

Meeting	<b>POLICY DEVELOPMENT GROUP</b>
Time/Day/Date	6.30 pm on Wednesday, 1 July 2015
Location	Council Chamber, Council Offices, Coalville
Officer to contact	Democratic Services (01530 454512)

All persons present are reminded that the meeting may be recorded and by attending this meeting you are giving your consent to being filmed and your image being used. You are kindly requested to make it known to the Chairman if you intend to film or record this meeting.

The Monitoring Officer would like to remind members that when they are considering whether the following items are exempt information under the relevant paragraph under part 1 of Schedule 12A of the Local Government Act 1972 they must have regard to the public interest test. This means that members must consider, for each item, whether the public interest in maintaining the exemption from disclosure outweighs the public interest in making the item available to the public.

## AGENDA

Item	Pages
<b>1. APOLOGIES FOR ABSENCE</b>	
<b>2. DECLARATION OF INTERESTS</b>	
Under the Code of Conduct members are reminded that in declaring disclosable interests you should make clear the nature of that interest and whether it is pecuniary or non-pecuniary.	
<b>3. PUBLIC QUESTION AND ANSWER SESSION</b>	
To receive questions from members of the public under rule no.10 of the Council Procedure Rules. The procedure rule provides that members of the public may ask any question on any matter in relation to which the Council has powers or duties which affect the District, provided that three clear days' notice in writing has been given to the Head of Legal and Support Services.	
<b>4. MINUTES</b>	
To approve and sign the minutes of the meeting held on 7 January 2015	<b>3 - 10</b>



<b>5. DRAFT VALUE FOR MONEY STRATEGY FOR THE HOUSING SERVICE</b>	
Report of the Director of Housing	<b>11 - 28</b>
<b>6. UPDATE OF THE COUNCIL'S CONSTITUTION</b>	
Report of the Legal Services Team Manager and Deputy Monitoring Officer	<b>29 - 36</b>
<b>7. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME</b>	
To consider any items to be included in the work programme. The plan of forthcoming Cabinet decisions and the current work programme are attached for information.	<b>37 - 46</b>

Circulation:

Councillor N Clarke  
Councillor J Cotterill  
Councillor J G Coxon  
Councillor T Eynon  
Councillor J Geary  
Councillor D Harrison  
Councillor V Richichi  
Councillor A C Saffell  
Councillor N Smith (Deputy Chairman)  
Councillor M Specht (Chairman)

MINUTES of a meeting of the POLICY DEVELOPMENT GROUP held in the Council Chamber, Council Offices, Coalville on WEDNESDAY, 7 JANUARY 2015

Present: Councillor J G Coxon (Chairman)

Councillors N Clarke, D Everitt, J Geary, A C Saffell, S Sheahan and M Specht

In Attendance: Councillors

Officers: Mr R Bowmer, Mr D Gill, Mr G Jones and Mr D O'Nyons

## **18. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors V Richichi and N Smith.

Councillor N J Rushton was also invited to attend however, unfortunately due to County Council Commitments he had to decline.

Councillor S Sheahan commented that it would have been good to have Councillor N J Rushton in attendance, and that nothing had stopped him from appointing a substitute.

## **19. DECLARATION OF INTERESTS**

Councillor J G Coxon declared a non-pecuniary interest in item 5 – Draft Revenue Budget Proposals and Capital Programmes 2015/16 as a Member of Ashby Town Council.

Councillor D Everitt declared a non-pecuniary interest in item 5 – Draft Revenue Budget Proposals and Capital Programmes 2015/16 as a Member of Whitwick Parish Council.

Councillor M Specht declared a non-pecuniary interest in item 5 – Draft Revenue Budget Proposals and Capital Programmes 2015/16 as a Member of Coleorton Parish Council.

Councillor A C Saffell declared a non-pecuniary interest in item 5 – Draft Revenue Budget Proposals and Capital Programmes 2015/16 as a Member of Castle Donington Parish Council.

Councillor S Sheahan declared a non-pecuniary interest in item 5 – Draft Revenue Budget Proposals and Capital Programmes 2015/16 as a Member of Leicestershire County Council.

## **20. PUBLIC QUESTION AND ANSWER SESSION**

There were no questions received.

## **21. MINUTES**

The Deputy Monitoring Officer asked the Chairman to consider a clarification to the minutes. At the last meeting, The Deputy Monitoring Officer advised that the Members for each authority made the appointments in respect of the Leicestershire Revenues and Benefits Partnership; and as such there would be Member involvement.

However, following the Meeting the Deputy Monitoring Officer was advised that appointments in relation to the Revenues and Benefits Partnership had been delegated to the Management Board and that no Members sit on the Management Board.

Councillor S Sheahan commented that Partnerships such as the Revenue and Benefits one take democracy further away from the people as it excluded Members.

RESOLVED THAT:

The minutes of the meeting held on 1 October 2014 be approved and signed by the Chairman as a correct record.

## **22. DRAFT REVENUE BUDGET PROPOSALS AND CAPITAL PROGRAMMES 2015/16**

The Head of Finance presented the report to Members, stating that this Item gave the Committee the opportunity to comment on the Councils Revenue Budget proposals for the next financial year and invited Members to make comments that would be minuted and presented to Cabinet on the 10<sup>th</sup> February 2015 and Council on the 24<sup>th</sup> February 2015.

The Head of Finance drew attention to the two Appendices of the report and went through each individually. He informed Members that Appendix 1 was a copy of a Report that went before Cabinet on November 2014 which provided details of the Cabinets 2015/16 General Fund Revenue Budget proposals and the savings that had been put in place, to meet the projected budget shortfall.

The Head of Finance informed Members that the report first of all picked up with the Medium Term Financial Strategy 2015/16 – 2018/19 that had been approved by Cabinet which identified a budget shortfall of £365,000 for the ensuing year and an overall shortfall of £1.4 million by the end of the Medium Term Financial Strategy in 2018/19.

Members were informed that an under spending of approximately £800,000 was forecast in 2014/15 from the General Fund, and that the main reason for this was due to an increase in income. In particular from planning fees, Recycling Income and savings incurred from reducing the number of Employees.

It was highlighted, that there were a number of financial uncertainties that the Council was facing. The Head of Finance explained how volatile the Council's income from business rates was.

The Head of Finance explained that the Council used to receive a pre-determined allocation from Central Government, however as a result of recent changes, income was volatile, and that now made it difficult to monitor the budget and prepare the budget going forward. There was much less certainty in determining how much income the Council would receive.

Another area of uncertainty that was highlighted was around the New Homes Bonus Scheme. The Head of Finance stated that there was always a risk that changes could be made to the scheme, or it could be discontinued altogether and consequently there was a risk of around £2 million within the Councils budget planning as a result.

Members were informed that Budget Savings for the next year were going to be achieved by actions that had already been put in place and he provided the Policy Development Group with an update on the following initiatives introduced to meet the projected shortfall of £365,000 for 2015/16:

#### Reduction in Revenues and Benefits Partnership Contributions:

The Head of Finance informed Members that it had been identified that the Partnership between the three partner Councils would create savings approaching £400,000 a year, which North West Leicestershire District Council would receive a share off.

#### ICT Efficiency Savings:

It was stated that efficiency savings in ICT, mainly around contracts and the renewal of ICT programme Licences were saving money and that the ICT budget had been reduced by £70,000 in 2015-16.

#### Income from Additional Planning Applications:

Members were informed that income from Planning Applications had increased and that a modest increase in the target raised by Planning Applications from £550,000 to £700,000 was now assumed.

Councillor S Sheahan enquired whether there were any other updates the Head of Finance could provide about the report, given that the report was two months old, and asked how long officers expected Planning Application fees to continue to rise.

The Head of Finance advised that the only significant update was around the actual figure of the New Homes Bonus that was quoted in the report at £1.9 Million; the actual figure was closer to £2.1 Million which represented an additional £200,000 for the Council. In addition, he stated that planning income was quite volatile and difficult to predict. He added that there were a number of major applications reaching their conclusion thus it was expected that income generated by Planning Application fees would fall in the next couple of years.

Councillor S Sheahan asked if having a Local Plan would have an impact on the number of Planning Applications received.

In response, The Deputy Monitoring Officer confirmed that in the absence of a Local Plan, over the past years there have been a lot of speculative developers that have tried their luck, and that the Council has had difficulty in reaching decisions because of the lack of Local Plan Policy. He added that once a Local Plan was in place there would be a possibility that the number of Planning Applications would reduce.

Councillor S Sheahan acknowledged that there had been £150,000 worth of savings in employees. He asked whether officers had identified any areas where service pressures suggested a need for additional spending on employees.

The Head of Finance insisted that the Council was proactive in reacting to pressures on services, and identified a recent example were the Council had recently employed additional staff in the Planning Department to manage the increased workload and to maintain the same level of service. In addition, the Deputy Monitoring Officer informed Members that staffing levels were kept under review of all departments, and that if officers were aware of staffing pressures and where appropriate additional employees are sought.

Councillor S Sheahan commented that it was essential to have the right level of staff and is something that should consistently be reviewed and highlighted to Cabinet when necessary.

Councillor A C Saffell informed Members that he had previously been informed by the Head of Finance that staffing levels at the Council were within 20 or so of the most

number of employees the Council had ever employed. He felt that this represented a small reduction especially when cuts from Central Government and reductions at other local authorities were considered. He speculated whether the New Homes Bonus had been brought into the General Fund in order to maintain staff levels, despite the fact the Council was doing less work now than in the past. He asked why the Council were depriving Local Communities of the New Homes bonus to support staff numbers.

In response the Head of Finance informed Members that the £150,000 figure stated within the report was a result of an under spending on staffing largely as a result of vacancies. He added that the report was not about significant staff reductions. The Deputy Monitoring Officer explained that officers were unable to answer that question.

Councillor N Clarke, queried why the report failed to include or mention Waste Recycling Credits, expressing his opinion that this should have been included as a future uncertainty.

The Head of Finance explained that the current year detailed in the report was not affected by Leicestershire County Council's decision on the Waste Recycling Credits, and informed Members that the issue had been considered in the last Medium Term Financial Strategy Report which contained contingencies for losses of income predicted of up to £300,000.

Councillor S Sheahan concurred with Councillor A C Saffell comments made about the New Homes Bonus, however queried his comments made about staff levels. He stressed his opinion that Planning Applications and Waste Recycling Credits should be run sustainably, stating that the Council's proposal to increase the level of reserves held in the General Fund to compensate for future financial uncertainties was not sustainable, and a different approach should be adopted.

Councillor S Sheahan enquired whether there had been any assessment of claimant impact as a result of the changes made to the Revenues and Benefits Partnership.

The Head of Finance stated that the new structure of the partnership was based on advice received from the Institute of Revenues, Rating and Valuation whom have worked alongside other authorities and partnerships and have recommended different ways of working without any impact on the client. He added that he was not aware of any particular impact analysis that has been conducted, but was confident that one would follow after the implementation of the changes and that adjustments could be made if necessary.

Councillor N Clarke enquired why £500,000 of the Value for Money Reserve had been committed to the creation of a Business Bidding Fund, he stated that he did not object to supporting local businesses, however he was unsure what benefits would result from this decision.

The Head of Finance expressed the importance of Business rates and the need to bring business into the District in order to maintain incomes generated by the Business Rate Base.

Councillor S Sheahan, felt that it was important to ensure that the Business Bidding Fund would provide value for money and suggested that a future scrutiny report/ panel might be best to assess this. In addition, Councillor S Sheahan urged that the Local Plan be fully funded and insisted that the Plan should be seen through to completion.

The Head of Finance Presented Appendix 2 to Members.

He informed Members that the projected outturn for 2014/15 on General Fund schemes totals £2,402,000. He added that this was a planned increase of £108,000 on the original budget for the year of £2,294,000.

Furthermore, the Head of Finance gave a brief update of Individual Schemes currently being undertaken under the General Fund Capital Programme 2015/16 to 2019/20.

Councillor S Sheahan, felt that £984,000 proposed to spend on new vehicles was a lot of money, and enquired what proportion of the Councils Fleet of Vehicles this represented.

The Head of Finance did not have an exact figure to give to Members, but informed Members that he would find out, and report back to Members with the answer. He informed Members that the sum of £984,000 is what the Council usually spends annually on Vehicles, and that the Council tended to buy Vehicles out-right opposed to leasing them as this represented the best value for money.

Councillor A C Saffell enquired why many of these schemes had been included in the General Fund rather than Special Expenses, in particular the decision to spend £400,000 on the Wellbeing Centre at Hood Park Leisure Centre. He stated that residents in Castle Donington did not use this Centre; however they would still be contributing to the improvements.

The Head of Finance advised that the use of Special Expenses funds are only used for expenses that benefit people who live in certain areas, which subsequently excludes other people from benefiting. He stated that the Wellbeing Centre at Hood Park Leisure Centre would be open to everyone and that people from all over the District could travel to use the services there.

In response Councillor A C Saffell insisted that people travel to Castle Donington to specifically use their football pitches, which are fully funded by Castle Donington Parish Council. He suggested that if the District were prepared to fund one Leisure Centre then they should be prepared to fund all of them.

The Deputy Monitoring Officer advised that a decision was taken in the past by Members not to treat the Leisure Facilities in Coalville and Ashby de la Zouch as a special expense because they attract people from across the whole District and it would be unfair to place the burden on the Special Expense of Coalville or the Parish Precept of Ashby Town Council.

Councillor A C Saffell acknowledged the officer's comments however expressed that the situation was unfair. Councillor S Sheahan suggested that Councillor A C Saffell speak with Councillor N J Rushton to see whether the Cabinet had any plans to build a Leisure Centre in the Northern Parishes of the District when funding permits.

Councillor S Sheahan asked whether homes improved under the Decent Homes Programme had seen their value increase and if officers knew by how much.

The Director of Housing assured Members that he was confident that homes that had been improved had increased in market value, given the extensive improvements made, such as new Kitchens and Bathrooms. However he stated that the Council had no intention of disposing of properties that had undergone improvements. He advised Members that the Council was in the process of renewing their Asset Management Strategy and that they could look into the possibility of having the homes valued to assess how much the value of properties had increased.

The Deputy Monitoring Officer informed Members that there was a mechanism incorporated into the Right to Buy Scheme that relates to improvements made to properties in the last ten years that can have an impact on the valuation of properties. He informed Members that if a property that had been improved by the Decent Homes programme, had later been purchased on the Right to Buy Scheme the money spent on improving the property was taken into account when a sale price was calculated.

Councillor M Specht asked whether there was a penalty clause incorporated into the Decent Homes Programme which meant that tenants were prevented from applying for the Right to Buy Scheme for a period of time after improvements had been made.

The Director of Housing informed Members that there were no such period, and as such tenants were able to apply for the Right to Buy Scheme as soon as the Decent Homes Programme improvements had been made. He also referred to the previous explanation given by the Deputy Monitoring Officer. The Deputy Monitoring Officer added that if a tenant requested to buy a Council property undergoing the Decent Homes Programme then the property would be removed from the programme as a result.

Councillor J Geary enquired if many tenants had taken up the Right to Buy Scheme once homes had been improved.

The Director of Housing explained that a couple of years ago there was a rise in the number of Right to Buys compared to recent years, however at the present the current number was appropriately twelve homes. He stated that the previous increase was most likely a result of Central Government deciding to increase the discounts offered to tenants buying their Council homes. He added that he did not think that the Decent Homes Programme had contributed to the number of take ups of the Right to Buy Scheme.

RESOLVED THAT:

That the Committee provides any comments it may have for consideration by the Cabinet when it meets on 10 February 2015 prior to their recommendations being taken to Council on 24 February 2015.

### **23. HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2015/16**

The Director of Housing presented the report to Members.

He informed Members that the report was an updated version of a report that had been presented to Cabinet on 18 November 2014. He stated that the overall forecast for the current year shows a deficit close to £900,000, largely as a result of unplanned expenditure on the Decent Homes Programme. Members were informed that this deficit was funded from the Housing Revenue Account Reserves, and that the reserves currently stood at £4.37 Million.

In relation to rents, the Director of Housing advised Members that the current government policy (due to expire in March 2015) was to try and achieve rent convergence or target rents nationally for all social housing tenants. The idea being that Council and Housing Association tenants should pay similar rents for similar properties. He advised Members that historically the Council had charged low rents and that currently only 25% of the Council's tenants paid target rent; in contrast most local authorities had 90% of tenants paying the target rent. New government guidelines, effective from April 2015, suggest that rent increases should be limited to the Consumer Price Index plus 1% each year. He advised that for councils like NWLDC, which still had nearly three quarters of its properties at rents considerably below target rent levels, this would have a substantial impact on the future business plan, and income projections would fall significantly. This could potentially



have a detrimental impact with limited funding being available to maintain the decency programme and invest in future stock improvements.

Following a review of the current rent plan, alternative rent increase options were developed for consideration for consultation by Cabinet, and it was agreed by Cabinet to approve option C, which would see rents increase by CPI plus 1% plus up to £4 per week until target rent was reached. This would entail NWLDC using its discretion to set its own rent levels and not following the guidelines.

The Director of Housing advised Members if the Council adopted the new government guidelines, then the Council would have to borrow £7.3 million by 2022 to meet repayments on a £13 million loan. By adopting option C the Council would only have a liability of £1.2 million in 2022. It would also mean the Council having an additional £9 million of income over the next 10 years to invest in Housing.

Councillor S Sheahan expressed his concerns that the Housing Revenue Account spending was not being kept under control, and cited the £900,000 deficit as an example. He asked officers to explain how they would address the deficit and prevent tenants from having to subsidise overspending on the decent homes programme.

The Director of Housing responded that he was confident spending was under control and highlighted that deficit was a result of some incorrect assumptions about what central government would fund and what the Council would have to fund, and wasn't a case of over spending on the Decent Homes Programme. He advised Members that the Council do monitor the contractors providing Decent Homes Improvements and that a new team manager had recently been appointed to focus on the Decent Homes Programme. He added, that he wanted to see value for money from the Councils contractors and that the actions taken by the Council would help realise that.

Councillor N Clarke sought clarification on why Option C had been chosen opposed to Option A. He stated that the proposed rent increase of 5.4% sounded extremely high considering the well publicised lack of increase in wages and salaries. He stated that being the Councillor for the Ward with the most Council Tenants in the District, it is something that he feels quite strongly about.

The Director of Housing acknowledged that Option C would result in two years of higher increases in rents, however in the longer term rents were lower under option C than Option A. In addition, he stated that under Option A the Council might lose revenue through the Housing Benefit Subsidy Limitation rules. If the Council chose to increase its rents too quickly at too high a level, a portion of the Housing Benefit it received might have to be returned to the Treasury.

In response Councillor N Clarke stated that he felt that the increases in rents tenants were facing were a result of overspending on the Decent Homes Programme and that this should be scrutinised in the ensuing months. He also queried the proposal to re-let all properties at target rent levels, even when tenants with a tenancy prior to April 2008 were transferring to another property, as he felt the higher rent would act as a disincentive for those affected tenants to apply for transfers. The Director of Housing advised that as 94% of properties would be at target rent by April 2016, any such disincentive would only apply for a period of 12 months, so the impact would be limited.

**RESOLVED THAT:**

That the Committee provides any comments it may have for consideration by the cabinet when it meets on 10 February 2015 prior to their recommendations being taken to Council on 24 February 2015.

**24. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME**

Councillor S Sheahan requested that a scrutiny of the Business Bidding Fund be included. However, the Head of Finance stated that there would not be much to scrutinise by the time of next meeting, as he did not expect the Council to have awarded many grants to business by then.

Councillor S Sheahan also suggested that an item on the Community Task and Finish Group should be included.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.14 pm

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL****POLICY DEVELOPMENT GROUP – 1 JULY 2015**

Title of report	<b>DRAFT VALUE FOR MONEY STRATEGY FOR THE HOUSING SERVICE</b>
Contacts	<p>Councillor Roger Bayliss 01530 411055 <a href="mailto:roger.bayliss@nwleicestershire.gov.uk">roger.bayliss@nwleicestershire.gov.uk</a></p> <p>Director of Housing 01530 454819 <a href="mailto:glyn.jones@nwleicestershire.gov.uk">glyn.jones@nwleicestershire.gov.uk</a></p> <p>HRA Business Support Team Manager 01530 454781 <a href="mailto:tracy.ashe@nwleicestershire.gov.uk">tracy.ashe@nwleicestershire.gov.uk</a></p>
Purpose of report	To receive the Committee's comments on the Housing Service's draft Value For Money Strategy.
Council Priorities	Value for Money Homes and Communities
Implications:	
Financial/Staff	As included in report.
Link to relevant CAT	Delivering value for money will allow Housing and the Council to achieve the objectives for the service as set out in the Housing Business Plan and Service Team Business Plans.
Risk Management	The Council sets an HRA budget, which is regularly monitored throughout the year to ensure services are delivered within budget. Risks are managed through the corporate risk management process.
Equalities Impact Screening	None.
Human Rights	None.
Transformational Government	None.
Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory

Comments of Monitoring Officer	The report is satisfactory
Consultees	Corporate Leadership Team (CLT), Housing Senior Management Team, Tenants and Leaseholders Consultation Forum, Performance and Finance Working Group
Background papers	None
Recommendations	<b>THAT THE COMMITTEE PROVIDES ANY COMMENTS IT MAY HAVE FOR CONSIDERATION BY THE CABINET WHEN IT MEETS ON 21 JULY 2015 TO CONSIDER THE STRATEGY</b>

## 1.0 INTRODUCTION

- 1.1 North West Leicestershire District Council (NWLDC) published its Value for Money Strategy in 2008.
- 1.2 All Housing Associations are required to issue a value for money statement with their accounts on an annual basis, in order to comply with the value for money element of the national Homes and Communities Agency (HCA) regulatory standards. Although the Value for Money standard does not apply to local authorities, the requirement for a VFM strategy does, and this also represents good practice.

## 2.0 CONTEXT

- 2.1 The Housing VfM Strategy (Appendix 2) has been developed to ensure that the service is in the best position to:
- Respond to a fast changing economic environment
  - Adopt latest housing best practice
  - Identify and embrace emerging housing policies and trends
  - Demonstrate to our tenants and leaseholders that the Housing Service at NWLDC is an efficient organisation making maximum use of it's resources
  - Deliver services in line with the council's values
  - Maintain rents at a fair and affordable level whilst ensuring that our properties remain decent and services are effective and efficient

## 3.0 STRATEGY OVERVIEW

- 3.1 In order to support delivery of our VfM Strategy we developed a framework involving eight pillars:
- **Effective Procurement** including
    - Considering quality of goods or service as well as cost.
    - Consolidate purchasing across the service or council to reduce cost per unit
  - **Maximising Assets** including

- Programming works to maximise working in local neighbourhoods
- Design led planning with security, health and safety and estate environment at the core of it's thinking

- **Contract Management** including

- Maximising the performance of our contractors
- Regular monitoring of Key Performance Indicators against cost, quality and tenant satisfaction

- **Strong financial stewardship** including

- Continuing to hold monthly Finance Clinics to monitor expenditure
- Delivering the HRA budget timetable in line with the corporate budget setting programme

- **Benchmarking and Improving Services** including

- Annual comparison of the costs of our goods and services with other providers in the sector
- Working collaboratively with providers in the top quartile to understand their processes and how these might be adopted
- Challenging why or how we provide a service or function
- Having full and open consultation with users

- **Resident Involvement** including

- Involving our residents in major procurement decisions
- Setting and agreeing targets for service delivery

- **Planning for our future** including

- Scrutinising areas of spend and challenging current practices
- Publishing value for money outcomes to residents and stakeholders

- **Involving Staff** including

- Maximising the opportunity of the BEE scheme in supporting what is possible
- Embedding a value for money culture where staff are empowered to deliver against the Council Values

3.2 Each pillar is equally important therefore until each is being consistently delivered we will not be fully demonstrating value for money as a service

3.3 To oversee delivery against each of these pillars, a VfM Champion Group will be established, to be chaired by the Finance Systems Team Leader. This Group will present a quarterly progress report to the Performance & Finance Working Group and also to Housing Senior Management Team.

3.4 The timetable included in Appendix 1 outlines the strategy approval timetable and key milestones in implementing the VfM framework.

3.5 The strategy will be reviewed and updated every three years.

## 4.0 CONSULTATION PROCESS

4.1 The strategy will be considered by the Tenants and Leaseholders Consultation Forum (the Council's Resident Involvement decision making body) for review and comment on 29 June 2015, and by the Performance and Finance Working Group on 9 July 2015.

## **5.0 NEXT STEPS**

- 5.1 Any comments made by the Committee will be noted, and presented to Cabinet on 21 July 2015 when the Strategy will be considered for approval.

## APPENDIX 1

### Housing VfM Strategy approval and implementation timetable

<b>Item</b>	<b>Action</b>	<b>Who</b>	<b>When</b>
1	Seek nominations from Housing Team Managers for VfM Champion Group representatives	Finance Systems Team Leader	June 2015
2	Present strategy to Tenants and Leaseholders Consultation Forum	Finance Systems Team Leader	29 June 2015
3	Present strategy to Performance and Finance Working Group	Finance Systems Team Leader	9 July 2015
4	Present strategy and timetable to Cabinet	Portfolio Holder Housing	21 July 2015
5	Inaugural VfM Champion Group Meeting	Finance Systems Team Leader	August 2015
6	VfM action plan developed and completed for balance of 2015/16	Finance Systems Team Leader	August / Sept 2015
7	Share action plan with Housing Service	Team Managers Briefings	Sept 2015
8	Presentation on VfM delivery to date at half yearly housing briefing	Finance Systems Team Leader	November 2015
9	Monitoring of action plan at quarterly VfM Champion Group meetings	VfM Champion Group	November 2015 onwards





# Housing Service Value for Money Strategy 2015



# Contents

1. Introduction .....	3
2. Our values .....	3
3. Approach to our Value for Money Strategy .....	3
4. Opportunities .....	4
5. Framework for providing value for money .....	5
6. Value for Money Strategy – our approach .....	6
Effective procurement .....	6
Maximising assets .....	6
Contract Management.....	6
Involving Staff.....	7
Resident involvement.....	7
Benchmarking to peer group.....	8
Improving services.....	8
Planning for the future.....	9
Strong financial stewardship.....	9
7. Measuring our success.....	10
Governance.....	10

# 1. Introduction

The following builds on the Value for Money (VfM) Strategy developed by North West Leicestershire District Council (NWLDC) in 2008. This strategy has been developed for the Housing Service. It will be reviewed and updated in consultation with our tenants on a three yearly basis and provides the opportunity to:

- Respond to a fast changing economic environment
- Align the strategy with the latest housing best practice
- Align the strategy with emerging housing policy areas and trends
- Demonstrate to our tenants and leaseholders that the Housing Service at NWLDC is an efficient organisation making maximum use of our resources
- Ensure that we are delivering against the council's values
- Review the effectiveness of the strategy.

## 2. Our values

At NWLDC we have a set of values to which the VfM Strategy for the Housing Service must align; these are:

- Delivering agreed value
- Being fair and proud
- Listening carefully
- Supporting what is possible
- Spending our money wisely.

## 3. Approach to our VfM Strategy

We recognise there will always be a tension in balancing the aspirational standards of our service with the cost of attaining such levels of service. In developing our efficiency initiatives we will seek resident feedback to ensure we prioritise what is important to residents - but at an affordable cost. This is important as the costs of our services are directly reflect in the rent levels and service charges for our properties.

In summary VfM is often referred to as 'the three Es':

- Economy – obtaining resources at best value, taking both price and quality into account
- Efficiency – performing tasks with reasonable effort in a productive manner
- Effectiveness – the extent to which the objective has been delivered and the impact achieved

A value for money service will be one that can identify and deliver efficiency savings by adopting an approach in line with the three Es. Such examples are:

- Getting the same results using fewer resources
- Getting better results using the same resources
- Paying less for something but getting the same result
- Putting in more resources and getting an exponentially better result.

## 4. Opportunities

We continually look for ways to improve economy, efficiency and effectiveness in providing our services. This process is driven by:

- Meeting the needs of our customers
- Linking resources to corporate priorities
- Constraints on available funding due to budgetary pressures
- Savings targets

We will ensure that our Housing Service is high quality, high performing and that our ambitions are informed through consultation and feedback from our tenants, stakeholders and partner organisations.

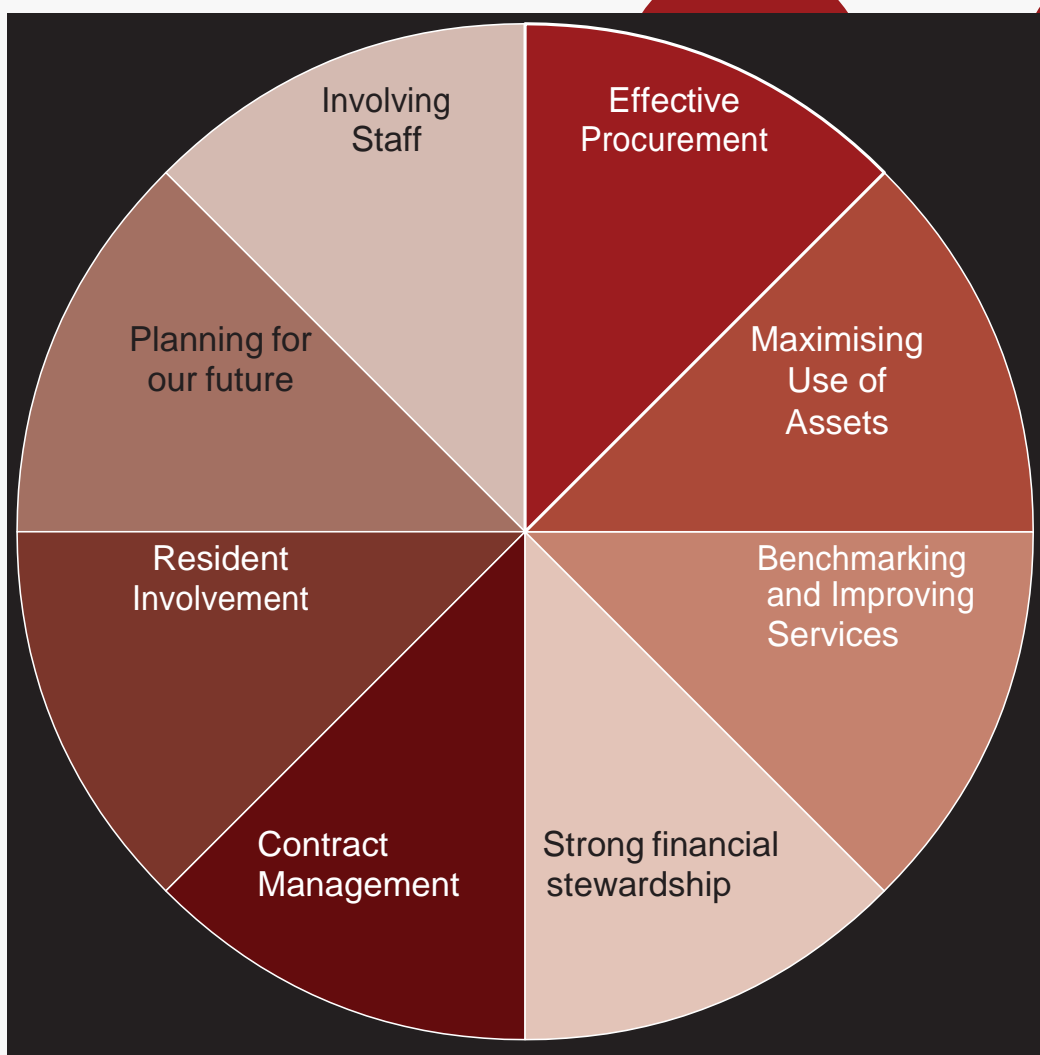
We are clear that VfM within the Housing Service at North West Leicestershire District Council means:

- The service is of the right quality and fit for purpose
- The services provided are planned and managed with due regard to the risks involved
- Services and products are provided economically from a supplier whose prices are competitive for the quality delivered
- Services and products are provided economically from a supplier whose prices are competitive for the quality delivered
- Services are provided efficiently through streamlined processes that link internally and with partner organisations where required
- Services are provided effectively in a way that meet the needs of our tenants and focus on the issues that matter most to our tenants
- Rents are kept as fair and affordable as possible whilst ensuring that investment is available to keep our properties decent
- External funding will be accessed wherever practical in support of Housing Service objectives and priorities.

## 5. Framework for delivering VfM

To support delivery of these opportunities, a structure has been put in place around which the strategy can be developed and success achieved.

VfM Delivery Framework



Each segment or 'pillar' included within the framework contributes towards the overall VfM strategy for NWLDC.

Delivery of the VfM strategy will be the responsibility of the VfM Champion Group with the support of Housing Strategic Management Team. Further information on the role of the Champion Group can be found on page 9.

## 6. VfM Strategy – our approach

**Effective Procurement** - The procurement of suppliers and partners will be evaluated on the basis of economically advantageous rather than lowest price. This ensures that a range of factors can be taken into account to ensure that the correct balance of fit-for-purpose, quality, cost and service can be measured and in so doing deliver value for money.

Involved residents will be consulted and their feedback will help determine the priorities in future procurement activities and inform the brief for negotiating service standards. Residents will continue to be involved in tender assessment panels especially for customer facing services, with recent examples including the Schedule of Rates Contractor and the Tenants Home Contents Insurance provider

Priority areas identified in consultation with both residents and officers, include:

- Development of a Procurement Guide to support a co-ordinated strategic approach to our procurement activity and processes as well as ensuring that procurement within the Housing Service is undertaken with consistency and probity
- Consolidated purchasing of supplies from across the housing service and council to maximise the opportunity of maintaining or reducing costs per unit, by reducing the administration costs through smaller supplier base / reduced invoice volumes and improving economies of scale
- Securing social value, for example through the creation of local apprenticeships and buying local to provide income and jobs within our district.

**Contract management** - As providers of services to our tenants, contractors have a key role to play in delivering VfM and improving service provision. Contractors must therefore understand this strategy and fully contribute to its delivery.

This will be achieved by participating in service reviews, attending workshops and training and by proposing change and innovation in the services they deliver. Contractors will be made aware of how they are expected to work with NWLDC and the principles that underpin our approach to VfM.

An effective approach to contract management will be implemented to ensure that all key contractual outputs are achieved and are measured, monitored and managed on a monthly basis for each contract. Formal contract management arrangements will be initiated from the outset of all contracts and housing staff will be given clear responsibilities for ensuring contracts achieve the required performance out-turns, including:

- Costs
- Quality
- Timeliness
- Customer satisfaction

**Managing assets** – An integrated approach will be taken to manage all our assets including planned cyclical maintenance and responsive repairs, greener and more efficient forms of energy, and new building development. This will be achieved through:

- Establishment of a minimum standard for components and energy efficiency within our current stock as for new builds and acquisitions
- Programming works to maximise working in neighboring localities (making best use of stock condition data and leveraging the scale of the council to secure best price)
- Identifying supply chain management and procurement opportunities working in partnerships
- Developing a consistent appraisal model to identify options for assets with high stock needs comparative to rental return and demand

- Design-led planning with security, estate environment and health & safety of residents at the core of its thinking
- Establishment of consistent service standards and specifications for boilers, windows and bathroom suites

Improving the energy efficiency of our homes will be a priority. We will develop and champion new and innovative green technology and this work has already started with the installation of new technologies in a small number of tenants' homes as part of the Green and Decent pilot programme. We will measure its success through a VfM review including the cost of the equipment, installation, and servicing compared against the savings on energy costs, user friendliness and resident satisfaction.

**Involving Staff** - Service and team business plan objectives will include VfM targets which will be cascaded through teams to individual staff targets.

Performance will be assessed in three areas:

1. Collective delivery of the Housing Service Business Plan
2. Officer delivery of their individual team targets
3. Officer performance against their own personal targets as outlined and discussed during individual appraisals

Further actions to strengthen our approach to VfM are consistent with the Council's Best Employee Experience (BEE) through which we are committed to:

- Robust annual appraisal and target setting through the Reflections Scheme
- Benchmarking of costs and quality against peer group performance
- Improved performance monitoring systems will offer better access to more timely information.
- Embedding a VfM culture where staff are empowered to deliver against the Council Values
- Encouraging staff to challenge inefficiencies and waste

Team leaders and managers are responsible for delivering services 'right first time', ensuring VfM exists in the day to day management of their service and teams and considering VfM in any new proposals or reviews of their service area. They need to work with the Housing Strategic Management Team (SMT) to ensure that VfM is understood by all and that VfM action plans are delivered once they are agreed by the VfM Champion Group.

All officers are to be made aware of the importance of VfM through the induction programme, training, briefings and team meetings. Staff will be encouraged to contribute ideas for the efficiency agenda using a staff suggestion pro-forma. They will help with implementing improvements and with target setting. It is everyone's responsibility to deliver VfM in their day-to-day activities.

**Resident involvement** – We will continue to consult with our tenants and residents in all of our decision making processes, including (but not limited to):

- Consultation regarding changes to, or introduction of, services
- Procurement decisions
- Customer analysis of complaints and customer satisfaction in order to gain insight into how the services can be improved
- Setting and agreement of targets
- Determining funding priorities
- Determining how any savings should be reinvested
- Three yearly review of this VfM strategy.



We will also regularly report on progress against this VfM strategy and subsequent action plans using a new VfM web page on the NWLDC website and In Touch, our resident led magazine.

**Benchmarking to peer group** – Through our ongoing commitment to Benchmarking we will monitor the cost and impact of delivering services within Repairs, Planned Investment and Housing Management. Weak or lower quartile performance compared to our peer group will be monitored and improved through the development of action plans monitored by the VfM Champion Group and SMT. Benchmarking results will help shape the Team Business Plans and priorities for the short and medium term.

Opportunities to learn from and work collaboratively with our peer group will be exploited to highlight changes in how the service might be delivered which in turn might lead to improved costs and/or performance. This might include visits by team managers and team leaders to operators within the top quartile to understand their approach and how appropriate this might be for NWLDC.

**Improving services** – continual improvement will be a priority for NWLDC.

Challenging what we do, the way we do it, is key to improving services. Service reviews, commissioned by the VfM Group, will address the following issues:

- Challenging why or how we provide a function or service
- Full and open consultation with users
- Competitive review i.e. can others deliver a service more cheaply and to a better standard?
- Comparison of performance or approach with others.
- Highlighting potential areas for joint working with other housing providers
- Identification of areas for improvement.

All reviews will seek to balance quality and cost considerations with the three Es – economy, efficiency and effectiveness. The corporate service review kit will support team managers in reviewing and improving their services. It can be used to inform a holistic approach to VfM, or to shape thinking and activity at specific stages of the VfM review and improvement

Any service improvements identified, of a significant scale, will normally require a business case to be developed and a project team to deliver. The business case will set out the current business position, the drivers for change, proposed investment and benefits (financial and qualitative), risks and mitigations together with milestones for delivery which will be monitored by the VfM Champion Group.

The group will conduct an independent review at each milestone, before the next phase of investment is approved. This is to provide assurance on:

- Spend and programme delivery status to date
- Benefits realised so far through a post investment appraisal
- Risks and issues arisen so far and mitigation
- Change management and projected programme outcome.



**Planning for the future** – We will put VfM at the heart of all future planning. The VfM Champion Group will consist of officers from each team within the Housing Service supported by an involved resident and chaired by the Finance Systems Team Leader. This group will be responsible for the integration of the VfM strategy with operational service delivery. The Housing VfM Champion Group's proposed terms of reference are:

- Provide leadership throughout the service on VfM issues
- Implement the strategy whilst promoting actions to further embed it in the culture of the organisation
- Monitor and publish VfM outcomes to residents and stakeholders
- Create, review and deliver a detailed action plan to deliver year on year efficiency savings
- Scrutinise areas of spending and challenge current practices
- Promote benchmarking
- Identify efficiency drivers
- Review the action plan in light of new business objectives, changes in economic and legislative environment and departmental savings targets.

**Strong financial stewardship** – As one of our council values describes VfM is about 'spending our money wisely' and not necessarily about spending less. To make sure this is managed and monitored we will continue to:

- Hold monthly finance clinics to monitor budgets and financial performance with all Team Managers. This provides independent challenge to Team Managers and delivers both scrutiny and accountability
- Hold Team Managers to account through SMT who in turn will be answerable to the Corporate Leadership Team for all spend
- Ensure that the HRA Budget timetable fully aligns with the corporate budget setting programme and that full tenant consultation is undertaken alongside internal review prior to budget being approved by both Cabinet and Council
- Supporting the Tenant Scrutiny Panel by providing useful financial information to assist with their inspections in areas such as Decent Homes Programme and Rent Collection.
- Work closely with our tenants on sharing and reviewing financial performance via the Performance and Finance Working Group
- Utilise the Internal Audit function in reviewing and identifying any areas of weakness in our controls and procedures
- Align the HRA Business Plan with the Treasury Forecast Model as well as the Medium Term Financial Strategy.

## 7. Measuring our success

Our success will be demonstrated by staff and tenants working together to deliver highly performing, cost effective services which result in increasing levels of tenant satisfaction with the Housing Service.

It will also be measured by delivering year on year savings which to date have been:

2008/09 = £56,210

2009/10 = £1,060,535

2010/11 = £1,176,975

2011/12 = £1,543,630

2012/13 = £417,949

2013/14 = £413,930

2014/15 = £59,866

Savings outlined above have resulted from:

- Improved procurement channels including the purchasing of housing repairs materials via a framework agreement
- Challenging previously accepted ways of working
- Delivery of more cost efficient repairs diagnostic tool
- Review of energy bills and subscriptions to organisations
- Direct procurement of surveys

**Governance** - The VfM Champion Group will monitor the delivery of the VfM Strategy. There will be quarterly reporting to Housing SMT on current progress against the strategy and action plans, as well as to the Performance & Finance Working Group





[www.nwleics.gov.uk](http://www.nwleics.gov.uk)



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Council Offices  
Whitwick Road, Coalville, Leicestershire, LE67 3FJ

**NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL****POLICY DEVELOPMENT GROUP – 1 JULY 2015**

Title of report	<b>UPDATE OF THE COUNCIL'S CONSTITUTION</b>
Contacts	<p>Councillor Nicholas Rushton 01530 412059 <a href="mailto:nicholas.rushton@nwleicestershire.gov.uk">nicholas.rushton@nwleicestershire.gov.uk</a></p> <p>Chief Executive 01530 454500 <a href="mailto:christine.fisher@nwleicestershire.gov.uk">christine.fisher@nwleicestershire.gov.uk</a></p> <p>Head of Legal and Support Services 01530 454762 <a href="mailto:elizabeth.warhurst@nwleicestershire.gov.uk">elizabeth.warhurst@nwleicestershire.gov.uk</a></p>
Purpose of report	To seek Scrutiny's comments on and recommendation to Council on proposed amendments arising from the Annual Review of the Constitution
Reason for Decision	To comply with the Constitutional update procedure agreed by Council
Council Priorities	It covers all the priorities
Implications:	
Financial/Staff	None.
Link to relevant CAT	Not applicable
Risk Management	A clear and up to date Constitution will minimise the risk of the Authority failing to comply with statutory requirements and assist in delivering its priorities and objectives.
Equalities Impact Assessment	Not applicable.
Human Rights	Not applicable.
Transformational Government	Clear and robust governance arrangements and procedures assist with the effective and efficient delivery of services and proper decision making.

Comments of Head of Paid Service	The report is satisfactory
Comments of Section 151 Officer	The report is satisfactory
Comments of Monitoring Officer	The report is satisfactory
Consultees	Statutory Officers. Head of Legal and Support Services.
Background papers	<a href="#">Acquisitions Policy Cabinet 10 February 2015</a> <a href="#">Disposal Policy – Cabinet - 3 March 2015</a> <a href="#">Re-designation of Sheltered Schemes - Cabinet- 16 June 2015</a>
Recommendations	<b>THAT POLICY DEVELOPMENT GROUP NOTE AND COMMENT ON THE SUGGESTED AMENDMENTS TO THE CONSTITUTION AND RECOMMEND THEM TO COUNCIL FOR APPROVAL</b>

## 1.0 BACKGROUND

1.1 Full Council regularly considers items relating to updates to the Constitution. The updates are generally required due to legislative and organisational changes or to clarify and improve processes within the Authority to reflect best practice. Members may recall that, in response to comments and suggestions made by members at Council, it was agreed that:

- (i) the Constitution underwent one main annual review - around the time of Annual Council;
- (ii) any remaining changes or matters arising after this date would be dealt with by way of one mid year review;
- (iii) further reviews or changes would only be suggested outside this process if legislation or national guidance required it;
- (iv) there was some “scrutiny” of the main annual review report whilst in draft and prior to its publication;
- (v) there would be informal consultation / engagement with members on the mid year and other reviews.

## 2.0 ROLE OF SCRUTINY

2.1 Where amendments are identified and proposed Policy Development Group are asked to consider the draft Council report and comment on the suggested amendments.

### **3.0 PROCESS OF REVIEW**

- 3.1 As indicated at 1.1 above updates are generally required due to legislative and organisational changes or to clarify and improve processes within the Authority to reflect best practice.
- 3.2 Each year a survey of Officers is undertaken and they are invited to submit proposed amendments for consideration by the Monitoring Officer which arise from legislative changes, organisational changes or for reasons of business efficiency
- 3.3 In parallel with this process the Legal Services Team review any proposed legislation which is likely to require amendments to the constitution.

### **4.0 CHANGES TO THE CONSTITUTION – ANNUAL REVIEW 2015**

- 4.1 There are a small number of requests to amend delegations to the Chief Executive and Directors to reflect Cabinet's decision to adopt an Acquisitions and Disposal Policy on 10 February and 3 March 2015
- 4.2 The suggested amendments are attached as track changed documents at Appendix 1 and 2.
- 4.3 In addition on 16 June 2015 Cabinet considered a report relating to the Re-designation of Supporting Housing Properties which recommends that future re-designations are delegated to the Director of Housing in consultation with the Portfolio Holder.
- 4.4 The suggested amendments are attached as track changed documents at Appendix 3.

### **5.0 FURTHER CHANGES TO THE CONSTITUTION**

- 5.1 The current constitution was adopted following a review in 2005-2006 since when it has been amended as required in line with the process set out in paragraph 1 and existing delegated authority of the Monitoring Officer to reflect changes in legislation, the organisational structure and changes to delegated powers.
- 5.2 The Monitoring Officer is considering whether it would be opportune to undertake a full review of the constitution (structure and content) to ensure that it reflects best practice.
- 5.3 Should the Monitoring Officer decide that such an approach is appropriate a further report will be brought to Policy Development Group later in the year.

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## APPENDIX 1

greater subject to it being within the approved budget for that scheme (see paragraph 4, Budget and Policy Framework Procedure Rules for Urgent Decisions outside the Council's Budget and Policy Framework).

- (v) To sign contracts of a value below £50,000 or some other officer authorised by him or her to do so.
- (vi) To approve jointly with the Section 151 Officer acquisitions of land in respect of their service area up to a capital value of £100,000 per site or with a periodic payment of less than £20,000 per annum in consultation with the relevant Portfolio Holder.
- (viii) To approve jointly with the Section 151 Officer disposals of land in respect of their service area up to a capital value of £50,000 per site in consultation with the relevant Portfolio Holder.

### 4. CHIEF EXECUTIVE

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- (i) To exercise the functions of the Authority's Head of Paid Service under Section 4 of the Local Government and Housing Act 1989 and in this role:
  - (a) to exercise overall responsibility for corporate management and operational issues (including overall management responsibility for all staff);
  - (b) to give professional advice to all parties in the decision making process (the Cabinet, Scrutiny Bodies, the Council, Boards and Committees);
  - (c) to ensure that the Authority has a system of record keeping for all key and executive decisions (a key decision is defined at page 26); and
  - (d) to ensure that the Authority achieves and delivers its objectives; and
  - (e) to represent the Authority on partnerships and external bodies (as required by statute or by the Authority).
- (ii) To co-ordinate, direct and monitor the Authority's initiatives to achieve Best Value in the delivery of its functions.
- (iii) To be responsible for performance review issues.
- (iv) To lead the Corporate Leadership Team.
- (v) After consultation with the Leader of the Council, to authorise action and incur expenditure, where urgent action is needed to enable the Authority to fulfil its functions.

## APPENDIX 2

- (vi) To enter into deeds of dedication on such terms as the Chief Executive sees fit.
- (vii) To agree perpetual and fixed term easements and wayleaves on such terms as the Chief Executive sees fit.
- (viii) To determine rent reviews and to instigate and participate in arbitrations.
- (ix) To agree terms for the surrender of leases.
- (x) To authorise action to determine a lease in the event of rent arrears or other breach of covenant.
- (xi) To agree terms for waiving covenants, whether freehold or leasehold.
- (xii) To approve and issue consents for assignments, sub-lettings, alterations, additions and changes of use.
- (xiii) To make and settle claims for dilapidation.
- (xiv) To appropriate land belonging to the Authority at proper value.
- (xv) To agree the grant and renewal of leases of land and buildings where the annual rental does not exceed £40,000.
- ~~(xvi) To dispose of freehold land where the market value does not exceed £30,000.~~
- (xvii) Following consultation with Asset Management Group, to approve the Asset Management Policy.
- (xviii) In exceptional circumstances acting on advice of the Section 151 Officer and in consultation with the Leader of the Council accept offers for land and property for a value in excess of £50,000 per site Notwithstanding the above to undertake acquisitions and disposals of land up to a value of £10,000 per site in accordance with and to give effect to the Council's policies and programmes (subject to a report being made to the next available Cabinet meeting setting out the reasons for urgency).
- (xix) To determine applications for discretionary non-domestic rural rate relief following consultation with the ward member(s) for the settlement concerned and the portfolio holder.
- (xx) Subject to those matters reserved for decision by the Licensing Committee, the Licensing Sub-committee and the Taxi and Private Hire Sub-committee, to exercise all those functions for which the Council is responsible concerning licensing and registration and the grant of consents and refusals set out in

## APPENDIX 3

- vi. To represent the Authority and appear as an advocate on the Authority's behalf in any related legal proceedings.
- vii. To serve notice of seeking possession, notice to quit and applying for possession orders.
- viii. To determine applications by tenants to alter their homes.
- ix. To reimburse tenants for tenants' improvements.
- x. To transfer tenancies into joint names and vice-versa.
- xi. To agree mutual exchange.
- xii. To take immediate action to secure the removal of trespassers from housing land and property.
- xiii. To determine the eligibility of applicants to right to buy.
- xiv. To determine the future use of properties, including the redesignation, disposal or demolition of properties and to take such properties out of debit, in consultation with the Portfolio Holder. ~~subject to the approval by Cabinet of such proposals.~~

## 7. HEAD OF LEGAL AND SUPPORT SERVICES

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### (i) Monitoring Officer

To exercise the functions of the Authority's Monitoring Officer under Section 5 of the Local Government and Housing Act 1989.

Whilst changes to the "executive arrangements" within the Constitution may only be changed by resolution of the full Council after consideration of the proposal by the Monitoring Officer, save that the Monitoring Officer is given delegated authority to make changes to the Constitution to reflect changes of fact and law, and decisions of the Council and of the Cabinet.

### (ii) Legal Proceedings

Acting on the recommendations of the Chief Executive or the Director (who has been given authority to act on a particular service function in accordance with the Scheme of Delegation) or where it is necessary to give effect to a decision of the Council, to institute, prosecute, defend, conduct, participate in, withdraw or settle any legal proceedings brought by or against the Council, to make any necessary applications and to take steps to enhance or protect the Council's legal position or interest.

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# Notice of Executive Key Decisions

The attached notice lists the matters which are likely to be the subject of a key decision by the Council's executive and executive decision making bodies. This notice is produced in accordance with the Constitution adopted by North West Leicestershire District Council and will be published a minimum of 28 days before the date on which a key decision is to be made on behalf of the Council.

The date of publication of this notice is Friday, 19 June 2015. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 21 July 2015 is 5pm Friday, 10 July 2015.**

## Key Decisions

A key decision means a decision taken by the Cabinet, a committee of the Cabinet, an area or joint committee or an individual in connection with the discharge of a function which is the responsibility of the executive and which is likely:

- (a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates; or
- (b) to be significant in terms of its effects on communities living or working in an area comprising two or more wards in the area of the Council;
- (c) for the purposes of (a) and (b) above £100,000 shall be regarded as significant in terms of expenditure or savings, and any issue which, in the opinion of the Leader is likely to have an impact on people, shall be regarded as significant in terms of impact on communities.

## The Council's Executive

57 The Council's executive committee is the Cabinet. The Cabinet comprises:

Councillor R Blunt	-	Leader	Councillor T J Pendleton	-	Regeneration and Planning
Councillor A V Smith MBE	-	Deputy Leader and Community Services	Councillor N J Rushton	-	Corporate
Councillor T Gillard	-	Business	Councillor R D Bayliss	-	Housing

## Confidential Items and Private Meetings of the Executive

Whilst the majority of the Cabinet's business at the meetings listed in this notice will be open to the public and media organisations to attend, there will inevitably be some business to be considered that contains, for example, confidential, commercially sensitive or personal information. This is a formal notice under the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 that part of the Cabinet meetings listed in this Forward Plan may be held in private because the agenda and reports for the meeting contain exempt information under Part 1 Schedule 12A to the Local Government Act (Access to Information) Act 1985 (as amended) and that the public interest in withholding the information outweighs the public interest in disclosing it. Those Items where it is considered that they should be considered in private are identified on the Notice.

## Access to Agenda and Related Documents

Documents relating to the matters listed in this notice are available at least 5 clear working days prior to the date of decision as indicated below. Other documents relevant to the matters listed in this notice may be submitted to the decision maker.

If you wish to request or submit a document, or make representation in relation to any issue contained within this notice, please contact Democratic and Support Services on telephone number 01530 454512 or by emailing [memberservices@nwleicestershire.gov.uk](mailto:memberservices@nwleicestershire.gov.uk)

## Executive Decisions

Decision	Decision Maker	Status of Decision	Public or Private  (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
<b>July</b>						
Provisional Financial Outturn 2014/15	Cabinet	Key	Public	21 July 2015	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk  Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Approval of the Value for Money Strategy for the Housing Service	Cabinet	Non-Key	Public	21 July 2015	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk  Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report
Authority to Award Contract for the Supply of Microsoft Licences	Cabinet	Key	Public	21 July 2015	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk  Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
To Consider response to the Hotel Street/High Street, Coalville Local Development Order Consultation, and to Formally Adopt the Order Without Modification	Cabinet	Non-Key	Public	21 July 2015	Councillor Trevor Pendleton Tel: 01509 569746 trevor.pendleton@nwleicestershire.gov.uk  Head of Planning and Regeneration Tel: 01530 454782 jim.newton@nwleicestershire.gov.uk	Report
Exemption to the Council's Contract Procedure Rules - Strategic Growth Planning Consultant and River Mease Special Area of Conservation River Restoration Project	Cabinet	Non-Key	Public	21 July 2015	Councillor Trevor Pendleton Tel: 01509 569746 trevor.pendleton@nwleicestershire.gov.uk  Head of Planning and Regeneration Tel: 01530 454782 jim.newton@nwleicestershire.gov.uk	Report
2014/15 End of Year Performance	Cabinet	Non-Key	Public	21 July 2015	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk  Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report
<b>August</b>						
There are no meetings scheduled						
<b>September</b>						

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Medium Term Financial Strategy	Cabinet	Key	Public	22 September 2015	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk  Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Review of the Procurement Strategy	Cabinet	Key	Public	22 September 2015	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk  Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report and Procurement Strategy
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Part Private Some background papers contain exempt information	22 September 2015	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk  Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Quarter 1 2015/16 Performance Report	Cabinet	Non-Key	Public	22 September 2015	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk  Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report



Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Minutes of the Coalville Special Expenses Working Party - 9 July 2015	Cabinet	Non-Key	Public	22 September 2015	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk  Head of Community Services Tel: 01530 454832 john.richardson@nwleicestershire.gov.uk	Report and minutes of meeting
<b>October</b>						
No items.						
<b>November</b>						
Quarter 2 2015/16 Performance Report	Cabinet	Non-Key	Public	17 November 2015	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk  Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report
Minutes of the Coalville Special Expenses Working Party - 13 October 2015	Cabinet	Non-Key	Public	17 November 2015	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk  Head of Community Services Tel: 01530 454832 john.richardson@nwleicestershire.gov.uk	Report and Minutes of meeting
<b>December</b>						

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Part Private Some background papers contain exempt information	8 December 2015	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk  Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
<b>January</b>						
NWL Housing Strategy 2016-2021	Cabinet	Key	Public	12 January 2016	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk  Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report and Strategy
<b>February</b>						
Minutes of the Coalville Special Expenses Working Party - 15 December 2015	Cabinet	Key	Public	9 February 2016	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk  Head of Community Services Tel: 01530 454832 john.richardson@nwleicestershire.gov.uk	Report and Minutes
<b>March</b>						

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Quarter 3 2015/16 Performance Report	Cabinet	Non-Key	Public	8 March 2016	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk  Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Part Private Some background papers contain exempt information	8 March 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk  Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
<b>April</b>						
There are no meetings scheduled.						
<b>May</b>						
There are no meetings scheduled.						
<b>June</b>						
Quarter 4 Performance and End of Year 2015/16 Report	Cabinet	Non-Key	Public	14 June 2016	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk  Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
Minutes of the Coalville Special Expenses Working Party - 19 April 2016	Cabinet	Non-Key	Public	14 June 2016	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk  Head of Community Services Tel: 01530 454832 john.richardson@nwleicestershire.gov.uk	Report and Minutes

**POLICY DEVELOPMENT GROUP – WORK PROGRAMME (as at 8/6/15)**

Date of Meeting	Item	Lead Officer	Witnesses
1 July 2015	Draft Value for Money Strategy for the Housing Service	Glyn Jones	None identified
1 July 2015	Constitution Annual Review	Elizabeth Warhurst	None identified
30 September 2015	Housing Strategy	Glyn Jones	None identified
6 January 2016			
2 March 2016			
22 June 2016			

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