



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 Monday, 29th April 2024 at 6.00 pm for the following business.



Chief Executive

Southfields
Loughborough

19th April 2024

AGENDA

1. APOLOGIES
2. MINUTES OF THE PREVIOUS MEETING 5 - 12
To approve the minutes of the meeting of the Commission held on 2nd April 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 9th May 2024.

- (a) Equality, Diversity and Inclusion Strategy 2024 - 2028 13 - 43

A Cabinet report of the Head of Transformation, Strategy and Performance to set out, following a period of public consultation, Charnwood Borough Council's Equality, Diversity and Inclusion (EDI) Strategy (2024-2028) for consideration and approval.

- (b) Procurement of a Contractor to Deliver Flood Damage Reinstatement Works 44 - 46

A Cabinet report of the Director of Housing and Wellbeing to seek Cabinet approval to procure a contractor to undertake reinstatement works following flood damage. The value of the contract is estimated at over £500k therefore under the Council's procurement rules this distinct report to Cabinet is necessary.

8. PRE-DECISION SCRUTINY - CABINET RESPONSE 47 - 49

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

9. SCRUTINY PANELS 50 - 55

A report of the Head of Democracy to consider updates on the work of scrutiny panels.

10. SCRUTINY WORK PROGRAMME 56 - 60

A report of the Head of Democracy enabling the Commission to review and agree the scrutiny work programme.

11. SCRUTINY COMMISSION WORK PROGRAMME

61 - 73

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:

10th June 2024
8th July 2024
5th August 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 2ND APRIL 2024

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

Councillors Miah (Leader of the Council), Ashcroft
(Cabinet Lead Member for Finance, Customer &
Support Services, Revenues and Benefits)
(Treasurer of the Labour Group), A. Gray (Cabinet
Lead Member for Waste, Open Spaces and
Leisure facilities) and Jadeja (Cabinet Lead
Member for Planning)

Director Commercial and Economic Development
Head of Assets and Property
Head of Transformation, Strategy and
Performance
Head of Contracts, Leisure, Waste and
Environment
Head of Legal and Elections
Group Leader, Plans Policy & Place Making
Senior Ecological Officer
Learning and Organisational Development
Coordinator
Democratic Services Officer (SW)

APOLOGIES: Councillors Seaton and B. Gray

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.

124. MINUTES OF THE PREVIOUS MEETING

The minutes of the meeting of the Commission held on 4th March 2024 were approved.

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

No disclosures were made.

126. DECLARATIONS OF THE PARTY WHIP

No declarations were made.

127. QUESTIONS UNDER SCRUTINY COMMITTEE PROCEDURES 11.16

No questions were submitted.

128. 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.

129. CABINET ITEMS FOR PRE-DECISION SCRUTINY

130. ASSETS REVIEW

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

The Leader of the Council, the Director of Commercial and Economic Development, the Head of Assets and Property assisted with the consideration of this item. The following summarises the discussion:

- i. The newer part of Southfields Offices had been constructed in the 1980s and initially had a life expectancy of approximately 25 years. This time frame had been surpassed due to the careful maintenance undertaken to preserve the building. It was anticipated that further updates and maintenance would prolong the building for another 25-30 years. The new build option that the council had previously considered would have a life expectancy of approximately 35-40 years, but would have costed the council significantly more.
- ii. The £500k requested would be used to facilitate the development and planning of the programme of works required. The full cost of the improvement programme would be known after a programme of works had been developed and would be subject to Cabinet and Council approval. It was expected that a budget of approximately £6m would be required.

RESOLVED

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

Reason

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

131. WORKFORCE DEVELOPMENT STRATEGY

A Cabinet report of the Head of Transformation, Strategy and Performance to approve the Borough Council's Workforce Development Strategy 2024 – 2028, was submitted (item 7b on the agenda filed with these minutes).

The Lead Member for Finance, Customer and Support Services, Revenues and Benefits, the Head of Transformation, Strategy and Performance and the Learning and Organisational Development Coordinator assisted with the consideration of this item. The following summarises the discussion:

- i. The council prioritised recruitment and retention of good officers. Salary benchmarking was undertaken with East Midlands Councils to ensure salaries were in line with those in similar local authorities in Leicestershire and surrounding areas. There was also a network of HR Managers that Charnwood was involved in in order to benchmark further. The council was actively promoting the benefits of working in local government and at Charnwood Borough Council specifically.
- ii. The council had introduced agile working plans which were unique to each service and team. Staff were engaged to discuss service delivery and how agile working could be done. There were some challenges associated with agile working but these were managed well by individual services. Following the introduction of agile working at the council, staff surveys had indicated that this way of working was preferred. It was also highlighted that agile working was a key factor in recruiting new staff as it was seen as a desirable advantage.
- iii. Staff vacancies affected some service areas more than others and the council was trying different initiatives to fill vacancies, including career grading posts and the offer of apprenticeships.

RESOLVED

That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Transformation, Strategy and Performance.

Reason

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

132. BIODIVERSITY IMPROVEMENTS - CHANGES TO MOWING ARRANGEMENTS

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

The Lead Member for Waste, Open Spaces and Leisure Facilities and the Head of Contracts: Leisure, Waste and Environment assisted with the consideration of this item. The following summarises the discussion:

- i. The pilot scheme would be run over a two year period in order to allow biodiversity to improve over time. It was expected that a one year pilot would not be a long enough time scale to allow biodiversity to improve. It was possible that the council could monitor the increase in biodiversity over the two year pilot period. Following the two year pilot period, it would possible that the council may decide to extend the initiative to further sites across the borough.
- ii. The council had an obligation to improve biodiversity and it was recognised that a balance was important. It was expected that the initial pilot scheme would not be favoured by some residents, but the council would communicate the purpose of the pilot scheme to residents and erect signage to re-establish the expectation of how open spaces were managed.
- iii. The council would ensure that the sites included in the pilot scheme were carefully managed, despite the reduction in mowing. It would be obvious to members of the public that the increase in vegetation was deliberate and site parameters would be maintained to ensure boundaries were not overgrown.
- iv. The pilot scheme would affect only a very small amount of open space owned by the council. It was recognised that the pilot scheme may deter people from using the open spaces as they had done before, although there were other areas within localities that members of the public could use instead.
- v. It was possible that the council could use a flowering lawn mix on the selected sites to improve the look of the sites, although this would have to be carefully considered as some flowering lawn mixes affect the quality of the grass.
- vi. The council had received funding to work with an ecology consultant. The sites were chosen based upon the advice of the ecology consultant, as these were considered to be the most appropriate sites.

RESOLVED

That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Contracts: Leisure, Waste and Environment.

Reason

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

133. TOWARDS A CORPORATE BIODIVERSITY STRATEGY

A Cabinet report of the Head of Planning and Growth to approve the First Considerations Report, was submitted (item 7d on the agenda filed with these minutes).

The Lead Member for Planning, the Group Leader Plans, Policy and Place and the Senior Ecological Officer assisted with the consideration of this item. The following summarises the discussion:

- i. The council intended to use all of the £875k in offsetting payments secured under Section 106 legal agreements which were in the process of being disbursed for biodiversity projects. Some of this money had already been spent and officers at the council were leasing with parish and town councils to identify appropriate projects for the funding. It was expected that the funding would be exhausted and projects would be completed within 5 to 7 years. There was a risk that the money may not be spent if appropriate projects were not identified.
- ii. There was a significant amount of governance surrounding the use of Section 106 monies to ensure it was used towards the intended purpose. There were new legalities in place that meant that the council needed to employ new mechanisms in order to receive money from developers, which was anticipated to take some time.
- iii. There was an opportunity within parishes and towns to create new public open spaces and there was a degree of flexibility on the projects delivered. Members were encouraged to highlight areas within their wards which could benefit from funding for projects to increase biodiversity.
- iv. It was suggested that the Communications team at the council could become involved in the promotion of the scheme, using a discrete and targeted approach to engage landowners in the borough.
- v. It was suggested that a peer to peer approach would be beneficial, to enable parish and town councils to discuss projects undertaken in their localities, the challenges faced and best practice advice. This may encourage more participation in the scheme.
- vi. It was suggested that positive examples of the use of funding be communicated to parish and town councils to encourage further ideas or projects.
- vii. Schools within the borough could benefit from the funding available. There was often a significant amount of open space available on school premises and biodiversity was included on school curriculums.

RESOLVED

1. That the Cabinet be informed that the Commission supports the recommendations as set out in the report of the Head of Planning and Growth.
2. That the Senior Ecological Officer consider engaging the council's Communications team in the scheme.

Reason

1. The Commission, having carefully considered the report, felt the Cabinet should approve the recommendations set out.
2. To encourage more participation in the scheme from parish and town councils.

134. CABINET RESPONSE TO PRE-DECISION SCRUTINY

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

The 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.

135. 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

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

The meeting of the Public Transport Scrutiny Panel scheduled for 27th March 2024 was cancelled due to the lack of officer availability. This meeting would be rescheduled in due course.

RESOLVED

That the Scrutiny Commission reviewed the progression of scrutiny Panels.

Reason

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

136. 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).

The Head of Legal and Electoral Services assisted with the consideration of this item.

RESOLVED

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

Reasons

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

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

137. 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).

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

Two items which had originally been scheduled to be submitted to this Scrutiny Commission had been deferred and were expected to be submitted to the next meeting of the Scrutiny Commission;

- Cost of Living Update
- Selective and Additional Licensing Scheme Update

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 Democratic Services Manager by five members of the Council by noon on the fifth working day following publication of these minutes.
2. These minutes are subject to confirmation as a correct record at the next meeting of the Scrutiny Commission.
3. The following meeting participants attended the meeting virtually via Microsoft Teams; The Director of Commercial and Economic Development, the Head of Assets and Property and the Learning and Organisational Development Coordinator.

CABINET - THURSDAY, 9 MAY 2024

Report of the Head of Transformation, Strategy and Performance Lead Member: Executive Member Leader of Council

Part A

EQUALITY, DIVERSITY, AND INCLUSION STRATEGY 2024-2028

Purpose of Report

To set out, following a period of public consultation, Charnwood Borough Council's Equality, Diversity & Inclusion (EDI) Strategy (2024-2028) for consideration and approval.

Recommendations

1. That the Council's Equality, Diversity & Inclusion (EDI) Strategy (2024-2028) and associated Equality Action Plan (2024-2026), attached as an Annex A and B, be approved.
2. That, if approved at Council on the 22nd April 2024, Charnwood Borough Council treats care experienced people as if they were a protected characteristic whilst recognising that the needs of people with legally defined protected characteristics will take precedence if there is a conflict.

Reason

1. To enable the Strategy, which seeks to improve how the organisation promotes equality in all services delivered by Charnwood Borough Council and in how it employs and manages staff, and to assist the Council in meeting its corporate objective to consider its customers' needs, be approved following public consultation.
2. To continue to support care experienced people who face significant barriers that impact them throughout their lives and to adhere to the Public Sector Equality Duty that requires public bodies, such as councils, to have due regard of the need to eliminate unlawful discrimination, harassment, and victimisation of people with protected characteristics.

Policy Justification and Previous Decisions

The Council is required to produce an EDI Strategy to evidence how it is meeting its statutory duties regarding equality, diversity and inclusion. Various equality strategies, schemes and plans have previously been approved by Cabinet. This revised Strategy builds upon each of these and strengthens the Council's existing approach to equality, diversity and inclusion. The current Strategy was approved by Cabinet in December 2020.

The legislative requirements within the Equality Act 2010 and associated Public Sector Equality Duty requires Charnwood Borough Council to revise its Priority Equality Objectives by 2024 (this duty must be completed every four years). This

revised Equality, Diversity & Inclusion Strategy is therefore necessary to reflect such changes.

The Strategy has been developed, in line with the Council's revised Corporate Strategy 2024-2028. It has been informed by the opinions of individuals and community groups which were captured via the Council's residents' survey that was conducted in 2023.

The Council's Corporate Strategy contains a framework for the delivery of services which focuses on areas that residents identified as priorities and those areas that the Council recognises as requiring additional support, with the intention of being beneficial for many of those within the community who need the Council the most. This EDI Strategy supports the aims and priorities set within the revised Corporate Strategy 2024-2028 to meet the Council's aim of achieving fairness and respect for everyone in all that it does.

Implementation Timetable including Future Decisions

The decision will come into effect immediately (subject to Call-in).

Report Implications

Financial Implications

There are no financial implications arising from this report at this stage. All activities will be covered within existing budgets.

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
Failure to assess the impact of our policies and to deliver fair and equitable services could result in the council facing a legal challenge and result in damage to its reputation.	(2)	(2)	Low (4)	Undertaking Equality Impact Assessments on policies and key decisions to analyse the impact on different equality groups, should reduce the risk of this occurring.

Equality and Diversity

An Equality Impact Assessment (EIA) has been prepared for this Strategy; however, the whole purpose is to ensure that the Council complies with the statutory duty to give due regard to the need to:

- Eliminate discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunities for all.
- Foster good relations between all individuals.

Climate Change and Carbon Impact

None identified.

Crime and Disorder

There are actions contained within the plan which specifically relate to crime and disorder in relation to supporting the PREVENT action plan and multi-agency Leicestershire and Rutland PREVENT steering group and working directly with partners, local organisations and community groups to deliver the Leicester, Leicestershire and Rutland Hate action plan.

Wards Affected

All Wards.

Publicity Arrangements

The final Strategy and action plan will both be made publicly available on the Charnwood Borough Council website.

Consultations

Key to the development of this Equality, Diversity & Inclusion Strategy was consultation with, and the engagement / involvement of various internal and external stakeholders.

A Residents Survey was completed in 2023, this informed development of the Council's Corporate Strategy (2024-2028), responses generated through this consultation were also taken on board and reflected in the final EDI Strategy.

Links to the Corporate Strategy

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

Key Decision: N

Background Papers: Cabinet, Item 8. 10th December 2020 – Equality, Diversity and Inclusion Strategy 2020-2024.

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Part B

Background

The current EDI Strategy was adopted by Cabinet in December 2020. It was agreed that the Strategy would be reviewed after four years and refreshed to take account of the Council's legislative requirement to revise its Priority Equality Objectives for 2024, as prescribed in the Equality Act 2010 and associated Public Sector Equality Duty.

The Equality Act 2010 and the associated Public Sector Equality Duty require authorities to work towards a much broader definition of equality and inclusion and to provide a greater focus on achieving positive equality outcomes. This includes placing a stronger emphasis on the need to evidence 'due regard' by strengthening the Council's approach to Equality Impact Assessments. The expectation is that authorities make much more explicit what they are doing in relation to equalities and inclusion via the EDI Strategy.

This EDI Strategy (2024-2028) considers the Equality Act 2010 and the Council's legislative requirements within the Public Sector Equality Duty, development in relation to the contents of the previous Strategy and the authority's equality-related work over the course of the last four years. As such the Council's Priority Equality Objectives very much form the focus of this new EDI Strategy.

The EDI Strategy (2024-2028) sets out the Council's objectives and approach to promoting equality and inclusion, good relations and in tackling discrimination and harassment. It recognises that specific actions are needed to address different equality issues whilst also acknowledging many people experience more than one type of disadvantage or discrimination (multiple discrimination).

Focus of the EDI Strategy is themed around employment practice, decision-making and developing policies, access to services, culture, working with services and buying services from others, it contains objectives that will address these areas. It supports the aims and priorities set within the revised Corporate Strategy 2024-2028 to attain the Council's aim of achieving fairness and respect for everyone in all that we do.

The new equality action plan 2024-2026 will be used as supplementary information which will support delivery of the Strategy. The action plan will be revised every two years.

The Council has an Equality Working Group with representatives from across the Council. The aim of the group is to ensure effective and co-ordinated action across the Council to reduce disadvantage, discrimination and inequality of opportunity, and promote equality in terms of the people it serves, its workforce, the partners it works with and the services it delivers. This group have approved the revised Equality, Diversity and Inclusion Strategy and associated action plan.

Consultation Approach

Numerous consultation activities have taken place to support development of this Strategy. This includes engagement with both internal and external stakeholders. Internal consultation has included the Equality Working Group, Staff Forum, staff focus sessions and engagement with the Senior Leadership Team.

External engagement has taken place with hard-to-reach groups, the Citizens Panel, local students and a public online consultation. The results of this activity have been used to develop the final Strategy.

The EDI Strategy will be made available through the Council's website.

Care Experienced People

A joint motion is due to be approved at Council on the 22nd April 2024 in relation to support for care experienced people. This motion can be seen below:

(i) This Council notes that:

(a) Care experienced people face significant barriers that impact them throughout their lives;

(b) Despite the resilience of many care experienced people, society too often does not take their needs into account;

(c) Care experienced people often face discrimination and stigma across housing, health, education, relationships, employment and in the criminal justice system;

(d) Care experienced people may encounter inconsistent support in different geographical areas;

(e) The Public Sector Equality Duty requires public bodies, such as councils, to have due regard of the need to eliminate unlawful discrimination, harassment, and victimisation of people with protected characteristics.

(ii) This Council therefore resolves that:

(a) It recognises that care experienced people are a group who are likely to face discrimination.

(b) It recognises that co-production and collaboration can help ensure that the needs and aspirations of all people are at the heart of decision making;

(c) Future decision, services and policies made and adopted by the Council should be assessed through Equality Impact Assessments to determine the impact of changes on people with care experience, alongside those who formally share a protected characteristic.

(d) In the delivery of the Public Sector Equality Duty the Council will work towards including people with care experience in the publication and review of Equality Objectives and the annual publication of information relating to people who share a protected characteristic in services and employment;

(e) This Council will treat care experience as if it were a protected characteristic whilst recognising that the needs of people with legally defined protected characteristics will need to take precedence if there is a conflict;

(f) To continue proactively seeking out and listening to the voices of care experienced people when developing new policies based on their views

The Equality, Diversity and Inclusion Strategy 2024-28 and supporting action captures actions in support of the motion above.

Appendices

Appendix A - Equality, Diversity & Inclusion (EDI) Strategy (2024-2028)

Appendix B - Equality Action Plan (2024-2026)

Appendix C - Equality Impact Assessment

Equality, Diversity and Inclusion Strategy 2024-28



Leader's Foreword

I am delighted to introduce our Equality, Diversity and Inclusion Strategy, a testament to our ongoing commitment to making Charnwood a place where equality is not merely a concept but a lived reality for everyone in our diverse community.

Informed by consultations with community members, staff, lessons learned from past strategies, and insights gained from actions plans, this Strategy is a robust framework that reflects our collective dedication to fostering an inclusive environment.

We have listened to the voices of our residents, learning from their experiences and aspirations, ensuring that our approach is grounded in the realities of those we serve.

Our journey toward equality is not just about policies and procedures; it is about creating meaningful opportunities and experiences for every individual. Our commitment goes beyond rhetoric; it is a pledge to deliver tangible, lasting improvements that touch the lives of local people.

The steps outlined in this Strategy are purposeful actions that the council intends to take to promote equality and inclusion in every area of our operations. From service delivery to employment practices, we are committed to embedding equality into the fabric of the organisation.

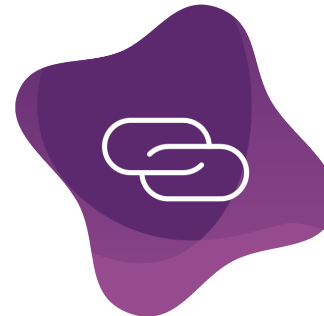
Thank you for your partnership and commitment to a more equitable future.

Cllr Jewel Miah
Leader of Charnwood Borough Council



Pride in Charnwood

We take pride in our work and our 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 Focused

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



Executive Summary

Welcome to Charnwood Borough Council's Equality Strategy 2024-28.

This strategy has been designed to guide our authority towards a more inclusive and equitable community. The Strategy reflects our commitment to fostering diversity, promoting fairness, and addressing the unique needs of all individuals within our borough.

The Equality Framework for Local Government (EFLG) developed by the Local Government Association was updated in 2021 to reflect the latest legislation. This framework has been used to influence development of this Strategy.

The four equality objectives we have outlined follow the Local Government Association's priorities for Equality, Diversity, and Inclusion, which are cross cutting themes that underpin our work and provide clear oversight.

The key pillars our of Strategy influenced by the EFLG are:

Understanding and working with our communities: We aim to embed diversity in decision-making processes ensuring representation from all sections of our community. This Strategy outlines steps to enhance inclusivity in our local government structures.

Responsive services and customer care: We are dedicated to ensuring equitable access to public services for everyone. The Strategy details initiatives to identify and eliminate barriers, making our services accessible to everyone.

Diverse and engaged workforce: We recognise the importance of a diverse and inclusive workforce. The Strategy outlines measures to promote equality within our organisation, fostering an environment that values and respects every employee.

Leadership, partnership, and organisational commitment: We are committed to delivering effective leadership and developing partnerships which prioritise equality, diversity, and inclusion. Setting the tone for a positive workplace culture and contributing to long-term success and sustainability.

Equality Statement

Charnwood Borough Council is committed to treating people fairly. We embrace the Equality Act and the Public Sector Equality Duty, ensuring that our policies and practices actively contribute to the elimination of discrimination and the advancement of equal opportunities.

Our commitment extends to promoting diversity within our workforce, providing fair and accessible services to the community, and engaging in continuous dialogue with stakeholders to understand and address specific needs.

Charnwood Borough Council stands firm in its mission to create a place where diversity is celebrated, and where everyone has the opportunity to thrive. Together, we strive to build a more inclusive and equitable future for all.

Legislative Context

Charnwood Borough Council is subject to equalities legislation and Local Authorities have a legal duty to comply with equality legislation.

The Equality Act 2010, with its Public Sector Equality Duty, places a legal obligation on local authorities to actively promote equality, eliminate discrimination, and consider the impact of their actions on individuals. The Act covers nine protected characteristics (age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation).

Every person has one or more protected characteristic, so the Equality Act 2010 protects everyone against unfair treatment.

The Public Sector Equality Duty includes a general duty, the general duty requires public organisations, including Councils to think about how they can make things better for people from different groups. This includes having 'due regard' to the following:

- Eliminating unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advancing equality of opportunity between people who share a protected characteristic and those who do not.
- Fostering good relations between people who share a protected characteristic and those who do not.

For marriage and civil partnerships this protection applies only to the first duty.

We aim to meet our Public Sector Equality Duty by:

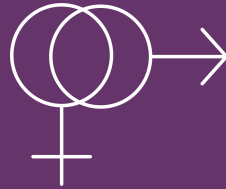
- Ensuring that staff, service users and residents receive fair and respectful treatment and are not subject to discrimination or harassment. This includes removing or minimising any disadvantage that people may experience due to their protected characteristics.
- Acting where the needs of people with certain protected characteristics are different from other people's needs and encouraging them to take greater part in public life and activities where this is disproportionately low.
- Publishing relevant and proportionate equalities information, and set ourselves specific, measurable equality objectives at least every four years. Our broad goals for 2024-28 are set out in this Strategy which, together with associated action plans are published on the council's website.
- Paying 'due regard' and consider equality impacts before we make decisions affecting residents, service users or employees. This may be demonstrated through an Equality Impact Assessment or other activities/assessments.
- Publishing our gender pay gap reports by each reporting period.
- Monitoring and assessing the impact of our decisions and actions, and whether they are actually reducing levels of inequality.
- Working with communities, partners, and agencies across the Borough to promote good relations, and where there is discrimination, challenge it.

Charnwood Borough Council: Key Facts

Information from:
Office of National Statistics - 2021 Census

April 2021, Age population estimates.

18.9% - Ages 0-17
61.9% - Ages 18-64
19.2% - Ages 65+



Female **92,054 (49.8%)**
Male **92,694 (50.1%)**

Population estimates - **184,748**
Population increases of **10.9%** by April 2021

37.0% Married to opposite sex

0.2% Married to same sex

0.2% Registered Civil Partnership



There have been **28,786** live births from 2011 to 2021

According to the ONS Survey, **3%** of residents identify as **LGBT+** or other.



4,480

59.3% of residents have a religion

Christian 41.5%	Buddhist 0.3%
Hindu 6.7%	Jewish 0.1%
Muslim 3.1%	Other 0.5%
Sikh 1.1%	No religion 40.7%

Ethnicity

White - **82.3%**
Asian, Asian British or Asian Welsh - **12.4%**
Mixed or Multiple ethnic groups - **2.5%**
Black, Black British, Black Welsh, Caribbean or African - **1.5%**

Age

Over 65 **18.7%**
16-65 **64.4%**
15 & under **16.8%**



16.4%
(30,149)

of residents have a disability

0.3% of residents identify as Transsexual, non-binary or other.



554

Our staff: Key Facts

Workforce figures as of December 2023



520

Total CBC employees

5.79%
have declared a disability

Workforce age statistics

38% aged 44 years and below

62% aged 45 years and above

Charnwood's employees have a higher female to male ratio.



Male **40.1%**

Female **59.8%**

3.28%
identify as LGBT+ or other



59%

of the workforce
have declared having a religion

Equality Objectives

The Equality objectives help us to meet our obligations under the Equality Act and Public Sector Equality Duty. The Equality Action Plan has been developed from these four objectives (Appendix A). To ensure these actions are achieved they will be monitored by the Equality Working Group and regular reports will be shared on progress with our Senior Leadership Team. These equality objectives pay equal regard to each of the protected characteristics.



Objective 1: Promoting Inclusive and Responsive Service Delivery

Ensuring that all public services provided by the local authority are accessible and tailored to meet the diverse needs of the community, eliminating any discriminatory practices.

Actions will include:

- Regular assessment of service accessibility
- Monitor and review compliments, complaints and other forms of public correspondence where protected characteristics are referenced
- Training provided to staff and Members on cultural competency and inclusivity.



Objective 2: Workforce Diversity, Engagement, and Inclusion

Foster a diverse and inclusive workforce with Member involvement that reflects the community it services, promoting equality of opportunity and fair treatment for all employees.

Actions will include:

- Inclusive recruitment practices
- Setting targets for underrepresented groups
- Regular review of pay structures and addressing any gender or ethnicity pay gaps.



Objective 3: Collaborating and Connecting with Communities

Actively engage with the community to understand and address the specific needs and concerns of different groups, ensuring their voices are heard in the decision-making process.

Actions will include:

- Establishing mechanisms for ongoing consultation with diverse community groups
- Conducting equality impact assessments for policies and initiatives
- Seeking input from stakeholders to identify potential disproportionate effects on protected characteristics.



Objective 4: Leadership, Partnership and Organisational Commitment

Lead from the front and work with partners to create a zero-tolerance approach to discrimination, ensuring effective mechanisms are in place to prevent, identify, and address any incidents.

Actions will include:

- Challenging discrimination and using our voice to challenge prejudice and discrimination
- Tackling hate incidents, working in partnership with the Police and other partners to support victims and tackle perpetrators
- Elected Members and organisation leaders monitoring performance and scrutinising policy in relation to equality, diversity and inclusion
- These objectives not only meet the requirements of the Equality Act and the Public Sector Equality Duty but also reflect a proactive commitment to building an inclusive and equitable community.
- Regular monitoring, evaluation, and adjustments based on feedback and data will be crucial in achieving these objectives effectively.

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Equality Strategy Action Plan 2024 - 2026



Introduction

This Action Plan is a key document for recording how service areas and corporate related activity will work to deliver the Council's Priority Equality Objectives and Equality Strategy 2024-2028. This is the first two-year plan to support delivery of the Equality Strategy 2024-2028. This two-year plan will also be used to monitor progress and achievements against the activities in the plan, ensuring targets are on track and delivered in 2024-2026.

Progress against the action plan will be monitored on an ongoing basis by the Equality Working Group and an annual report will be presented to the Senior Leadership Team.

All services across the Council contribute to the overall delivery of the Equality Strategy and Priority Equality Objectives in a variety of ways. Promoting and embedding equality and diversity both internally within the organisation, and externally across the Borough, requires continuous activity in order to create cultural change with a view to attaining the Council's overarching vision of fairness, respect, and equal access to service delivery for all.

This Equality Action Plan therefore includes a number of key milestones, to be met as appropriate, as part of the Council's commitment to providing better outcomes for all people.



Pride in Charnwood

We take pride in our work and our 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 Focused

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

Action	Completion Date	Success Measure	Lead	
PEO 1: Promoting inclusive and responsive service delivery - Ensuring that all public services provided by the local authority are accessible and tailored to meet the diverse needs of the community, eliminating any discriminatory practices				
1.1	Integrate a comprehensive equality impact assessment into the planning process, regularly reviewing and adapting the assessment based on community feedback and assessment findings.	Ongoing	Positive feedback on revised process and EIA template. Equality related complaints are reduced.	Equality Working Group
1.2	Care experienced people to be added to the equality impact assessment template as a protected characteristic.	June 2024	Views of care experienced people are included during the development of new policies.	Equality Working Group
1.3	Equality Working Group to act as a critical friend to services in reviewing Equality Impact Assessments.	March 2026	Equality Impact Assessment a standing agenda item at Equality Working Group quarterly meetings. Minimum of two Equality Impact Assessments as assessed by Equality Working Group annually.	Equality Working Group
1.4	Raise awareness of the Equality Impact Assessment process and guidance, through internal communications.	Sept 2024 and Sept 2025	One article published, per year, to raise awareness of process.	Transformation, Strategy and Performance Team
1.5	Monitor compliments, complaints and other forms of public correspondence received where protected characteristics and / or equality, diversity and inclusion are referenced.	Ongoing	Equality related complaints are reduced. Equality related legal action is reduced.	Equality Working Group
1.6	Training and developing our staff and members so they feel confident in supporting the needs of our customers.	March 2026	Equality training completed as part of onboarding process for new starters and on an ongoing basis for all permanent and temporary employees. Mandatory equality training completed by all elected Members annually.	Transformation, Strategy and Performance Team Democratic Services

Action		Completion Date	Success Measure	Lead
1.7	Meet the specific expectations set out by the regulator of social housing around areas including, but not limited to, fairness, respect, and diverse. Compliance with Housing Ombudsman recommendations on Landlord's leadership, culture and values.	May 2025	Compliance with 'Relationship of Equals' report recommendations. Tenancy satisfaction measures % of tenants who feel CBC treats them fairly and with respect.	Head of Landlord Services / Transformation, Strategy and Performance Team
1.8	Interpretation and translation services - ensure access and fair service for those where there is a communication barrier.	Ongoing	Number of services and service users utilising the interpretation and translation service. Investigation of British Sign Language Charter.	Equality Working Group
PEO 2: Workforce Diversity, Engagement, and Inclusion - Foster a diverse and inclusive workforce that reflects the community it services, promoting equality of opportunity and fair treatment for all employees.				
2.1	Develop a communications plan to ensure proactive promotion of equalities related events, celebrations, and personal stories.	March 2026	Articles published as appropriate – minimum of 3 articles per year. Staff awareness/ knowledge raised. Analytics on reach and engagement.	Transformation, Strategy and Performance Team
2.2	Undertake gender and ethnicity pay gap reporting and develop appropriate action to close gender pay gap.	March 2025 and March 2026	Reduction in gender pay gap. Reduction in ethnicity pay gap.	Human Resources
2.3	Providing and promoting support for good health and wellbeing to our employees.	Ongoing	Reduction in staff absences – monitored through corporate reporting. Number of attendances on staff health related programmes. Annual staff health and wellbeing survey results - positive improvement year on year.	Health and Wellbeing Group

Action		Completion Date	Success Measure	Lead
2.4	Improve our data collection to help understand barriers and opportunities to recruiting, retaining, and developing people from diverse backgrounds.	Ongoing	Improvements in workforce demographics and employee feedback on inclusivity. Enhanced workforce representation.	Human Resources / Transformation, Strategy and Performance Team
2.5	Promote new recruitment process and evaluate its efficiency, including anonymous application process.	Ongoing	Diverse and representative interview panels. Elimination of bias from the recruitment process. Positive feedback on recruitment process from applicants and recruiting managers.	Human Resources / ALL
2.6	Achieve and maintain Disability Confident Leader accreditation.	March 2026	Progress from Level 2 (Employer) to Level 3 (Leader).	Human Resources / Equality Working Group
PEO 3: Collaborating and Connecting with Communities - Actively engage with the community to understand and address the specific needs and concerns of different groups, ensuring their voices are heard in the decision-making process.				
3.1	Continue to make digital content, particularly for social media, more accessible through the use of alternative text on images and captions for video.	Ongoing	Alternative text and captions used on images and video.	Communications Team
3.2	Ensure website remains accessible in accordance with the Public Sector Bodies (Websites and Mobile Applications & Accessibility Regulations 2018).	Annual Review	Website operation and content management complies with regulation and website remains accessible.	Communications Team
3.3	Develop the council's approach to consultation, promoting engagement from all sections of the community.	March 2026	Increased representation of all sections of the community in engagement and consultation - including the residents survey responses.	Communication Team

Action		Completion Date	Success Measure	Lead
3.4	Completion of the Digital Inclusion Project, including: <ul style="list-style-type: none"> • setting up a Network of partner organisations who support digitally excluded residents • new webpages detailing support available • Survey of the digital skills of staff and Members 	March 2025	Analytics on reach and engagement i.e., volumes of residents supported (web page hits & courses attended etc)	Customer Experience Team
3.5	Celebrate cultural diversity and heritage in partnership with community groups.	March 2026	Support a range of celebratory or commemorative events annually and document success.	Equality Working Group / Communities and Wellbeing
PEO 4: Leadership, Partnership and Organisational Commitment – Lead from the front and work with partners to create a zero-tolerance approach to discrimination, ensuring effective mechanisms are in place to prevent, identify, and address any incidents				
4.1	Promote self-declaration of protected characteristics amongst staff.	September 2024	Significant % increase against each of the protected characteristics in staff self-declaration.	Human Resources
4.2	Produce and publish quarterly workforce monitoring statistics and act where necessary to address issues.	Ongoing	Quarterly monitoring and publication of workforce statistics.	ICS/ Transformation, Strategy and Performance Team
4.3	Review Modern Slavery Statement to meet legislative requirements.	Annual – April 2025	All policies and practices reviewed in line with Modern Slavery legislation and statement published.	Transformation, Strategy and Performance Team
4.4	Produce an annual health check of equality, diversity and inclusion activity and publish both internally and externally.	Annual – April 2025	Meet Equality Act 2010 and Public Sector Equality Duty responsibilities Feedback from staff, residents, and service users.	Equality Working Group

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Equality Impact Assessment

EDI Strategy 2024-28

- **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	EDI Strategy 2024-28
Lead officer and others undertaking this assessment	Vicky Brackenbury
Date EIA started	04.09.23
Date EIA completed	08.02.24

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

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

The Equality, Diversity & Inclusion Strategy sets out how the Council will fulfil its commitment to equality, diversity, and inclusion. The aim of the Strategy is to show how the Council is embedding and continuing to work towards achieving equality and promoting diversity.

The Strategy fully sets out the Council's commitment to:

1. Providing fair and inclusive services and employment opportunities for everyone in Charnwood
2. Developing and embedding Charnwood's four equality objectives
3. Having 'due regard' to each of the nine protected characteristics and promoting and embedding them in everything that we do
4. Eliminating unlawful discrimination; advancing equality of opportunity and fostering good relations between individuals and community groups
5. Promoting and celebrating diversity

The Strategy is the Council's key strategic document driving equality, diversity, and inclusion priorities across Charnwood.

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

The Strategy includes a number of equality objectives to achieve positive outcomes in both service design and delivery, and in employment for everyone in Charnwood.

The Equality, Diversity & Inclusion Strategy identifies real and achievable objectives for the Council which will enable it to fulfil its commitment to equality, diversity, and inclusion. By achieving the objectives set out in the Strategy the Council will achieve positive outcomes for individuals and communities in service design, delivery, and employment. Therefore, a wide range of people will benefit from the positive outcomes achieved through this Strategy with the main beneficiaries being the residents of Charnwood, Council employees and partners across other organisations.

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

Key to the development of this Equality, Diversity & Inclusion Strategy was consultation with, and the engagement/ involvement of various individuals and groups. We have consulted with, and will continue to engage specifically with, diverse groups who have in the past felt under-represented and / or that have specific requirements in relation to this Strategy.

The following groups were consulted in the creation of the Strategy:

- Staff across all levels of the authority (Senior Leadership Team, Corporate Leadership Team, staff focus sessions, Staff Forum, Equality Working Group)
- Equality Action Charnwood
- Polish Club
- Citizens Panel Survey
- Online consultation and webpage page
- Loughborough College

A Residents Survey was completed in 2023, this informed development of the Council's Corporate Strategy (2024-2028), responses generated through this consultation were also taken on board and reflected in the final document.

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

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

Data/information such as:

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

Relevant evidence & research from:

- Census 2021 survey – demographic information
- Previous Equality Impact Assessments
- National and local research / statistics
- National guidance on the Equality Act 2010 & associated Public Sector Equality Duty
- Equality & Human Rights Commission research and website
- Research from charities and community organisations regarding the 'protected characteristics'
- Staff groups including the Staff Forum; Equality Working 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)

Within both national and local data, there is little local information on sexual orientation and gender reassignment. This may potentially create barriers when supporting these two protected groups.

• **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 further consultation required at this time.

● **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	<p>Positive impact – The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of age, particularly relating to the three general duties of the Equality Act 2010.</p>
Disability <ul style="list-style-type: none"> • Physical • Visual • Hearing • learning disabilities • mental health 	<p>Positive impact – The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of disability, particularly relating to the three general duties of the Equality Act 2010.</p>
Gender Reassignment (Transgender)	<p>Positive impact – The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of age, particularly relating to the three general duties of the Equality Act 2010.</p> <p>A potential barrier here is access to, and availability of relevant information. There is little local information on gender reassignment as the Council, and many other organisations, do not have a range of equality monitoring information to support this group.</p>
Race	<p>Positive impact – The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of race, particularly relating to the three general duties of the Equality Act 2010.</p>
Religion or Belief (Includes no belief)	<p>Positive impact – The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of religion and belief, particularly relating to the three general duties of the Equality Act 2010.</p>
Sex (Gender)	<p>Positive impact – The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of sex, particularly relating to the three general duties of the Equality Act 2010.</p>
Sexual Orientation	<p>Positive impact – The Strategy and the Council's commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected</p>

	<p>characteristic of sexual orientation, particularly relating to the three general duties of the Equality Act 2010.</p> <p>A potential barrier here is access to, and availability of relevant information. There is little local information on sexual orientation as the Council, and many other organisations, do not have a range of equality monitoring information to support this group.</p>
<p>Other protected groups</p> <ul style="list-style-type: none"> • Pregnancy & maternity • Marriage & civil partnership 	<p>Positive impact – The Strategy and the Council’s commitment to equality and inclusion is likely to have a positive impact on individuals and communities with regards to the protected characteristic of pregnancy and maternity and marriage and civil partnership, particularly relating to the three general duties of the Equality Act 2010.</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 • Current and ex-armed HM forces personnel (Veterans) 	<p>Positive impact - The Strategy and the Council’s commitment to equality and inclusion covers a variety of other groups such as: rural isolation, deprivation, health inequality, carers, asylum seekers and refugee communities, deprived or disadvantaged communities and current and ex-armed HM forces personnel.</p> <p>The specific actions are likely to have a positive impact on individuals and communities.</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.

The Strategy is aimed at achieving fairer employment practices and more appropriate and accessible service design and delivery. However, it is recognised that positive outcomes are dependent upon the effective implementation of the Strategy.

One of the main barriers to the effective implementation of the Strategy is cultural, behavioural, and attitudinal. A range of training for employees and elected members is a specific way to tackle this. Additionally, the promotion of positive message and raising the profile of equality and inclusion across the authority will also support this.

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).

It is the opinion that the Equality, Diversity & Inclusion Strategy will comply with Charnwood Borough Council’s responsibilities. It will further promote equal opportunities and achieve positive outcomes with the main beneficiaries being the residents of Charnwood, Council employees and partners across other organisations.

- **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?
Progress against the Strategy and associated Action Plan will be continually monitored by the corporate Equality Working Group and a report on the progress towards achieving the aims, objectives, and targets within them will be produced annually.
How will the recommendations of this assessment be built into wider planning and review processes? e.g. policy reviews, annual plans, and use of performance management systems.
The recommendations of this assessment will be built into the Strategy to ensure positive outcomes are achieved. Any identified recommendations will be available to use when planning future service delivery.

- **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
001	Continue to ensure that monitoring of the Strategy and associated action plan is carried out on an annual basis and allows for effective monitoring of outcomes.	S. Jackson	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	✓	This assessment will be attached as an appendix to the Cabinet report and will also be published on the equality's page of the website.
Service users	✓	
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

If *disagree*, state action/s required, reasons and details of who is to carry them out with timescales below.

H.Gretton

Signed (Service Head):

Date: 20.02.24

CABINET – 9TH MAY 2024

**Report of the Director of Housing and Wellbeing
Lead Member: Councillor Colin Hamilton**

Part A

**PROCUREMENT OF A CONTRACTOR TO DELIVER FLOOD DAMAGE
REINSTATEMENT WORKS**

Purpose of Report

To seek Cabinet approval to procure a contractor to undertake reinstatement works following flood damage.

The value of the contract is estimated at over £500k therefore under the Council's procurement rules a report to Cabinet is necessary.

Recommendations

That the Director of Housing and Wellbeing be authorised to commence a procurement exercise, identify a suitable framework, and subsequently award a contract for the delivery of flood damage reinstatement works for a period of up to eighteen months.

Reasons

To repair flood damaged properties.

Policy Justification and Previous Decisions

Implementation of the recommendation will provide capacity to repair flood damaged properties fulfilling the Council's repairing obligations, enabling tenants to move back in to their homes following flooding, and supporting compliance with the Safety and Quality Standard set by the Regulator of Social Housing.

Implementation Timetable including Future Decisions and Scrutiny

Subject to Cabinet approval, procurement will take place in Quarter 1 of 2024. Works are expected to be completed this financial year.

Report Implications

The following implications have been identified for this report.

Financial Implications

The estimated value of the Contract is £1 million. Provision has been made in the Council's capital budgets for the work, and the expenditure is expected to be recovered through the Council's insurers.

Sustainability

The housing needs of the community will be met.

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
Failure to follow the Council's Procedures leading to a breach of procurement legislation and not obtaining best value.	2 Unlikely	3 Significant	6 Moderate	Procurement via framework. Procurement advice obtained through STAR.
Insufficient internal resources to manage the resulting contract leading to the expected benefits not being realised and loss of income.	2 Unlikely	3 Significant	6 Moderate	Gateley Vinden (an external firm) has been appointed to project manage the works.

Key Decision:

Yes

Background Papers:

Cabinet, Thursday 7th March 2024, Housing Capital Programme

Officers to contact:

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Director of Housing and Wellbeing
01509 634 666
Peter.oliver@charnwood.gov.uk

Janet Glass
Head of Landlord Services
01509 634 666
Janet.glass@charnwood.gov.uk

Part B

Background

In early January 2024, thirty-seven of the Council's properties were flooded. The estimated value of the works to reinstate these properties after a hard strip out and drying is around £1 million. Work is expected to include plastering, flooring, replacement of skirting boards, and kitchen units. The expenditure is expected to be covered by the Council's insurers.

It is expected that procurement will be via framework. Depending on the framework rules a direct award to an appropriate supplier may be made, or alternatively a further mini-competition may be undertaken to refine pricing and / or quality statements.

The advantages of framework procurement are as follows:

- Compliance with procurement legislation - framework providers go out to the market, conducting legally compliant procurement processes on behalf of their members.
- Economies of scale - through the framework buying power.
- Speed - a contract can be put in place within an appropriate timescale
- Contract management support - the Council will benefit from the framework's established contract and supply chain management processes.

SCRUTINY COMMISSION - MONDAY, 29 APRIL 2024

Report of the Head of Democracy

SCRUTINY COMMISSION PRE-DECISION SCRUTINY – CABINET RESPONSE

Purpose of Report

To set out the Cabinet’s responses to the recommendations of the Commission on pre-decision scrutiny items.

Action Requested

To note the responses to the recommendations submitted by the Commission on items considered for pre-decision scrutiny.

Policy Context

One of the principles of effective scrutiny, identified by the Centre for Public Governance and Scrutiny, is “provide a constructive critical friend challenge to the Executive”.

Pre-decision Scrutiny

Since the meeting of the Commission on 2nd April 2024, the Cabinet considered the following items on which the Commission undertook pre-decision scrutiny:

- A. ASSETS REVIEW
- B. WORKFORCE DEVELOPMENT STRATEGY
- C. BIODIVERSITY IMPROVEMENTS – CHANGES TO MOWING ARRANGEMENTS
- D. TOWARDS A CORPORATE BIODIVERSITY STRATEGY

Details of the Commission’s consideration of the items as reported to the meeting of the Cabinet on the 4th April 2024 can be found in the minutes from the Commission’s meeting on 2nd April 2024.

The Chair of the Commission, Councillor Rattray, attended the Cabinet’s meeting on the 4th April 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:

ASSETS REVIEW

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

WORKFORCE DEVELOPMENT STRATEGY

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

BIODIVERSITY IMPROVEMENTS – CHANGES TO MOWING ARRANGEMENTS

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

TOWARDS A CORPORATE BIODIVERSITY STRATEGY

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.

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

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

SCRUTINY COMMISSION - MONDAY, 29 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 Flooding Scrutiny Panel met on 16th April 2024. The outcomes of the meeting will be detailed in the minutes, which will be published on the Council's website.

Public Transport Scrutiny Panel

The meeting of the Public Transport Scrutiny Panel scheduled for 27 th March 2024 was cancelled, due to the lack of availability of officers. The meeting will be rescheduled in due course.

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

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 delivered for 3 April 2024.

Express	Informal	Formal	Proposed

SCRUTINY COMMISSION - MONDAY, 29 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
Democratic Services Officer
01509 634969
sally.watson@charnwood.gov.uk

Finance & Performance Scrutiny Committee Work Programme

Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Offices	Progress / Notes / Action Requested
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 - MONDAY, 29 APRIL 2024

Report of the Head of Democracy

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.

It was highlighted that two items scheduled for submission to the meeting of the Scrutiny Commission on 2nd April 2024 were deferred;

- Cost of Living Update
- Additional and Selective Lisencing Schemes Update

These items will be submitted to the Scrtuiny Commission when available.

At the meeting of the Scrutiny Commission on 2nd April 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:

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

Scrutiny Commission Work Programme

APPENDIX 1

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Commission	29 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	29 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	29 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	29 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	29 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	29 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	29 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	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	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 (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
3rd April 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
Charnwood Borough Council,
Southfield Road, Loughborough, Leicestershire, LE11 2TX
Tel: 01509 634785
Email: democracy@charnwood.gov.uk

FORTHCOMING EXECUTIVE KEY DECISIONS

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
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 Council	4th April 2024 22nd April 2024	Report	Yes	Ian Browne Head of Assets and Property Tel: 01509 634539 ian.browne@charnwood.gov.uk
Biodiversity Improvements – Changes to Mowing Arrangements	To approve changes to mowing arrangements on 16 open spaces. This will be a for a 3 year trial period.	Cabinet	4th April 2024	Report	Yes	Matthew Bradford Head of Contracts: Leisure, Waste and Environment Tel: 01509 634695 matthew.bradford@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
Homelessness and Rough Sleeping Reduction Strategy	To approve the Council's Homelessness and Rough Sleeping Reduction Strategy.	Cabinet	13th June 2024	Report	Yes	Katie Moore Head of Strategic Housing Tel: 01509 634671 katie.moore@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?
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
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	10th October 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

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	12th December 2024 20th January 2025	Report	Yes	Lesley Tansey Head of Finance Tel: 01509 634828 lesley.tansey@charnwood.gov.uk
Charnwood Grants	To consider applications received in Round 3 of the Charnwood Community Grants and Community Facilities Grants Schemes for 2024/25.	Cabinet	16th January 2025	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	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, Treasury Management Strategy Statement, Minimum Revenue Provision Policy and Annual Investment Strategy 2025-26	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

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?
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	13th March 2025	Report	Yes	Peter Oliver Director Housing and Wellbeing Tel: 01509 634952 peter.oliver@charnwood.gov.uk
Corporate Delivery Plan 2025/26	To approve the Corporate Delivery Plan 2025-26.	Cabinet	13th March 2025	Report	Yes	Helen Gretton Head of Transformation, Strategy and Performance Tel: 01509 634556 helen.gretton@charnwood.gov.uk

EXECUTIVE MEETINGS TO BE HELD IN PRIVATE

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

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

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

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

CABINET MEMBERS

Members of the Council's Cabinet are as follows:

Name (Group)	Lead Member Responsibilities
Councillor Miah (Labour)	Leader of the Council Responsibility for Corporate Strategy and oversight, Strategic Relationships, Communications, Corporate Performance, Emergency Planning, Equalities, Diversity and Inclusion, Climate Action and Net Zero, Property and Assets and Armed Forces.
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 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.