

## OVERVIEW SCRUTINY GROUP – 2ND JULY 2018

### Report of the Head of Strategic Support

ITEM 08

#### WORK PROGRAMME

##### Purpose of Report

1. To consider the list of forthcoming Executive Key Decisions and the Group's Work Programme in order to schedule items to be considered for pre-decision scrutiny.
2. To provide an opportunity for members of the Group to raise suggestions on issues for scrutiny, in addition to pre-decision scrutiny, which fall within the Group's remit, for scheduling by the Scrutiny Management Board.

##### Work Programme

The Group's current Work Programme is attached at Appendix 1.

In addition to Cabinet pre-decision scrutiny, the Group is also able to consider for inclusion on the Work Programme (subject to the agreement of Scrutiny Management Board):

- (i) Scrutiny of external public service providers and partners;
- (ii) Scrutiny of outside bodies, especially those which the Council gives grants to and/or has service level agreements with;
- (iii) Scrutiny of services which are shared with other local authorities including joint scrutiny of those services.

##### Key Decisions

To enable the Group 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 or for this meeting have been removed to avoid confusion on Appendix 2.

Background Papers: None  
Officer to contact: Nadia Ansari  
Democratic Services Officer  
(01509) 634502

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Overview Scrutiny Group	13 <sup>th</sup> August 2018 (standing item)	OSG Pre-decision scrutiny – Cabinet Response	A report of Cabinet, setting out the response of Cabinet to recommendations by the Overview Scrutiny Group on pre-decision scrutiny items.		N. Ansari (report) Lead Officer (meeting)	
Overview Scrutiny Group	13 <sup>th</sup> August 2018 (standing item)	Work Programme	To agree and schedule items to be considered at future meetings.	To allow the Group to identify items, including the scrutiny of forthcoming Key Decisions, pre-decision scrutiny and the scrutiny of external public service providers and partners.	N. Ansari (report) Lead Officer (meeting)	
Overview Scrutiny Group	13 <sup>th</sup> August 2018 (standing item)	Cabinet items for pre-decision scrutiny			To be confirmed	Items may 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.
Overview Scrutiny Group	10th Sept 2018	Provision of Environmental Services		Cabinet item for pre-decision scrutiny.	M. Bradford	Added by SMB 13 June 2018 (see min 6.6).

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Overview Scrutiny Group	10th Sept 2018	Future Cemetery Provision for Loughborough		Cabinet item for pre-decision scrutiny.	M. Bradford	Added by SMB 13 June 2018 (see min 6.6).
Overview Scrutiny Group	As required	Capital Plan Amendment Reports		Cabinet Report for Pre-decision Scrutiny.	C. Hodgson	Agreed by OSG at its meeting on 13th November 2017, with the item to be included when the Chair and Vice-chair identify that there are particular issues that require scrutiny in that quarter's report.

Note: Over the next 6 months, meetings of the Overview Scrutiny Group will be held as follows:

13th August 2018  
10th September 2018  
15th October 2018  
12th November 2018  
10th December 2018  
14th January 2019



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

**Published  
6th June 2018**

**What is a Key Decision?**

A key decision is one which:

commits the Council to expenditure, savings or increases or reductions in income of £100,000 or more in any financial year;

makes proposals in relation to the budget or the policy framework under Budget and Policy Framework Procedure 14.2(a); or

will result in the closure of any facility from which Borough Council services are provided or a reduction by more than 10% in the level of a discrete service provided.

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

**What is a Private Meeting?**

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

**Representations**

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

**Other information**

This document supersedes all previous Forward Plans.

If you have any general queries, please contact:

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

## **FORTHCOMING EXECUTIVE KEY DECISIONS**

<b>Decision Item</b>	<b>What is the nature of decision to be taken?</b>	<b>Who will take the decision?</b>	<b>When is the earliest a decision will be taken?</b>	<b>Documents to be considered?</b>	<b>Will the report be considered in public?</b>	<b>Who can give me more information?</b>
Charnwood Grants	To consider applications for revenue funding received in round two of the Community Facilities Capital Grants and Community Development Grants Schemes for 2018/19.	Cabinet	13th September 2018	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 <a href="mailto:julie.robinson@charnwood.gov.uk">julie.robinson@charnwood.gov.uk</a>
Provision of Environmental Services	To consider whether to extend the existing Environmental Services Contract or to commence a procurement exercise to secure services after June 2020.	Cabinet	13th September 2018	Report	Yes, unless exempt.	Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 <a href="mailto:matthew.bradford@charnwood.gov.uk">matthew.bradford@charnwood.gov.uk</a>
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	13th September 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	13th September 2018  5th November 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Future Cemetery Provision for Loughborough	To consider this matter following further work to appraise the sites for a Cemetery for Loughborough, consultation on the viable options and setting out the preferred option.	Cabinet	13th September 2018	Report	Yes	Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 <a href="mailto:matthew.bradford@charnwood.gov.uk">matthew.bradford@charnwood.gov.uk</a>
Lightbulb Service Implementation Update	To consider an update on the implementation of the Lightbulb Service in Charnwood.	Cabinet	18th October 2018	Report	Yes	Alison Simmons Head of Strategic and Private Sector Housing Tel: 01509 634780 <a href="mailto:alison.simmons@charnwood.gov.uk">alison.simmons@charnwood.gov.uk</a>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Medium Term Financial Strategy 2019-2022	To present a revised MTFS to Cabinet and Council for approval.	Cabinet  Council	15th November 2018  21st January 2019	Report  Report	Yes  Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Charnwood Grants	To enable Cabinet to consider applications for funding received in round three of the Community Facilities Capital Grants and Community Development Grants Schemes for 2018/19.	Cabinet	13th December 2018	Report	Yes	Julie Robinson Head of Neighbourhood Services Tel: 01509 634590 <a href="mailto:julie.robinson@charnwood.gov.uk">julie.robinson@charnwood.gov.uk</a>
Draft General Fund and HRA 2019-20 Budgets	To seek approval to the Draft Revenue Budget for 2019-20 as a basis for consultation.	Cabinet	13th December 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the Capital Plan.	Cabinet  Council	13th December 2018  21st January 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Amendments to Annual Procurement Plan	To consider possible amendments to the Annual Procurement Plan.	Cabinet	13th December 2018	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Treasury Management Strategy Statement, Minimum Revenue Provision Strategy and Annual Investment Strategy 2019-20	To seek approval to the Treasury and Investment Strategy for 2019-20 and to seek approval to the annual report on the Prudential Code.	Cabinet  Council	14th February 2019  25th February 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>

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2019-20 General Fund and HRA Revenue Budgets and Council Tax	To seek approval to the Revenue Budget, Capital Plan, Financial Plan for 2019-20 and to propose the Council Tax for approval by Council.	Cabinet Council	14th February 2019 25th February 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Capital Plan Amendment Report	To consider and approve amendments to the current Capital Plan.	Cabinet Council	14th March 2019 25th March 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Annual Procurement Plan 2019/20	To seek approval to the Annual Procurement Plan for 2019/20.	Cabinet	14th March 2019	Report	Yes	Clare Hodgson Head of Finance and Property Services Tel: 01509 634810 <a href="mailto:clare.hodgson@charnwood.gov.uk">clare.hodgson@charnwood.gov.uk</a>
Housing Capital Programme	To approve the annual investment programme for improvements to the Council's housing stock.	Cabinet	14th March 2019	Report	Yes	Peter Oliver Head of Landlord Services Tel: 01509 634952 <a href="mailto:peter.oliver@charnwood.gov.uk">peter.oliver@charnwood.gov.uk</a>
Local Development Scheme	To approve a revised Local Development Scheme (LDS) so that the programme for the preparation of planning documents for Charnwood is agreed.	Cabinet	14th March 2019	Report	Yes	Richard Bennett Head of Planning and Regeneration Tel: 01509 634763 <a href="mailto:richard.bennett@charnwood.gov.uk">richard.bennett@charnwood.gov.uk</a>
Business Plan 2019/20	To set out the Council's principal activities in delivering the Corporate Plan for the Council Year 2019/20.	Cabinet	14th March 2019	Report	Yes	Adrian Ward Head of Strategic Support Tel: 01509 634573 <a href="mailto:adrian.ward@charnwood.gov.uk">adrian.ward@charnwood.gov.uk</a>

## **EXECUTIVE MEETINGS TO BE HELD IN PRIVATE**

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

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Provision of Environmental Services	To consider whether to extend the existing Environmental Services Contract or to commence a procurement exercise to secure services after June 2020.	Cabinet	13th September 2018	Report	Yes, unless exempt.	Matt Bradford Head of Cleansing and Open Spaces Tel: 01509 634695 <a href="mailto:matthew.bradford@charnwood.gov.uk">matthew.bradford@charnwood.gov.uk</a>

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

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



## **CABINET MEMBERS**

Members of the Council's Cabinet are as follows:

<b>Name (Group)</b>	<b>Lead Member Responsibilities</b>
Councillor Morgan (Conservative)	<b>Leader of the Council</b> Whole Council, Strategic Partnerships and Communications
Councillor Barkley (Conservative)	<b>Deputy Leader of the Council</b> Finance and Property
Councillor Bokor (Conservative)	Loughborough
Councillor Harper-Davies (Conservative)	Performance of Major Contracts
Councillor Mercer (Conservative)	Housing
Councillor Poland (Conservative)	Equalities, Member and Strategic Services
Councillor Rollings (Conservative)	Deputy Lead Member for Customer Services
Councillor Smidowicz (Conservative)	Regulatory Services, Enforcement and Licensing
Councillor Taylor (Conservative)	Communities, Safety and Wellbeing
Councillor Vardy (Conservative)	Planning, Inward Investment and Tourism Strategy