%

Site G Cost Estimate

Description	Qty	Unit	Rate	Total £
Rebuilding / retention in part of the HSBC building				
Refurbishment of HSBC Building	641	m2	2,057	1,318,281
Demolition of buildings as per A+G plans	272	m2	250	68,000
New Build / Extension - Office Accommodation - BCIS	1,181	m2	2,358	2,784,798
E/O Allowance for piled foundations	1,181	m2	100	118,100
E/O Allowance for breaking through	2	Nr	10,000	20,000
E/O allowance for site restrictions	1,181	m2	200	236,200
Allowance for incoming services	1	Item	200,000	200,000
E/O allowance for sustainability / carbon neutral brief	10%	%	4,309,179	430,918
Allowance for the refurbishment of Victoria Rooms & Council Chambers	550	m2	1,000	550,000
Allowance for refurbishment of areas of Town Hall affected by HSBC New Build. (New kitchen fit-out, new mechanical	1	Item	250,000	250,000
Assumed HSBC building is made structurally sound				
Temporary access is going to be challenging e/o for cranes etc				
GROUP ELEMENT - TOTAL				5,976,296

Council office options

Meeting via Teams 22 August 2023

Present

Andrew Hardy A&G Architects

Richard Bennett CBC

Jim Worley CBC

Martin Jones CBC

Mark Fennell CBC

Andy Beard CBC

Background and purpose

Purpose of the meeting was to discuss without prejudice the various options for the council's future offices in response to the options assessment previously circulated by AH. It is understood the options are at an early stage and that the Council is yet to express any preference.

RB explained planning officers had not been involved in discussions about the estate and were maintaining the separation between the council and planning authority.

AH explained the Council were looking for c2,400 m² of floorspace including committee rooms, back office and operational floorspace (approximately 100 workstations (hot-desks)).

RB provided an overview explaining that most of the sites in question were affected directly or indirectly by heritage assets whether listed or locally listed buildings or conservations areas and that any proposal would need to consider the impact on these.

The Options discussed differed slightly from those previously submitted but were of a kind. The order of this note reflects what was discussed in the meeting.

In all cases Bee Hive is intended as the parking solution.

There was a discussion at the end of the meeting about the importance of 'Civic Design' and whether this was a planning requirement. In the same way as the Council should be exemplar in terms of sustainable buildings and construction techniques, so it should be in design. Officers explained that high quality design was an important policy objective and that the council should expect to be a leader in this regard as well as in responding to climate change. It was also felt incumbent on the council to create a public building that was legible and identifiable as a democratic institution and one that didn't hide from public view. Legibility should only define the function of the building, but also its functioning, in terms of architectural techniques to ensure it is inviting and welcoming.

Option 1 Southfields Car park

This is considered a prominent site in plain sight as your drive along Southfields from Leicester Road. Opportunity to make something of the corner of the site and enhance the public realm. Bedford Square Gateway is further along Southfields and there is an opportunity to tie into that.

AH explained the proposal was 3 storeys likely to be passivehaus standard. Each storey 4.2m which would make the building equivalent to about 5 storeys in height overall. We discussed the relationship to the Premier Inn which is 6 storeys and the possibility of the corner part of the building being a further storey in height with potentially an atrium on the third storey to bring benefit from borrowed light into the building given that two elevations were close to boundaries.

We questioned if there was sufficient operational space around the building.

We noted the glass façade and opportunities to benefit from solar gain as well as the difficulty in achieving thermal standards with glazing.

The elevation to the flats adjacent would need to be stepped back given rear habitable rooms on the flats. This might mean the elevation needs to be brought further back than shown on the plan or some other design device applied to protect privacy.

The layby is no longer in use and it was suggested there may be scope to purchase this from the County Council HA to help extend the site area overall.

Option 2 Existing Southfields estate.

There were a number of permutations with this option. It was generally seen as likely to be cheapest option overall and might provide a quick solution. We discussed the opportunities for the council to meet its carbon neutrality commitments including EWI, loft insulation and ground source and air to air heat pumps. However, it was also recognised that this would involve diminishing returns as consequential effects were addressed.

Whatever permutation is favoured there will be a need to provide an arrival point with some form of steps or canopy. While the building is not particularly attractive the opportunity should be taken to improve its appearance and give it a sense of civic gravitas

It is considered that the desire to reach Passivhaus standards with this option would be very challenging.

Option 3 ICS building

AH outlined the proposal to build a new block adjacent to the existing ICS building and linking it at first floor by a pedestrian bridge. The extension would be on the plot at the old entrance gate to Southfields and address the crossroads at Leicester Road.

The notion of linking the two blocks by pedestrian bridge was not considered ideal as it would dislocate the two parts of the building (and council) and from a design point of view bridges of this sort are rarely an attractive addition to a building. It was suggested the two buildings be joined as one and the access to the parking be taken around the front of the site (Southfields Road and Leicester Road frontage). We then explored making better use of the land by knocking down the ICS building and rebuilding to the frontage of Leicester Road and Southfields Road and potentially also linking into the area currently occupied by the public toilets. This was seen as a more satisfactory form of development from an urban design point of view if the ICS building could be demolished.

There was a real opportunity to link the park to the town centre by an innovative carbon neutral proposal that made the best use of this corner plot and that responded well to the

Luxurio scheme in providing an iconic gateway building to the town centre and strong public realm There were several policy objectives that could be secured through this idea.

As for option 1, and unlike the options that involve the reuse of existing buildings in whole or part, building a purpose-built office would give the best opportunity to build a passivehaus standard building minimising the council's energy costs into the future.

Option 4 Woodgate Chambers and Town Hall Chambers redevelopment

This option involved the refurbishment of Woodgate Chambers but the demolition of Glebe House and other buildings along Town Hall Passage to realise a two or three story new build office that connected into the Town Hall complex. There are known land ownership issues and rights of access to the car park. Town Hall Passage is a highway.

It was noted that the Preston Room is not a good committee room given its layout and the public access or capacity is not great. The Council Chamber is also not ideal for committees. the Victoria Room is diabolical as a committee room given its very poor acoustics, poor lighting and problems with solar gain in the summer. There didn't seem to be much to gain from this redevelopment and the ability to create an energy efficient scheme seemed unlikely.

The proposal was also hidden in the back land of the town hall and would have no civic presence in the town. No civic leadership.

Option 5 HSBC building and Town Hall

This option involved building to the rear of the HSBC façade and linking through to the Town Hall at first floor level to the existing Mezzanine, which has hitherto been unutilised. The town hall is 400mm higher ground floor level than the HSBC building.

HSBC is a grade ii listed building. Not much left of significance inside the building following the fire but the façade is good.

MJ has visited the HSBC site following the fire to assess the damage. MJ subsequently met with A+G Architects to discuss in detail the proposals for this option. As stated, other than the façade and the pyramidal roofs above the projections to each side, there is very little historic fabric left. There were some interesting moulded coffered ceilings above the main Banking Hall (previously hidden by a modern suspended ceiling) but these have been extensively damaged by the fire and subsequent ingress of water. It has been agreed that these features will be preserved 'by record' and the consultants appointed by HSBC are currently progressing this.

There is an interesting staircase alongside the party wall to the Town Hall and it is pleasing to see from the option proposal that this has been retained.

We explored the various floor levels and considered the potential of a alternative roof design and an atrium above the mezzanine.

This option was considered very challenging and costly to bring forward and the potential for an energy efficient carbon neutral building looked less likely than other options

Option 6 The Ramada

This option was not considered

Observations.

The options 2 and 3 which are adjacent to the park have the potential to benefit from the use ground source heat recovery in support of any desire to achieve a high standard of thermal performance while having a low 'carbon footprint'.

It is unlikely that the options 4 and 5 would benefit from this option or any meaningful input form a sustainable energy process to significantly reducing the buildings 'carbon footprint'

When considering any level of value for money when looking at the complexity of the build process suggest that options 2 and 3 are the obvious choices.

CABINET - THURSDAY, 4 APRIL 2024

**Report of the Head of Transformation, Strategy and Performance
Lead Member: Executive Member for Finance, Customer & Support Services,
Revenues and Benefits**

Part A

WORKFORCE DEVELOPMENT STRATEGY

Purpose of Report

To approve the Borough Council's Workforce Development Strategy 2024 – 2028.

Recommendation

That Cabinet agrees the proposed new Workforce Development Strategy 2024 – 2028.

Reason

To ensure the Council has a strategy in place to ensure it has the workforce capacity and capability to deliver the objectives of the Corporate Strategy 2024 – 2028.

Policy Justification and Previous Decisions

The Workforce Development Strategy 2024 – 2028 replaces the People Strategy 2020 – 2024 which supported the previous Corporate Strategy.

The change of name to a Workforce Development Strategy mainly reflects a style change where the strategy is in a more accessible format that will help prospective and existing staff to understand the overall priorities of the organisation.

The actions required to achieve the aims and objectives in the strategy will be developed and overseen by the Efficient and Effective Council Board.

Implementation Timetable including Future Decisions

Once approved, the strategy will come into effect immediately.

A designed version which reflects the Corporate Strategy will be compiled and added to the Council's recruitment website.

Report Implications

Financial Implications

There are no direct financial implications from the strategy.

However, the Workforce Development Plan may identify expenditure on projects developed to meet the strategy. It is anticipated that any such expenditure will be

funded through existing budgets and this process will be managed by the Efficient and Effective Council Board.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Environmental factors impact the job market.	2	2	Low (3 - 4)	The Workforce Development Plan is flexible to meet future priorities
Funding issues impact on future priorities of the Council.	3	1	Low (3 - 4)	The Workforce Development Plan is flexible to meet future priorities

Equality and Diversity

An Equality Impact Assessment has been undertaken in consultation with the Equalities Working Group. It is not anticipated that the strategy will have a negative impact on a specific protected group. However, specific protected groups are likely to benefit more from improvements in agile and flexible working improvements. In addition, actions are required to ensure we develop a representative workforce at all levels within the organisation.

Climate Change and Carbon Impact

Specific actions taken as part of this strategy will support the Council’s climate priorities. For example, the implementation of a cycle to work scheme and an electric vehicle lease scheme for staff.

Crime and Disorder

None

Wards Affected

None

Publicity Arrangements

The full designed version of the strategy will be published on the Council’s ‘Working at Charnwood’ webpage as a guide to prospective applicants to illustrate the Council’s priorities in supporting its workforce.

Consultations

In developing the strategy consultation has been undertaken with a range of groups, including the

Workforce Board: 23/01/24.
Senior Leadership Team: 07/02/24.
Corporate Leadership Team: 14/02/24.
Staff Forum: 28/02/24.
Cabinet Member Briefing: 28/02/24.
Equalities Working Group: 12/03/24.

Links to the Corporate Strategy

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

Key Decision: No

Background Papers: None

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Part B

Background

1. The current People Strategy for 2020-2024 was approved by Cabinet in 2020 and has set out the Council's staff development priorities for the past 4 years.
2. As the strategy reaches its natural end in 2024 a new Workforce Development Strategy has been developed for the period 2024-2028.

Proposals

3. A new Workforce Development Strategy has been developed over the past few months which outlines the direction for the Council for the period 2024-2028.
4. In compiling the document the view of a range of stakeholders has been considered.

Development of the Strategy

5. The original concept of replacing the former People Strategy with a Workforce Development Strategy was agreed at the Workforce Board in 2023. It was agreed that the Workforce Development Strategy would be a shorter visual document that could be also used to inform potential applicants of the range of priorities and initiatives the Council was undertaking to attract and retain a talented workforce.
6. The Workforce Board were consulted on the first draft of the strategy in January 2024.
7. The Senior Leadership Team, the Corporate Leadership Team and the Staff Forum were all consulted in February 2024 resulting in a number of changes and updates to the proposed strategy.
8. Cabinet members were briefed on the draft version of the strategy in February 2024 where a number of comments and suggestions were made.
9. The Equalities Working Group have also been consulted and made suggestions to the strategy and equality impact assessment.
10. The Communications Team are devising a final document which will follow a corporate format.
11. A comprehensive action plan will accompany the strategy which will outline key projects for the 4 year period. These projects will outline how the Council will develop a talented and diverse workforce, with the right skills and values, to deliver excellent services to customers with efficiency and agility.

Appendices

- Appendix 1 Workforce Development Strategy
- Appendix 2 Equality Impact Assessment

Charnwood Borough Council

Workforce Development Strategy 2024 – 2028

Introduction from Chief Executive Rob Mitchell

I am pleased to present this strategy for how we develop our workforce over the next four years.

The council has set out its aims and ambitions in the Corporate Strategy 2024 – 2028. To deliver this strategy and maintain high performance at the council, we need to ensure that we have a talented and diverse workforce with the right skills and values, to deliver excellent services to our customers.

Over recent years the council has transformed from a traditional office-based culture to an agile and flexible organisation, this has been achieved whilst not only maintaining key services but also introducing new services which meet the needs of customers. The Council needs to have in place robust measures to retain, recruit and develop a high quality and talented workforce to deliver these services – this strategy outlines how the council will undertake this.

A Workforce Delivery Plan will be developed which will track progress against the vision and objectives in the strategy.

Ensuring we have a talented workforce to deliver the Corporate Strategy

The four themes of the Corporate Strategy are:

Effective and Efficient Council

We recognise the Council is here to serve our local communities and we are proud to do so. We will deliver efficient and effective services and our aim is to get it right first time.

Environment & Climate Change

The breathtaking landscapes of Charnwood are among the borough's greatest strengths and why so many people enjoy living, visiting, and working here.

Homes & Communities

We recognise there is a need for more homes in Charnwood and the Council has a key role to help deliver them.

Economy and Growth

We are focussed on maximising economic opportunities that benefit everyone and continue to foster economic growth across Charnwood.

Workforce Vision

To continue to develop our talented and diverse workforce, with the right skills and values, to deliver excellent services to our customers with efficiency and agility.

Organisational Values:

Our values define our culture and supports the delivery of the council's Corporate Strategy, and Workforce Strategy:

Pride in Charnwood

We take pride in our work and Borough and are ambitious for the future.

Working Together

We work together with pace and positivity as one council and in partnership with others.

Customer Focussed

We listen to our customers and are focussed on delivering excellent services.

Other core values and behaviours:

Develop a culture of high support and high challenge.

Challenge and support our managers and staff to deliver the best services we can.

Promote flexibility and agility in our work roles.

Ensure we are an agile and flexible organisation which best meets the environmental and financial challenges of the future.

Our priorities under this strategy:

Attracting and retaining talented people by:

Developing an inclusive, welcoming and streamlined recruitment process.

Creating positive working environments and office spaces.

Investing in our staff through learning and development opportunities.

Promoting our employee wellbeing support.

Embedding our agile and flexible working opportunities

Expanding and promoting our staff benefits and discounts.

Improving the collection and analysis of key data including sickness & exit interviews.

Updating our job profiles and undertaking online marketing

Developing workforce skills by:

Continuing to improve and update our training programme through evaluation.

Ensuring we have a flexible blended learning programme, including face to face, online and e-learning, supported by coaching, mentoring and project work.

Ensuring staff receive regular quality appraisals through our bespoke Personal Review App, covering performance, learning and staff wellbeing.

Maximising entry opportunities to recruit talented staff through apprenticeships, graduate entry schemes and T Level placements.

Expanding and promoting personal development opportunities including:

- Developmental programmes
- Aspiring managers & future leaders programmes
- Corporate development projects
- Career grades advancement opportunities
- Upskilling to build resilience via secondments /shadowing.
- Ensuring mandatory training is relevant, up to date & completed promptly.

Developing management and leadership by:

Introducing 360-degree assessments and coaching support for all managers

Continuing to develop and promote our market leading management development qualification programme.

Providing access to degree and post graduate qualification through our levy.

Developing and expanding coaching skills.

Developing and supporting an inclusive workforce by:

Maximising staff engagement; consultation & participation employee groups including the:

- Staff Forum
- Equalities Working Group
- Leadership Development Group
- Health and Wellbeing Group
- Staff surveys
- All-inclusive staff thank you events and briefings

Ensuring we have a workforce that represents the community that we serve.

Delivering on the aspects of the Equality and Diversity Strategy that impact on staff.

Continuing to develop employee wellbeing support.

Delivering this strategy

The Workforce Development Strategy will be delivered through the Workforce Delivery Plan, which will be regularly updated.

The implementation of the strategy through the Workforce Development Plan will be overseen by the Efficient and Effective Council Board. This Board will meet every quarter and is chaired by a Director. The Board will be made up of the Chief Executive, Directors, Service Heads and is supported by Organisational & Learning Development, Human Resources and Communications specialists.

Measuring Success

Progress against the Workforce Development Plan will be monitored on an ongoing basis by a series of regular Highlight Reports, which will be submitted at every Efficient and Effective Council Board meeting.

The overall success of the Workforce Development Strategy will be monitored through consultation and feedback from corporate groups including the Staff Forum, the Wellbeing Group and the Equalities Working Group.

In addition, the Board will commission and analyse regular staff surveys to ensure we maintain a deep understanding of staff engagement and morale issues across the organisation.

The Board will also receive regular reports on key employee data, including sickness records and exit interview statistics to deepen understanding of staff wellbeing issues and morale.

Equality Impact Assessment

Workforce Development Strategy 2024 -2028

- **Background**

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

- **Legislation- Equality Duty**

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

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

For the following protected characteristics:

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

What is prohibited?

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

Complete this action plan as you go through the questions

- **Step 1 – Introductory information**

Title of the policy / strategy / project	Workforce Development Strategy
Lead officer and others undertaking this assessment	Kevin Brewin
Date EIA started	29/02/24
Date EIA completed	12/03/24

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

Outline: What is the purpose of this policy, Strategy, project? (Specify aims and objectives)
To identify the actions we need to take to develop the workforce to deliver our priorities as summarised in the Corporate Strategy.
What specific group/s is the policy, Strategy, project designed to affect/impact and what is the intended change or outcome for them?
All employees of the council including potential new recruits
Which groups have been consulted as part of the creation or review of the policy, Strategy, Policy?
Workforce Board, SLT, CLT, HR, Staff Forum. The Equalities Working Group will be consulted on the latest draft and the associated EIA.

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

<p>List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc.</p> <p>Data/information such as:</p> <ul style="list-style-type: none"> • Consultation • Previous Equality Impact Assessments • Demographic information • Anecdotal and other evidence
<p>The priorities of this strategy have been identified through extensive ongoing consultation with various staff and management groups at the Council.</p> <p>This includes analysis of workforce data including the gender pay gap, staff survey results, personal review completion stats and sickness and leaver data.</p> <p>Within the last 12 months, of the staff undertaking personal development opportunities: 55% have identified as women, 10% as Indian and 10% as African.</p>
<p>What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)</p>
<p>Charnwood Borough Council is aims to be an inclusive employer and strives to create a positive, agile and flexible working environment. Most of our staff would recommend the organisation as an employer to their friends and family.</p> <p>However, Charnwood Borough Council has yet to achieve fully reflect the community it serves. In particular, the Council needs to improve representation of women and people from ethnic minorities at more senior positions within the organisation.</p>

In addition, the organisation needs to further analyse data to ensure that staff with various protected characteristics are able to take advantage of staff benefits including agile working on an equal footing with their colleagues.

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

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

Consultation with the equalities working group as part of the completion of this EIA.

● **Step 5 – Assessing the impact**

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

Age	<p>Agile and flexible working, wellbeing support and initiatives, all have a positive impact on working opportunities regardless of age.</p> <p>Improvements in recruitment and promoting a positive working culture to retain staff will improve working opportunities for all, including care leavers.</p>
<p>Disability</p> <ul style="list-style-type: none"> • Physical • Visual • Hearing • learning disabilities • mental health 	<p>Agile and flexible working, wellbeing support and initiatives and HR policies on reasonable adjustments, all have a positive impact on the working opportunities for people with various disabilities and long-term health issues.</p> <p>The new Workforce Strategy looks to further develop agile and flexible working as a key tool for improving recruitment and retention across the organisation.</p> <p>Employee wellbeing is supported and promoted by the corporate Wellbeing Group and continues to be a focus of staff training and personal reviews.</p> <p>There is a need to make sure that career development opportunities are accessible to all staff irrespective of whether someone has a disability or not. This includes the need to ensure that the workforce is representative of the community we serve.</p>
Gender Reassignment (Transgender)	<p>Improvements in recruitment and promoting a positive working culture to retain staff should improve working opportunities for all.</p>
Race	<p>Improvements in recruitment and promoting a positive working culture to retain staff should improve working opportunities for staff from all backgrounds.</p>

	<p>There is a need to make sure that career development opportunities are accessible to all staff irrespective of race. This includes the need to ensure that the workforce is representative of the community we serve.</p> <p>Monitoring representation at all levels of the workforce, including management and leadership positions will help to identify any gaps.</p>
Religion or Belief (Includes no belief)	<p>Improvements in recruitment and promoting a positive working culture to retain staff should improve working opportunities for staff regardless of religion or belief. From a wellbeing perspective this includes access to a prayer / quiet room.</p>
Sex (Gender)	<p>Women are highly represented in the workforce as a whole but under-represented in management and leadership positions. The Gender Pay Gap Action Plan identifies specific actions designed to promote career development.</p> <p>There is a need to make sure that career development opportunities are accessible to all staff irrespective of gender. This includes the need to ensure that the workforce is representative of the community we serve.</p> <p>Monitoring representation at all levels of the workforce, including management and leadership positions will help to identify any gaps.</p>
Sexual Orientation	<p>Improvements in recruitment and promoting a positive working culture to retain staff will improve working opportunities for all staff, regardless of sexual orientation.</p>
<p>Other protected groups</p> <ul style="list-style-type: none"> • Pregnancy & maternity • Marriage & civil partnership 	<p>Agile and flexible working, wellbeing support and initiatives and Maternity HR policies, all have a positive impact on the opportunity for those with childcare responsibilities.</p> <p>Improvements in recruitment and promoting a positive working culture to retain staff will improve working opportunities for all.</p>
<p>Other socially excluded groups</p> <ul style="list-style-type: none"> • Carers • Low literacy • Priority neighbourhoods • Health inequalities • Rural isolation • Asylum seeker and refugee communities 	<p>Improvements in recruitment and promoting a positive working culture to retain staff will improve working opportunities for all.</p> <p>Agile and flexible working, wellbeing support and initiatives and Maternity HR policies, all have a positive impact on the opportunity for those with carer responsibilities or living in rural isolation.</p> <p>Other socially excluded groups that we need to monitor and consider additional support include care leavers and armed forces veterans and their families</p>

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

- If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

There are no barriers or negative impacts identified as a result of the publication of the Workforce Development Strategy.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

The strategy aims to support and promote the overall advancement of equality of opportunity at Charnwood Borough Council. This assessment focusses on how we can maximise opportunities to do so and how this could be measured. There are also specific strategies and work streams that have a more focussed impact on specific equality issues. This includes but is not limited to: the Equality Diversity and Inclusion Strategy and action plan, the Gender Pay Gap action plan and the Equalities and Diversity Working Group.

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

Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?

The Equalities Working Group have the opportunity to engage and comment on the draft strategy and this subsequent EIA. In addition, it is proposed that the Equalities Working Group regularly review workforce data to help advise on any issues that need to be addressed within the Workforce Development Action Plan.

How will the recommendations of this assessment be built into wider planning and review processes? e.g., policy reviews, annual plans and use of performance management systems.

Ongoing coordination and cooperation between the Transformation and Improvement Manager and the Learning & Organisational Development Co-ordinator will help ensure any requirements or issues are picked up through the appropriate route.

• **Step 7- Action Plan**

Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
2.4 (from the Equality Strategy AP)	Improve our data collection to help understand barriers and opportunities to recruiting, retaining, and developing people from diverse backgrounds.	Vicky Brackenbury Human Resources Kevin Brewin	Ongoing

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

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA's)
	Cabinet	Attached to proposed strategy to be endorsed on 4 th April 2024
	Equalities Working Group	Consultation meeting on 12 th March 2024
To ensure ease of access, what other communication needs/concerns are there?	None	

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

Delete as appropriate
I agree with this assessment
Signed (Service Head): Helen Gretton, Head of Transformation, Strategy and Performance
Date: 18 th March 2024

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

CABINET - THURSDAY, 4 APRIL 2024

Report of the Head of Contracts: Leisure, Waste and Environment
Lead Member: Executive Member for Waste, Open Spaces and Leisure facilities

Part A

BIODIVERSITY IMPROVEMENTS – CHANGES TO MOWING ARRANGEMENTS

Purpose of Report

To consider introducing a three-year pilot scheme of mowing changes at sixteen locations for the purpose of improving biodiversity. The pilot scheme will reduce the mowing frequency from ten cuts per annum to two cuts per annum at sixteen locations to improve biodiversity.

Recommendations

1. That changes to the mowing arrangements at the sixteen locations highlighted in this report are implemented on a pilot basis for three years.
2. That an interim review of the pilot is carried out after two years to consider the initial findings.

Reasons

1. To improve the biodiversity value of council managed open spaces.
2. To consider the success of the pilot scheme and assess the potential for embedding the changes on a permanent basis, and to consider whether the new arrangements can be introduced in more locations.

Policy Justification and Previous Decisions

Public authorities who operate in England must consider what they can do to conserve and enhance biodiversity. This means that, as a public authority, the Council must consider what it can do to conserve and enhance biodiversity.

The Council's Corporate Strategy 2024- 2028 states that it will preserve open spaces for future enjoyment.

The Corporate Delivery Plan for 24/25 states that the Council will implement mowing trials in suitable locations throughout the borough as identified in the Nature Positive report.

The Council's Open Spaces Strategy 2018-2036 states that biodiversity is fundamental to the sustainability of our ecosystem. With the ever-increasing pressures on agricultural practice and loss of habitat-rich gardens, public open space has increased its strategic importance. The benefits to biodiversity can be in habitat management, nature conservation, maintaining green corridors and targeting work towards protected species.

Implementation Timetable including Future Decisions

If approved, the pilot mowing scheme will commence from the 1st May 2024 and run until the end of the mowing season (usually October) in 2026.

Report Implications

Financial Implications

There are no financial implications arising from the report. Whilst the selected areas will be mown less frequently by the contractor, there will not be a financial saving to be made from the pilot. The reasons for this are as follows.

- The contractor will need to purchase additional equipment to accommodate the changes.
- The arisings from the mowing will need to be collected and disposed of, whereas currently they are left in situ.
- Each mowing operation will take longer due to the length of the grass.

If the pilot scheme is adopted on a permanent basis a small saving may be possible. This will increase if the new arrangements are adopted on a greater number of sites.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
An increased number of complaints due to the grass being left longer.	3	1	Low	That a Communications Plan is used to inform residents of the reasons for the changes. This will include on-site notices.
A higher risk from grass fires due to the increased length of the grass.	2	2	Low	The perimeter of each site will be mown at the current frequency (10 times per annum) to minimise the risk to neighbouring properties.

Equality and Diversity

An Equality Impact Assessment has been completed and can be seen at Appendix A.

Climate Change and Carbon Impact

The proposed changes should be capable of providing a minimum 10% increase in the total biodiversity value of Amenity Open Space in the Borough.

Crime and Disorder

None

Wards Affected

Please see Part B, Table 1 for a list of locations impacted by the changes.

Publicity Arrangements

A communications plan will be delivered should the recommendations be approved.

Consultations

None

Links to the Corporate Strategy

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

Key Decision: Y

If yes

Date included on Forward Plan 18/03/2024 (General Exception Notice)

Background Papers: None

Officer(s) to contact: Matt Bradford
Head of Contracts, (Leisure, Waste and Environment)
Tel: 01509 634695
Matthew.Bradford@charnwood.gov.uk

Part B

Project Background

1. Open Space management is undertaken on behalf of CBC by an external contractor, idverde, over a total area of around 375 Ha. This represents around 1.3% of the total Borough area (27,907.95Ha) and includes a range of land use types including residential housing, formal amenity space, Local Wildlife Sites (LWS), Local Nature Reserves (LNR) and the Outwoods; part of the Beacon Hill Hangingstone and Outwoods SSSI. In 2021, the Council successfully applied for funding from Natural England to undertake a study to assess the potential for biodiversity net gain in Charnwood's Open Space. The study recommended the introduction of a pilot project to reduce mowing frequency on selected CBC sites. Review the success of the project and if appropriate identify additional sites.
2. The Open Spaces Assessment Study (2017) assesses the provision of eight established typologies of Open Space, as follows: -
 - Parks & Garden
 - Amenity Green Space
 - Natural & Semi-natural Green Space
 - Children & Young People's Facilities
 - Allotments & Community Gardens
 - Green Corridors
 - Civic Spaces
 - Cemeteries, closed churchyards and other burial sites.
3. The sites selected for the study were taken from the those categorised as Amenity Open Space. This is the second largest designation by area behind Natural and Semi-Natural Open Space. As Natural and Semi-Natural Open Space is already under conservation and biodiversity focussed management the study did not focus on sites within this designation.
4. Amenity Open Space sites are mown up to 10 occasions per annum, depending on the weather. The study identified 16 locations where reducing the mount of grass cutting to twice per annum would have significant biodiversity benefits. Some of the locations were recommended to have a mixed approach where sections of the site would be mown frequently, and other sections be cut less frequently. The sites are shown in Table 1 below. Maps of the areas are available at Appendix B.

Table 1: Pilot Study Areas

Site ID number	Location	Total area/Ha	Area enhanced / Ha	Biodiversity Net Gain /HU	% Biodiversity Net gain
AGS345, AGS346	Bramcote Road, Loughborough	4.44	1.13	2.06	21.35

AGS408	Allendale Road, Loughborough	2.15	0.84	1.53	35.58
AGS127	Garland, Rothley	1.03	0.54	0.98	47.57
AGS163	Land north of Maxwell Drive, Loughborough	3.63	1.91	3.47	46.02
AGS337	Land on forest road pedestrian pathway, Loughborough	1.45	0.88	1.6	55.17
AGS341	Triangle of land on Holt Drive, Loughborough	0.05	0.03	0.05	50.00
AGS339, AGS340	Land adjacent to Woodbrook Way, Loughborough	0.25	0.18	0.33	66.00
AGS105	Land off Wolsey Way, Syston	0.62	0.47	0.85	68.55
AGS347	Epinal Way, Loughborough	0.63	0.63	1.15	91.27
AGS030	Collingwood Drive, Sileby	0.53	0.44	0.80	75.47
AGS465	Greedon Rise, Sileby	0.14	0.094	0.15	51.72
AGS123	Holbourne Cl, Barrow upon Soar	0.72	0.58	1.05	72.92
AGS300	Branston Avenue, Barrow on Soar	0.40	0.37	0.67	92.75
AGS414	Fishpool Way, Barrow on Soar	0.22	0.09	0.16	40.72
AGS092	The Sandhills Quorn	0.36	0.33	0.60	91.67
AGS074	Rothley sports and social centre	0.21	0.20	0.36	95.24

6. The change in management is expected to lead to the establishment of a taller grass sward with greater botanic diversity and structural complexity, having the potential to benefit a range of fauna. For the purposes of the study this habitat type was characterised as semi-improved grassland in poor ecological condition. Although this type of intervention is not, in most cases, sufficient to produce species rich meadows or colourful floral displays in the summer the improvements for wildlife are nevertheless significant. Table 1 compares short mown grassland with the type of grassland habitat expected to result from a reduction to one or two annual cuts.

Table 2: Expected habitat changes resulting from reduction of amenity grassland to two annual cuts

Management approach	<i>Short Mown Amenity Grassland</i>	<i>Reduced mowing regime</i>
Description	Short, open sward, typical of lawns, gardens, sports pitches, golf courses etc.	Tall sward with greater structural variety including some open areas, tussocks, a thatch layer that retains moisture during dry spells.
Botanic diversity	Amenity grasslands can be species rich but overwhelmingly botanic diversity is suppressed by regular cutting. Sward is dominated by a small number of species and flowering is reduced by cutting.	Diversity is contingent on species already present and the potential for new species to colonise. In very dense and tall swards the colonisation rate by new species is likely to be reduced. However, species intolerant of regular mowing are likely to be present and the total herb species richness and abundance likely to be higher.
Invertebrate diversity	Limited species richness and abundance across a range of taxa and functional groups (EG pollinators, detritivores, carnivores, etc)	Much greater richness and abundance across a range of taxa and functional groups

7. Although there appears to be public support for measures to improve biodiversity in the Borough there are also high expectations of open space management standards. It is likely that a wholesale and sudden change in open space management practice would be met with resistance. For this reason, a pilot study is proposed that should be capable of providing a minimum 10% increase in the total biodiversity value of Amenity Open Space in the Borough.

Appendices

Appendix A – Equality Impact Assessment

Appendix B – Maps of revised Mowing Areas

Equality Impact Assessment

BIODIVERSITY IMPROVEMENTS –
CHANGES TO MOWING ARRANGEMENTS

- **Background**

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

- **Legislation- Equality Duty**

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

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

For the following protected characteristics:

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

What is prohibited?

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

Complete this action plan as you go through the questions

- **Step 1 – Introductory information**

Title of the policy	Biodiversity Improvements – Changes to Mowing Arrangements
Lead officer and others undertaking this assessment	Matt Bradford – Head of Contracts (Leisure, Waste and Environment)
Date EIA started	8 th March 2024
Date EIA completed	8 th March 2024

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

Outline: What is the purpose of this policy? (Specify aims and objectives)
Introducing a three-year pilot scheme of mowing changes at sixteen locations for the purpose of improving biodiversity. The pilot scheme will reduce the mowing frequency from ten cuts per annum to two cuts per annum at sixteen locations to improve biodiversity. All the existing footpath network/street lighting will be maintained to the current standards. Changes will only impact Amenity Open Spaces and no other open spaces designations
What specific group/s is the policy designed to affect/impact and what is the intended change or outcome for them?
Users of open spaces. All client groups
Which groups have been consulted as part of the creation or review of the policy?
None

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

List any existing information/data do you have/monitor about different diverse groups in relation to this policy? Such as in relation to age, disability, gender reassignment, marriage and civil partnership, pregnancy & maternity, race, religion or belief, sex, sexual orientation etc. Data/information such as: <ul style="list-style-type: none"> • Consultation • Previous Equality Impact Assessments • Demographic information • Anecdotal and other evidence
There is no active monitoring of the client group
What does this information / data tell you about diverse group? If you do not hold or have access to any data/information on diverse groups, what do you need to begin collating / monitoring? (Please list)

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

Considering the answers given in Step 2, do you need to consult with specific groups to identify needs / issues? If not explain why.
No, the proposed changes are not considered to have an adverse impact on any of the protected groups.

● **Step 5 – Assessing the impact**

<p>Considering any data/consultation/information and your own knowledge, identify whether the policy has a positive or negative impact on the individuals or community groups who identify with any 'protected characteristics' and provide an explanation for your decision. Please refer to the general duties on the front page.</p>	
Age	The proposed changes are not considered to have an impact on this client group.
Disability <ul style="list-style-type: none"> • Physical • Visual • Hearing • learning disabilities • mental health 	<p>No, the proposed changes are not considered to have an impact on this client group.</p> <p>There is no detriment to people with a visual impairment.</p>
Gender Reassignment (Transgender)	The proposed changes are not considered to have an impact on this client group.
Race	The proposed changes are not considered to have an impact on this client group.
Religion or Belief (Includes no belief)	The proposed changes are not considered to have an impact on this client group.
Sex (Gender)	The proposed changes are not considered to have an impact on this client group.
Sexual Orientation	The proposed changes are not considered to have an impact on this client group.
Other protected groups <ul style="list-style-type: none"> • Pregnancy & maternity • Marriage & civil partnership 	The proposed changes are not considered to have an impact on this client group.
Other socially excluded groups <ul style="list-style-type: none"> • Carers • Low literacy • Priority neighbourhoods • Health inequalities • Rural isolation • Asylum seeker and refugee communities • Current and ex-armed HM forces personnel (Veterans) 	The proposed changes are not considered to have an impact on this client group.

Where there are potential barriers, negative impacts identified and/ or barriers or impacts are unknown, please outline how you propose to minimise all negative impact or discrimination.

- If you have identified adverse impact or discrimination that is illegal, you are required to take action to remedy this immediately.
- Additionally, if you have identified adverse impact that is justifiable or legitimate, you will need to consider what actions can be taken to mitigate its effect on those groups of people.

I have not identified any negative impacts resulting from this assessment.

Summarise your findings and give an overview as to whether the policy will meet Charnwood Borough Council's responsibilities in relation to equality and diversity (please refer to the general duties on the front page).

The proposed changes will not have a detrimental impact on anyone with protected characteristics. The changes fully comply with the council's responsibilities.

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

Are there processes in place to review the findings of this Assessment and make appropriate changes? How will you monitor potential barriers and any positive/ negative impact?

This EIA will be reviewed if the changes are fully embedded after the trial period, or if the changes are extended to new sites.

How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans and use of performance management systems.

There are no recommendations resulting from this assessment.

● **Step 7- Action Plan**


Please include any identified concerns/actions/issues in this action plan. The issues identified should inform your Service Plan and, if appropriate, your Consultation Plan

Reference Number	Action	Responsible Officer	Target Date
1	Review any complaints received for adverse impacts on protected groups.	Head of Contracts	Ongoing
2	Communications on the proposed changes should be accessible to all residents.	Communications Manager	Ongoing.

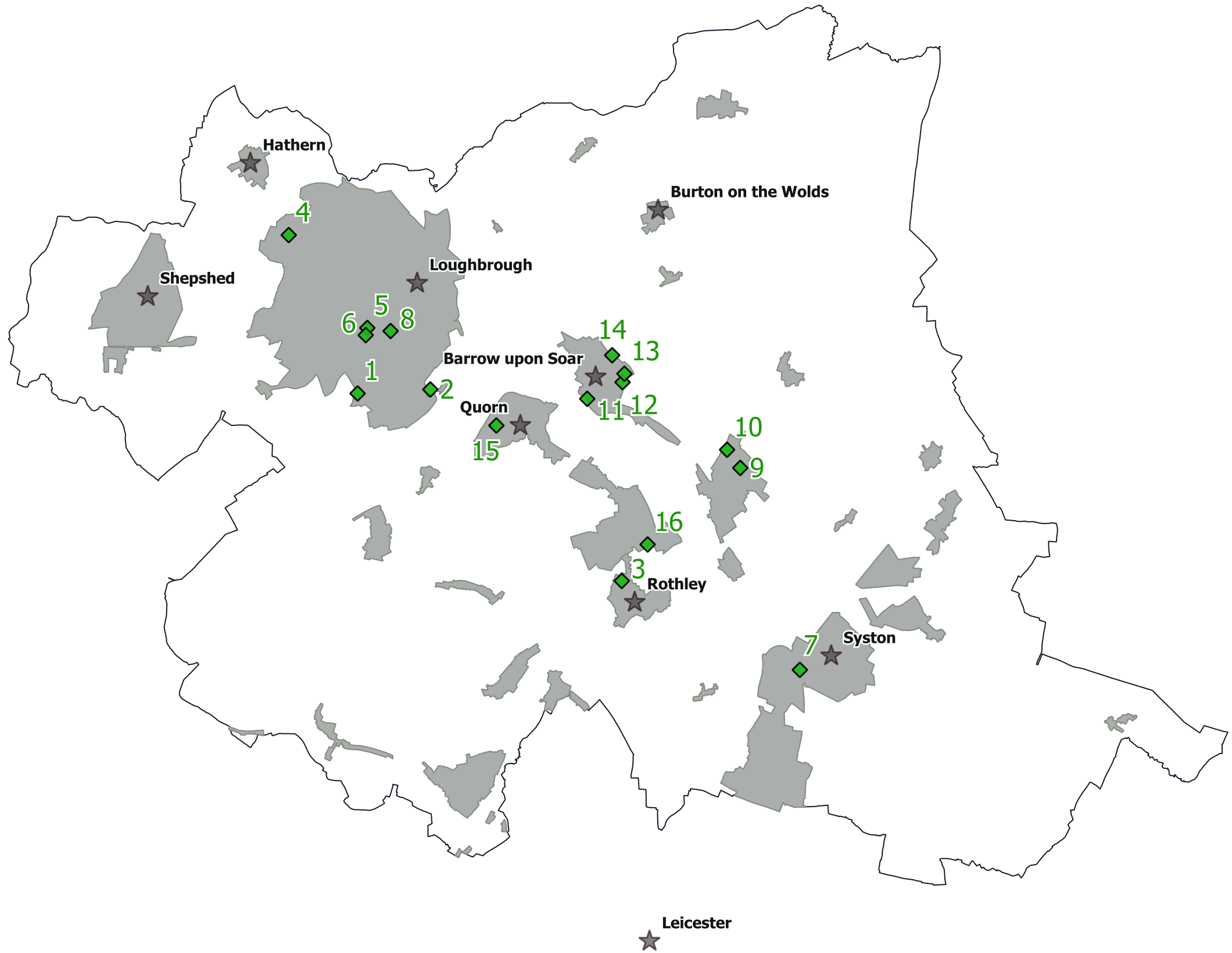
● **Step 8- Who needs to know about the outcomes of this assessment and how will they be informed?**

	Who needs to know?	How they will be informed (we have a legal duty to publish EIA's)
Employees		
Service users	x	The EIA will be published on the Councils website and appended to the cabinet report recommending the changes.
Partners and stakeholders		
Others		
To ensure ease of access, what other communication needs/concerns are there?		

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

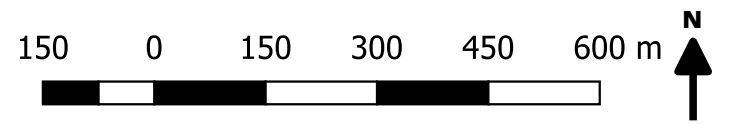
Delete as appropriate
I agree with this assessment
I disagree with this assessment
If <i>disagree</i> , state action/s required, reasons and details of who is to carry them out with timescales below.
 <p>Signed (Service Head): Matt Bradford – Head of Contracts (Leisure, Waste and Environment)</p>
Date: 8 th March 2024

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



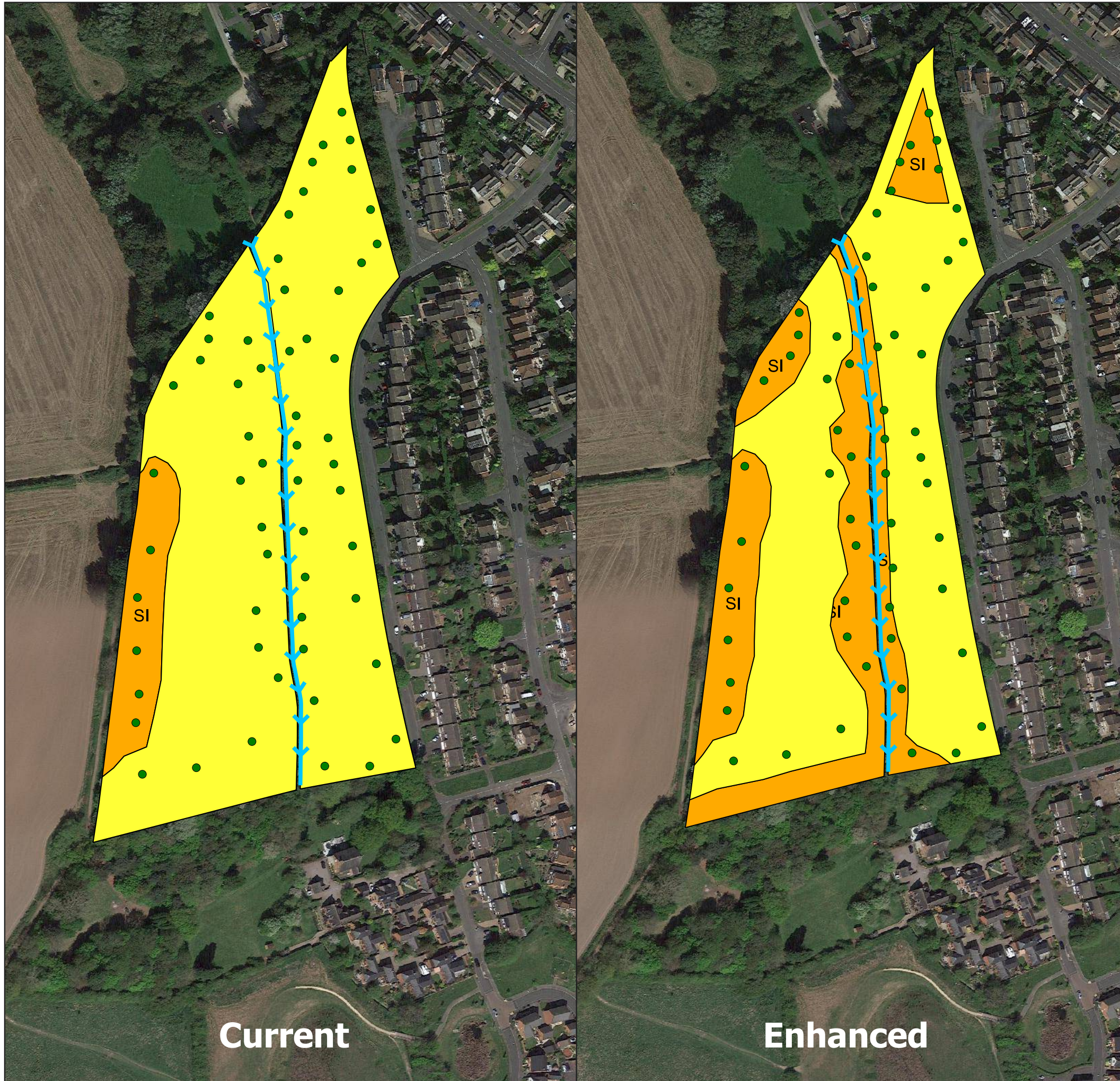
Key

- Pilot Site 
- Study Site 
- Place of interest 
- Urban Areas 
- CBC borough outline 



Project Name: Nature P.O.Sitive	
Client: Charwood Borough Council	
Figure No: Figure 17	
Date: 23/03/2021	Title: Pilot Site Locations





Key

- Broadleaved tree
- ➔ Running water
- SI Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 1**

Date: 04.03.2021 Title: AGS345, AGS346
Land off Bramcote Road,
Loughbrough





Key

- Broadleaved tree
- +++ Hedge with trees - species-poor
- SI Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 2**

Date: 04.03.2021

Title: AGS408
Land off Allendale Road
Loughbrough

Current

Enhanced





Key

- coniferous trees
- Broadleaved tree
- - - Hedges: Introduced shrub
- + + + Hedge with trees - species-poor
- SI Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 3**

Date: 04.03.2021

Title: AGS127
Garland
Rothley

Current

Enhanced





Key

- Broadleaved tree
- Built Environment: Buildings/hardstanding
- Broadleaved woodland - plantation
- Scrub - scattered
- SI Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

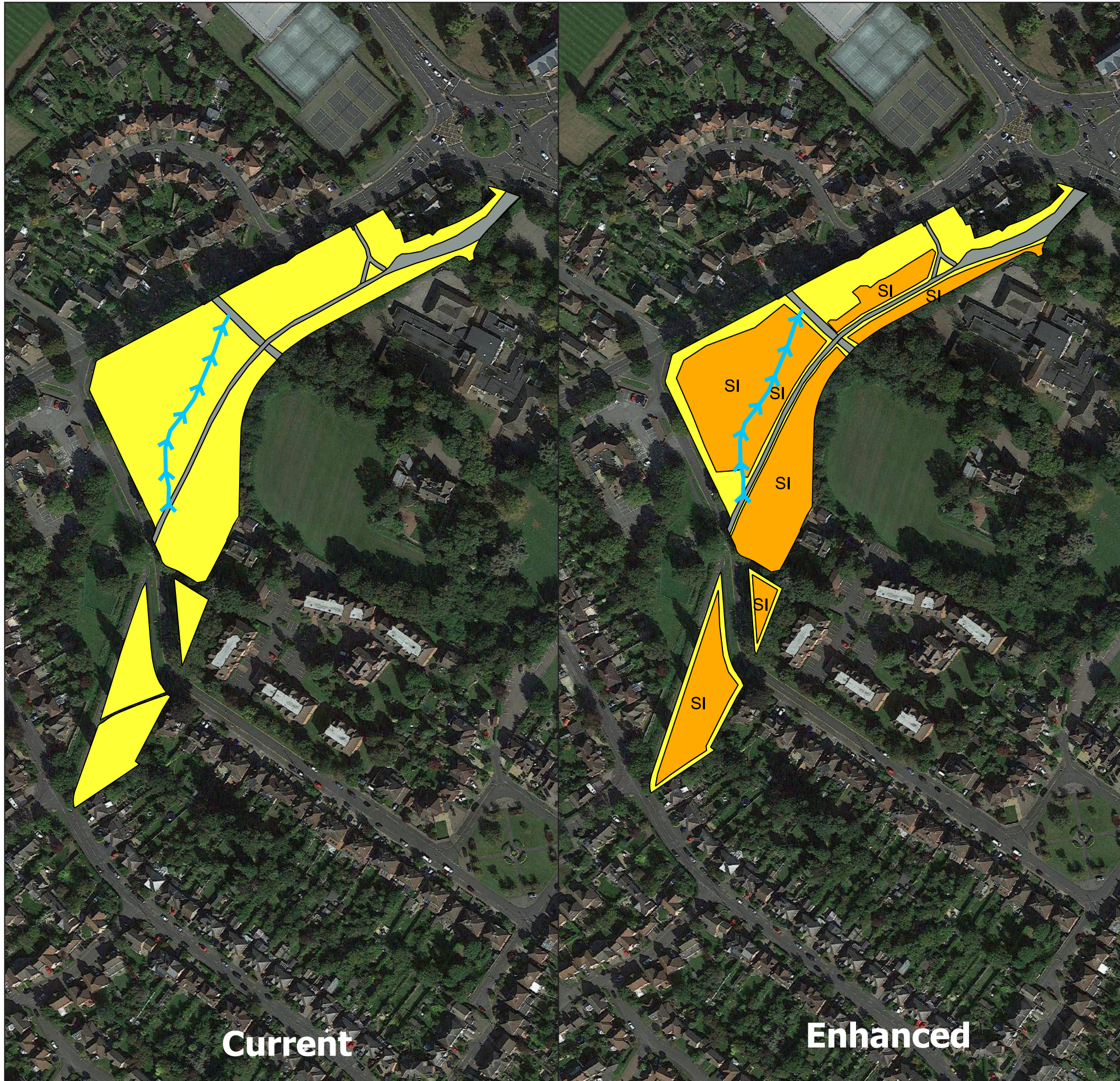
Figure No: **Figure 4**

Date: 04.03.2021	Title: AGS163 Land north of Maxwell Drive, Loughbrough
------------------	--

Current

Enhanced





Key

- Running water
- Built Environment: Buildings/hardstanding
- Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

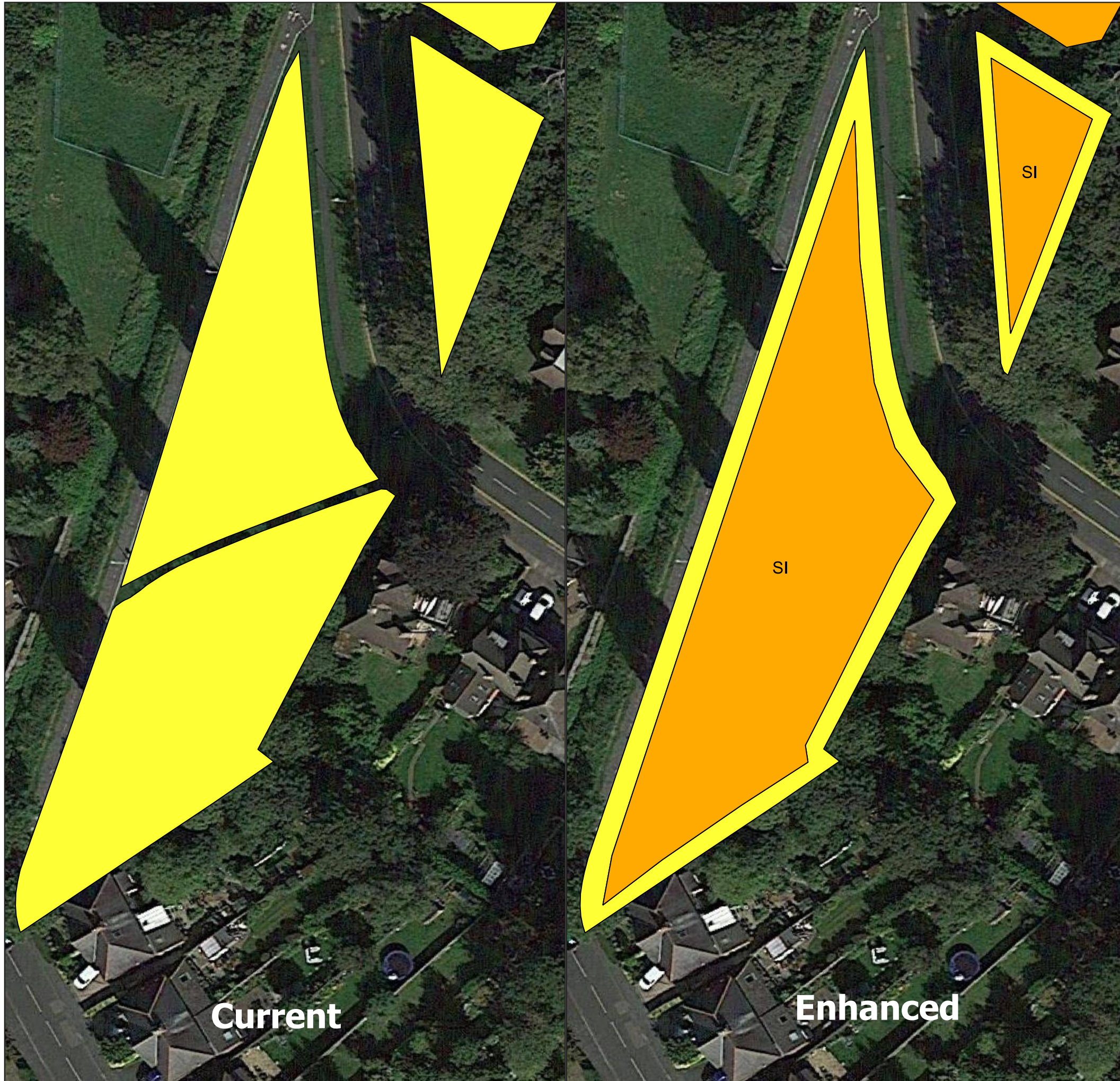
Figure No: **Figure 5**

Date: **04.03.2021**

Title: **AGS337
Land on Forest Road,
Loughbrough**



**Pioneer
Environment**



Key

- SI** Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 6**

Date: 04.03.2021

Title: AGS341, AGS339, AGS340
Land adjacent to Holt Dr and
Woodbrook Way, Loughbrough

Current

Enhanced





Key

- SI** Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

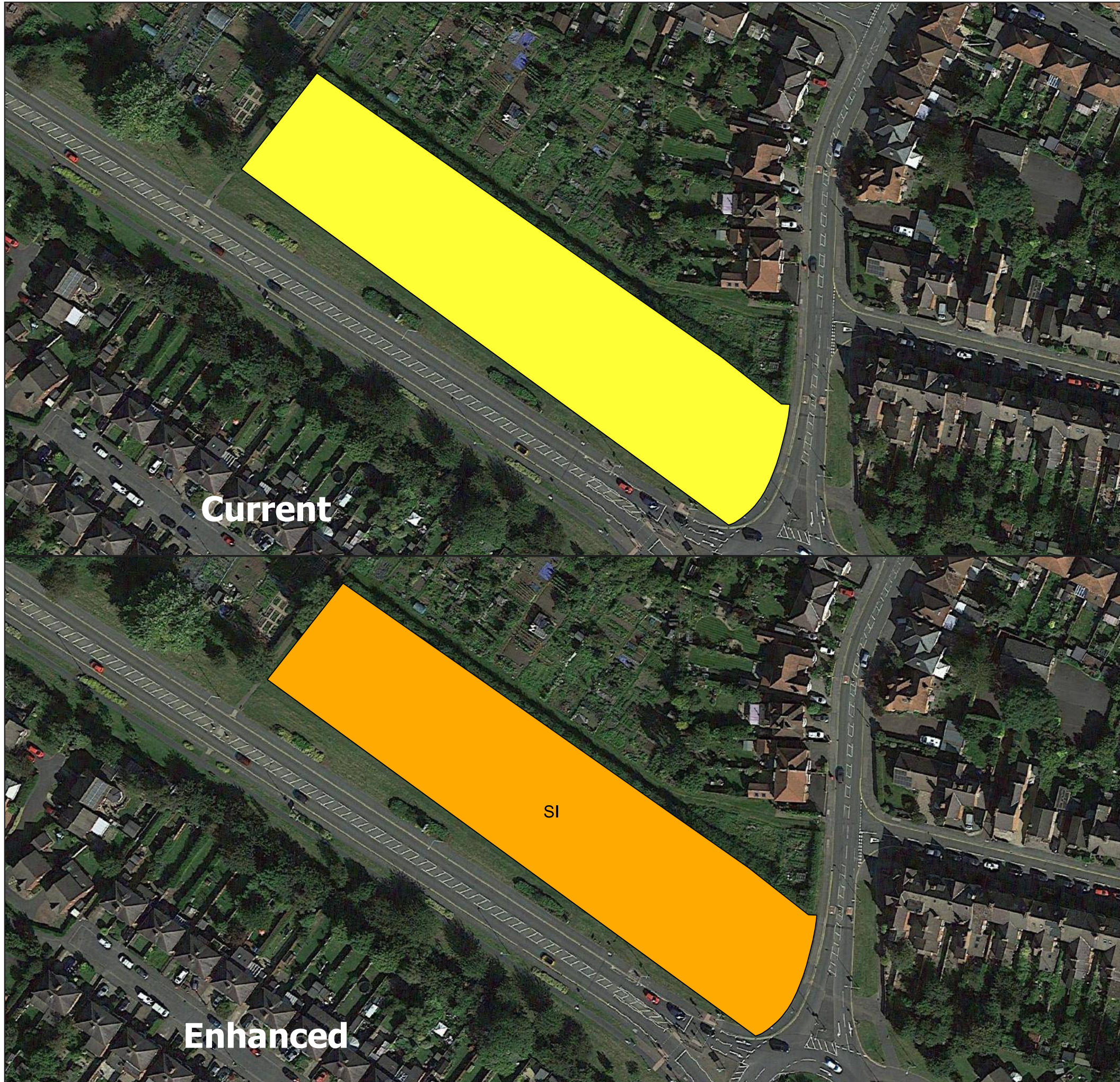
Client: **Charnwood Borough Council**

Figure No: **Figure 7**



Date: 04.03.2021

Title: AGS105
Land off Wolsey Way,
Syston





Key

-  Neutral grassland - semi-improved
-  Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

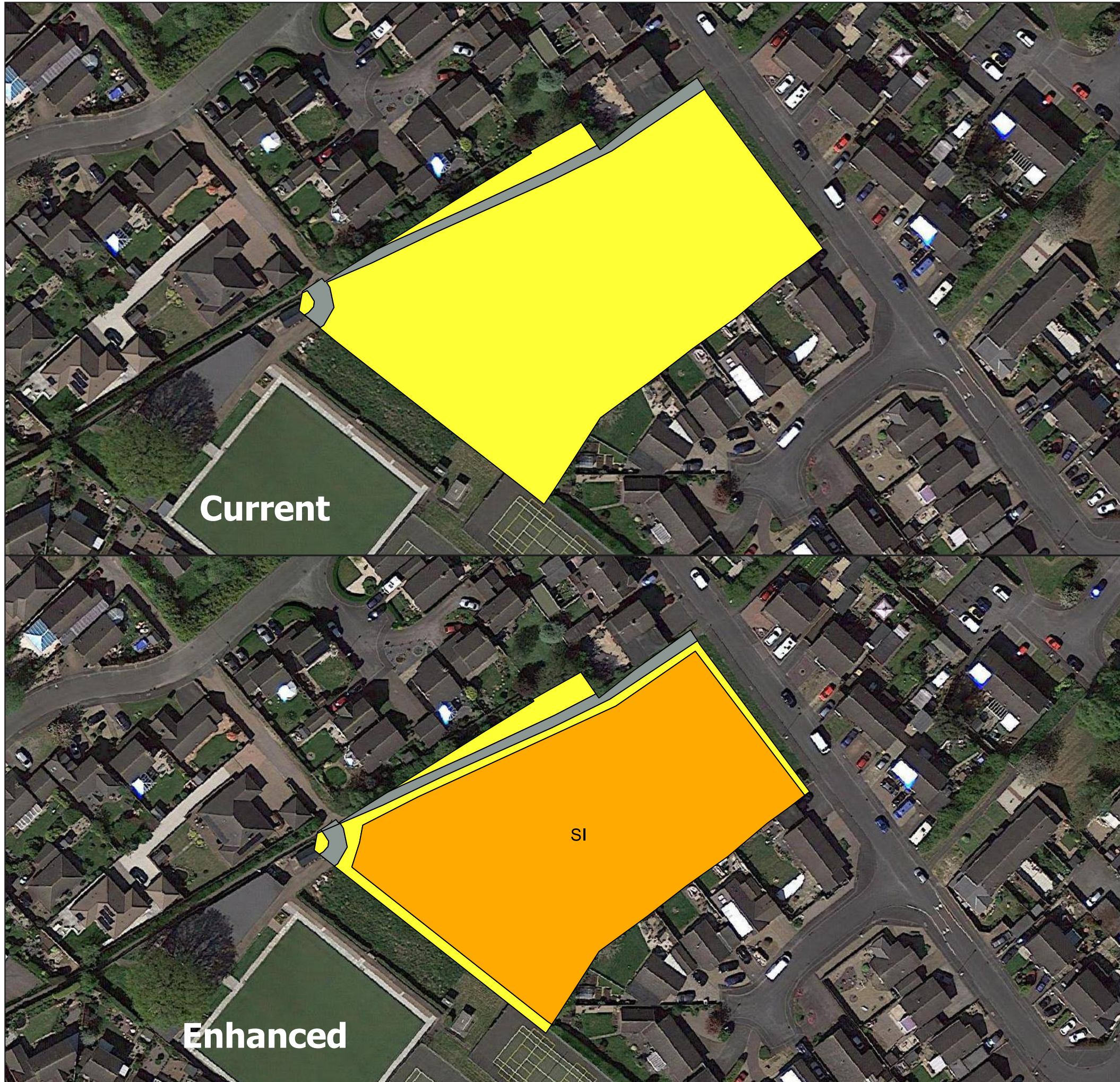
Client: **Charnwood Borough Council**

Figure No: **Figure 8**

Date: 04.03.2021

Title: AGS347
Epinal Way,
Loughbrough





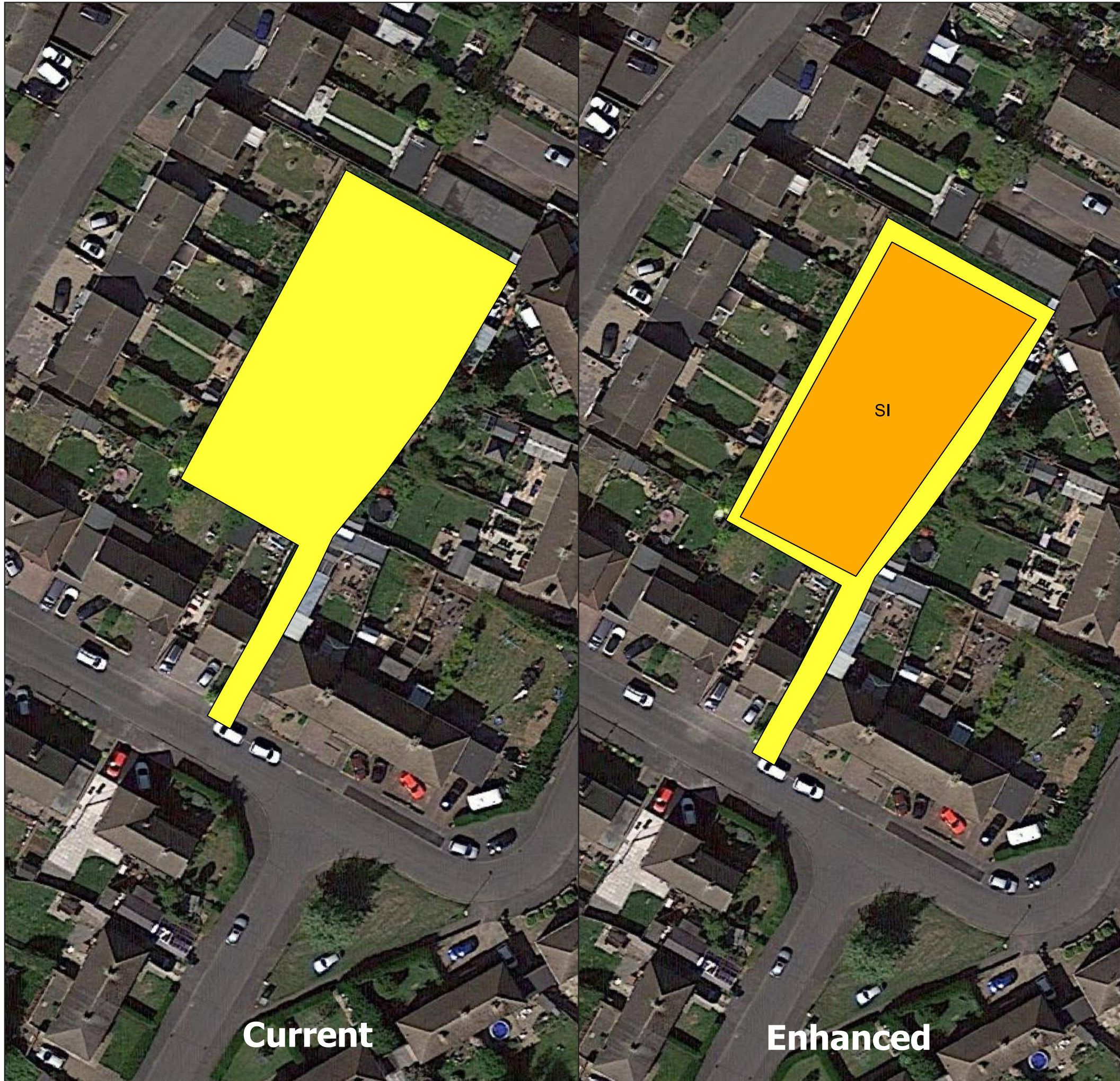
Key

Before Phase 1 Habitats

- Built Environment: Buildings/hardstanding
- Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland

Project Name:	Nature P.O.S.itive
Client:	Charnwood Borough Council
Figure No:	Figure 9
Date:	04.03.2021
Title:	AGS030 Collingwood Drive, Sileby





Key

- SI Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

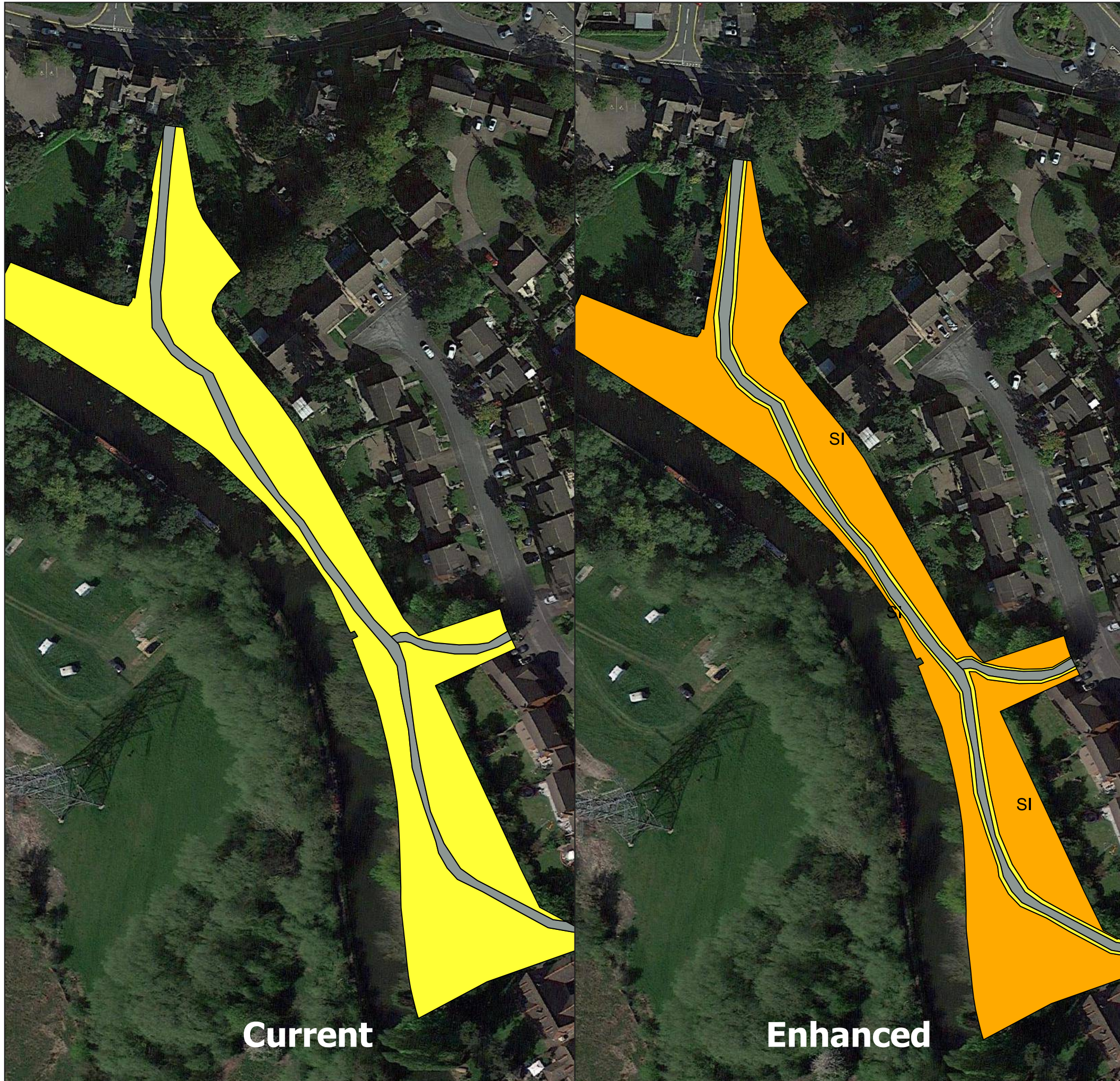
Client: **Charnwood Borough Council**

Figure No: **Figure 10**

Date: 04.03.2021




Title: AGS465
Greedon Rise,
Sibleby





Key

Before Phase 1 Habitats

-  Built Environment: Buildings/hardstanding
-  Neutral grassland - semi-improved
-  Cultivated/disturbed land - amenity grassland

Project Name: **Nature P.O.S.itive**

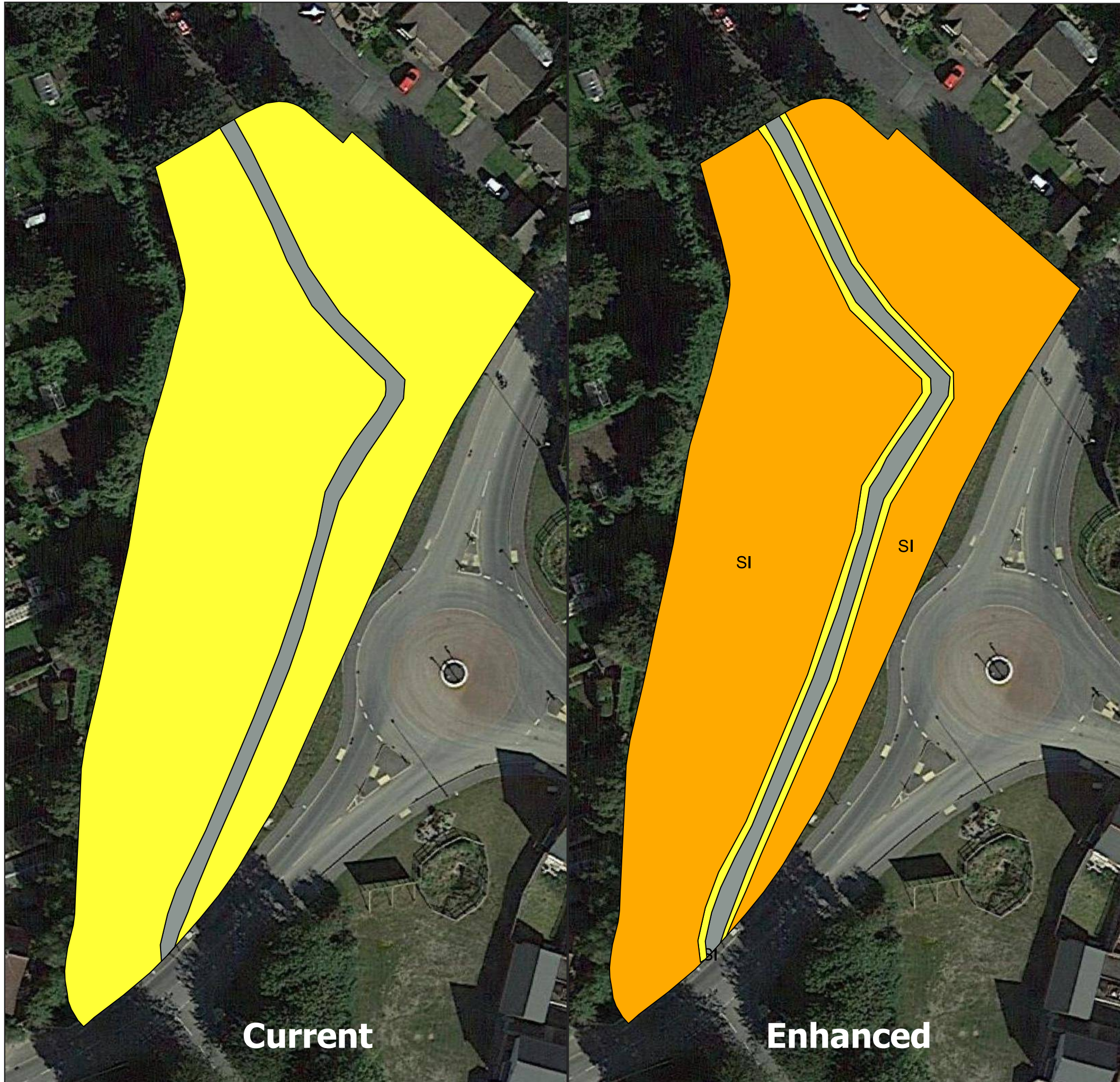
Client: **Charnwood Borough Council**

Figure No: **Figure 11**




Date: **04.03.2021**

Title: AGS123
Holbourne Cl,
Barrow upon Soar





Key

-  Built Environment: Buildings/hardstanding
-  Neutral grassland - semi-improved
-  Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 12**

Date: **04.03.2021**

Title: **AGS300
Branston Avenue,
Barrow upon Soar**

Current

Enhanced





Current

Enhanced

Key

- SI** Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Charnwood Borough Council Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 13**




Date: 04.03.2021

Title: AGS300, AGS414
Branston Avenue (North),
Barrow upon Soar





Key

-  Broadleaved woodland - plantation
-  Neutral grassland - semi-improved
-  Cultivated/disturbed land - amenity grassland

↑
N

Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 14**

Date: 04.03.2021

Title: AGS414
Fishpool Way,
Barrow upon Soar





Key

- Broadleaved tree
- Built Environment: Buildings/hardstanding
- SI Neutral grassland - semi-improved
- Cultivated/disturbed land - amenity grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 15**

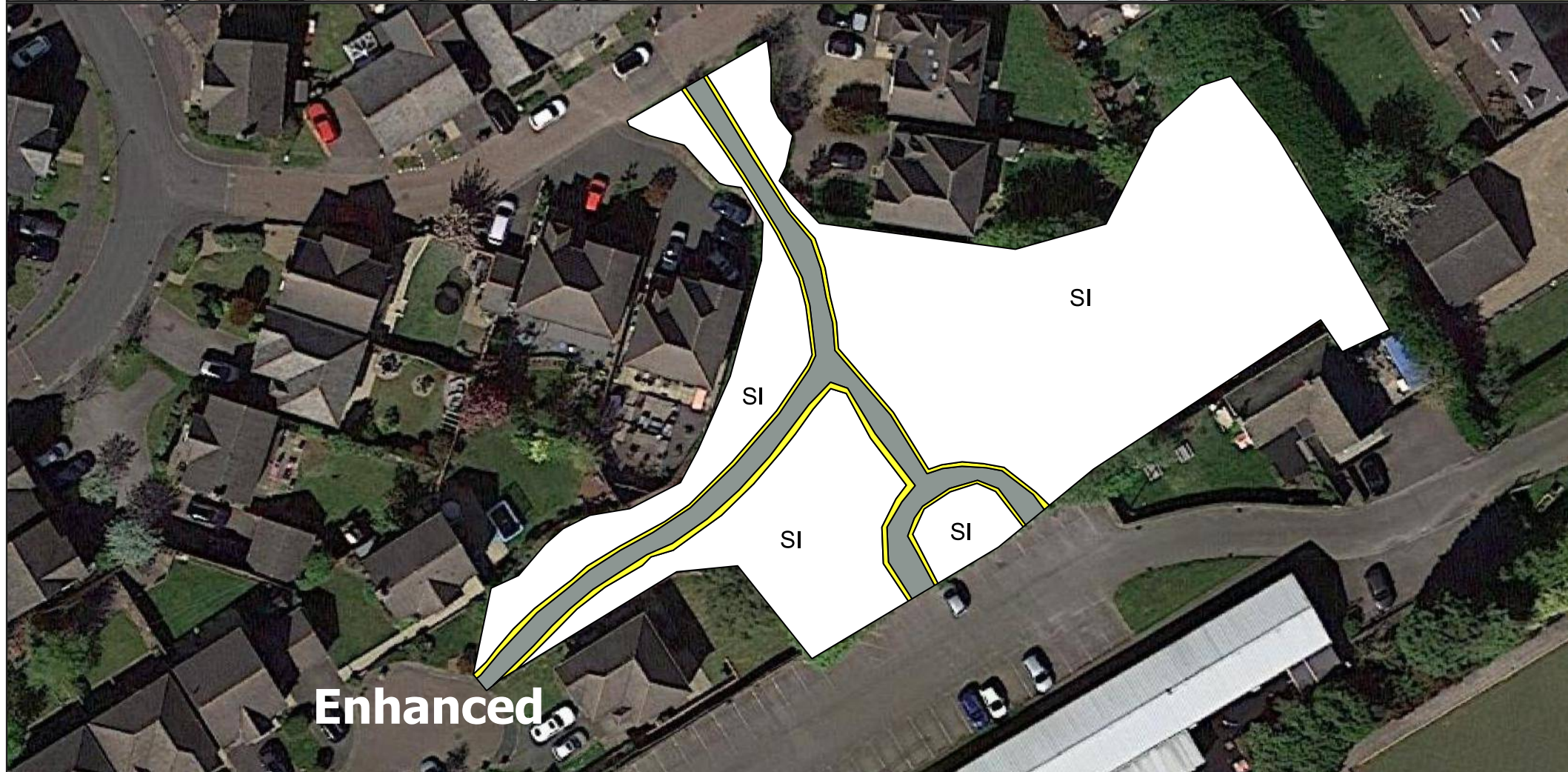
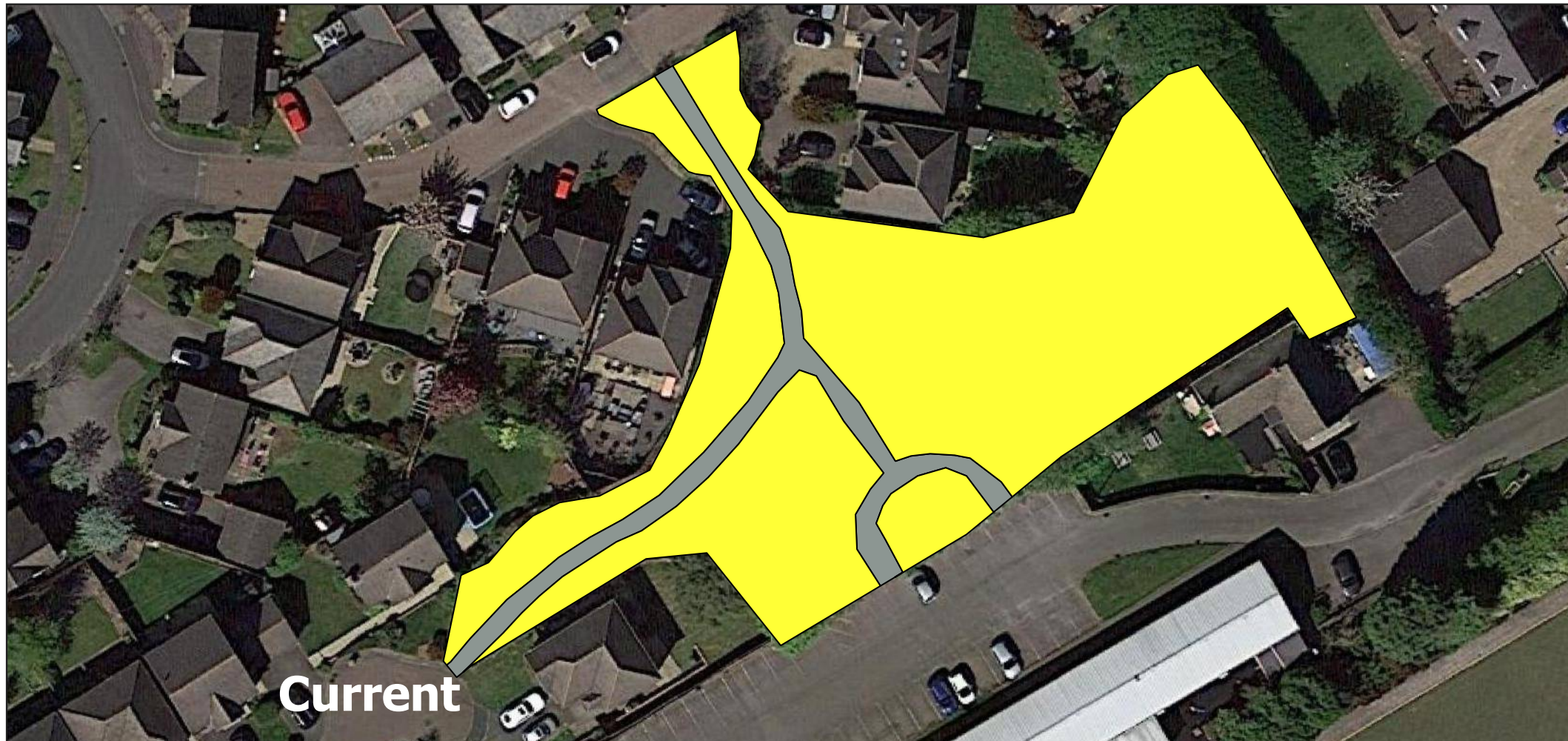
Date: 04.03.2021

Title: AGS092,
The Sandhills,
Quorn

Current

Enhanced





Key

- Built Environment: Buildings/hardstanding
- Cultivated/disturbed land - amenity grassland
- SI Poor semi-improved grassland



Project Name: **Nature P.O.S.itive**

Client: **Charnwood Borough Council**

Figure No: **Figure 16**

Date: 04.03.2021

Title: AGS074
Rothley Sports and Social Centre,
Rothley



CABINET - THURSDAY, 4 APRIL 2024

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

Part A

TOWARDS A CORPORATE BIODIVERSITY STRATEGY

Purpose of Report

To bring the First Considerations Report to Cabinet for approval. The First Considerations Report is required under the Environment Act 2021 and will form the basis for a Corporate Biodiversity Strategy.

Recommendation

That the 'Complying with the Biodiversity Duty - First Considerations Report' be approved.

Reason

To demonstrate that the Council has fulfilled this part of the biodiversity duty set out in the Environment Act 2021.

Policy Justification and Previous Decisions

The Council has a clear commitment in its Corporate Strategy 2024-2028 to Environment and Climate Change.

The Government have introduced legislation, guidance, and new duties to help drive the recovery of nature. Section 40 of the Natural Environment and Rural Communities Act (NERC) introduced a legal duty for Councils to conserve and enhance nature. The Environment Act 2021 has since strengthened that responsibility so that Councils must now identify the objectives and actions, they will take to meet that duty, and prepare regular reports on how they are meeting those actions. The 'First Considerations Report' sets out the Council's actions to meet the general biodiversity duty, required by the Environment Act 2021.

Implementation Timetable including Future Decisions

Subject to call-in, the first considerations report will be published on the council's website.

Report Implications

Financial Implications

The approval and publication of the Complying with the Biodiversity – First Considerations Report will not have any financial implications.

However, there may be additional financial implications in the preparation of the Biodiversity Strategy for the borough and where relevant these will be set out in future reports to Cabinet.

Risk Management

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

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Not approving the First Considerations Report would lead to reputational damage of the authority.	1	6	Moderate	Cabinet members are briefed on the content of the 'First Considerations Report'.

Equality and Diversity

None identified.

Climate Change and Carbon Impact

The First Considerations Report sets out how the Council is already engaging with Biodiversity and sets out objectives to enhance biodiversity within the Borough over the next five-year period.

Crime and Disorder

None Identified

Wards Affected

All Wards

Publicity Arrangements

Not applicable.

Consultations

Not applicable

Links to the Corporate Strategy

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

Key Decision: Y

If yes

Date included on Forward Plan 06/03/2024

Background Papers: None

Officer(s) to contact: Richard Bennett
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Tel: 01509 634763,
Richard.Bennett@charnwood.gov.uk

Katie Mills
Group Leader Plans Policy and Place
Tel: 01509634750
Katie.mills@charnwood.gov.uk

Part B

1.0 Introduction

- 1.1 The Government have introduced legislation, guidance, and new duties to help drive the recovery of nature. Section 40 of the Natural Environment and Rural Communities Act (NERC) introduced a legal duty for Councils to conserve and enhance nature. The Environment Act 2021 introduced a strengthened 'biodiversity duty' which requires all public authorities in England to consider what they can do to conserve and enhance biodiversity.
- 1.2 Charnwood Borough Council as a public authority, must:
1. Consider what it can do to conserve and enhance biodiversity;
 2. Agree policies and specific objectives based on its consideration; and
 3. Act to deliver these policies and achieve their objectives.
- 1.3 There is a requirement to complete the Council's first consideration of what action Charnwood Borough Council intends to take to conserve and enhance biodiversity by 1 January 2024. To meet this requirement the Council has prepared a report called 'Complying with The Biodiversity Duty - First Considerations Report', which is attached at Appendix A. If cabinet is minded to approve the report it will be published on the Council's website.
- 1.4 Following this first consideration, the Borough Council must agree its policies and objectives as soon as possible, take action and prepare the first formal Biodiversity Report no later than 1 January 2026, with the publication of the report 12 weeks later. Thereafter this must be reviewed every five years as a minimum.
- 1.5 Officers have established the Biodiversity Working Group as a sub group of the Climate Action Board to take forward the first considerations and to develop a Biodiversity Strategy for the Council. It's early days but work has commenced on this project and further reports are expected to be brought to Cabinet later this year.

2.0 First Considerations Report

- 2.1 The First Considerations report details current policies, objectives and actions reflecting the Council's current approach, and the work that it is already undertaking, in relation to biodiversity. It also sets out future potential actions that the authority may take, although these are not binding.
- 2.2 As set out above, the Council is required to publish the first formal review of the Biodiversity Report by 1 January 2026 and publish it by March 2026. This work will be led by the Biodiversity Officer through the Biodiversity Working Group and they will oversee the preparation of the review document that is required to be published at the latest on the 1 March 2026.
- 2.3 On an initial review, the services where work streams are most likely to be influenced by the biodiversity agenda are the Planning and Growth Service,

Sustainable Development Team, Communities and Partnerships Team and the Open Spaces and Leisure Teams. However, it is very likely to cross over into other areas, such as work with Communities, Property and Assets and Procurement.

- 2.4 It is anticipated that through consultation across the Council, as part of the production of the Biodiversity Strategy identified as one of the actions within the First Considerations Report, additional opportunities to shape and set strategic objectives will emerge.

3.0. Towards a Corporate Biodiversity Strategy

- 3.1 The first considerations report identifies that the Council will prepare a Corporate Biodiversity Strategy to set future direction on conserving and enhancing biodiversity in Charnwood. It presents an assessment of current policies, objectives and actions and therefore provides the basis for the scoping of the Biodiversity Strategy. This Biodiversity Strategy is also detailed in the Corporate Delivery Plan for 2024/25.
- 3.2 The Biodiversity Working Group has begun scoping the proposed content of the strategy and has identified where further areas of expertise are required to support officers in their understanding of the implementation of the Environment Act 2021. A study has been commissioned to explore the opportunities that the Environment Act 2021 can bring to local authorities in delivering biodiversity net gain (BNG). Following a review of this report it is likely that further advice will be required in the form of a feasibility study into the pros and cons and options around establishing a Habitat Bank.
- 3.3 The Biodiversity Strategy will also need to sit alongside the Biodiversity Supplementary Planning Document (SPD) that has been identified in the Local Development Scheme 2024-2027. The SPD will replace the current Biodiversity Planning Guidance (June 2022) and will give further guidance to applicants on the implementation of policies within the emerging Local Plan, including the requirements for 10% BNG.
- 3.4 The preparation of the Strategy will also need to be informed by the Local Nature Recovery Strategy (LNRS) that is being prepared by Leicestershire County Council. LNRS are a new system of spatial strategies that will establish priorities and map proposals for specific actions to drive nature recovery and provide wider environmental benefits. The Borough Council are an active partner in the preparation of the LNRS and once in place will have regard to the LNRS in future Local Plans and decision making.
- 3.5 Further updates will be provided to Cabinet once the strategic BNG delivery options have been explored and a programme is in place for the preparation of the Biodiversity Strategy.

4.0. Biodiversity Offsetting

- 4.1 The First Considerations Report identifies the effectiveness of the implementation of Core Strategy Policy CS13. This policy requires no net biodiversity loss for development as further explained in the Council's

Biodiversity Planning Guidance (June 2022). The approach set out in the guidance has been used to manage the ecological impact of development since November 2015 and prior to 12 February 2024 when mandatory 10% BNG was introduced.

- 4.2 The Council has received in the region of £875,000 in offsetting payments secured under Section 106 legal agreements and which are in the process of being disbursed for biodiversity projects in the Borough. A significantly larger sum has been recorded in other S106 legal agreements which have not yet reached their trigger point for payment to be made.
- 4.3 The offsetting payments currently held by the Council have been made under S106 legal agreements made with developers in the context of Core Strategy Policy CS13 and the National Planning Policy Framework (NPPF). As such they are legal obligations requiring the payments to be used to provide measurable biodiversity enhancements, habitat creation and enhancement expressed as 'Habitat Units'. All payments are associated with a specific minimum number of habitat units required to be provided. However, these payments are not constrained by the regulatory environment that accompanies mandatory BNG, as they predate them. This affords some freedom in the way that they can be used. However, there will still be some constraints in relation to the quantum and type of habitat that needs to be delivered and there may be some restrictions around its location within the Borough.
- 4.4 A key objective for the Biodiversity Working Group is to allocate this fund in the most effective way to ensure the delivery of robust biodiversity offsetting projects which both provide lasting and effective ecological compensation, and which help to meet other complementary strategy objectives such as improved flood management, carbon sequestration and improved community access to nature.

Appendices

Appendix A: Complying with the Biodiversity Duty - First Considerations Report

Charnwood Borough Council's Biodiversity Duty

**First considerations of the
fulfilment of our statutory
duty to the conservation and
enhancement of biodiversity**

Contents

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Existing Policy	3
Current Objectives	5
Current Actions	6
Consideration of Other Strategies	8
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Introduction

This report has been reproduced in partial fulfilment of Charnwood Borough Council’s statutory duty as a public body under Section 40¹ of the Natural Environment and Rural Communities Act 2006 (NERC act) as amended by section 102 (1c)² of the Environment Act 2021 (Environment Act).

The NERC act as amended confers an enhanced biodiversity duty upon public authorities which includes a requirement to consider what action can properly be taken to further the conservation and enhancement of biodiversity. The duty includes a requirement to periodically report on actions taken in fulfilment of the duty commencing with a “First Consideration Report” of the duty due to be completed by January 1 2024.

The public authority biodiversity duty has been in place since the passage of the NERC Act in 2006 but has been enhanced by amendments to that Act introduced by the Environment Act. Accordingly, this report includes a summary of Charnwood Brough Council’s ongoing actions to conserve biodiversity as well as a consideration of how the enhanced duty could be implemented in future.

Policies, Objectives and Actions

Charnwood Borough Council is a Local Planning Authority and a landowner responsible for the management of public open space and nature reserves throughout the authority area. To date, policies objectives and actions for biodiversity have been primarily concerned with managing the impact of development upon biodiversity and land management for conservation on its own estate.

The Council has also adopted policy and taken action in response to Climate Change, This report will focus on aspects of that work which relate specifically to biodiversity conservation.

Existing Policy

Climate Strategy

The Council has adopted a Climate Change Strategy 2023-2030³ which includes a commitment for the Council to become Carbon Neutral by 2030.

Planning and Development

Local Planning policy is currently set out in the adopted Core Strategy⁴ which sets out five core policies of policies relevant to biodiversity conservation including policies for:

- High Quality Design CS2

¹[https://www.legislation.gov.uk/ukpga/2006/16/section/40#:~:text=40Duty%20to%20conserve%20%5BF1and%20enhance%5D%20biodiversity&text=%5BF2\(A1\)For%20the,functions%20in%20relation%20to%20England.](https://www.legislation.gov.uk/ukpga/2006/16/section/40#:~:text=40Duty%20to%20conserve%20%5BF1and%20enhance%5D%20biodiversity&text=%5BF2(A1)For%20the,functions%20in%20relation%20to%20England.)

² <https://www.legislation.gov.uk/ukpga/2021/30/section/102/enacted>

³ https://www.charnwood.gov.uk/pages/climate_change_strategy

⁴ <https://www.charnwood.gov.uk/pages/corestrategydpd>

- Landscape and Countryside CS11
- Strategic Green Infrastructure CS12
- Biodiversity and Geodiversity CS13
- Sustainable Construction and Energy CS16

The Core Strategy, and in particular CS13 is supported by Biodiversity Planning Guidance⁵ which explains the Council's approach to using Biodiversity Impact Assessment tools (BIA) to measuring the impact of development upon biodiversity, securing appropriate mitigation and where necessary offsite compensation.

The Council has produced a New Local Plan⁶ which is currently under examination. Once adopted this will introduce a raft of new policies which either reference or are specifically focussed on biodiversity, including:

- Place based policies LUA1-SC1 inclusive
- Flood Risk management CC1
- Sustainable Drainage CC2
- Renewable and Low Carbon Energy CC3
- Sustainable Construction CC4
- Green Wedges EV2
- Charnwood Forest and the National Forest EV4
- River Soar and Grand Union Canal EV5
- Conserving and Enhancing Biodiversity and Geodiversity EV6
- Tree Planting EV7
- Open Spaces Sports and Recreation EV9
- Air Quality EV11

Policy EV6 introduces a requirement for development proposals to demonstrate 10% biodiversity net gain. It is expected that this requirement will apply to those development types currently proposed for exemption from mandatory net gain, either during the transitional period or beyond.

Open Spaces

The Open Space Strategy 2013-2028⁷ sets out a vision, aims and objectives for open space in Charnwood which include standards for open space provision and objectives to meet specific identified need for open space provision, including semi-natural open space, across the Borough.

Objectives for open space management are to be found in open space typologies set out in the 2017 Open Space Assessment Study⁸ and in site specific management plans for designated sites, including Local Wildlife Sites (LWS) and Local Nature Reserves (LNRS).

⁵ https://www.charnwood.gov.uk/pages/biodiversity_planning_guidance

⁶ https://www.charnwood.gov.uk/pages/charnwood_local_plan_2021_37

⁷ https://www.charnwood.gov.uk/files/documents/open_spaces_strategy_2013_20281/Open%20Spaces%20Strategy%20Final%20Version

⁸ https://www.charnwood.gov.uk/files/documents/open_spaces_assessment_study_2017_prepared_by_nortoft/Charnwood%20Open%20Space%20Assessment%20-%20Final%20Report.pdf

Current Objectives

Climate

As part of the Climate Change Strategy the Council has developed a Carbon Neutral Plan⁹ with the objective of becoming carbon neutral by 2030. The terms of reference for the Climate Action Board tasked with overseeing the implementation of the Carbon Neutral Plan includes the oversight and management of air quality and biodiversity strategies.

Planning and Development

The main objective for planning and development in Charnwood is the successful implementation of relevant planning policy, in particular CS13; as set out in the Council's Biodiversity Planning Guidance.

Having implemented its approach to managing the ecological impact of development over a number of years, and as set out in the biodiversity planning guidance, the Council has accumulated and begun to disburse a significant fund for biodiversity offsetting. A key objective is to continue to allocate this fund in the most effective way to ensure the delivery of robust biodiversity offsetting projects which both provide lasting and effective ecological compensation and which help to meet other complementary strategy objectives such as; improved flood management, carbon sequestration and improved community access to nature.

Following the publication of Environment Act secondary legislation the planning Services team will work to ensure that our systems procedures and overall approach aligns with the requirements of this legislation.

Open Spaces

Amenity Space management: As a result of a research project supported by Natural England seedcorn funding¹⁰, the Council intends to implement a trial of a reduced mowing regime to reduce fuel use and increase the biodiversity associated with amenity open space management. Implementation of Low Frequency Mowing regime in amenity public open space March 2024.

Nature reserve management: The Council is in working with Natural England towards new Local Nature Reserve (LNR) and SSSI designations for existing Council nature reserves. Biodiversity objectives for designated sites are captured by site management plans. For LWSs these include a commitment to ensuring that LWS selection criteria continue to be met, and for the Outwoods SSSI that the entire site within the Council's control achieves favourable status.

Habitat enhancements form part of current management of several of the Council's flagship nature reserves, including; the removal of conifers in two areas of ancient woodland; Booth Wood and the Outwoods SSSI, and; bramble scrub clearance around Dishley Pool to increase the coverage of neutral grassland.

At other reserves and on other Council land opportunities have been identified for hedge laying including:

- Stonebow Washlands

⁹ https://www.charnwood.gov.uk/pages/2030_carbon_neutral

¹⁰ Nature P.O.Sitive final report (2021)

- Old Railway line, Loughborough
- Boundary Road shelter belt, Mountsorrel
- Abberton Way/A512 shelter belt, Loughborough

Tree planting: The Council's work to increasing tree coverage across the Borough includes an annual event to give away 4000 free native saplings to local residents and community groups¹¹.

Current Actions

Climate

A Climate Action Board was established in May 2022 and reformed as the Climate Action Board in November with revised terms of reference following the declaration of a Climate Emergency¹², also in November 2023. The board has a budget of £550,000 allocated in the Capital Plan to fund feasibility studies and other preparatory work.

A motion was passed by Council on 4th Sept 2023 calling on Leicestershire Local Government Pension Scheme to Divest from Fossil Fuel Investments.

The Council has undertaken a mapping of its carbon footprint which includes an allocation for includes sequestration from tree planting.

The Council operates a Green Rewards Scheme for staff members to encourage behaviours which improve sustainability in the workplace and at home. These include actions for nature, such as growing a wildlife patch. All actions are recorded and participants win prizes for taking part.

Planning and Development

The process of assessing planning applications to ensure the provision of biodiversity net gain where appropriate, in accordance with the Core Strategy and NPPF is ongoing. There is a well-established procedure for consulting on the ecological impact of planning proposals in accordance with Local Validation Criteria¹³ and Biodiversity Planning Guidance.

The Council has recently provided face to face training for elected members and development management officers in BNG.

The Council's Borough wide habitat survey data is being updated to UKHab to make it compatible for use with the DEFRA metric.

The Council continues to work with a number of partners to identify robust and secure projects for the delivery of BNG within the Borough.

¹¹ https://www.charnwood.gov.uk/news/2023/11/03/itrs_a_tree_mendous_giveaway

¹² https://www.charnwood.gov.uk/news/2023/11/14/councillors_declare_climate_emergency_and_commit_to_taking_action_to_tackle_global_warming

¹³ https://www.charnwood.gov.uk/pages/validating_planning_applications

Work is underway to produce a supplementary planning document (SPD) for biodiversity which will explain our approach to implementing relevant planning policy in the context of the new provisions of the Environment Act. This will replace the existing Biodiversity Planning Guidance.

Open Spaces

Habitat management: The Council is responsible for the management of approximately 375Ha of open space across the Borough, representing around 1.3% of the Borough's total area. This includes management of natural and semi natural open space including one SSSI, three Local Nature Reserves (LNR) and an additional 6 sites designated as Local Wildlife Sites (LWS).

Volunteer work: The Council runs a weekly "Green Gym" for local volunteers and also facilitates regular corporate days for local businesses to take part in conservation management on Council Wildlife reserves. The Council's green space management contractor Idverde has a Key Performance Indicator committing it to providing a minimum of 7500 volunteer hours per annum.

New planting: £44K of offsetting funding has recently allocated towards the management of 7Ha of new Community Woodland in Hathern on Council owned land.

An additional £4.5k has been allocated for a small-scale offsetting project to be led by Queniborough Parish Council.

As a part of sedcorn funding from Natural England¹⁴ the Council has supported one Parish Council (Cropston and Thurcaston) to plant and manage a new woodland on land leased to the Parish by the Borough Council.

Partnership work: CBC is a partner of the Charnwood Forst Regional Park¹⁵ and is working closely with key members of the project to promote the unique cultural and heritage features of the area. A significant part of this work is raising awareness of and access to nature.

Air Quality

The Council reports annually on air quality status within the Borough in fulfilment of it's duties under Part IV of the Environment Act 1995 (as amended). This includes monitoring of three Air Quality management Areas.¹⁶

Housing Repairs Team

As part of a major program of roofing work a suite of bat surveys and mitigation for work is in progress for a significant part of the Council's housing stock.

¹⁴ Nature P.O.Sitive Final Report (2021)

¹⁵ <https://resources.leicestershire.gov.uk/environment-and-planning/local-partnerships/charnwood-forest-regional-park>

¹⁶ <https://www.charnwood.gov.uk/pages/airpollution>

Consideration of Other Strategies

The Council recognises that the new obligations for local authorities which follow from the Environment Act reflect the intention set by the Government's 25-year environment plan to improve our natural environment not just for its own sake but as a cornerstone of human wellbeing, and social justice. The Council shares the Government's understanding, as expressed in the 25-year environment plan that improving the natural environment can also have the consequence of building natural capital and increasing ecosystem services, for the benefit of society as a whole. For example; i) by carefully planning how we increase the coverage of natural habitats we can help improve people's access to nature and therefore their ability to realise the health benefits of doing so, ii) Also, strategic planting can be used to realise local improvements in air quality.

The Local Nature Recovery Strategy for Leicestershire is in development and being led by the County Council. Charnwood Borough Council has been an active partner in the early development of this strategy and will continue to work with the County Council as the full strategy is developed. Having established an approach to BNG in advance of the creation of the LNRS the Council's Biodiversity Planning Guidance explains how the current approach anticipates the LNRS with reference to existing relevant data and local strategies, including:

- Borough Wide Phase 1 Habitat Survey, showing the distribution of habitats with conservation interest across the Borough
- Distribution of statutory and non-statutory sites for wildlife conservation
- The Leicester, Leicestershire and Rutland Biodiversity Action Plan (BAP)¹⁷
- Living Landscapes: Charnwood Forest, and Soar and Wreake valleys¹⁸

The Council's approach to securing onsite ecological mitigation for development is informed by the National Forest Planting guidance¹⁹ which is a material consideration for planning decisions in the National Forest Area.

The Council is an active member of the Leicester, Leicestershire and Rutland Air Quality Forum and Leicestershire's air Quality and Health Partnership.

¹⁷ <https://www.lrwt.org.uk/about-us/caring-wild-places/biodiversity-action-plan>

¹⁸ <https://www.lrwt.org.uk/about-us/caring-wild-places/living-landscapes>

¹⁹ <https://www.nationalforest.org/about/partner-with-us/developers-and-planners>

Future Actions

Climate Change

The Climate Change Board has undertaken to establish a Biodiversity subgroup in order to produce a Council wide biodiversity strategy. First actions for this group will be:

- Agree membership and terms of reference for the group
- Conduct a scoping study across all Council departments for the Biodiversity Strategy
- Produce or source a suitable template and data parameters for future reporting
- Prepare future reports of actions towards the Council's statutory biodiversity duty

Planning and Development

The following are suggested as actions for completion within the transition period for Mandatory BNG, IE April 2024:

- Apply to become a Responsible Body.
- Develop or purchase a GIS based system for monitoring the delivery of BNG.
- Project the potential costs and revenue arising from monitoring of BNG.

The following are suggested for completion within the next 12-18 months;

- Complete a new biodiversity SPD and subject it to public consultation with a view to adoption following the adoption of the Draft Local Plan
- Review the key indicators for the monitoring of local plan policies relevant to biodiversity following the adoption of the local plan.

The following actions will be ongoing:

- Disburse existing offsetting monies via offsetting projects either on Council land or with relevant strategic partners.
- Use experience and lessons from offsetting provision using existing funds to develop new potential offsetting projects which complement the LNRS and other relevant strategies.

Open Spaces

Develop an understanding of new opportunities to support Parish and Town Councils within the Borough

Complete a management plan for Hathern Community Woodland

Identify additional opportunities for the Council to deliver BNG on its own estate, in collaboration with partners, including the Great Central Railway.

Formalise new statutory designations for key Council owned nature reserves.

Identify and pursue opportunities to address shortfalls in semi-natural open space provision by biodiversity offsetting.

Consider implementing additional recommendations of Natural England funded seedcorn projects²⁰

²⁰ Where there's a Willow final report (2023)

Consider conducting further discreet feasibility studies to complement the seedcorn funded projects and identify additional opportunities for BNG and community engagement with nature within the Council's own estate.

Air Quality

Notwithstanding occasional and localised exceedances there has been consistent and established compliance with minimum statutory standards within the three air quality management areas. Consequently, the Council is considering a revised and updated approach to air quality management. Inevitably this will respond to the National Air Quality Strategy pursuant to the Environment Act 2021, which was published in 2023 and includes a framework for local authority delivery²¹.

General

The first full reporting period ends on January 1st 2026, with the report publishing deadline 12 weeks after that. DEFRA has committed to providing further information about reporting requirements in the future. It is important that this is disseminated to relevant colleagues and departments as soon as it becomes available to enable relevant information to be recorded and collated in a timely fashion. This will help to enable accurate and efficient reporting. The Biodiversity Working Group will ensure that the reporting requirements will be disseminated within the Council at the earliest opportunity following its release by DEFRA.

This First Considerations report presents a rapid assessment of current policies, objectives and actions that contribute to the enhanced Statutory Biodiversity Duty. As such it provides a basis for future discussion and scoping for a comprehensive Biodiversity Strategy for the Council. It is proposed that following the acceptance of this report that preparatory work is begun within the sub-group and relevant colleagues with a view to commencing the drafting of a formal strategy from May 2024.

²¹ <https://www.gov.uk/government/publications/the-air-quality-strategy-for-england>

SCRUTINY COMMISSION - TUESDAY, 2 APRIL 2024

Report of the Cabinet

CABINET RESPONSE TO PRE-DECISION SCRUTINY

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 4th March 2024, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

- A. CORPORATE DELIVERY PLAN 2024-25
- B. HOUSING REPAIRS AND MAINTENANCE POLICY
- C. HOUSING CAPITAL PROGRAMME
- D. SHELTERED ACCOMMODATION STRATEGY FRAMEWORK
- E. SUPPORT FOR THE VOLUNTARY AND COMMUNITY SECTOR

Details of the Commission's consideration of the items as reported to the meeting of the Cabinet on the 7th March 2024 can be found in the minutes from the Commission's meeting on 4th March 2024.

The Vice-Chair of the Commission, Councillor Needham, attended the Cabinet's meeting on the 7th March 2024 to present the Commission's reports to the Cabinet.

Cabinet Response

The Cabinet considered the Commission's reports and acknowledged the work undertaken and the views of the Commission. In particular, the Cabinet responded as follows to the reports:

CORPORATE DELIVERY PLAN 2024-25

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

HOUSING REPAIRS AND MAINTENANCE POLICY

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

HOUSING CAPITAL PROGRAMME

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

SHELTERED ACCOMMODATION STRATEGY FRAMEWORK

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

SUPPORT FOR THE VOLUNTARY AND COMMUNITY SECTOR

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

Report Implications

Financial Implications

None

Risk Management

No risks have been identified in connection with this report.

Comments of Monitoring Officer

None.

Comments of Section 151 Officer

None.

Equality and Diversity

None.

Climate Change and Carbon Impact

None.

Crime and Disorder

None.

Wards Affected

Not applicable.

Publicity Arrangements

None.

Consultations

None.

Links to the Corporate Strategy

Efficient and Effective Council	Yes
Environment and Climate Change	No
Homes and Communities	No
Economy and Growth	No

Key Decision: No

Background Papers: None

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SCRUTINY COMMISSION - TUESDAY, 2 APRIL 2024

Report of the Head of Democracy

Purpose of the Report

To review the progression of scrutiny panels.

Actions Requested

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

Reasons

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

Scrutiny Panels

Flooding Scrutiny Panel

The first meeting of the Flooding Scrutiny Panel took place on 12th March 2024. The minutes of the meeting can be found on the Council's website.

Public Transport Scrutiny Panel

The Public Transport Scrutiny Panel were due to meet again on 27th March 2024. The minutes of the meeting can be found on the Council's website.

HMOs

The Scrutiny Commission had requested a member briefing session on HMOs and officers had been developing the content for the session. It was evident that the scope for the session was large and members agreed that it would be beneficial for the session to be delivered in two stages. Stage one would focus on the planning and licensing aspects of HMOs, and stage two would focus on anti-social behaviour, parking and waste management. The member briefing session for stage one was scheduled for 3rd April 2024. The second stage of the briefing session was to be scheduled.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2024-28 commits the Council to continue to deliver excellent services and achieve value for money by regularly reviewing how we work.

Report Implications

Financial Implications

None

Risk Management

No risks have been identified in connection with this report.

Equality and Diversity

None.

Climate Change and Carbon Impact

None.

Crime and Disorder

None.

Wards Affected

Not applicable.

Publicity Arrangements

None.

Consultations

None.

Links to the Corporate Strategy

Efficient and Effective Council	Yes
Environment and Climate Change	No
Homes and Communities	No
Economy and Growth	No

Key Decision: No

Appendices: Appendix – 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 Leigh Harper-Davies	Formal	Flooding	Understanding which agencies are involved and their roles The difference between prevention and response/recovery Consideration of the draft LLFA Flood Risk Management Strategy	TBC	March – October 2024

			<p>Co-ordination and interaction with agencies</p> <p>Flood Preparedness</p> <p>Communication</p> <p>Flood Risk Management</p> <p>Property Flood Resilience Measures</p> <p>Lessons Learned</p>		
<p>Councillor Sarah Maynard</p>	<p>Formal</p>	<p>Public Transport</p>	<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. 	<p>Ongoing</p>	<p>December 2023 –May/July 2024</p>

			<ul style="list-style-type: none"> Consideration of public transport provision written into planning S106 agreements. 		
Councillor Sarah Monk	Formal	Housing Needs	Investigation of the effectiveness of the current Housing Register and whether the process could be streamlined. Suggestion of whether a separate list could be created for residents that require adapted properties.	Scoping document to be submitted to January 2024 Scrutiny Commission for approval.	June 2024 start
TBC	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)
		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.	Received by members 8th January 2024.
		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.	Two member briefing sessions on this topic will be scheduled. Following this, the Scrutiny Commission will decide if a panel is required.	Stage one scheduled for 3 April 2024.

Express	Informal	Formal	Proposed

SCRUTINY COMMISSION - TUESDAY, 2 APRIL 2024

Report of the Head of Democracy

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.

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 5th March 2024. The outcomes of the meeting can be found in the minutes of the meeting which are published on the Council's website. The Finance and Performance Scrutiny Committee will meet again on 2nd July 2024.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2024-28 commits the Council to continue to deliver excellent services and achieve value for money by regularly reviewing how we work.

Report Implications

Financial Implications

None

Risk Management

No risks have been identified in connection with this report.

Equality and Diversity

None.

Climate Change and Carbon Impact

None.

Crime and Disorder

None.

Wards Affected

Not applicable.

Publicity Arrangements

None.

Consultations

None.

Links to the Corporate Strategy

Efficient and Effective Council	Yes
Environment and Climate Change	No
Homes and Communities	No
Economy and Growth	No

Key Decision: N

Background Papers: None

Officer to contact: Sally Watson
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Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
5th March 2024	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
5th March 2024	Homelessness and Reducing Rough Sleeping Strategy	Written report to consider in more depth where the Council was in terms of performance, to include consideration of impact of Leicestershire County Council withdrawing funding of Falcon Support Services.	Identified as amber RAG status in Performance Monitoring Quarter 2 report considered 28th November 2023 meeting.	Lead Member/P. Oliver/K. Moore	Requested at 28th November 2023 meeting.
5th Mar 2024 (annual item)	Performance Information (Quarter 3 Report)	Monitoring of Performance Indicator information and Corporate Plan Objectives and Initiatives.	To ensure targets and objectives are being met. To identify areas where performance might be improved.	Relevant Lead Members & Heads of Service / V. Brackenbury	Quarter 3 Report considered at the same time annually.
5th Mar 2024 (Period 9 - annual item)	Revenue Monitoring (General Fund and HRA)	Monitoring of Council's revenue position.	To compare actual income and expenditure against budget, find out why variances have occurred and, where necessary, ensure corrective actions are in place.	Lead Member/ L. Tansey	Three reports to be considered through the year. Reports to be considered at the same time annually.
5th Mar 2024 (annual item)	Capital Monitoring	Monitoring of position with the Council's Capital Plan.	To ensure progress to the Council's Capital Plan and its financing are satisfactory.	Lead Member/ L. Tansey	Monitoring Report at each quarterly meeting.
5th Mar 2024	Car Parking Strategy Update (Written)	Update on progress of car parking strategy review, to include any car parking data available (see F&PSC Minute 19 2023/24).	Monitoring progress of developing strategy.	Lead Member / K Summers / Head of Service	Requested at its meeting on 12th Sep 2023
2nd July 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.

2nd July 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.
2nd July 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.
2nd July 2024 (annual item)	Annual Performance report	Annual collation of performance information for publication on the Council's website	To communicate performance of the Council against annual targets	V. Brackenbury	Added to work programme by email agreement of the Chair for 2022. Confirmed on 15th March 2023 to be considered at June's meeting
17th 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.
17th 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.
17th 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.
17th 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)
26th Nov 2024 (annual item)	Community Safety Partnership	To review the work of the Community Safety Partnership on an annual	To ensure effective scrutiny of the work of the Community Safety Partnership	CSP Chair / relevant Head of	Legal requirement to be reviewed annually. Agreed with C/VC 19

		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.		Service / T McCabe	Jul 2021 to occur mid-year in November.
26th 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.
26th 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 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.
26th 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.
26th Nov 2024 (annual item)	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
Mar 2025 (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.
Mar 2025 (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.
Mar 2025 (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 - TUESDAY, 2 APRIL 2024

Report of the Head of Democracy

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 4th March 2024, the Scrutiny Commission did not make any changes to their work programme.

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.

Policy Justification and Previous Decisions

The Council's Corporate Strategy 2024-28 commits the Council to continue to deliver excellent services and achieve value for money by regularly reviewing how we work.

Report Implications

Financial Implications

None

Risk Management

No risks have been identified in connection with this report.

Equality and Diversity

None.

Climate Change and Carbon Impact

None.

Crime and Disorder

None.

Wards Affected

Not applicable.

Publicity Arrangements

None.

Consultations

None.

Links to the Corporate Strategy

Efficient and Effective Council	Yes
Environment and Climate Change	No
Homes and Communities	No
Economy and Growth	No

Appendices:

Appendix 1 – Scrutiny Commission Work Programme

Appendix 2 – Notice of Key Decisions

Background Papers:

None

Officer to Contact:

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Democratic Services Officer
(01509) 634969
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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	02 April 2024 (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.		Lead Officer (report)	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	02 April 2024 (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.		Lead Officer (report)	Items may also be determined by the Chair and Vice-chair in consultation with the Democratic Services Manager. Further items may also be added following publication of the Cabinet agenda

Scrutiny Commission Work Programme

Scrutiny Commission	02 April 2024 (standing item)	Pre-decision scrutiny – Cabinet Response	To consider the response of Cabinet to recommendations by the Commission on pre- decision scrutiny items.		Lead Officer (report)	Scrutiny Commission
Scrutiny Commission	02 April 2024 (standing item)	Scrutiny Panels	To review progress with Scrutiny Panels.		Lead Officer	Re-established following Scrutiny Work Programme Workshop on 24 May 2021
Scrutiny Commission	02 April 2024 (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	02 April 2024	Cost of Living Update	To update on the support provided to residents during the winter period of 2023-24.		Director of Housing and Wellbeing	Agreed Scrutiny Commission 3 July 2023, min ref 5 2023/24.
Scrutiny Commission	02 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	Waste Management Scrutiny Panel Update	To include an update on the progression of Cabinet approved panel recommendations 5, 6 and 9.		Head of Contracts (Leisure, Waste and Environment)	Agreed Scrutiny Commission 8 Jan 2024, min ref 93 2023/24.
Scrutiny Commission	June 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	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.		To be confirmed	In accordance with Section 6.3(e) of the Council's Constitution, Scrutiny Commission must report annually to Council on the workings of scrutiny bodies and the operation of the scrutiny function generally.

Scrutiny Commission Work Programme

Scrutiny Commission	August 2024	Update on Void Property Information	To update the Commission on the Void Property Information, six months after the last review. To include an updated version of the table attached as an Appendix to the report received by the Scrutiny Commission on 12th December 2022.		Director of Housing and Wellbeing, Head of Strategic Housing, Hread of Landlord Services.	Agreed Scrutiny Commission 05 February 2024, min ref 100 2023/24.
Scrutiny Commission	08 January 2025 (annual item)	Budget Scrutiny Panel Report	A report of the Budget Scrutiny Panel following its scrutiny of the Council's draft budget for 2025/26.		Budget Scrutiny Panel Chair	Scrutiny Commission
Scrutiny Commission	To be scheduled	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 Planning and Growth	Agreed Scrutiny Commission 9 October 2023, min ref 55 2023/24.
Scrutiny Commission	To be scheduled	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
6th March 2024**

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
Head of Democracy
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Southfield Road, Loughborough, Leicestershire, LE11 2TX
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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?
Garage Site Strategy	To approve the Garage Site Strategy.	Cabinet	7th March 2024	Report	Yes	Katie Moore Head of Strategic Housing Tel: 01509 634671 katie.moore@charnwood.gov.uk
Sheltered Accommodation Strategy Framework	To approve the Sheltered Accommodation Strategy Framework.	Cabinet	7th March 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Housing Repairs and Maintenance Policy	To approve the Housing Repairs and Maintenance Policy.	Cabinet	7th March 2024	Report	Yes	Janet Glass Head of Landlord Services Tel: 01509 634507 janet.glass@charnwood.gov.uk
Support for the Voluntary and Community Sector	To consider changes to the Community Grants, Member Grants and Community Facilities Grants schemes.	Cabinet	7th March 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@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

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
Assets Review	To update on the outcome of the assets review of office accommodation and consider officer recommendations. Consideration of a series of investment projects to deliver on Carbon Commitment, Energy Efficiency, Use of Space, and potential income generation.	Cabinet <i>Council</i>	4th April 2024 <i>22nd April 2024</i>	Report	No	Ian Browne Head of Assets and Property Tel: 01509 634539 ian.browne@charnwood.gov.uk
Homelessness and Rough Sleeping Reduction Strategy	To approve the Council's Homelessness and Rough Sleeping Reduction Strategy.	Cabinet	4th April 2024	Report	Yes	Katie Moore Head of Strategic Housing Tel: 01509 634671 katie.moore@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	4th April 2024	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 richard.bennett@charnwood.gov.uk
Towards a Corporate Biodiversity Strategy	To approve the First Considerations Report, which is now required to be published annually by the Environment Act.	Cabinet	4th April 2024	Report	Yes	Richard Bennett Head of Planning and Growth Tel: 01509 634763 richard.bennett@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	11th July 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?
Capital Plan Outturn 2023/24	To report the Council's capital expenditure results for 2023/24 subject to audit.	Cabinet	11th 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	11th 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	12th September 2024 4th November 2024	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 2 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2024/25.	Cabinet	14th November 2024	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Draft General Fund and HRA 2025-26 Budgets	To seek approval to the Draft Revenue Budget for 2025-26 as a basis for consultation.	Cabinet	12th December 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	12th December 2024 16th January 2025	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	13th February 2025 24th February 2025	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Medium-Term Financial Outlook 2025-28 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2025-26 and the annual report on the Prudential Code, for recommendation to Council.	To seek approval to a Medium-Term Financial Outlook 2025-28 and Capital Strategy, Treasury Management Strategy Statement, Annual Investment Strategy and Minimum Revenue Provision Policy for 2025-26 and the annual report on the Prudential Code, for recommendation to Council.	Cabinet Council	13th February 2025 24th February 2025	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
2025-26 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget for 2025-26 and to propose the Council Tax for approval by Council.	Cabinet Council	13th February 2025 24th February 2025	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk

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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?
Assets Review	To update on the outcome of the assets review of office accommodation and consider officer recommendations. Consideration of a series of investment projects to deliver on Carbon Commitment, Energy Efficiency, Use of Space, and potential income generation.	Cabinet <i>Council</i>	4th April 2024 <i>22nd April 2024</i>	Report	No	Ian Browne Head of Assets and Property Tel: 01509 634539 ian.browne@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.