

## **SCRUTINY MANAGEMENT BOARD – 8TH AUGUST 2018**

### **Report of the Head of Strategic Support**

#### **ITEM 6      SCRUTINY WORK PROGRAMME AND ISSUES ARISING FROM SCRUTINY GROUPS AND PANELS**

##### Purpose of the Report

To enable the Board to review and agree the Scrutiny Work Programme. This includes considering requests from other scrutiny bodies and updates on the scrutiny of items previously agreed, as well as details of upcoming Executive Key Decisions and of procurement activity, to enable appropriate scrutiny to be identified.

##### Action Requested

1. To consider a request made by the Policy Scrutiny Group at its meeting on 10th July 2018 (Minute 10.4) that scrutiny of the Lightbulb Service Implementation be allocated to a different scrutiny body.
2. To note that, following the Board's decision at its last meeting that Councillor Bebbington drafts a proposed scrutiny scope document for a scrutiny panel to consider the risks to all parties associated with the implementation of Universal Credit and how those risks might be minimised (Minute 8.2, Scrutiny Management Board 13th June 2018), Councillor Bebbington has met with relevant officers and has concluded that a scrutiny panel is not needed.
3. To consider whether any forthcoming Executive Key Decisions or decisions to be taken in private by the Executive which are not currently programmed for scrutiny should be added to the Scrutiny Work Programme (see Appendix 1).
4. To consider whether any procurement activity from the Annual Procurement Plan (and Quarterly Updates) should be added to the Scrutiny Work Programme or recommendations made to the Cabinet (see Appendix 2).
5. To agree that the Scrutiny Work Programme be updated in accordance with the decisions taken during consideration of this item and any further decisions taken during the course of this meeting (see Appendix 3).

##### Reasons

1. The item was transferred by the Board to the Policy Scrutiny Group's work programme (from the Overview Scrutiny Group's work programme) and scheduled for the Policy Scrutiny Group's meeting on 25th September 2018. However, the Policy Scrutiny Group already had a number of items scheduled for its September meeting and considered that, while the matter should be scrutinised, it did not fit within its remit.
2. Having discussed the matter with officers, Councillor Bebbington noted that implementation of Universal Credit is much closer than he had been led to

believe and he was of the view that officers had already done a sterling job in preparing for that implementation. He concluded that the only action necessary was warning councillors about some of the problems they may be faced with.

3. To ensure timely and effective scrutiny.
4. To ensure timely and effective scrutiny or to ensure that the Cabinet are informed of any views of the Board on procurement matters.
5. To ensure that the information contained within the Work Programme is up to date.

### Policy Context

The Corporate Plan commits the Council to review and improve its approach to the delivery of services to ensure it is constantly working to achieve a better service providing better value for money and enhancing the performance and commitment to service delivery.

### Updates on Scrutiny Bodies

#### Budget Scrutiny Panel

The process for scrutiny of the Council's 2019/20 draft budget was agreed by the Board at its meeting on 28th March 2018. Membership and the Chair of the Panel were subsequently agreed by the Board at its last meeting on 13th June 2018.

The Panel held its first meeting on 26th June 2018 and its next meeting is scheduled for 2nd October 2018. At its first meeting, the Panel agreed to change the timing of when it will consider matters, to give it more time to consider its final report at the end of the process, as detailed in the Scrutiny Work Programme.

#### Overview Scrutiny Group

The Overview Scrutiny Group is responsible for scrutiny of proposed Cabinet decisions (pre-decision scrutiny) and scrutiny of external public service providers and partners, outside bodies and services shared with other local authorities.

The Group has met once since the last ordinary meeting of the Board, on 2nd July 2018. At that meeting, the Group undertook pre-decision scrutiny of Cabinet reports on (i) Amendments to the Annual Procurement Plan (ii) Capital Plan Amendment Report; and (iii) Annual Health and Safety Performance Report 2017/18. The Group supported the officer recommendations in the reports and reported that to the Cabinet on 5th July 2018.

The next meeting of the Group is scheduled to be held on 13th August 2018.

#### Performance Scrutiny Panel

The Performance Scrutiny Panel has the remit of reviewing or seeking improvement in Council performance. It receives regular performance reports and suggests items for the scrutiny work programme.

The Panel has met once since the last ordinary meeting of the Board, on 23rd July 2018 (rescheduled from 19th June 2018 as that meeting became inquorate shortly after it commenced). The Panel did not make any recommendations to the Board.

The next meeting of the Panel is scheduled to be held on 21st August 2018.

### Policy Scrutiny Group

Policy Scrutiny Group is responsible for reviewing policies and the processes used to develop them and for monitoring the progress and methods of scrutiny panels against the work programme and the timetable agreed by the Board, and may suggest changes to the scrutiny work programme.

The Group has met once since the last ordinary meeting of the Board, on 10th July 2018. The Group made one recommendation to the Board and this is set out as Actions Requested on page 1 of this report.

The next meeting of the Group is scheduled to be held on 25th September 2018.

### Scrutiny Panels

#### Five Year Housing Supply Scrutiny Panel

At its meeting on 24th January 2018, the Board agreed the establishment of a new scrutiny panel to consider the Five Year Housing Supply, to be chaired by Councillor Taylor. A number of meetings of the Panel have now been held, as detailed in the Scrutiny Work Programme.

### Forthcoming Key Decisions And Decisions To Be Taken In Private By Charnwood Borough Council's Executive

The latest Notice of Forthcoming Executive Key Decisions and Decisions to be taken in Private by the Executive, published on 18th July 2018, is attached as Appendix 1.

The purpose of considering forthcoming decisions is to allow the Board to ensure that they are programmed for consideration by scrutiny where necessary.

### Annual Procurement Plan (or Quarterly Update)

The report considered by the Cabinet on 15th March 2018 setting out the Annual Procurement Plan 2018/19, together with the report considered by the Cabinet on 5th July 2018 setting out additions to the Plan, is attached as Appendix 2.

At its meeting on 25th January 2017, the Board decided to consider the Annual Procurement Plan (and Quarterly Updates) submitted to the Cabinet as part of this

report, to enable the Board to consider whether scrutiny of any procurement activity should be programmed or recommendations made to the Cabinet.

### Scrutiny Work Programme

The current Scrutiny Work Programme, as it stood at the time of the publication of this agenda, is attached as Appendix 3 to enable the Board to decide which scrutiny body should consider new items and currently unscheduled items, and when those should be considered.

Any decisions taken by the Board during the meeting will be reflected in an updated Work Programme.

Appendices: Appendix 1 – Latest Notice of Forthcoming Executive Key Decisions and Decisions to be taken in Private by the Executive (published 18th July 2018)

Appendix 2 – Annual Procurement Plan 2018/19 (Cabinet Report 15th March 2018) and Additions to Annual Procurement Plan 2018/19 (Cabinet Report 5th July 2018)

Appendix 3 – Scrutiny Work Programme

Background Papers: None

Officer to Contact: Laura Strong  
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**FORTHCOMING KEY  
DECISIONS AND DECISIONS  
TO BE TAKEN IN PRIVATE  
BY CHARNWOOD BOROUGH  
COUNCIL'S EXECUTIVE**

**Published  
18th July 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

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Grants	To consider applications 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?
Future Options for the Provision of Revenues and Benefits Services	To consider which of one or more options for the future provision of the Revenues and Benefits service should be progressed.	Cabinet	18th October 2018	Report	Yes	Karey Barnshaw Head of Customer Experience Tel: 01509 634923 <a href="mailto:karey.barnshaw@charnwood.gov.uk">karey.barnshaw@charnwood.gov.uk</a>
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>

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?
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>
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>



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?
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>
Charnwood Grants	To consider applications for revenue funding received in round one of the Community Facilities Capital Grants and Community Development Grant Schemes for 2019/20.	Cabinet	June 2019	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>
Capital Plan Outturn 2018/19	To report the Council's capital expenditure results for 2018/19 subject to audit.	Cabinet	June 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>
General Fund and HRA Revenue Outturn Report (2018/19) and Carry Forward of Budgets	To report the Council's revenue expenditure results for 2018/19 subject to audit.	Cabinet	June 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 Capital Plan.	Cabinet Council	July 2019 September 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	July 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>

Decision Item	What is the nature of decision to be taken?	Who will take the decision?	When is the earliest a decision will be taken?	Documents to be considered?	Will the report be considered in public?	Who can give me more information?
Charnwood Dog Control Public Spaces Protection Order 2019	To approve the formal Notice of Intention to renew the Borough-wide Public Spaces Protection Order for Dog Control (dog fouling, dogs on leads and dogs under control) under Section 59 of the Anti-social Behaviour, Crime and Policing Act 2014.	Cabinet	July 2019	Report	Yes	Alan Twells Head of Regulatory Services Tel: 01509 634650 <a href="mailto:alan.twells@charnwood.gov.uk">alan.twells@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.

<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>
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

**CABINET – 15TH MARCH 2018****Report of the Head of Finance and Property Services****Lead Member: Councilor Tom Barkley****Part A**ITEM ANNUAL PROCUREMENT PLAN 2018/19Purpose of Report

This report sets out the Annual Procurement Plan for Charnwood Borough Council for 2018/19. It is a requirement of the Council's Contracts Procedure Rules that this report is submitted for the consideration of the Cabinet at the beginning of each financial year.

Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

Reasons

- 1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

Policy Justification and Previous Decisions

This links with the Council's strategic aim for a well-managed council.

Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables in appendices A and B.

Financial Implications

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

Risk Management

The risks associated with the decisions that the Cabinet are asked to make and proposed actions to mitigate those risks are set out in the table overleaf.

<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Management Actions Planned</b>
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Possible	Minor	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Possible	Minor	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision: Yes

Background Papers: None

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Procurement Manager  
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Clare Hodgson  
Head of Finance and Property Services  
01509 634810  
[Clare.hodgson@charnwood.gov.uk](mailto:Clare.hodgson@charnwood.gov.uk)

## Part B

### Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

### Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2018/19 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

### Appendices

Appendix A – Contracts between £25,000 and £75,000

Appendix B – Contracts between £75,001 and £500,000

## APPENDIX A

### Annual Procurement Plan 2018/2019 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Cleansing and Open Spaces	Outwoods - septic tank relocation	Tender	Yes	01/05/2018
2	Cleansing and Open Spaces	Sidings Park improvements (access & equipment)	Tender	Yes	01/04/2018
3	Cleansing and Open Spaces	Jubilee Park (phase 2) improvements (access & equipment)	Tender	Yes	01/04/2018
4	Cleansing and Open Spaces	Shortcliffe park access bridges	Tender	Yes	01/04/2018
5	Cleansing and Open Spaces	Dishley Pool access works	Tender	Yes	01/04/2018
6	Cleansing and Open Spaces	Resurfacing playgrounds in 4 Loughborough parks (Jubilee, Cumberland Rd, Shortcliffe and Radmore Rd)	Tender	Yes	01/04/2018
7	Cleansing and Open Spaces	Loughborough Cemetery Green Flag improvements	Tender	Yes	01/04/2018
8	Cleansing and Open Spaces	Mountsorrel Castle Park Green Flag improvements	Tender	Yes	01/04/2018
9	Environmental Protection Team	Air Quality monitoring equipment Service and Maintenance Contract	3 Quotes	Yes	02/01/2019
10	Food Safety	Food Safety Inspections for Low/Medium Risk food premises	3 Quotes	Yes	01/04/2018



<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
11	Information Services	Corporate payments - Payments software which support all face to face, telephony and web based payment systems	Framework Contract / waiver	Yes	01/04/2018
12	Information Services	Annual Maintenance of the Backup solution - including product updates, upgrades and access to online services (e.g. knowledge base, customer portal, etc)	3 quotes	Yes	20/01/2019
13	Information Services	Internet Circuit - dedicated internet connection supporting all email and web traffic for all Council staff/users.	Framework Contract / waiver	Yes	05/01/2019
14	Information Services	ICT facilities for Meeting rooms - Presentation, video and audio facilities for the 14 Meetings Rooms	Framework Contract / waiver	Yes	01/04/2018
15	Licensing	Specialised printing for labels, driver badges, pouches and Licence plates for Private Hire & Hackney Carriage Licensing.	Waiver	Yes	18/01/2019
16	Neighbourhood Services	Domestic Abuse Outreach Services	Waiver / Tender	Yes	01/04/2018
17	Neighbourhood Services	Replacement CCTV Hardware	3 quotes / Tender	Yes	01/04/2018

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
18	Neighbourhood Services	Sentinel - License and Maintenance	Waiver	Yes	01/04/2018
19	Neighbourhood Services	Sports Equipment Repair, Replacement and Purchase to support New Activities	3 quotes / Tender	Yes	01/04/2018
20	Planning and Regeneration	Provision of Development Management Services	3 quotes	Yes	01/04/2018
21	Planning and Regeneration	Transport Modelling - development strategy options testing	3 Quotes	Yes	01/05/2018
22	Planning and Regeneration	Viability Study – Viability of development strategy options to support infrastructure and other planning policy requirements	3 Quotes	Yes	01/05/2018
23	Planning and Regeneration	Whole plan viability assessment Viability of preferred development strategy to support infrastructure and other planning policy requirements	3 Quotes	Yes	01/06/2018
24	Planning and Regeneration	Delivery Assessment - assessment of the rate of which new homes will be delivered over the plan period	3 Quotes	Yes	01/06/2018
25	Planning and Regeneration	Retail and Town Centre Study	3 Quotes	Yes	01/07/2018

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
26	Planning and Regeneration	Renewable and Low Carbon Assessment	3 Quotes	Yes	01/07/2018
27	Planning and Regeneration	Strategic Flood Risk Assessment for the Borough of Charnwood	3 Quotes	Yes	01/08/2018
28	Planning and Regeneration	Landscape Study - local plan	3 Quotes	Yes	01/08/2018
29	Planning and Regeneration	Houses in Multiple Occupation Study	3 Quotes	Yes	01/08/2018
30	Planning and Regeneration	Affordable Housing Need and Mix Study	3 Quotes	Yes	01/09/2018
31	Planning and Regeneration	Infrastructure Delivery Planning	3 Quotes	Yes	01/09/2018
32	Planning and Regeneration	Sustainability Appraisal - Local Plan	3 Quotes	Yes	01/10/20108
33	Planning and Regeneration	Provision of Development Management Services	3 Quotes	Yes	01/04/2018
34	Strategic and Private Sector Housing	Sheltered Housing Review - Feasibility Study	Tender	Yes	01/04/2018
35	Street Management	Beehive Lane Car Park Improvements and Refurbishment, phase 1 installation of new railings to top floor.	3 Quotes / Tender	Yes	01/06/2018
36	Street Management	Replacement of Handheld Parking Charge Notice machines and mobile printers	Waiver	Yes	01/04/2018

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
37	Street Management	Maintenance contract for payment machines, entry and exit barriers and associated software within Granby Street Car Park	Waiver	Yes	01/04/2018
38	Strategic Support	IT/Computer Internal Audit specialist internal audit support'	3 Quotes	Yes	01/09/2018
39	Leisure and Culture	Branding and Marketing of Street Dressing for Loughborough Town Centre	3 Quotes	Yes	01/06/2018
40	Leisure and Culture	Street Dressing infrastructure including catenaries and structural fixings	3 Quotes	Yes	01/06/2018
41	Leisure and Culture	Electrical works to improve supply to Markets and Fairs	Frame work / 3 Quotes	Yes	01/07/2018
42	Leisure and Culture	Street Furniture and structures to improve Town Centre / Market	3 Quotes	Yes	01/08/2018
43	Leisure and Culture	Market infrastructure improvements	3 Quotes	Yes	01/07/2018
44	Leisure and Culture	Town Hall Roof repairs	Framework	Yes	01/07/2018
45	Leisure and Culture	Town Hall Priority 1 work remedial works including emergency lighting	Framework	Yes	01/06/2018
46	Leisure and Culture	Replacement of Seating at Loughborough Town Hall	Tender / Waiver	Yes	01/08/2018

## APPENDIX B

### Annual Procurement Plan 2018/2019 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Cleansing and Open Spaces	Art Projects: Loughborough (Bellway Homes Development) - introduce public art (artists designed benches) into open space Shepshed (Tickow Ln) - art to be contained within the play area enhancing the overall look and feel	Tender	Yes	01/04/2018
2	Cleansing and Open Spaces	Southfields Park - improvements in paths, access, seating and equipment	Tender	Yes	01/04/2018
3	Finance and Property Services	Portfolio Valuation in respect of General Fund and Housing Revenue Account Assets	Tender	Yes	31/03/2019
4	Finance and Property Services	Banking Services	Framework / Waiver / Tender	Yes	01/04/2018
5	Finance and Property Services	Create Compound at Messenger Close	Framework Contract / Waiver	Yes	01/05/2018

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: (Full Tender/OJEU Procedure)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
6	Information Services	CCTV lines - provision of communication lines and cables to enable the transmission of CCTV cameras	Framework Contract / Waiver	Yes	01/04/2018
7	Information Services	Provision, maintenance and support of external Telecommunication, Broadband and mobiles	Framework Contract / Waiver	Yes	31/03/2019
8	Neighbourhood Services	Porta cabin for community hub	Tender	Yes	01/04/2018
9	Strategic and Private Sector Housing	Acquisition of properties for affordable housing	Waiver	Yes	01/04/2018
10	Strategic and Private Sector Housing	Syrian Refugee Integration support	OJEU/Tender	Yes	01/04/2018
11	Strategic and Private Sector Housing	Syrian Refugee Employment/training support	Tender	Yes	01/04/2018
12	Strategic and Private Sector Housing	Syrian Refugee English Second Other Language (ESOL) provision	Tender	Yes	01/04/2018
13	Strategic and Private Sector Housing	Supported Temporary Accommodation - 2018 -2023	OJEU/Tender	Yes	01/04/2018
14	Strategic and Private Sector Housing	Bed and Breakfast Accommodation to support the homelessness strategy	OJEU/Tender	Yes	01/04/2018

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: (Full Tender/OJEU Procedure)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
		2018 - 2023			
15	Strategic Support	Recruitment Advertising (corporate contract)	Framework / Waiver	Yes	01/04/2018
16	Strategic Support	Corporate Health & Safety Support	Tender	Yes	01/08/2018
17	Street Management	Resurfacing and improvements to Southfields Office car park, Syston car park, Woodhouse Eaves car park and Browns Lane car park pedestrian areas.	Tenders	Yes	01/04/2019
18	Street Management	Installation of dry riser and new alarm system to Beehive Lane Car Park.	3 Quotes/Tender	Yes	01/04/2018
19	Landlord Services	Passenger Lift Service and Maintenance	Framework Contract / Waiver	Yes	01/04/2018
20	Landlord Services	Drainage clearance and CCTV inspection	Framework Contract / Waiver	Yes	01/04/2018
21	Landlord Services	Legionella Testing and remedial works	Framework Contract / Waiver	Yes	01/04/2018
22	Leisure and Culture	Replacement of Festive Illuminations, including projection and additional infrastructure for year round lighting and street dressing	Tender	Yes	01/09/2018

## CABINET – 5TH JULY 2018

### Report of the Head of Finance and Property Services

Lead Member: Councilor Tom Barkley

#### Part A

ITEM AMENDMENTS TO ANNUAL PROCUREMENT PLAN 2018/19

#### Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2018/19. Cabinet approved the Annual Procurement Plan on 15 March 2018. Since that report, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these

#### Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

#### Reasons

1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

#### Policy Justification and Previous Decisions

This links with the Council's strategic aim for Delivering Excellent Services.

#### Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables in appendices A and B.

A further report will be submitted to Cabinet on 13th September 2018 if additional Procurement approvals are required.

#### Financial Implications

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

#### Risk Management

The risks associated with the decisions that the Cabinet are asked to make and proposed actions to mitigate those risks are set out in the table overleaf.



<b>Risk Identified</b>	<b>Likelihood</b>	<b>Impact</b>	<b>Risk Management Actions Planned</b>
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Possible	Minor	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Possible	Minor	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision: Yes

Background Papers: None

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## Part B

### Background

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

### Procedure

3. Heads of Service have been contacted with a view to producing a plan for 2018/19 and details of all contracts that they have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

### Appendices

Appendix A – Contracts between £25,000 and £75,000

Appendix B – Contracts between £75,001 and £500,000

**APPENDIX A**

**Additions to Annual Procurement Plan 2018/2019 – Contracts Greater than £25,000, but less than £75,000**

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
1	Strategic Support	Learning Pool	Framework	Yes	01/08/2018
2	Strategic Support	Apprenticeship Degree & Masters Courses	Waiver	Yes	01/09/2018

## APPENDIX B

### Additions to Annual Procurement Plan 2018/2019 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Finance & Property Services	Corporate Stationery Contract	Tender	Yes	01/01/2019
2	Information Services	Virtual Desktops - upgrade of the virtual Windows Desktop Infrastructure that supports all Council ICT users	Framework Contract / Waiver	Yes	01/08/2018
3	Landlord Services	Window repairs	Tender	Yes	01/09/2018
4	Landlord Services	Small works responsive repairs supporting contractor	Tender	Yes	01/09/2018
5	Landlord Services	External wall insulation inspection and remedial works	Tender	Yes	01/09/2018
6	Landlord Services	Door entry maintenance	Tender	Yes	01/09/2018
7	Landlord Services	Tenants Home Contents Insurance	Tender	Yes	24/09/2018
8*	Landlord Services	Specialist fire safety works	Framework / Waiver	Yes	01/08/2018
9	Regulatory Services - Licensing	Private Hire and Hackney Carriage Vehicles enhanced compliance checks by selected Garages located within the borough.	Tender	Yes	01/09/2018
10	Strategic and Private Sector	Employment Support Services for Vulnerable Persons	Tender	Yes	01/11/2018

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
	Housing.	Resettlement Scheme			

- \* The installation, service and maintenance of fire protection equipment (extinguishers, fire blankets automatic and manual smoke ventilation systems), fire stopping survey and remedial works, installation, inspection and testing of fire doors.

Scrutiny Work Programme

APPENDIX 3

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Budget Scrutiny Panel	Meeting #2 02 October 2018	Draft Medium Term Financial Strategy (MTFS)	<p>Review of the underlying assumptions and the implications of the calculations for efficiency plans and future budgets.</p> <p>Information to be provided by the Leader/Lead Member at this meeting that will assist the Panel in scrutinising the policy background to and the rationale behind the draft budget to be proposed (see SMB Min.44, 28 March 2018).</p>	Part of process for effective scrutiny of Council's budget.	Leader/ Lead Member/ C. Hodgson / S. Jackson	Process for scrutiny of 2019/20 budget agreed by SMB 28 March 2018 (Min.44).

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Budget Scrutiny Panel	Meeting #3 04 December 2018 <i>(Informal meeting)</i>	Draft General Fund and HRA Budgets (and Capital Plan if appropriate)	Review of the draft budget with a view to creating the attendee list and agenda for Meeting #4 in January.	Part of process for effective scrutiny of Council's budget.	C. Hodgson / S. Jackson	<p>Process for scrutiny of 2019/20 budget agreed by SMB 28 March 2018 (Min.44).</p> <p>At meeting on 26th June 2018 the Panel 2 agreed that the process agreed by the Scrutiny Management Board be amended so that the Panel's third meeting becomes a formal one at which scrutiny of the draft General Fund and Housing Revenue Account (HRA) budgets would take place and that officers be asked to look at options for rescheduling the Panel's third meeting to a date later in December. This would enable the Panel to have more time to prepare its report and consider its conclusions and recommendations at its fourth meeting.</p>
Budget Scrutiny Panel	Meeting #4 08 January 2019	Draft General Fund and HRA Budgets (and Capital Plan if appropriate)	Scrutiny of draft General Fund and HRA budgets (and Capital Plan if appropriate) for feedback to Cabinet (via SMB) as part of the budget setting process.	Part of process for effective scrutiny of Council's budget.	Leader/ Lead Member/ C. Hodgson / S. Jackson / Additional invitees as agreed at Dec meeting	<p>Process for scrutiny of 2019/20 budget agreed by SMB 28 March 2018 (Min.44).</p> <p>See note above re amendment to process agreed by Panel on 26th June 2018.</p> <p><u>Note:</u> Capital Plan part of process for budget scrutiny in 2020/21 (every two years).</p>

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Budget Scrutiny Panel	Meeting #1 June 2019	Quarter 4 /final outturn in respect of the previous financial year: <ul style="list-style-type: none"> <li>• Revenue</li> <li>• Capital</li> <li>• Housing Revenue Account</li> </ul>	Final outturn position information provided to be at same level of detail/presentation style as the budget report, to assist comparison (see SMB Min.44, 28 March 2018).	Part of process for effective scrutiny of Council's budget. For context purposes.  The matter of budget underspends can be considered.	C. Hodgson/ S. Jackson	Process for scrutiny of 2020/21 budget to be agreed by SMB in March 2019



## Scrutiny Work Programme

<b>Responsible Body</b>	<b>Meeting Date</b>	<b>Issue</b>	<b>Scope of Item / Terms of Reference</b>	<b>Reason for Scrutiny</b>	<b>Invitees / Officers</b>	<b>Progress / Notes / Action Requested</b>
Overview Scrutiny Group	13 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 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 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	10 Sept 2018	Provision of Environmental Services		Cabinet item for pre-decision scrutiny.	M. Bradford	Added by SMB 13 June 2018 (see min 6.6).

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Overview Scrutiny Group	10 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 12 months, meetings of the Overview Scrutiny Group will be held as follows:

10 September 2018  
 15 October 2018  
 12 November 2018  
 10 December 2018  
 14 January 2019  
 11 February 2019  
 11 March 2019

## Scrutiny Work Programme

<b>Responsible Body</b>	<b>Meeting Date</b>	<b>Issue</b>	<b>Scope of Item / Terms of Reference</b>	<b>Reason for Scrutiny</b>	<b>Invitees / Officers</b>	<b>Progress / Notes / Action Requested</b>
Performance Scrutiny Panel	21 August 2018  (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	N. Conway/ A. Ward	
Performance Scrutiny Panel	21 August 2018  (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaints procedure.	The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these.	Cllr Mercer / P. Oliver	Quarterly Report considered at the same time annually.  Agreed by SMB 18 June 2014 following recommendation of PSG.  Scheduled by PSP 08 July 2014.  Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.  Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.  Agreed at 12 December 2017 that a six monthly update be received.
Performance Scrutiny Panel	21 August 2018  (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 / A. Ward & H. Gretton	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	21 August 2018  (annual item)	Zero Waste Strategy	mid-term review of the Zero Waste Strategy	To enable the Panel to scrutinise a particular policy half way through its review cycle as a test case to determine the benefits of the Panel scrutinising policies and strategies.	Cllr Harper-Davies / M. Bradford	Added to the Work Programme by SMB (at the Panel's request) 13 June 2018.

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	09 October 2018	Empty Homes Strategy - Monitoring of Action Plan	Monitoring the action plan associated with the Empty Homes Strategy.	To enable monitoring of the action plan to take place.	Cllr Mercer / A. Simmons	Added by SMB 14th June 2017.  To be programmed after the final version of the Strategy has been agreed by Cabinet.  Scheduled at PSP 04 July 2017. Agreed in consultation with the Chair and Vice-chair to be deferred from 14 February 2018 meeting and be rescheduled to coincide with annual strategy review in July 2018. Rescheduled by the Panel on 23 July 2018.
Performance Scrutiny Panel	09 October 2018	Progress against actions in the Housing Strategy	To scrutinise progress against the actions in the Housing Strategy.	See Policy Scrutiny Group 26 September 2017, Minute 16, Resolution 3. The Group considered that, although good progress in delivering the Strategy had taken place, it might be useful to continue to monitor the situation.	Cllr Mercer / A. Simmons	Added by SMB 25 October 2017, see min 26.1.  Scheduled by the Panel on 12 December 2017. Rescheduled by the Panel on 23 July 2018.
Performance Scrutiny Panel	09 October 2018  (annual item)	Climate Local Action Plan	Monitoring of the Climate Change Strategy Action Plan	Monitoring of progress on Action Plan.	Cllr Vardy / M. French / D. Pendle	Yearly update on Plan.

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	09 October 2018	Housing Rent Arrears	To detail the Council's internal mechanisms for reporting and taking action in relation housing rent arrears,	SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value. Additional information requested to be included in Housing rent arrears regarding universal credit	Cllr Mercer / P. Oliver	<p>See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016.</p> <p>Regular six-monthly update reports agreed by PSP on 23 August 2016.</p> <p>Re-scheduled by PSP on 14 February 2017 (minute 49.3).</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017. Agreed at the meeting to revert to its routine six-monthly cycle.</p> <p>Agreed to receive update in October 2018 and going forward review housing rent arrears on an annual basis PSP 16 April 2019 (min 55.3/55.4)</p>
Performance Scrutiny Panel	09 October 2018 (Period 4 - 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.	Cllr Barkley / C. Hodgson	<p>Three reports to be considered through the year. Reports to be considered at the same time annually.</p> <p>Re-scheduled by PSP 14 February to its August meeting to correlate with Council's budget monitoring schedule, (see minute 49.4)</p> <p>Reporting changed from period 3 (August) to period 4 (October) to align with new 2018-19 committee dates and finance schedules.</p>

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	20 November 2018 (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 / A. Ward & H. Gretton	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	22 January 2019 (Period 7 - annual item)	Revenue Monitoring Report	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.	Cllr Barkley / C. Hodgson	<p>Three reports to be considered through the year. Reports to be considered at the same time annually.</p> <p>Re-scheduled by PSP 14 February to its December meeting to correlate with Council's budget monitoring schedule, (see minute 49.4).</p> <p>Reporting changed from period 6 (December) to period 7 (January) to align with new 2018-19 committee dates and finance schedules.</p>

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	19 February 2019  (Six-monthly item)	Update Report – Housing Repairs Complaints	To detail the number of complaints received in respect of housing repairs, with specific reference to causes and how complaints are dealt with at the different stages of the complaints procedure.	The Policy Scrutiny Group had concerns in respect of the number of complaints being received, specifically those not resolved at stage one of the complaints procedure. However, the Group noted the introduction of a new complaints procedure, the recent appointment of a new contractor and the appointment of a tenant liaison officer and wished to allow time to review these.	Cllr Mercer / P. Oliver	<p>Quarterly Report considered at the same time annually.</p> <p>Agreed by SMB 18 June 2014 following recommendation of PSG.</p> <p>Scheduled by PSP 08 July 2014.</p> <p>Agreed by PSP 13 October 2015 that reports be considered six-monthly rather than quarterly.</p> <p>Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017.</p> <p>Agreed at 12 December 2017 that a six monthly update be received.</p>
Performance Scrutiny Panel	19 February 2019  (Regular Item)	Tenancy Support	Performance information in relation to tenancy support, including statistics around tenancy sustainment and the number of unsuccessful tenancies and their causes, to be reported as key performance figures.	It Is important to ensure the situation with unsuccessful tenancies is monitored. To include additional information identified by PSP at its meeting 14 February 2017.	Cllr Mercer / P. Oliver	<p>Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015.</p> <p>Scheduled by PSP 5 April 2016.</p> <p>Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 46.2) and to include information regarding recorded amount of rental income generated.</p>

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	19 February 2019 (Regular Item)	Supporting Leicestershire Families Programme	To monitor the performance of the Supporting Leicestershire Families Programme	Performance of the Programme was last scrutinised by the Policy Scrutiny Group in November 2013. At that time the Group considered that it continued to effectively deliver and co-ordinate services and support for troubled families and that policies and procedures for the programme were in place and therefore there was no need to schedule further scrutiny. With contributions now agreed for a further three years, it was now timely to monitor the continued delivery of the Programme.	Cllr Taylor / C. Traill/ J. Robinson/ S. Coupe	Recommended by the Cabinet 22 October 2015. Agreed by SMB 28 October 2015.  Scheduled by PSP 5 April 2016.  Agreed by PSP 14 February 2017 that an update report be received in 12 months, (minute 44.2)
Performance Scrutiny Panel	19 February 2019 (Period 9 - annual item)	Revenue Monitoring Report	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.	Cllr Barkley / C. Hodgson	Three reports to be considered through the year. Reports to be considered at the same time annually.  Agreed by PSP 23 August 2016 to receive Revenue Monitoring Report in February 2017 to receive current data in line with other monitoring schedules (see PSP min 19.4)
Performance Scrutiny Panel	19 February 2019	Charnwood Lottery	To monitor the performance of the Charnwood Lottery six clear months after commencement of the scheme	to scrutinise the Charnwood Lottery once it had been implemented to monitor its performance and ability to provide money for good causes.	Cllr Taylor / C. Traill	Agreed by SMB 28 March 2018 (Min 46.1) (following request from PSP 14 February 2018). Scheduled PSP 16 April 2018 (min 57.3)



## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	19 February 2019 (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 / A. Ward & H. Gretton	<p>Quarterly Report considered at the same time annually.</p> <p>To include, in accompaniment to performance information in relation to KI4 (Percentage of household waste sent for reuse, recycling and composting), details of the number of new build properties that had signed up for the garden waste collection service in the past 12 months (see PSP min 53.3, 5 April 2016).</p> <p>Agreed by PSP on 13 December 2016 min 39.1 that the issue of Delivery against Target Housing Mix for New Housing (to be set out in Council's Housing Supplementary Planning Document) be included as part of the quarterly Performance Monitoring report as part of its existing monitoring of new housing delivery and be scheduled once the method of monitoring concerned has been developed.</p>

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	18 June 2019 (yearly)	Housing Rent Arrears – Internal Mechanisms	To detail the Council's internal mechanisms for reporting and taking action in relation to housing rent arrears.	SMB was satisfied that there was not sufficient value to be gained from forming a scrutiny panel to investigate issues surrounding Council Tax and housing rent arrears but felt that members should receive clarity on associated issues. The Panel decided regular update reports would add value.  Additional information requested to be included in Housing rent arrears regarding universal credit.	Cllr Mercer / P. Oliver	See SMB min 50.1, 23 March 2016 and PSP min 57.2, 5 April 2016.  Regular six-monthly update reports agreed by PSP on 23 August 2016.  Re-scheduled by PSP on 14 February 2017 (minute 49.3).  Deferred by the Chair and Vice-chair prior to the July meeting to 22 August 2017. Agreed at the meeting to revert to its routine six-monthly cycle.  Agreed to review housing rent arrears on an annual basis PSP 16 April 2019 (min 55.4)
Performance Scrutiny Panel	18 June 2019 (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.	Cllr. Barkley / C. Hodgson	Annual report.
Performance Scrutiny Panel	18 June 2019 (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.	Cllr Barkley / C. Hodgson	Quarterly Report considered at the same time annually.
Performance Scrutiny Panel	18 June 2019 (annual item)	Performance Information (Quarter 4 Report – Year End)	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 / A. Ward & H. Gretton	Quarterly Report considered at the same time annually.

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Performance Scrutiny Panel	18 June 2019  (Regular Item)	Online Customer Service	Progress update regarding performance data relating to online customer service functions, including tracking the increase in use of online services and the number of failed online interactions.	To monitor progress regarding online customer service functions interfacing with Council customers work and development.	Cllr Rollings / S. Jackson	<p>Recommended by PSG 29 September 2015. Agreed by SMB 28 October 2015.</p> <p>Scheduled by PSP 15 December 2015.</p> <p>Agreed by PSP on 16 February 2016 that an update be received in 6 months and that a Project Board member should attend.</p> <p>Agreed by PSP on 23 August 2016 that an update be received.</p> <p>Agreed by PSP 04 July 2017 and at 12 December 2017 that a six-monthly update be received.</p>

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	25 September 2018 (standing item at every meeting)	Work Programme	To consider items for future meetings	To allow the Group to identify items for which scrutiny is required and make recommendations, as appropriate, to Scrutiny Management Board.	M. Hopkins (agenda) Lead Officer (meeting)	To include consideration of the latest Key and Exempt Decisions Notice (See SMB, min 38.2, 2015/16).
Policy Scrutiny Group	25 September 2018 (standing item at every meeting)	Progress With Panel Work	To consider updates on the work of scrutiny panels.	Section 6.1 of the Council's Constitution states that Policy Scrutiny Group will monitor the progress and methods of scrutiny panels against the work programme and timetable agreed by Scrutiny Management Board.	M. Hopkins (agenda) Lead Officer (meeting)	
Policy Scrutiny Group	25 September 2018	Single Local Plan	To enable the Group to scrutinise the development of the Single Local Plan.  The focus of the Group's scrutiny at this meeting will be on how conclusions from the first phase of consultation had been incorporated into the consultation documents for the second phase and how the value of the two additional stages of consultation set out in the Council's Statement of Community Involvement could be demonstrated.	To ensure appropriate scrutiny of the development of the Local Plan.	Cllr Vardy R. Bennett/ D. Pendle C. Clarke	Agreed by SMB 15 June 2016.  Last considered by the Group on 10 July 2018 at which the results of the consultation were considered (min 6).

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	25 September 2018	Open Spaces Strategy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Harper-Davies M. Bradford	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	25 September 2018	Adaptations Policy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Mercer P. Oliver	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	25 September 2018	Gambling Act Statement of Principles		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.  The Group identified that it particularly wished to consider how problem gambling is being addressed.	A. Twells/ G. Dowson	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	25 September 2018	Lightbulb Service Implementation Update			A. Simmons	Added by SMB 13 June 2018 (min 6.6) (and removed from OSG Work Programme).
Policy Scrutiny Group	13 November 2018	Children and Young People Strategy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Taylor J. Robinson/ S. Wheatley	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	05 February 2019  (six-monthly item)	Performance Scrutiny Panel Update	The six monthly update report to include details of issues, changes and challenges faced by the Panel	Agreed by PSG on 17 August 2010 that the Performance Scrutiny Panel reports the position with its work programme to PSG every six months.	A. Ward/ S. Kinder/ Councillor Fryer	Last considered 10 July 2018.

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Policy Scrutiny Group	05 February 2019	Tenancy Support Policy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Mercer P. Oliver	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	05 February 2019	Business Plan		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr Morgan A. Ward/ S. Kinder	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	09 April 2019	ICS Strategy		To ensure consideration of policies and strategies by the Group where its scrutiny can add value.	Cllr. Poland K. Barnshaw / A. Khan	Agreed by SMB 13 June 2018.
Policy Scrutiny Group	To be scheduled	Tenancy Strategy and Policy		To scrutinise a new or revised policy in a timely fashion.	A. Simmons	Agreed by SMB on 29 March 2017 (min 41.2).
Policy Scrutiny Group	To be scheduled	Houses in Multiple Occupation Accreditation Scheme		To scrutinise a new or revised policy in a timely fashion.	A. Simmons	Agreed by SMB on 29 March 2017 (min 41.2).
Policy Scrutiny Group	To be scheduled	Houses in Multiple Occupation Licensing Policy		To scrutinise a new or revised policy in a timely fashion.	A. Simmons	Agreed by SMB on 29 March 2017 (min 41.2).

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	08 August 2018 (standing item at every meeting)	Scrutiny Work Programme and Actions Following Cabinet Consideration of Scrutiny Reports	Various requests from scrutiny bodies. Monitoring of actions taken following Cabinet consideration of scrutiny recommendations.	To enable the Board to determine the Scrutiny Work Programme.	L. Strong (agenda) Lead Officer (meeting)	08 August 2018 report to include proposed scrutiny panel scope document for consideration (Universal Credit). See SMB Min 8.2, 13 June 2018.
Scrutiny Management Board	08 August 2018  (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six monthly basis, in the form of a briefing given by the Lead Member for Community Safety, in order to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored	To ensure effective scrutiny of the work of the Community Safety Partnership.	Cllr. Morgan (Lead Member for Community Cohesion) / C. Traill / J. Robinson / T. McCabe	See 12 September 2012, 27 March 2013 and 6 August 2014 minutes for requirements of report.  SMB agreed 29 March 2017 that future reports include information on all beats in Charnwood (min 36.2).
Scrutiny Management Board	08 August 2018  (annual item)	The Corporate Plan – Annual Report	To review delivery of the Corporate Plan.	To review how effectively the Council, both corporately and through individual services was delivering the themes set out in the Plan.	Relevant Cabinet Lead Members & Heads of Service  A. Ward & H. Gretton	

## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	23 January 2019	Budget Scrutiny Panel	To consider the findings and recommendations of the Budget Scrutiny Panel		BSP Chair	Scheduled on the assumption that the same budget process is followed as in previous years.
Scrutiny Management Board	06 March 2019 (six-monthly item)	Community Safety Partnership	To review the work of the Community Safety Partnership on a six monthly basis, in the form of a briefing given by the Lead Member for Community Safety, in order to enable any issues to be identified for further scrutiny by the appropriate scrutiny body and to enable incidences of violent crime to be monitored	To ensure effective scrutiny of the work of the Community Safety Partnership.	Cllr. Morgan (Lead Member for Community Cohesion) / C. Traill / J. Robinson / T. McCabe	SMB agreed 29 March 2017 that future reports include information on all beats in Charnwood (min 36.2).
Scrutiny Management Board	06 March 2019 (annual item)	Draft Annual Scrutiny Report 2018-19	To report on the activities of Scrutiny and look forward to the forthcoming year.	To agree on the content of a report to Council on the workings of scrutiny over the past year.	Dem. Services Manager	



## Scrutiny Work Programme

Responsible Body	Meeting Date	Issue	Scope of Item / Terms of Reference	Reason for Scrutiny	Invitees / Officers	Progress / Notes / Action Requested
Scrutiny Management Board	06 March 2019 (annual item)	Budget Scrutiny Processes	To review the Budget Scrutiny Panel processes.	To enable the Board to consider if and how the processes could be improved to facilitate effective scrutiny of the Council's draft budget for 2020/21.	S. Jackson	
Scrutiny Management Board	Originally due to be additional meeting for purpose in March or April 2018.  <i>Postponed pending outcome of review of Council's scrutiny function by CfPS</i>	Topics for Scrutiny in 2018/19 Council Year	To identify and plan potential topics for scrutiny in the forthcoming year.	To enable the Board to undertake its role in setting the work of scrutiny more effectively, and in a more forward thinking and planned way.  That process would be assisted by the Leader (and other Cabinet Lead Members should the Leader wish them to attend) informing the Board of the Executive's priorities for 2018/19, although topics for scrutiny remained a matter for the Board to decide.	G. Parker/ Leader/ Dem. Services Manager	Agreed by SMB 25 October 2017 (see min 26.8).  Leader, together with, at the Leader's discretion, other members of the Cabinet, to be invited to attend to assist the Board.  SMB 28 March 2018 decided to postpone this matter/additional meeting pending outcome of review of Council's scrutiny function by CfPS.
Scrutiny Management Board	To be scheduled	Partnership Arrangements	To review the current effectiveness of partnership working and how this impacts on the delivery of the Corporate Plan and Sustainable Community Strategy	1. To discover from partners (e.g. parish councils and the LSP) their satisfaction with the Council and partnership working arrangements. 2. To ensure that the infrastructure to support partnership working is in place.	TBC	Originally agreed at SMB 23 May 2012 to programme this item at its July 2012 meeting. Scheduling was then deferred to be considered following the Empowering Communities Panel report. 14 August 2013 SMB agreed to defer consideration again – revisit January 2014.

## Scrutiny Work Programme

### Scrutiny Panels

Due to officer capacity there is an agreement that no more than four scrutiny panels should be convened during any given period. Currently, there is one established scrutiny panel.

<b>Name of Panel</b>	<b>Meeting Number and Date</b>	<b>Review Title</b>	<b>Evidence and information considered / to be considered</b>	<b>Attendees / Officers</b>	<b>Progress / Notes / Action Requested</b>
Five Year Housing Supply Scrutiny Panel	Meeting #1 Held 20 <sup>th</sup> March 2018	Five Year Housing Supply	Background information relating to the current situation of the five year housing supply. Confirm witnesses for meetings.	R. Bennett/ D. Pendle	Established by SMB 24 Jan 18 (Min 35.5)
Five Year Housing Supply Scrutiny Panel	Meeting #2 Held 18 <sup>th</sup> April 2018		Developers to be interviewed by the Panel to provide their view of the situation.	External attendees	Meeting completed and notes circulated to the Panel.
Five Year Housing Supply Scrutiny Panel	Meeting #3 9 <sup>th</sup> May 2018 – cancelled and to be re-arranged.		Planning officers to be interviewed by the Panel to provide their view and response to the developer's comments.	R. Bennett, D. Pendle	Meeting cancelled due to lack of available staff and to be rescheduled once officers are available.
Five Year Housing Supply Scrutiny Panel	Meeting #4 Held 6 <sup>th</sup> June 2018		Best practise examples from neighbouring authorities and experts in the sector.	External attendees	Meeting completed and notes circulated to the Panel.
Five Year Housing Supply Scrutiny Panel	Meeting #5 5 <sup>th</sup> September 2018		Planning officers to be interviewed by the Panel to provide their view and response to the developer's comments.	Officers	

## Scrutiny Work Programme

Name of Panel	Meeting Number and Date	Review Title	Evidence and information considered / to be considered	Attendees / Officers	Progress / Notes / Action Requested
Five Year Housing Supply Scrutiny Panel	Meeting #6 September 2018		Review of the evidence, building conclusions and recommendations.		
Five Year Housing Supply Scrutiny Panel	Meeting #7 October 2018		Draft report submitted and final report agreed.		