

Meeting	POLICY DEVELOPMENT GROUP
Time/Day/Date	6.30 pm on Wednesday, 2 March 2016
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
1. APOLOGIES FOR ABSENCE	
2. DECLARATION OF INTERESTS	
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.	
3. PUBLIC QUESTION AND ANSWER SESSION	
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.	
4. MINUTES	
To approve and sign the minutes of the meeting held on 6 January 2016.	3 - 10



5. UPDATE OF THE COUNCIL'S CONSTITUTION

Report of the Head of Legal and Support Services

11 - 38

6. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

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.

39 - 66

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, 6 JANUARY 2016

Present: Councillor M Specht (Chairman)

Councillors N Clarke, J Cotterill, J G Coxon, T Eynon, J Geary, D Harrison and A C Saffell

In Attendance: Councillors R Adams, R D Bayliss, J Clarke, D Everitt, F Fenning, J Houlst, R Johnson, G Jones, J Legrys, S McKendrick and T J Pendleton

Officers: Mr S Bambrick, Mr R Bowmer, Ms C E Fisher, Mr D Gill, Mr G Jones, Mr J Newton and Mrs R Wallace

18. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor N Smith.

19. DECLARATION OF INTERESTS

In accordance with the code of conduct, Members declared the following interests:

Councillor T Eynon declared a non pecuniary interest in item 5 – Section 106 Contributions for Health as a General Practitioner in the Hinckley and Bosworth area.

Councillor J Coxon declared a non pecuniary interest in item 8 – Draft Revenue Budget Proposals and Capital Programmes 2016/17 as a Member of Ashby Town Council.

20. PUBLIC QUESTION AND ANSWER SESSION

The following question was asked by Dr B Kneale on behalf of the Ashby Civic Society:

Members will be aware that the Ashby Civic Society has campaigned for the last eighteen months, in line with the overwhelming views of the residents of Ashby, for the retention of Ashby Hospital. You will also know that the NHS bodies have now decided to proceed with disposal of the site which has left Ashby with no local inpatient beds, a lacking palliative care service, a fragmented community service not the “one stop, state of the art facility” as promised.

A major part of the NHS argument for this closure was the disputed condition of the building and the lack of funds for the NHS estimate for required maintenance costs. At this meeting tonight you are due to discuss the appalling situation of the imminent failure to use £246,901.28 of Section 106 monies designated for health service projects which have been available for use for several years!

In all our communications with the NWLDC and the NHS about Ashby Hospital no one has ever mentioned the availability of these funds!

We see from NHS England Health and Wellbeing Board papers of July 2014 that £221,457.59 was allocated for “a new GP surgery in Ashby or to support the CCG in the reconfiguration of services following the community hospital review”. We also see that almost that amount is listed in your papers as being available from developments in Ashby alone.

We also understand that the West Leicestershire CCG asked for and, earlier in 2015, received delegated authority to manage their share of S.106 health monies; yet more than £200k is in danger of being returned, with interest, to developers, and presumably the

total of more than £1.3 held by the Council could also potentially be at risk of the same fate unless better management of these funds is implemented straightaway.

As a matter of urgency will the Council please therefore explain:

Why it has taken so long to establish the failure to spend these much needed monies, what are the communication difficulties with the NHS bodies referred to in the papers now before you and how the council will address these difficulties in order to facilitate a process which will ensure the retention and proper utilisation of the monies now highlighted to be at risk (and remaining s106 monies) thus reassuring the public , in these times of austerity, that any repayments to developers, with interest, will not come from increases in Council taxes or further reduction in services funded directly or indirectly by the Council?

The Director of Services gave the following response:

In relation to the closure of Ashby Hospital, it will be a matter for the NHS to set out their financial position and the decision making they have followed in relation to the hospital. However it is understood that the financial shortfall that existed in relation to the running costs of Ashby Hospital were ongoing revenue shortfalls. The money that is available to the NHS through section 106 funding is capital or one-off funding that could not be used for revenue purposes even if, under the terms of the existing 106 agreements, it was legitimate to use them for the purposes of supporting Ashby Hospital.

The District Council is therefore not in a position to comment on the individual projects the NHS intend to the use the section 106 funding for. That is entirely a matter for the NHS. Turning to the question before the Policy and Development Group; the District Council has been in regular contact with NHS representatives for a number of years to remind them of the availability of the section 106 funding. Unfortunately the reminders of the availability of this funding have either not been replied to, or where a reply has been given it has been to say that they are considering their options. In 2013 it is understood the Primary Care Panel were considering how best to allocate funds and which individual parts of the health service may be able to bid for monies that would be available. This did not lead to any firm proposals despite continued reminders.

It was therefore partly in response to these difficulties that the Council escalated the issue in July 2015 when the Director of Services personally wrote to the NHS representative to ask for an urgent update on the intentions to spend the money allocated to them. No reply was received to this correspondence.

Therefore following a meeting with District Councillor Cllr Eynon on 19th October 2015, the Director arranged for a meeting to take place between the Council and health representatives to discuss the use of 106 funding. That meeting took place on 17th November 2015 but unfortunately due to other urgent commitments some key people were unable to attend. A further meeting was therefore held on 6th January 2015 and a verbal update can be given as to the outcome of that meeting.

What can also be reported is that on 30th December 2015 the District Council received a request from the NHS to release £257,000 of section 106 funding which would be used towards the expansion of the Long Lane surgery in Coalville. This request for release of funding is currently being assessed by the District Council officers.

Having now established appropriate contact with health representatives, it is proposed to continue with this arrangement to ensure that appropriate use of 106 funds for healthcare is being made.

On the final point within the question regarding repayments, to date, the District Council has not had to make any repayments of 106 funding and the processes now being established with NHS colleagues are being developed so that every opportunity is taken to ensure that no monies are required to be repaid in the future. However should a repayment become necessary, most agreements require that any interest accrued on the capital sums received by the district council are repaid with the capital. It is therefore expected that any interest payable will be covered by the interest earned. Some agreements require no interest to be paid at all.

Dr Kneale called upon the Committee to reject the recommendations set out in the report at item 5 on the agenda. She believed that a more proactive response was required to make sure the money was used for the correct purpose.

The Director of Resources suggested that Members consider Dr Kneale's comments as part of the main item regarding the subject on the agenda.

21. MINUTES

Councillor J Geary asked for the following to be inserted into minute number 12:

'Councillor J Geary felt that the public had little confidence in the Planning Service and suggested that a survey be circulated with the Council Tax letters to ask people's opinions so people consider Council Tax value for money. He believed that the responses would be surprising.'

Councillor J Coxon raised concerns that minutes were being amended by Members regularly at various Committees and he felt it was unnecessary. The Deputy Monitoring Officer advised that minutes of the meeting were not a verbatim record and therefore did not include full discussion but Members could make amendments if the majority were in agreement.

It was moved by Councillor M Specht, seconded by Councillor D Harrison and

RESOLVED THAT:

Subject to the above amendment, the minutes of the meeting held on 30 September 2015 be approved and signed by the Chairman as a correct record.

22. SECTION 106 CONTRIBUTIONS FOR HEALTH

The Director of Services presented the report to Members.

He explained that since the report had been written the responsibility for spending the Section 106 money had been formally handed over from the Primary Care Trust (PCT) to the Clinical Commissioning Groups (CCG). At a meeting that afternoon with the CCG representative for the area, discussions had been had regarding the intention to spend the money and a request had been submitted on 30 December to release £250,000 for Long Lane. The Director of Services assured Members that he would continue monthly communications with the CCG representative to encourage the funds to be spent. He concluded that a strategic asset plan was being drafted by the CCG which would be submitted to National Government.

Councillor T Eynon commented that it was really important for people to understand that the Council had no powers over spending the funds and congratulated the officers for their efforts in getting to this point. She also thanked Dr B Kneale for the question she submitted earlier in the meeting on the same subject.

In response to a number of questions from Councillor T Eynon, the Director of Services stated the following:

- It was confirmed that no money had been paid back to the developers to date and it was the intent to extend the expired agreements subject to the agreement of developers.
- The representative for the CCG was Ruth Waddington and her email address would be circulated to members outside of the meeting.
- As the meeting with the CCG representative was only that afternoon it was difficult to say how the arrangement would work in the future. He believed it would be more appropriate to report back to a future meeting on the process and progress; this would also keep Members involved in the monitoring of the spending as requested.
- The Director of Services agreed to provide information on the amount of funds spent prior to the dates within the report. He explained that the NHS incurred the expenditure and then needed to provide evidence of this first before funds were released.
- The Director of Services could not say exactly how the CCG were planning on operating but he was aware that it would be strategic and the plan they were currently drafting would assist with this. He added that he was sure the Health and Wellbeing Board would fit in well but it was the decision of the CCG as to whether they were involved. He was sure this would be identified within the plan.

Councillor N Clarke reinforced the importance in keeping Members involved with the monitoring of this and asked which officers were involved in the meeting held that afternoon with the CCG. He also enquired whether minutes would be available. The Director of Services stated that he would let Members know which officers were involved and when the minutes would be available.

Councillor J Coxon commented that as an Ashby Member he felt that Section 106 money put aside for Ashby should be spent in Ashby as it was very much needed. He believed that the involvement of local Members was important and the Town Council should also have a level of involvement. The Director of Services agreed that money for Ashby should be spent in that area but unfortunately older agreements did not specify this. It was a detail that was being addressed with future agreements.

The Chairman felt confident that the involvement of the CCG representative would move things forward and he was looking forward to seeing more detail regarding progress and time frames at a future meeting.

The Chief Executive commented that unfortunately this was a problem for many authorities and was pleased that steps were being made to move things forward. She suggested that as the Committee had powers to do so, the CCG representative could be invited to a future meeting to answer Members' questions on the future progress in the area. Members expressed their wish to do so.

Councillor V Richichi asked if there were any financial benefits to the Council for holding the funds until they were spent. The Deputy Monitoring Officer advised that it was a statutory scheme and as the Council was responsible for negotiating the contributions, it had to hold the funds. He assured Members that there was no cost to the Council.

It was moved by Councillor D Harrison, seconded by Councillor J Geary and

RESOLVED THAT:

- a) The amount of Section 106 money currently being held for health contributions be noted.
- b) The efforts being made by officers to facilitate Section 106 health contributions to be spent within the terms of the applicable legal agreements be noted.

23. PROPOSED LEICESTER AND LEICESTERSHIRE COMBINED AUTHORITY

The Chief Executive presented the report to Members and highlighted the next steps as detailed on page 41 of the report. Further to the report, the Chief Executive informed Members that the consultation document within the report that was agreed at Full Council had now been agreed by all authorities involved.

Councillor N Clarke regarding the cost of running the authority, commented that it was a higher cost for North West Leicestershire because we were co-ordinating the project and that meant the cost of the Chief Executive's time. The Chief Executive responded that she believed the costs as set out were fair and that all officers involved across the various authorities were putting a large amount of time to the project. She added that there were benefits from co-ordinating as she was fully aware of all that was happening and it was advantageous to have a voice. Councillor N Clarke understood the advantages but continued to raise concerns regarding the time spent by the Chief Executive. Councillor R Blunt commented that he had agreed that the Chief Executive should be involved in her current capacity and believed that the benefits from the arrangement were worth her time spent.

In response to a question from Councillor N Clarke regarding the membership of the proposed Scrutiny Committee of the combined authority and how it would operate, the Chief Executive explained that a template from another combined authority was being used as a starting point and discussions were currently being had regarding the changes that were required, so unfortunately she could not answer specific questions on the operation of the Scrutiny Committee at this point.

Councillor J Coxon congratulated the Chief Executive on the progression made and he believed that working together as a combined authority was the way forward. His only concern was how it would impact on Parish Council's in the future with regards to the dissolving of services.

Councillor V Richichi raised concerns regarding a possible reduction in staffing levels at North West Leicestershire District Council because of the arrangement. Councillor R Blunt stated that each Council would still have its own work to carry out and nothing had been decided on individual jobs. He added that there were still a lot of discussions to be had. The Chief Executive explained that as local authorities were receiving less money each year from National Government it was crucial to work together and rely on other income streams. Some authorities were also sharing services due to an inability to recruit to vacant posts.

In response to a request from Councillor J Geary, the Chief Executive assured Members that the planning service would stay within the District Council and Section 106 money would be ring fenced for the area. In response to a further question from Councillor J Geary, the Chief Executive explained that the Planning Sub Committee referred to within the report was already in existence as the Members Advisory Group. It would ultimately work towards the growth plan and is made up of Cabinet Members from the involved authorities; it was chaired by Councillor T J Pendleton.

Regarding the invitation from Nottinghamshire County Council to join their bid as referred to in an email from Andrew Bridgen MP as detailed with the report, Councillor J Geary asked for an update on the situation. Councillor R Blunt reported that this arrangement was not currently an option as Nottinghamshire and Derbyshire sit much better together. Councillor A C Saffell expressed concerns that as an authority we would not have a strong enough voice and would be left behind if we did not become involved with the other cities. He believed that we should be cautious. Councillor R Blunt believed that an agreement would only work if all parties were in agreement and willing to work together. He commented that the District had already seen growth and therefore believed that the proposed arrangements would work well.

In response to questions from Councillor D Harrison, the Chief Executive stated that discussions were still being had regarding whether a separate team of officers would be running the combined authority and this was something that would need to be progressed. She believed that the combined authority could not raise revenue through an element of Council Tax but would report this back to Members.

By affirmation of the meeting it was

RESOLVED THAT:

The report be noted.

24. HOUSING REVENUE ACCOUNT (HRA) BUDGET PROPOSALS FOR 2016/17 (WITH UPDATE)

The Director of Housing presented the report to Members.

In response to concerns from Councillors D Harrison and J Geary regarding the number of void properties in the District resulting in a loss of income, the Director of Housing admitted that the void properties were not turned around as quickly as they should be and there was definitely room for improvement. He added that in comparison to other authorities, North West Leicestershire did have a higher turnover of properties.

In response to a question from Councillor J Geary, the Director of Housing explained that there were currently six business rental properties and as there had been no increase in rent for the last 12 to 15 years, an agreement had been made with the business owners for an incremental increase as detailed within the report.

Councillor T Eynon expressed her concerns regarding the reduction in budget for aids and adaptations, and asked if this would result in delays for people in getting the adaptations they need. The Director of Housing responded that substantial investment had been made in that area already and there were no requests outstanding currently. Even though funds had been reduced, The Director of Services was confident that matching people to properties more efficiently would save money.

In response to a question from Councillor J Coxon, the Director of Housing believed that the tenant's contents insurance did include appropriate coverage for flooding but he would check the policy and report back to Members.

In response to questions from Councillor N Clarke, the Director of Housing stated the following:

- It was proposed to target empty three bedroom houses across the district to sell as there was a disproportionately high number compared to one and two bedroom houses. The plan was to sell five to six properties per year.

- Although the report stated that a number of properties may fail to meet the Decent Homes Standards for a short period of time it would be due to factors such as older boilers which were still in good working order but had not yet been replaced. The Council held the 100 per cent of homes at a Decent Homes Standard dearly and it would only be for a short period of time.
- The Director of Housing believed the reduction in debt provision was acceptable and was a prudent figure.

It was moved by Councillor J Coxon, seconded by Councillor J Cotterill and

RESOLVED THAT:

The comments provided by the Committee be considered by Cabinet when it meets on 9 February 2016 to recommend its proposals to Council on 23 February 2016.

25. DRAFT REVENUE BUDGET PROPOSALS AND CAPITAL PROGRAMMES 2016/17

The Head of Finance presented the report to Members.

Councillor J Coxon asked if the Local Council Tax Support grant for town and parish council's would continue to be paid in the 2017/18 financial year. The Head of Finance reported that the decision to pay the grant was made on a year by year basis and would ultimately be a decision for cabinet.

Councillor T Eynon was struck by the extent that the New Homes Bonus grant was relied on and was concerned about the effect it would have on the authority if it was withdrawn. She also drew Members attention to the planned slippage of the disabled facilities grants as mentioned on page 136 of the report and asked officers for clarification. The Head of Finance explained that there was generally a delay between funds being granted and being spent over each financial year, this was the slippage. He assured Members that the funds carried over would still be spent on disabled facilities.

Councillor N Clarke expressed surprise that the level of revenue from recycling was forecasted to be 25 per cent lower in the 2016/17 financial year as he thought that area was booming. The Head of Finance explained that the market had changed as there was currently less demand and therefore the price had fallen.

Councillor N Clarke noted the significant cost for the Local Plan and asked officers if the figure was likely to increase. The Director of Services explained that the figure within the budget was for the cost of the examination of the Local Plan which all authorities legally had to undertake. He could not guarantee the exact cost but he was confident that the amount budgeted would be enough to cover it.

Councillor N Rushton, Corporate Portfolio Holder, addressed the Committee. He reported that the Council was in a good financial position and this was why once again proposals were for a zero per cent rise in Council Tax. He recognised that there was a reliance on the New Homes Bonus grant and that there would be a significant impact if it was withdrawn, this was the reason for prudent spending and setting funds aside as a contingency. Regarding the Local Council Tax Support grant for town and parish council's; Councillor N Rushton stated that the authority would like to continue to provide these grants but unfortunately under the current economic climate, it may not be possible in the future.

It was moved by Councillor J Coxon, seconded by Councillor D Harrison and

RESOLVED THAT:

The comments provided by the Committee be considered by Cabinet when it meets on 9 February 2016 to recommend its proposals to Council on 23 February 2016.

26. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Consideration was given to the future work programme for the Policy Development Group.

The Deputy Monitoring Officer advised the Committee that an update of the Council's Constitution would be on the agenda for the next meeting of the Committee.

As discussed earlier in the meeting, the Director of Services would invite the CCG representative to the next convenient meeting of the Committee and provide an update report on the Section 106 money contributions for health. As requested by Councillor A C Saffell, the Director of Services agreed to invite the neighbouring area CCG representative that covered Castle Donington.

RESOLVED THAT:

The following items be put on the future work programme:

- 1) Update to the Council's Constitution
- 2) Update on the Section 106 Contributions for Health

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 8.25 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

POLICY DEVELOPMENT GROUP – 2 MARCH 2016

Title of report	UPDATE OF THE COUNCIL'S CONSTITUTION
Contacts	<p>Councillor Nicholas Rushton 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 christine.fisher@nwleicestershire.gov.uk</p> <p>Head of Legal and Support Services 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk</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 Deputy Monitoring Officer	As report author, the report is satisfactory.
Consultees	Procurement Gateway Board Statutory Officers. Head of Legal and Support Services. Head of Finance
Background papers	None
Recommendations	THAT POLICY DEVELOPMENT GROUP NOTE AND COMMENT ON THE SUGGESTED AMENDMENTS TO THE CONSTITUTION AND RECOMMEND THEM TO COUNCIL FOR APPROVAL

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 DISCUSSION

- 4.1 The constitution is currently undergoing a full review of its structure and content reflect best practice and legislative changes.
- 4.2 This report is one of a series that have been brought to PDG over the last year.

5.0 Changes to the Constitution arising from the review.

Contract Procedure Rules

- 5.1 As a result of the enactment of the Public Contracts Regulations 2015 the Council has reviewed and updated its Contract Procedure Rules which set out the procedures that officers should consider when procuring goods and services.
- 5.2 The Contract Procedure Rules have been reviewed and amended by the Procurement Gateway Board which is chaired by the Chief Executive and involved officers from Financial Services (including Procurement Services), the Head of Finance, the Head of Legal and Support Services and the Director of Housing.
- 5.3 The proposed amendments to the Contract Procedure Rules are attached as Appendix 1.

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4.7: CONTRACT PROCEDURE RULES

Rule	Subject
1:	Introduction
2:	Value for Money
3:	Special Circumstances (Waiver and Exemption)
4:	Framework Agreements
5:	Types of Contracts <u>Selecting a Procurement Route</u>
6:	Conducting a Procurement Exercise <u>Contracts to which the Public Procurement Regulations Apply</u>
7:	Contracts to which the Public Procurement Regulations Apply <u>Types of Tender</u>
8:	Submission of Tenders <u>Types of Tender for Band C Contracts</u>
9:	Opening and Acceptance of Tenders <u>Specifications</u>
10:	Tender Evaluation and Award of Contracts <u>Submission of Tenders and Evaluation</u>
11:	Contract Conditions <u>Opening and Acceptance of Tenders</u>
12:	Contract and Performance Management <u>Tender Evaluation and Award of Contracts</u>
13:	<u>Contract Conditions</u>
14:	<u>Contract and Performance Management</u>

1. INTRODUCTION

Purpose of these Standing Orders

- 1.1 These Standing Orders are made pursuant to s135 of the Local Government Act 1972. These Standing Orders have been prepared in accordance with the Public Contracts Regulations 2015, the Authority's policies and to facilitate small and medium enterprises in the local area the opportunity to enter the Authority's supply chain.
- 1.2 These Standing Orders set out how the Authority will invite tenders, obtain quotations and award contracts for ~~the supply of~~ supplies, services or works. Their role is to ensure that contracts are appropriate for their purpose, provide the right balance between price and quality and are procured in an open way that demonstrates probity and compliance with the Authority's policies and the law. It is important that they are viewed as an aid to good management and compliance and not as a hindrance. ~~They apply equally where payment is expected to be received or where payment is to be made by the Authority.~~

What Contracts is outside the scope of these Standing Orders

- 1.3 Where the Authority is disposing of goods, officers shall seek advice from the Head of Finance and have regard to the provisions of the Financial Procedure Rules.
- 1.4 These rules do not apply to contracts between other local authorities for the joint delivery of services or discharge of functions, save the obligation to secure value for money for the Authority. These rules do not apply to transactions for the sale, purchase or lease of land or property.

Probity and Compliance

- 1.35 Responsibility for compliance with these Standing Orders remains at all time with officers. It shall be the responsibility of the ~~Heads of Service~~ Directors to ensure that staff within his or her ~~Service~~ directorate comply with these Standing Orders.
- 1.46 No contract shall be entered into unless adequate budgetary provision has been made for the award of that contract.
- ~~1.5 These Standing Orders have been prepared in accordance with the Authority's policies and to facilitate small and medium enterprises in the local area to enter the Authority's supply chain. This is through a combination of rationalising the previous rules to assist procuring officers and clarifying the Authority's approach to procurement, to direct businesses to the opportunities available.~~

- 1.67** Any officer, whether a direct employee of the Authority or engaged through an external organisation or supplier who is engaged to work on behalf of the Authority shall, if they become aware of any relationship (current or past), whether pecuniary or not, with any supplier or potential supplier, make a Declaration of Interest to the relevant Head of Service at the earliest opportunity.
- 1.78** An officer with an interest in a contract shall take no part in advising on the Authority's dealing with that contract. If the officer is present at a meeting when the contract is discussed, he or she shall forthwith declare that interest and withdraw from the meeting while it is under discussion, unless the chair of the meeting invites him or her to remain.
- 1.89** The Chief Executive shall record in a book, to be kept for the purposes of recording any notice given by an officer of the Authority, under ~~1.6-7~~ above and/or Section 117 of the Local Government Act 1972 and the book shall be open during office hours to the inspection of any member of the Council.
- ~~1.9 — Officers should have regard to the Procurement Toolkit.~~

2. VALUE FOR MONEY

Value of the Contract Opportunity and Aggregation

- 2.1 The Authority is under a duty to ensure that funds are spent in a way that achieves "value for money" for the Authority. Officers involved in procuring supplies, services or works should be mindful of this duty.
- ~~2.2 When an officer has identified the need to procure supplies, services or works, the relevant Head of Service shall assess the value of the proposed arrangement. The value is the total amount that the Council Authority expects to pay for the contract, either in a single sum or periodically over time.~~
- 2.3 Purchases should be aggregated to make the best use of the Authority's purchasing power. Where a recurring pattern of purchases can be identified for similar supplies, services or works across the Authority, consideration shall be given to whether one contract would represent better value in terms of price, service, invoicing or other administrative costs. It is the Head of Service's' responsibility to have due regard to the aggregation of contract values.
- 2.4 The principles of aggregation in EU procurement law are designed to ensure that authorities do not deliberately split contracts which have similar characteristics into separate contracts so that they fall below the relevant thresholds (unlawful disaggregation).

2.5 Notwithstanding this, Procuring officers shall consider the sub-division of procuring supplies, services or works into lots, facilitating access for small and medium enterprises. Where the decision is taken not to sub-divide a procurement into lots, the reasons shall be recorded.

Initial ConsiderationsThe Procurement Hierarchy

~~2.1 The Authority is under a duty to ensure that funds are spent in a way that achieves “value for money” for the Authority. Officers involved in procuring supplies, services or works should be mindful of this duty.~~

2.26 When an officer has identified a need to procure new supplies, services or works, they shall first consider these options in turn (the Procurement Hierarchy):

2.26.1 any current arrangements in existence in-house;

2.26.2 any existing contracts entered into by the Authority; and

~~2.26.3 any provision available through ESPO; and~~

~~2.2.4~~ any provision available through other third party contracts or ~~framework~~ agreements, including those provided by Buying Solutions and other public sector buying consortia, where they can be ~~shown~~ shown to offer value for money for the Authority.

2.37 Where the officer determines that no provision is available from the ~~above sources~~ resources in the Procurement Hierarchy or that in the circumstances they do not represent value for money, they shall have regard to these Standing Orders in determining which procurement option is the appropriate one to follow.

2.8 The Head of Finance is responsible for maintaining a schedule of the Authority’s planned procurements. Head of Services shall be responsible for ensuring that all contracts proposed to be entered into by the Authority in the coming financial year are notified to the Procurement Team for inclusion in the procurement plan.

3. SPECIAL CIRCUMSTANCES (~~WAIVER EXEMPTION AND WAIVER~~)

Exemption

3.1 Notwithstanding the provisions of these Standing Orders and subject only to the requirements of ~~statute or regulation~~ law:

3.1.1 ~~Exemption~~ exemption from any of the provisions of these Standing Orders may be granted by the Council acting through the Chief

Executive (or where appropriate, Acting or Deputy Chief Executive), in consultation with the Chief Finance Officer and the Monitoring Officer, upon it being shown to their satisfaction that there are **special circumstances** justifying such exemption. Such special circumstances shall fall under at least one of the —following two categories:

- (a) only one supplier is available for technical or artistic reasons and no reasonable alternative or substitute exists and the absence of competition is not the result of an artificial narrowing of the parameters of the procurement;
- (b) extreme urgency exists for unforeseen reasons which are not attributable to the Authority and the various time limits cannot be met. Inadequate forward planning would not constitute special circumstances and an exemption shall not be permitted in such circumstances,

3.1.2 Any any request under 3.1.1 above shall be made in writing on the approved form which shall be certified by the officers specified in 3.1.1 above; and-

————— 3.1.3 The the Cabinet shall be informed of the exercise of any authority —pursuant to this Standing Order by the Directors or Chief Executive —and any such report will include confirmation that the officers —
————— specified in 3.1.1 have been consulted and such exemption granted

Waiver

3.2 If, in exceptional circumstances, authority is sought from Cabinet to waive these Standing Orders, the report to Cabinet must give adequate reasons and specify precisely the procedures to be waived and must first be approved by the Monitoring Officer.

3.3 Where specific legislation requires the Authority to let a contract differently from as set out in these Standing Orders, a—these Standing Orders shall be deemed waived without recourse to Cabinet, Council or the Statutory Officers.

4. FRAMEWORK AGREEMENTS

4.1 Where it is determined to use a framework agreement to meet the identified need of the Authority, the officer shall seek the advice of the Procurement Team and Legal Services in relation to the use of such framework and the contractual arrangements.

- 4.2 When calling-off supplies, services or works under a framework agreement, the selection procedure, including award criteria, from within the framework agreement shall be used. Officers must comply with all rules and regulations set out within a framework agreement in relation to direct call-off of contracts (direct award) and re-opening of competition between providers appointed on to that framework (mini-competition).

5. TYPES OF CONTRACTS/SELECTING A PROCUREMENT ROUTE

Initial Considerations

- 5.1 In relation to any contract for the supply of supplies, services or works to the Authority the functions described in Section 17(4) of the Local Government Act 1988 shall be exercised without any reference to any of those matters set out in Section 17(5) of that Act. (Section 17.4 describes the functions to which this legislation applies and Section 17.5 details what is regarded as non commercial issues that must be ignored when entering into a contract for the supply of supplies, services or works). This shall at all times be subject to the provisions of 5.2 below.
- 5.2 In relation to any contract for the supply of services not through an existing framework or existing arrangement, the officer shall have regard to the considerations set out in the Public Services (Social Value) Act 2012. Specifically, the officer must consider how the services might (in addition to the service requirement) improve the economic, social and environmental well-being of the district and how the procurement itself might be conducted to secure that improvement.
- 5.3 All procurement documents (including business questionnaires, specifications and contracts) shall be completed prior to advertising the contract opportunity.

Procedures for Determining Which Procurement Option to Follow

- 5.3 Where an officer has reasonably determined not to use any available options as perin the Procurement Hierarchy, the following provisions shall apply.
- ~~5.3 When an officer has identified the need to procure supplies, services or works, the relevant Head of Service shall assess the value of the proposed arrangement.~~
- ~~5.4 Whenever possible, purchases should be aggregated to make the best use of the Authority's purchasing power. Where a recurring pattern of purchases can be identified for similar supplies, services or works, consideration shall be given to whether one or more framework agreements would represent better value in terms of price, service, invoicing or other administrative costs. It is the Head of Service's responsibility to have due regard to the aggregation of contract values.~~

~~5.5—The principles of aggregation in EU procurement law are designed to ensure that authorities do not deliberately split contracts which have similar characteristics into separate contracts so that they fall below the relevant thresholds.~~

~~5.6—Nothing in this rule shall prohibit, where appropriate, the sub-division of procuring supplies, services or works into lots, facilitating access for small and medium enterprises.~~

5.74 When the officer has assessed the value of the proposed arrangement (see above), the appropriate procurement route shall be determined in accordance with the Threshold Table (below).

5.5 Notwithstanding the provisions in the Threshold Table, lower value procurements can be conducted using a more ~~se~~complex sophisticated process as long as it remains objectively reasonable and proportionate to do so and secures open, transparent and fair competition.

Threshold Table

Contract Value		Process	Award Procedure based on	Contract Opportunity	Documentation
From	To				
£0	£9,999	Verbal Quotation	Minimum of Seeking a <u>minimum of</u> three verbal quotations	Source from preferred supplier solution in first instance	Employee to record details for Audit purposes
Band A (Minor)					
£10K	£ 23 4,999	Written Quotation	Minimum of Seeking a <u>minimum of</u> three written quotations	Source from preferred supplier solution in first instance For procurements over £25,000 where the contract opportunity is to be advertised, Contracts Finder	Must be based on a written specification provided to the supplier.
Band B (Small)					
£ 35 25K	£ 74 74,999	RFQ (Request for quotation) <u>Formal Tender</u>	Three written quotations based on a RFQ template with simplified T&C's <u>Full Tender Process</u>	Source Leics NWL Web site Contracts Finder	Must be based on a written specification provided to the supplier. ITT documentation using NWL E-tendering Portal
Band C (Medium <u>Large</u>) <u>NOTE: the EU threshold is a figure set out by the EU and varies from time to time. Please seek advice from the Procurement Team.</u>					
£75K	EU	Formal Tender	Full Tender Process	Source Leics NWL Web site Contracts Finder Specialist publication if appropriate	PQQ & ITT documentation using NWL E-tendering portal
Band D (Large)					

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL CONSTITUTION

EU	Above	Formal Tender	Full Tender Process	OJEU Source Leics NWL Web site Contracts Finder Specialist publication if appropriate	PQQ & ITT documentation using NWL E-tendering portal
Band E-D (EU)					

Authority to award contracts

5.6 Officers may only enter into a contract if they have sufficient authority to do so. Legal advice in respect of authority to award contracts can only be given to the extent that such authority is set out in the Constitution. Officers are responsible for knowing the extent of ~~their~~ any delegated authority they may have and ensuring they do not exceed that.

5.7 The Authority's Constitution contains the Scheme of Delegation, which sets out what decisions can be made by which body, individual or group of individuals. For the purposes of awarding contracts, the following Authorisation Table provides an initial indication of where those decisions sit. However, officers should ~~still~~ take advice from Legal Services as to the appropriate source of authority to award where they are unsure.

Authorisation Table

5.8 It is for individual Officers to ascertain the limits of their authority to sign contracts and orders. Some Officers have unlimited authorisation levels, please see Paragraph 11 – Designated Authorised Officers of Section 7 – Scheme of Delegation to Staff, Council and Executive Functions; ~~[PARAGRAPH/SECTION]~~ of the Financial Procedure Rules. The below table provides a guide for Officers in salary bands A-I, who should check with their line managers as to what they are and are not authorised to commit the Council to.

	<u>Approval</u>	<u>Reference in Constitution</u>
<u>£100,000 and above</u>	<u>Cabinet (Financial Key Decision)</u>	<u>Section 4 (2)(31)</u>
<u>Up to £99,999</u>	<u>Chief Executive or Relevant Director</u>	<u>Scheme of Delegation paragraph 3(iv)</u>
<u>Up to £49,000</u>	<u>Heads of Service</u>	<u>As set by the Statutory Officers</u>
<u>Up to £24,999</u>	<u>Service Team Managers</u>	<u>As set by the Statutory Officers</u>
<u>Up to £9,999</u>	<u>Officers in salary bands G, H and I, at the request of their Director or Head of Service</u>	<u>Dependent on individual post and as set by the Statutory Officers</u>
<u>Up to £4,999</u>	<u>Officers in salary bands D, E and F, at the request of their Director or Head of</u>	<u>Dependent on post and as set by the Statutory Officers</u>

	<u>Service</u>	
<u>Up to £2,000</u>	<u>Officers in salary bands A, B & C, at the request of their Director or Head of Service</u>	<u>Dependent on post and as set by the Statutory Officers</u>

6. CONDUCTING A PROCUREMENT EXERCISE

Band A (Minor) Contracts

5.86.1 For any single contract, not related to or part of any larger procurement, whose value is less than £10,000, three verbal quotations shall be obtainedsought.

5.96.2 Officers shall first consult the Authority’s preferred supplier solutionlist, ~~however—if~~ the officer is unable to ~~obtain—source~~ three ~~verbal quotations~~suitable providers from the Authority’s preferred supplier solutionlist, they may then seek quotations from other providers~~outside the Authority’s preferred supplier solution~~.

5.106.3 Where officers are seeking verbal quotations:

5.106.3.1 Heads of Service shall ensure that the selection process used is fair and equitable and in accordance with these Standing Orders;

5.106.3.2 officers must select the quotation which offers value for money for the Authority. In most Band A (Minor) contracts, value for money will normally be shown by choosing the most economically advantageous quotation and in assessing this officers should be mindful of price, quality and the added economic, social and environmental benefits that could be obtained by procuring supplies, services or works in a particular way;

5.106.3.3 The Head of Service shall be responsible for keeping a record for audit purposes,~~in a form agreed by the Chief Finance Officer~~ of:

- (a) all those contractors that were requested to provide a quotation;
- (b) the reasons why those particular contractors were selected to provide a quotation;
- (c) if applicable, the reasons why less than three contractors were selected to provide a quotation; and
- (d) the reason for selecting the winning quote;

~~5.106.3.4 in the event that three quotations are not received the Head of Service can still proceed to award the contract provided that they can demonstrate that it is reasonable to do so and has obtained Director approval to do the same;~~

~~5.10.5~~ notwithstanding where the supplies, services or works sought are a repetition of a previous procurement, subject to the rules above in relation to aggregation, new quotations should be obtained each time, to ensure the prices paid represent value for money for the Authority;

~~5.10.6 in the case of any contract to carry out works to be carried out pursuant to Disabled Adaptation Grants, tenants are required to provide to the Authority two quotes and the Authority will establish the best price and this shall be recorded in a file for audit purposes.~~

~~Band B (Small) Contracts~~

~~5.116.4~~ For any single contract not related to or part of any larger procurement, whose value is more than £10,000, but less than £~~3525~~,000, the officer shall produce a written specification for the supplies, services or works being sought and three written quotations shall be ~~obtained~~sought.

~~5.126.5~~ Officers shall first consult the Authority's preferred supplier ~~solution list~~; however—if the officer is unable to ~~obtain source~~ three written quotations ~~suitable providers~~ from the Authority's preferred supplier ~~solution list~~, they may then seek quotations from ~~other providers outside the Authority's preferred supplier solution~~.

~~5.136.6~~ Where officers are seeking written quotations:

~~5.136.6.1~~ Heads of Service shall ensure that the selection process used is fair and equitable and in accordance with these Standing Orders;

~~5.136.6.2~~ officers must select the quotation which offers value for money for the Authority. In most, but not all, Band B (Small) contracts, value for money will normally be shown by choosing the most economically advantageous quotation and in assessing this officers should be mindful of price, quality and the added economic, social and environmental benefits that could be obtained by procuring supplies, services or works in a particular way;

~~5.136.6.3~~ ~~In the event that three quotations are not received the Head of Service can still proceed to award the contract provided that they can demonstrate that it is reasonable to do so and has obtained Director approval to the same;~~

~~5.13.4~~—The Head of Service shall be responsible for keeping a record for audit purposes, ~~in a form agreed by the Chief Finance Officer~~ of:

- (a) all those contractors that were requested to provide a quotation;
- (b) the reasons why those particular contractors were selected to provide a quotation;
- (c) if applicable, the reasons why less than three contractors were selected to provide a quotation; and
- (d) the reason for selecting the winning quote;

~~5.136.6.54~~ Notwithstanding notwithstanding where the supplies, services or works sought are a repetition of a previous procurement, subject to the rules above in relation to aggregation, new quotations should be obtained each time, to ensure the prices paid represent value for money for the Authority.

Band C (MediumLarge) Contracts

~~5.146.7~~ For any single contract, not related to or part of any larger procurement, whose value is £~~3525~~,000 or more, but less than ~~£75,000~~the relevant EU threshold, the officer shall ~~obtain three written quotations using the Request for Quotation form, available in the Procurement Toolkit. The Request for Quotation shall be accompanied by a written specification and a set of contract terms, prepared with advice from Legal Services~~conduct a formal tender using a template to be provided by the Procurement Team and accompanied by terms and conditions prepared with advice from Legal Services.

~~5.156.8~~ Where officers ~~submit a Request for Quotation~~conduct a formal tender:

~~5.156.8.1~~ the ~~Request for Quotation~~opportunity shall be advertised ~~on~~uploaded to the Source Leicestershire website, Contracts Finder (in the format available from the Procurement Toolkit) and the Council's Authority's website ~~and from 1 April 2015 Contracts Finder,~~ by the Procurement Team ~~and shall be open for a minimum of 5 working days or such shorter time as the relevant Head of Service may determine;~~

~~5.156.8.2~~ Heads of Service shall ensure that the selection process used is fair and equitable and in accordance with these Standing Orders;

~~5.156.8.3~~ officers must select the quote which offers value for money for the authority. In some Band C (MediumLarge) contracts, value for money will normally be shown by choosing the most economically

advantageous quotation and in assessing this officers should be mindful of price, quality and the added economic, social and environmental benefits that could be obtained by procuring supplies, services or works in a particular way;

~~6.85.15.4 in the event that three quotations are not received the Head of Service can still proceed to award the contract provided that he/she can demonstrate that it is reasonable to do so and has obtained Director approval to the same;~~

~~5.15.5 the Head of Service shall keep a record for audit purposes, in a form agreed by the Chief Finance Officer of:~~

~~(a) all those contractors that were requested to provide a quotation;~~

~~(b) the reasons why those particular contractors were selected to provide a quotation;~~

~~(c) if applicable, the reasons why less than three contractors were selected to provide a quotation; and~~

~~(d) the reason for selecting the winning quote;~~

~~5.15.6 Notwithstanding where the supplies, services or works sought are a repetition of a previous procurement, subject to the rules above in relation to aggregation, new quotations-tenders should be obtained each time, to ensure the prices paid represent value for money for the Authority.~~

~~Band D (Large) Contracts~~

~~5.16 For any single contract, not related to or part of any larger procurement, whose value is £75,000 or more, but below the thresholds set out in the Public Contracts Regulations 2015 (as amended from time to time), tenders shall be sought in accordance with the procedures under Standing Order 7, below.~~

~~5.17 The contract opportunity shall be advertised on the Source Leicestershire website (in the format available in the Procurement Toolkit) and the Council's website and from 1 April 2015, Contracts Finder. Such adverts shall be uploaded by the Procurement Team. Where it is deemed appropriate and proportionate by the officer, the opportunity should also be advertised in relevant specialist publications.~~

~~5.18 The procuring officer must note that these Standing Orders contain minimum timescales for a procurement exercise and therefore it is imperative that advice is sought from both Legal Services and the Procurement Team well in advance of the commencement of the procurement exercise.~~

~~5.19~~ Head of Services shall be responsible for ensuring that any Band D contracts proposed to be entered into by the Authority in the coming financial year are notified to the Procurement Team by the end of February each year for inclusion in the procurement plan.

~~6.9~~ The EU threshold is an amount set out by the EU and can vary year to year. The Cabinet Office confirms the amounts in Sterling. Please seek advice from the Procurement Team as to the current EU thresholds.

Preferred Supplier ~~Solution~~List

~~5.206.910~~ The Authority has a preferred supplier ~~solution~~list which is operated and managed by the Authority's ~~service provider~~Procurement Team. The preferred supplier ~~solution~~list is a directory of businesses and shall be used in accordance with these Standing Orders.

~~5.216.101~~ Where an Officer is seeking quotations for Band A and Band B contracts from the preferred supplier ~~solution~~list, they shall in the first instance restrict the selection of businesses to those based locally.

~~5.226.112~~ Details of the Preferred ~~preferred~~ Supplier ~~supplier~~ ~~Solution~~list are available from the Procurement ~~Toolkit~~Team.

~~67.~~ CONTRACTS TO WHICH THE PUBLIC PROCUREMENT REGULATIONS APPLY (BAND ~~E-D~~ – EU)

~~67.1~~ For any contract whose value is more than the ~~threshold~~ amounts set out in ~~the thresholds in~~ the Public Contracts Regulations 2015 (as amended from time to time), tenders shall be sought in accordance with those regulations.

~~76.2~~ Under the ~~Public Contracts Regulations 2015~~ a contract may be tendered under the open or restricted procedure or, in the case of complex procurements, under the competitive dialogue procedure, competitive procedure with negotiation, the innovation partnership and in limited circumstances the negotiated procedure without prior publication.

~~6.3~~ The procuring officer must note that the Public Contracts Regulations 2015 contain minimum timescales for a procurement exercise and therefore it is imperative that advice is sought from both ~~the~~ Procurement Team Legal Services and ~~Services~~ the Procurement Team well in advance of the commencement of the procurement exercise.

~~67.43~~ The provisions of these Standing Orders shall continue to apply to such a contract only to the extent that they do not conflict with the provisions of the Public Contracts Regulations 2015.

78. TYPES OF TENDER FOR BAND DC CONTRACTS

Open Tendering

78.51 This is a procedure by which a contract is let following publication of an advertisement inviting all those expressing an interest in the contract to submit a bid at the same time. This is a one stage procedure.

7.68.2 The advertisement shall:

7.68.2.1 specify details of the supplies, services or works the Authority is procuring;

7.68.2.2 specify the contract duration and proposed commencement date;

7.68.2.3 specify any other requirements for participating in the procurement;

7.68.2.4 specify a contract reference number;

7.68.2.5 specify a reasonable (in the circumstances of the contract opportunity) date and time, being not less than 21 days from the date of the advertisement, by which such expressions of interest are to be received by the Authority; and

7.68.2.6 specify the appropriate electronic tender box code and details of how to access documentation.

Restricted Tendering

7.8.34 This is a two stage procedure by which a contract is let following publication of an advertisement seeking expressions of interest from tenderers to participate. Following evaluation of the pre-qualifying submissions, no fewer than ~~5~~ three qualified bidders shall be invited to tender for the contract. This route to the market is particularly suitable where a large response is anticipated. In relation to works, This ~~this~~ procedure may only be used for procuring works where the value of the works exceeds the threshold in the Public Contracts Regulations 2015 for services. This procedure may not be used for procuring services or supplies save to the extent that such services fall within the scope of Schedule 3 (Social and Other Specific Services) of the Public Contracts Regulations 2015.

7.28.4 The advertisement shall:

8.47.2.1 specify details of the supplies, services or works the Authority is procuring;

~~7.28.4.2~~ specify the contract duration and proposed commencement date;

~~8.47.2.3~~ specify any other requirements for participating in the procurement;

~~8.47.2.4~~ specify a contact reference number;

~~8.47.2.5~~ specify a time limit, being not less than ~~30-21~~ days from the date of the advertisement within which such expressions of interest are to ~~_~~be received by the Authority;

~~8.4.6~~ Specify a time limit, being not less than 21 days from the date of inviting shortlisted bidders to submit their tender, within which such tenders are to be received by the Authority; and

~~7.2.68.4.7~~ specify the appropriate electronic tender box code and details of how to access documentation.

~~7.38.5~~ In relation to works only:

~~8.57.3.1~~ advertisements need not be placed in accordance with ~~7.28.4~~ (above) where no fewer than ~~5-3three~~ bidders can be selected from the Authority's preferred supplier ~~solution list~~ and invited to tender;

~~7.38.5.2~~ ~~in the event that 5 bidders cannot be selected the Head of Service can still proceed to invite between 3 and 5 bidders provided that they can demonstrate that it is reasonable to do so and has obtained Director approval to do the same;~~

~~7.3.3~~ in the event that less than ~~3-three~~ bidders can be selected, an advertisement shall be placed in accordance with ~~7.28.4~~ (above).

~~7.48.6~~ After the expiry of the period specified in the advertisement and following proper evaluation of the returned Pre-Qualification Questionnaires (PQQ), in accordance with the criteria specified, invitations to tender for the contract shall be sent to:

~~7.48.6.1~~ not less than ~~5-3three~~ of the persons or bodies who returned a satisfactorily completed PQQ and has been shortlisted, selected by the Authority; or

~~7.48.6.2~~ where fewer than ~~5-3three~~ persons or bodies have applied or have satisfactorily completed the PQQ, those persons or bodies which the Authority consider suitable.

9. SPECIFICATIONS

Specifications

7.X9.1 Full tenders shall be accompanied by an appropriate specification, clearly setting out the Authority's requirements for the goods, works or services to be supplied.

7.X9.2 Specifications should incorporate measurable and, so far as is possible, objective quality and performance criteria to enable— the contract to be monitored and managed.

7.X9.3 Where appropriate, officers shall take all necessary professional advice to ensure the specification sufficiently expresses the Authority's requirements and ensure the output of the contract represents value for money. Any third party engaged to support the preparation of the specification shall not be invited to bid for the substantive contract. — **Open Tendering**

~~7.5 This is a procedure by which a contract is let following publication of an advertisement inviting all those expressing an interest in the contract to submit a bid at the same time. This route to the market is not recommended where a large response is anticipated. This is a one stage procedure.~~

~~7.6 The advertisement shall:~~

~~7.6.1 specify details of the supplies, services or works the Authority is procuring;~~

~~7.6.2 specify the contract duration and proposed commencement date;~~

~~7.6.3 specify any other requirements for participating in the procurement;~~

~~7.6.4 specify a contract reference number;~~

~~7.6.5 specify a date and time, being not less than 52 days from the date of the advertisement, by which such expressions of interest are to be received by the Authority; and~~

~~7.6.6 specify the appropriate electronic tender box code and details of how to access documentation.~~

Competitive Procedure with Negotiation

~~7.7 This procedure may be considered where the nature of the service(s) is such that "specifications cannot be drawn up with sufficient precision to permit the award of the contract using the open or restricted procedures". This is especially useful for 'intellectual' services. This procedure can only be used with the written consent of the Head of Legal and Support Services.~~

~~Competitive Dialogue~~

~~7.8 This procedure is available for procurements in which the Authority is unable to define the financial, legal or technical elements of the project. This, like the restricted procedure, requires a pre-qualification stage, carried out with a call for competition. This is the most complex route to the market and will only be used in the most exceptional of cases and with the written consent of the Head of Legal and Support Services.~~

~~Negotiated Procedure without Prior Publication~~

~~7.9 This procedure is available in limited circumstances, set out in the Public Contracts Regulations 2015. This procedure can only be used with the written consent of the Head of Legal and Support Services.~~

810. SUBMISSION OF TENDERS AND EVALUATION CRITERIA

Submission of Tenders for ~~B~~rand ~~D~~C (Large) Contracts

810.1 Where in pursuance of these Standing Orders invitation to tender is made, every invitation shall state the process for registering and submitting tenders and the signed Form of Tender using the NWL E-tendering portal.

810.2 No tender received after the time and date specified in the invitation shall be considered ~~under any circumstances, unless the relevant Head of Service thinks it is reasonable to do so in the circumstances.~~

810.3 Every invitation to tender shall state:

810.3.1 that the Authority is not bound to accept any tender, including the lowest;

810.3.2 the tender evaluation criteria, with full explanation;

810.3.3 a statement that the Authority ~~will be~~ is obliged to comply with the Freedom of Information regime;

810.3.4 closing date and time for receipt of tenders and the web address to which tenders should be sent; and

810.3.5 a requirement that the tenderers accept full responsibility for ensuring compliance with the terms of these Standing Orders and that any failure to do so may render that tender liable to disqualification.

— Evaluation Criteria

810.4 Evaluation criteria must be designed to secure an outcome providing value for money for the Authority. ~~The basic criterion shall be one of:~~

~~810.4.1 Lowest price — where payment is to be made by the Authority;~~

~~810.4.2 Highest price — where payment is to be received by the Authority;~~

~~810.4.3 on the basis of the~~ Most Economically Advantageous Tender, expressed as the price/quality balance in percentage terms ~~where considerations other than just purchase price apply. If relying on this criterion, a~~ Appropriate sub-criteria ~~must should~~ also be included referring to relevant considerations and guidance should be given to tenderers on how their responses will be scored. Further advice can be provided by the Procurement Team.

810.5 Evaluation criteria must not include:

810.5.1 ~~Non~~non-commercial considerations, save as expressly set out in these Standing Orders;

810.5.2 ~~Matters~~ matters which discriminate against suppliers from the European Economic Area; and

810.5.3 ~~A~~ a general provision allowing for the highest mark to be awarded for tenders which exceed the specification.

8-10.6 Within every invitation to tender there shall be reference made to the requirements on public bodies with regard to the Freedom of Information Act 2000. Such a reference shall include notice to the tenderer that:

~~108.6.1~~ the Authority has a duty of ‘openness’ under the act;

810.6.2 it is the Authority and not the tenderer who makes the decision on the release of information within a tender;

810.6.3 any claim by the tenderer that information within a tender is exempt under the act will be considered by the Authority. However, a simple assertion that any disclosure would prejudice commercial interests is not sufficient. The assertion must be supported by reasoned argument and where practical, by empirical evidence; ~~a~~ a Any decision to treat all or some information within a tender as exempt may be reviewed if any further requests are received over time;

810.6.4 the Authority will consult with them before making any disclosure; and

810.6.5 the Authority has a system for dealing with any appeals under the act.

Submission of Tenders for Band ~~E-D~~ (EU) Contracts

810.7 Tendering processes shall comply with the Public Contracts Regulations 2015. In the event of a conflict between these Standing Orders and the Public Contracts Regulations 2015, the latter shall take precedence.

~~8.8~~ Head of Services shall be responsible for ensuring that all ~~ny~~ Band ~~E~~ contracts proposed to be entered into by the Authority in the coming financial year are notified to the Procurement Team by the end of February each year for inclusion in the procurement plan.

~~8.9~~ The EU procurement regime requires a standstill (or Alcatel) period of a minimum of 10 days from the date on which the outcome of the tender is notified to all the bidders. Should a challenge from an unsuccessful bidder be received during this period, the award of the contract shall be delayed until the challenge is resolved. If no challenge is received within the standstill period, the contract may be awarded in accordance with the Constitution.

~~8.10~~ An award notice must be placed in the Official Journal of the European Union within 48 days of contract award. The award notice must be approved by the Procurement Team.

911. OPENING AND ACCEPTANCE OF TENDERS

911.1 This Rule shall apply to Band ~~D-C~~ (Large) and Band D and Band E (EU) contracts

911.2 Tenders received under these Standing Orders shall be opened at one time and only following the date on which the receipt of tenders closed.

911.3 Tenderers shall be notified of the acceptance or rejection of their tenders.

~~911.4~~ ~~Face to face feedback on a tenderer's submission shall be offered to those tenderers that are small or medium enterprises (being a business with less than 250 employees)~~ Detailed feedback shall be provided to all unsuccessful bidders.

4012. TENDER EVALUATION AND AWARD OF CONTRACTS

4012.1 All tenders shall be properly evaluated by the relevant Director or their nominated officer in accordance with the published award criteria and in accordance with any specific requirements of any relevant EU Directive or English legislation. The Procurement Team shall be notified of any evaluations being conducted by procuring officers and a member of the Procurement Team may participate in the ~~A member of the Procurement Team shall be invited to participate in the~~ evaluation process if they consider it appropriate.

~~4012.2~~ Any tenderer whose tender is found to contain a qualification which will give that tenderer an unfair advantage over other tenderers will be asked either to withdraw the qualification or withdraw the tender.

~~10.3~~ A tenderer's error in the computation of the pricing of their tender will be corrected and the tenderer asked by the Director to stand by the corrected tender or to withdraw the tender.

~~4012.43~~ Post tender negotiations shall only be by exception and in accordance with the Public Contracts Regulations 2015. Authority to enter into post tender negotiations may only be granted by the Chief Executive, ~~Director of Housing or Director of Services and relevant Director~~. Officers who are authorised to carry out post-tender negotiations shall ensure that there are recorded minutes of all negotiation meetings and that both parties agree actions in writing.

~~4012.54~~ Where award is based on lowest or highest price, a tender other than the lowest tender if payment is to be made by the Authority or the highest tender if payment is to be received by the Authority shall not be accepted except where there are justifiable reasons for doing so, for instance:

~~4012.54.1~~ the procurement of a named product required to be compatible with an existing product, i.e. computer software;

~~4012.54.2~~ an alternative pre-tender evaluation criteria has been determined;

in such circumstances the Statutory Officers shall be consulted and written confirmation of their agreement retained for audit purposes.

~~4012.65~~ If the relevant Director considers the lowest priced tender, highest priced tender or most economically advantageous tender (as appropriate) to be abnormal given the nature of the contract, the tenderer shall be asked to clarify in writing the reasons for its tender and the Director shall take that explanation into account in deciding ~~which~~ whether the tender will be accepted.

~~10.7~~ Contracts shall be awarded by:

~~10.7.1~~ the cabinet (in accordance with Cabinet Function no. 31 at Part 3, ~~Section 4(2) of the Constitution~~); and

~~10.7.2~~ officers (in accordance with the general delegations to be discharged by the Chief Executive and Directors - no. (iv) at Part 3, Section 7(3) of the Constitution).

4012.86 All contract awards shall be notified promptly to the Procurement Team in order that the details can be recorded in the Contracts Register and inform the Procurement Plan.

4413. CONTRACT CONDITIONS

4413.1 Every procurement which exceeds £~~3525~~,000 in value shall be a formal contract in writing. The procuring officer should seek the advice of Legal Services at the earliest opportunity in this regard. ~~No contract shall be entered into without the prior approval of the Head of Legal and Support Services or their nominated officer.~~

4413.2 Such contract shall, unless the Head of Legal and Support Services deems it disproportionate;

4413.2.1 specify the supplies, services or works to be supplied or executed; the price to be paid together with a statement as to the amount of any discount(s) or other deduction(s); the period(s) within which the contract is to be performed and such other conditions and terms as may be agreed between the parties or specified in these Standing Orders;

4413.2.2 where a contract exceeds £200,000 and the Head of Finance deems appropriate, contain a requirement that a contractor give sufficient security for the due performance of the contract provided that this shall not apply where the goods and materials are supplied and payment is not made until completion of works;

4413.2.3 include provisions for the termination and recovery of any sums paid where there has been evidence of bribery or corruption or any breach of the Bribery Act 2010 or section 117(2) Local Government Act 1972;

4413.2.4 include provisions entitling the Authority to terminate part or all of the contract or to obtain substituted provision of the supplies, services or works to be supplied under the contract in the event of a breach of contract by or the insolvency of the contractor;

4413.2.5 include prohibitions on the contractor from sub-contracting, assigning or otherwise transferring the contract without the prior written consent of the Authority and providing that the contractor shall remain liable to the Authority for any part of the contract that may be sub-contracted;

4413.2.6 include provisions securing the contractor's compliance with relevant legislative requirements, including as a minimum in relation to:

- (a) Health and Safety;
- (b) Human Rights;
- (c) Freedom of Information;
- (d) Data Protection;
- (e) ~~Workforce transfer regulations~~Confidentiality;
- (f) Bribery and corruption; and
- (g) Equalities and discrimination.

~~4413.2.7~~ provide for indemnities in favour of the Authority for any breach of the above and for the acts and omissions of the contractor in carrying out the contract;

~~4413.2.8~~ provide for compliance with those of the Authority's policies relevant to the provision of the supplies, services or works;

~~4413.2.9~~ provide for the protection of the Authority's intellectual property rights, where appropriate;

~~4413.2.10~~ provide for, where the supplies, services or works require it, appropriate restrictions or conditions precedent in relation to the protection of vulnerable persons, including requiring ~~Criminal Records Bureau~~Disclosure and Barring Service checks;

~~4413.2.11~~ provide for the Authority's right to monitor and audit the supplies, services or works under the contract and for the contractor's provision of assistance in such monitoring and in securing improvements in economy, efficiency and effectiveness, as specified in Section 3 of the Local Government Act 1999, where appropriate. Such assistance may include setting performance indicators, benchmarking implementing performance plans and/or periodically reviewing the services;

~~4413.2.12~~ be governed by the laws of England and subject to the exclusive jurisdiction of the Courts of England; ~~provide for adequate confidentiality and data protection provisions~~;

~~4413.2.13~~ _____ be governed by the laws of England and subject to the exclusive jurisdiction of the Courts of England;

~~44.2.14~~ comply with the laws of England and any applicable EU legislation or regulation.

~~4413.3~~ Where an appropriate British Standard Specification or British Standard Code of Practice issued by the British Standards Institution is current at the date of the tender, every contract shall require that all goods and materials used or supplied, and all the workmanship shall be at least of the standard required by the appropriate British Standard Specification or Code of Practice.

4413.4 Every contract which exceeds £250,000 shall be in writing and under the Common Seal of the Authority.

4413.5 Where a contract exceeds £50,000 in amount or value, provide for the payment of liquidated damages by the contractor where he fails to complete the contract within the time specified, where the appropriate Head of Service considers appropriate.

4413.6 The provisions of these Standing Orders do not prevent the use of a formal contract for a procurement less than £35,000 where on receipt of advice from Legal Services the ~~appropriate-relevant~~ Head of Service considers it appropriate.

4413.7 It shall be a condition of any agreement between the Authority and any person (not being an officer of the Authority) who is required to supervise a contract between the Authority and a third party on the Authority's behalf that, in relation to such contract, he/she shall comply with the requirements of these Standing Orders as if he/she were an officer of the Authority.

4413.8 In all areas of tendering, negotiating, letting or renewing, performing, reviewing, amending, discharging or terminating any contract to which the Authority is either a party or of which it is a beneficiary, regard shall be had to the requirements of economy, efficiency and effectiveness specified in Section 3 of the Local Government Act 1999.

4413.9 Ensure compliance with Risk Management Guidelines on insurance levels and require such insurances as the relevant Head of Services determines appropriate in consultation with the Section 151 Officer.

4413.10 Where a main contractor indicates in their tender submission the use of sub- contractors, the officer will ensure that:

4413.10.1 the main contractor verifies they have vetted the sub-contractor to ensure that they meet the standards in all areas that the main contractor has undertaken to meet in their submission;

4413.10.2 ~~the insurance levels of the sub-contractor meet the levels required in the tender document;~~

~~11.10.3~~ the supplies, services or works they have been sub-contracted by the main contractor to provide, remains the responsibility of the main contractor.

4413.11 Where a framework agreement is used to meet the Authority's need for supplies, services or works, this Standing Order shall only apply to the extent that the framework's call-off terms do not include these provisions and the framework agreement provides for a variation to such terms.

4214. CONTRACT AND PERFORMANCE MANAGEMENT

4214.1 Contract management arrangements shall be set out in any invitation to tender and incorporated into any subsequent contract.

4214.2 An identified ~~named~~ contract manager shall be appointed for each Band C, and D ~~and E~~ contract.

4214.3 The Head of Legal and Support Services may agree the variation or novation of any contract originally awarded ~~by the Director~~ under delegated authority. The variation or novation of a contract originally awarded by the Cabinet shall only be agreed by the Cabinet, save to the extent that such variation is of a minor nature or accounted for in the contract.

4214.4 No contract entered into by the Authority may be extended by duration or value unless:

4214.4.1 where the contract is a Band ~~E-D~~ (EU) contract, such extension was provided for in the original OJEU notice and contract documentation;

4214.4.2 where the contract is a Band ~~D-C~~ (Large) contract or of lesser value, such extension would not mean that, had it been included in the original contract, the overall value would have exceeded the EU threshold; and

4214.4.3 alternative options have been considered and the relevant Head of Service is satisfied that this option represents value for money and is in the best interests of the Authority in light of the contractor's performance.

4214.5 All extensions to Band ~~D-C~~ (Large) and Band ~~E-D~~ (EU) contracts shall be promptly notified to the Procurement Team.

4214.6 A contract is a live document. Contract managers and officers shall have regard to the provisions of the contract in observing and monitoring performance of the contract, handling disputes and terminating a contract. Where officers are unclear of the provisions or operation of a contract they should promptly seek advice from Legal Services.

POLICY DEVELOPMENT GROUP – WORK PROGRAMME (as at 17/02/16)

Date of Meeting	Item	Lead Officer	Witnesses
22 June 2016			
TBC	Update Report for Section 106 Contributions for Health	Steve Bambrick, Director of Resources	District and neighbouring representatives from CCG

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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, 5 February 2016. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 8 March 2016 is 5pm Friday, 26 February 2016.**

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

➔ 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

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
February						
Capital Programmes 2016/17 to 2019/20	Cabinet	Key	Public	9 February 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
General Fund and Special Expenses Revenue Budgets 2016/17	Cabinet	Key	Public	9 February 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Housing Revenue Account (HRA) Budget and Rent Increase 2016/17	Cabinet	Key	Public	9 February 2016	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
NWL Housing Strategy 2016-2021	Cabinet	Key	Public	9 February 2016	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Director of Housing Tel: 01530 454819 glyn.jones@nwleicestershire.gov.uk	Report and Strategy
Tenancy Agreement Consultation	Cabinet	Key	Public	9 February 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 Tenancy Agreement
The Treasury Management Strategy Statement 2016/17 and Prudential Indicators 2016/17 to 2018/19	Cabinet	Key	Public	9 February 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Authority to Award Energy Contracts	Cabinet	Key	Public	9 February 2016	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
Minutes of the Coalville Special Expenses Working Party - 15 December 2015	Cabinet	Non-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
Change to the Council's Regulation of Investigatory Powers Act (RIPA) Policy	Cabinet	Key	Public	9 February 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report
March						
Response to the Government's New Homes Bonus Consultation	Cabinet	Key	Public	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
Discretionary Housing Payments	Cabinet	Key	Public	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

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
Criteria for Identifying Local Heritage Assets: Draft for Consultation	Cabinet	Key	Public	8 March 2016	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 and Consultation Document
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
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
Proposed Council Delivery Plan 2016/17	Cabinet	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

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
Authority to Award Dog Warden and Stray Dog Kennelling Contract	Cabinet	Key	Public	8 March 2016	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report and Tender Document
River Mease Special Area of Conservation Water Quality Management Plan - Developer Contribution Scheme 2	Cabinet	Key	Public	8 March 2016	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 and Management Plan
Draft Response to Leicestershire County Council on Proposed Changes to Recycling Credit Payments	Cabinet	Key	Public	8 March 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 Consultation Letter from LCC
Disabled Facility Grants - Continuation within Lightbulb Project	Cabinet	Key	Public	8 March 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

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
HRA Sheltered Housing Review - Queensway House, Westgate and Woulds Court	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) The report may contain estimated financial values that are commercially sensitive	8 March 2016	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report
Appointment of Consultants to Undertake a Housing and Economic Development Needs Assessment for Leicester and Leicestershire	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) The report will contain commercially sensitive information.	8 March 2016	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
April						
There are no meetings scheduled.						
May						
No Items						

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
June						
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
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	14 June 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Treasury Management Stewardship Report 2015/16	Cabinet	Key	Public	14 June 2016	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report
Environmental Health - Food Safety Service Delivery Plan 2016/17	Cabinet	Key	Public	14 June 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report and Draft Food Safety Service Delivery Plan 2016/17

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 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

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