

Meeting	POLICY DEVELOPMENT GROUP
Time/Day/Date	6.30 pm on Wednesday, 1 June 2016
Location	Board Room, 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 2 March 2016.	3 - 6



5. WASTE SERVICES RECYCLING PERFORMANCE AND TARGETS UPDATE

Report of the Director of Services

7 - 16

6. THE EFFECTIVENESS OF SCRUTINY AT NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

Discussion Item

7. 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.

17 - 30

Circulation:

Councillor N Clarke
Councillor J Cotterill
Councillor T Eynon
Councillor J Geary
Councillor D Harrison
Councillor G Houl
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, 2 MARCH 2016

Present: Councillor M Specht (Chairman)

Councillors N Clarke, J Cotterill, T Eynon, J Geary, D Harrison, V Richichi, A C Saffell and N Smith

In Attendance: Councillors R Johnson, J Legrys and S McKendrick

Officers: Mrs M Meredith and Miss A Wright

27. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J G Coxon.

28. DECLARATION OF INTERESTS

No interests were declared.

29. PUBLIC QUESTION AND ANSWER SESSION

No questions were received.

30. MINUTES

Consideration was given to the minutes of the meeting held on 6 January 2016.

Councillor T Eynon requested the minutes to be amended to reflect that, under the item entitled 'Section 106 Contributions for Health', it had been resolved to monitor progress on this issue and to invite the CCG representative to a future meeting to answer members' questions on future progress.

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

RESOLVED THAT:

Subject to the above amendment, the minutes of the meeting held on 6 January 2016 be approved and signed by the Chairman as a correct record.

31. UPDATE OF THE COUNCIL'S CONSTITUTION

The Financial Services Team Manager presented the report to members, highlighting the proposed amendments to the Contracts Procedure Rules as outlined at Appendix A. She advised that the changes had been agreed by the procurement gateway board.

Councillor D Harrison stated that he had expected a legal advisor to be present at this meeting and expressed disappointment that no legal advisor was present. The Financial Services Team Manager gave assurances that the changes would not weaken security and attested that the Head of Legal and Support Services had been involved throughout the process.

In response to comments from Councillor N Smith, the Financial Services Team Manager advised that the procurement process would depend upon the value of the contract, and if this was over a certain threshold, EU procurement directives would apply. She assured members that proposals were being developed to encourage small businesses to do business with the Council.

Councillor N Smith commented that he was pleased to hear this, and added that there were a lot of sole traders in Coalville and it would be a shame if they were precluded.

Councillor N Clarke made reference to the change to the wording relating to seeking three quotations rather than obtaining three quotations. He sought clarification on the reasoning behind this change.

The Financial Services Team Manager advised that this wording had been amended by the Legal Team and she would provide a response in writing.

Councillor J Geary noted that for contracts under £1,000, only a verbal quotation was required. He questioned whether this was good practice not to ensure a paper trail. He added that he did not consider it to be too onerous to obtain a written quotation even if this was via email.

The Financial Services Team Manager advised that officers were required to document the verbal quotation for audit purposes and the invoice would also provide an audit trail.

Councillor A C Saffell sought clarification on what basis a decision could be made if three quotations were not obtained, and what would happen if only one quotation was obtained. He felt that a minimum of two quotations should be obtained before a contract could be awarded.

Councillor N Smith acknowledged that there could be difficulties in obtaining quotations and he felt that members ought to rely on officer discretion.

Councillor J Geary commented that if tradespeople did not respond to tenders, they should be removed from the approved traders list.

Councillor D Harrison urged members to be mindful that occasionally there would be very specialist contracts and it would be best not to tie the officers' hands.

Councillor N Clarke agreed that the process should be simplified for officers, however he felt that there should be more emphasis on making every effort to obtain three quotations.

Councillor A C Saffell suggested that to save time, the Council's surveyor could give an opinion on whether a tender represented value for money.

Councillor V Richichi commented that if officers were having difficulty obtaining three quotations, perhaps the approved supplier list should be expanded.

Councillor N Smith suggested that the new system should be advertised in the Coalville Times to expand the list of contractors.

The Financial Services Team Manager felt that in general, it was not a problem to obtain three quotations, and there was an approved schedule of rates in respect of housing repairs. She felt that this was only an issue in terms of specialist contracts.

In response to comments from Councillor T Eynon, the Financial Services Team Manager advised that suppliers would be selected from the local supplier list firstly from within North West Leicestershire; if this was not possible, a selection would be made from within the East Midlands before seeking a supplier nationally.

Councillor T Eynon suggested that this be made clearer in the Constitution.

RESOLVED THAT:

The suggested amendments to the Constitution be noted.

32. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Councillor N Clarke requested that consideration be given to bringing forward the next meeting of Policy Development Group to enable consideration of the End of Year and Quarter 4 Performance Management Report prior to its consideration by Cabinet. He wished to particularly discuss recycling, as he had noticed that North West Leicestershire was the worst performing authority in Leicestershire.

Councillor J Geary stated that he felt scrutiny was toothless, positive recommendations were seldom made, and were not acted upon when they were made. He felt that members did not have the change to scrutinise things that concerned them. He felt that as a matter of importance, the way scrutiny was run in this authority should be scrutinised. He also requested that the Leader be present so that he could explain why he considered this to be a fit and proper scrutiny panel. He commented that under the previous Labour administration, scrutiny was chaired by the opposition, which made it meaningful and ensured the executive was held to account. He commented that scrutiny was just a talking shop.

Councillor D Harrison felt that the comments made by Policy Development Group were heard. He also felt that politics should not be brought into scrutiny.

Councillor J Geary made reference to the recent changes to the Constitution. He stated that Policy Development Group had highlighted references to Ward Members and requested that the plural be deleted to reflect the current single member wards. He added that when the report was considered by Council, the plural form was still included, highlighting that the comments were not listened to.

Councillor A C Saffell commented that items for scrutiny requested by members never seemed to materialise on the agenda. He expressed concerns that scrutiny was not working properly at all.

Councillor T Eynon noted the item on the work programme relation to Section 106 agreements, the date for which was currently to be confirmed. She sought confirmation of when this would be considered.

It was moved by Councillor J Geary, seconded by Councillor A C Saffell and

RESOLVED THAT:

- a) The following items be added to the work programme for the next meeting of Policy Development Group:
End of Year and Quarter 4 Performance Management/waste targets
The effectiveness of scrutiny at North West Leicestershire District Council
- b) The Leader be invited to the next meeting of Policy Development Group as a witness for the report on scrutiny.
- c) Consideration be given to the date of the next meeting to enable these items to be considered in a timely manner.

The meeting commenced at 6.30 pm

The Chairman closed the meeting at 7.07 pm

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL

POLICY DEVELOPMENT GROUP – 1 JUNE 2016

Title of report	WASTE SERVICES RECYCLING PERFORMANCE AND TARGETS UPDATE
Contacts	<p>Councillor Alison Smith MBE 01530 835668 alison.smith@nwleicestershire.gov.uk</p> <p>Director of Services 01530 454555 steve.bambrick@nwleicestershire.gov.uk</p> <p>Head of Community Services 01530 454832 john.richardson@nwleicestershire.gov.uk</p>
Purpose of report	To inform Policy Development Group on NWLDC's recycling performance
Reason for Decision	To provide members with a clearer awareness and understanding of recycling rate methodology and initiatives aimed at improving the recycling rate
Council Priorities	Green Footprints
Implications:	
Financial/Staff	N/A
Link to relevant CAT	Green Footprints Corporate Action Team
Risk Management	N/A
Equalities Impact Assessment	N/A
Human Rights	N/A
Transformational Government	N/A
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy Section 151 Officer	Report is satisfactory

Comments of Monitoring Officer	Report is satisfactory
Consultees	Leicestershire County Council
Background papers	References included in the report
Recommendations	THAT POLICY DEVELOPMENT GROUP: 1) NOTE THE REPORT AND ENDORSE THE NEXT STEPS AT 5.0

1.0 BACKGROUND

This report has been requested by Cllr N Clarke to understand the reason why the Councils recycling performance rate is lower than the other 6 Districts in Leicestershire.

2.0 MEASUREMENT OF RECYCLING PERFORMANCE

2.1 Recycling performance is measured by calculating the amount of waste either reused or recycled as a percentage of the total household waste collected. This is based on a government national indicator 192 (NI 192). More detailed information about this indicator can be found at http://www.wastedataflow.org/documents/guidancenotes/NationalIndicators/GN30_WD_F_NI_Guidance_2.1.pdf

Other national indicators include NI191 which measures the kgs of waste per household that is sent to landfill. This report focuses on household waste (NI 191, 192).

Each authority's recycling rate is published by DEFRA in the Autumn for the preceding year. DEFRA publish a national recycling league table annually on the following website: <https://www.gov.uk/government/statistics/local-authority-collected-waste-management-annual-results>

The reason the recycling rate is calculated to a prescribed formula including robust definition of what is classified as recycling and what is not is to enable government to ascertain whether national targets for recycling are met, or not.

2.2 In 2013 the Waste Management Plan for England reaffirmed recycling targets that were agreed as part of the government review in 2011 of the 2007 Waste Strategy for England. Waste collection authorities are targeted to achieve a recycling rate of 50% by 2020.¹

¹ Waste Management Plan for England, DEFRA, 2013 - https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/265810/pb14100-waste-management-plan-20131213.pdf

3.0 NWLDC RECYCLING PERFORMANCE

3.1 NI191 in North West Leicestershire

The districts recycling rate includes all of the recyclable material that the council collect as part of the kerbside recycling service and bring bank collections. It will also include all recyclable materials reused and collected either by the district or a third party such as a local charity within the district.

The Council recycles the following materials

- Garden waste (fortnightly brown lidded bin)
- Plastics and cans (red box)
- Glass (red box)
- Paper (blue bag)
- Card (yellow bag)
- Textiles (any carrier bag)
- Variety of materials at Bring sites

To calculate the district recycling rate as a percentage, the tonnes of recyclable material collected above are divided by the total amount of household waste collected. Household waste includes black bin waste, bulky domestic waste, street sweepings, and highway litter bin waste. It does not include flytipped waste or commercial trade waste.

3.2 North West Leicestershire recycling history of performance

The kerbside recycling service began in 2003 following the introduction of alternate weekly collections of refuse and recycling. The service was expanded on a phased basis to all district households and the range of materials has also been extended to include compostable garden waste, glass containers, paper, cardboard, mixed rigid plastics, metal cans, and textiles.

- The national recycling rate for England for 2014/15 was 44.9%. In NWLDC it was 46.6% - 1.7% points above the national average for 2014/15.
- Leicestershire averaged 50.53% for 2014/15 and this includes the household waste collected at the Recycling and Household Waste Sites across the County.

3.3 APSE Performance 2014/15²:

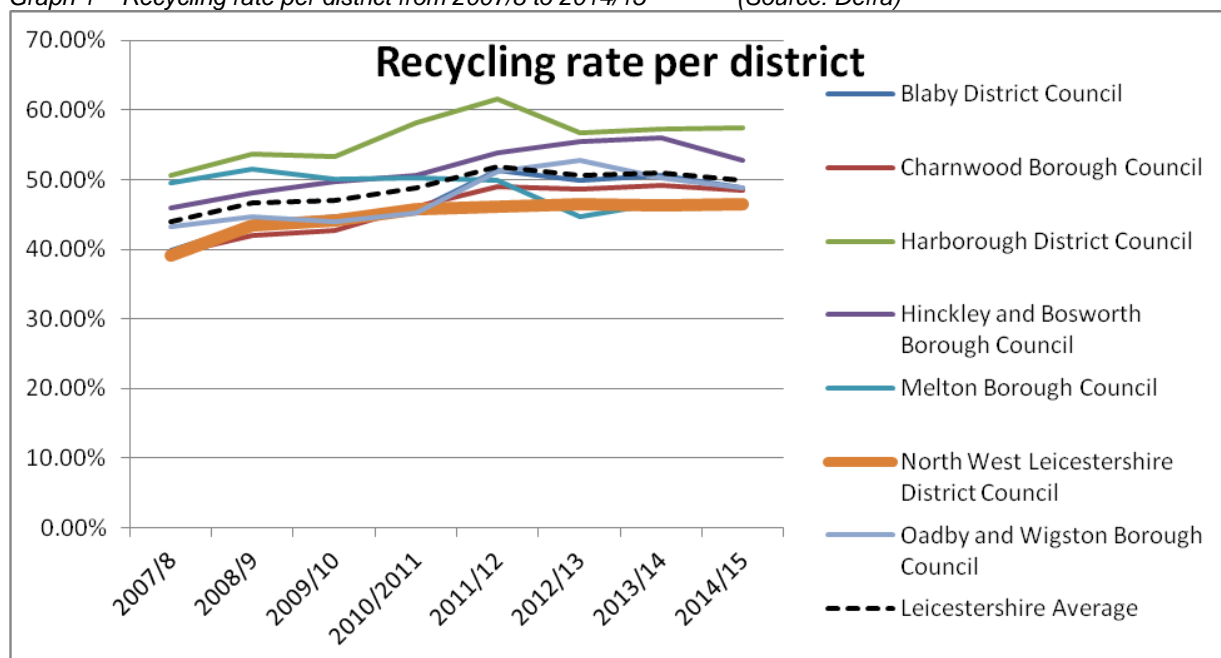
The council subscribe to the Performance Benchmarking service of APSE (Association of Public Sector Excellence). This allows a direct comparison with other in-house waste collection authorities.

- North West Leicestershire is in the top quartile for:
 - Percentage of waste collected which is composted
 - Percentage of households covered by kerbside recycling collections
- North West Leicestershire is in the second top quartile for:
 - the tonnage of domestic waste recycled per household
 - the kgs of waste recycled per head of population
 - percentage of waste collected which is recycled

² 'Refuse collection', 2014/15 Issue 1 – Performance Report, APSE Performance Networks (2015)

3.4 NWLDC compared to other Collection Authorities in Leicestershire

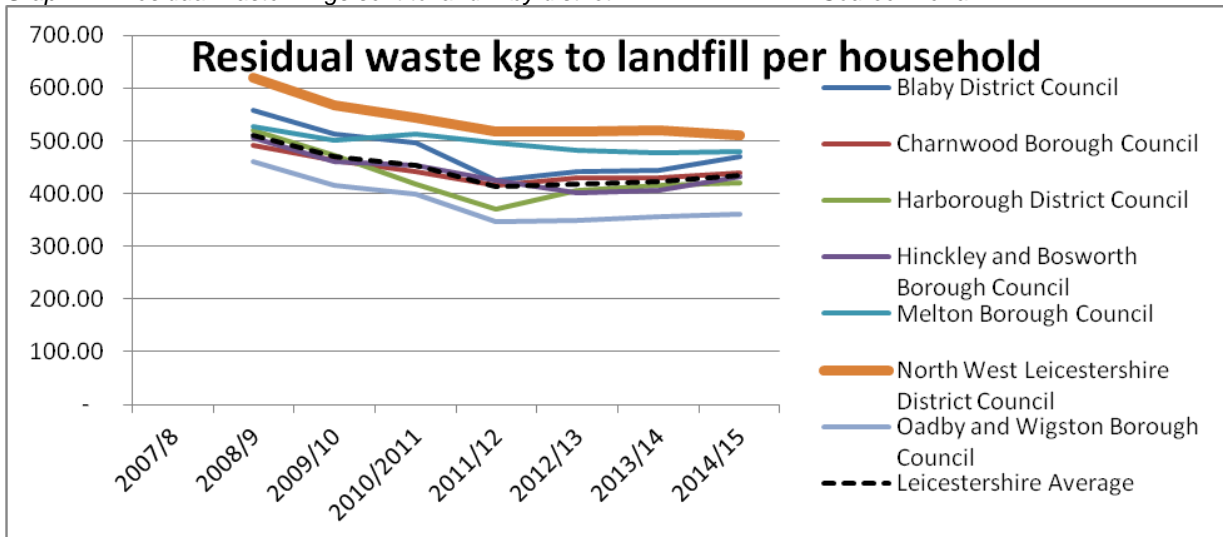
Graph 1 – Recycling rate per district from 2007/8 to 2014/15 (Source: Defra)



- The overall trend of other authorities is a reducing amount of recycling per household whereas North West Leicestershire’s trajectory is more positive generally.
- There was a noticeable increase in NWLDC from 2007/8 to 2008/9 following on from the roll out of glass collections to the remaining half of the district.
- Further increases were achieved the following year as a result of introducing mixed plastics recycling.
- There is a plateau effect in more recent years for North West Leicestershire whilst other Leicestershire collection authorities are seeing a drop in recycling rate. Some authorities have introduced chargeable garden waste collections, and/or ceased food waste collections that may have affected their rates.

Graph 2 – Residual waste in kgs sent to landfill by district

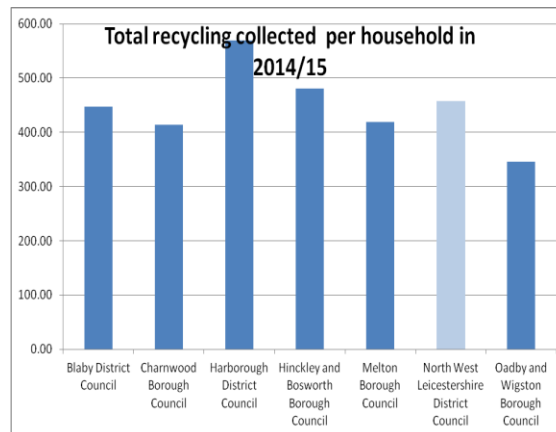
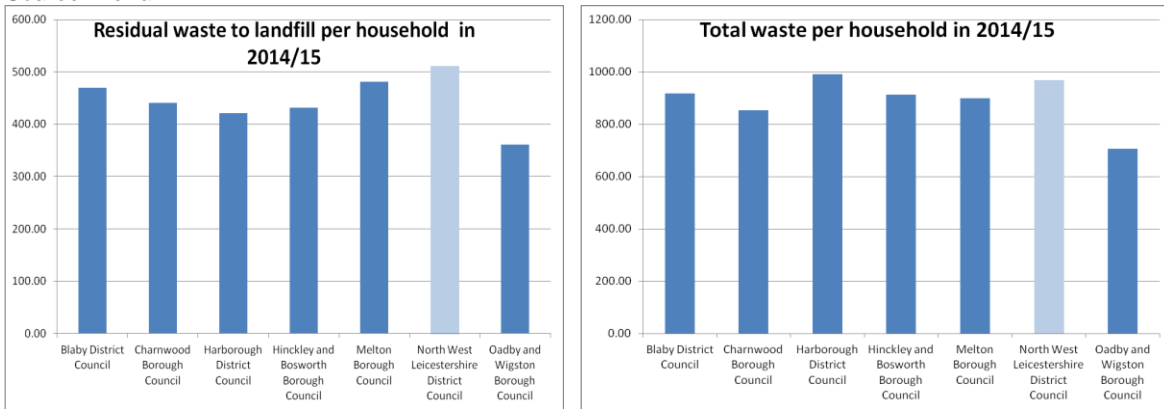
Source: Defra



- The trajectory of refuse waste collected by NWLDC is clearly showing a positive downward trend compared to most of the authorities in Leicestershire.

The graphs below depict North West Leicestershire’s most recent published recycling performance - 2014/15:

Source: Defra



- NWLDC collect the second highest amount of total household waste in the County behind Harborough DC, the third highest recycling per household behind Harborough and Hinckley, and the highest refuse per household in Leicestershire.
- In general terms residents of North West Leicestershire produce comparatively high volumes of refuse and recycling

3.5 What affects recycling performance?

3.5.1 Demographics

The Waste and Resources Action Programme (WRAP) (www.wrap.org.uk) conduct research on improving recycling behaviour and other waste related research and development on behalf of central and local government; WRAP maintain there are certain barriers to recycling stating that there are ‘...lower yields associated with areas with higher levels of deprivation’³. That is, more affluent areas recycle more than less affluent areas and there is a correlation between areas that score high on the deprivation index also score poorly on the recycling league table. For example, Harborough is the least deprived authority in Leicestershire as can be seen from the table below and has the highest recycling rate. North West Leicestershire is the most deprived and has the lowest recycling rate.

NWLDC is not considered to rank amongst the highest levels of deprivation nationally but is the most deprived local authority in Leicestershire⁴.

Table of Indices of deprivation 2015

Source: <https://www.gov.uk/government/statistics/english-indices-of-deprivation-2015>

District rank in order of Least deprived to most deprived	Rank of Average rank
Harborough	311
Blaby	288
Oadby & Wigston	249
Hinckley & Bosworth	248
Charnwood	237
Melton	236
North West Leicestershire	214

3.5.2 High proportion of homes on solid fuel heating

Although there is no correlation between affluence and the total amount of waste produced NWLDC’s main difference between the other Leicestershire waste partners is the number of households that are still on solid fuel central heating. Arguably this is partly due to the coal miners free coal subsidy. The waste mainly produced in winter is ash which is not currently recyclable. This waste contributes significantly to the overall tonnage.

³ ‘Analysis of kerbside dry recycling performance in the UK 2008/9’, *WRAP Summary Report*, (September 2009), p.4

⁴ ‘Index of Multiple Deprivation’, English Indices of deprivation 2015, *Official Statistics*
<https://www.gov.uk/government/statistics/english-indices-of-deprivation-2015->

The table below⁵ puts into perspective the scale of properties producing ash compared to other authorities in Leicestershire. Over half of the households in Leicestershire that are still on solid fuel central heating are within North West Leicestershire – 54%. There are central heating systems such as oil and gas that produce no refuse waste. North West Leicestershire District Council have 11 times the proportion of homes on solid fuel than both Charnwood or Blaby and 4 times the rate of Hinckley & Bosworth, and Melton, and over 60 times the rate of Oadby and Wigston who are in the top ten of authorities with the lowest amount of waste sent to landfill.

“ Source: Census 2011 – Table of Households with solid fuel central heating

Authority	Households in 2011	No of households on solid fuel central heating systems	Proportion of households on solid fuel CH systems as a %
NWLDC	39,128	1,707 (4.4%)	4.4%
Charnwood BC	66,516	260 (0.4%)	0.4%
Melton BC	21,490	283 (1.3%)	1.3%
Harborough DC	34,898	248 (0.7%)	0.7%
Oadby & W BC	21,339	15 (0.07%)	0.07%
Blaby DC	38,686	156 (0.4%)	0.4%
Hinckley & B BC	45,377	475 (1.05%)	1.05%

One cubic foot of coal ash weighs 18kgs⁶; about the size of a shoe box. If all these households switched to gas central heating then the impact on NWLDC’s recycling rate would increase by another 0.66%.

3.5.3 Service performance

Graph 2 above shows that the amount of residual waste per household in NWLDC is declining and this may be due to improved recycling habits as the recycling service is well established and according to WRAP ‘is the growing recognition that recycling has become a social norm’⁷.

Both the recycling service and the frequency of refuse collection have experienced a growing acceptance consistently from the first satisfaction survey in 2008, again in 2010, and the most recent in 2014⁸ showing the following results:

Customer satisfaction levels	2008	2010	2014
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⁵ Office of National Statistics Central Heating, www.ons.gov.uk/ons/rel/...statistics...statistics.../rft-qs415ew.xls

⁶ <http://www.aqua-calc.com/calculate/volume-to-weight> - based on a household using a solid fuel central heating system producing approximately 1 cubic foot of ash (the size of a shoe box) per week over 17 weeks between the winter months of December and March would produce 306kgs per year. From 1,707 homes would add up to 522 tonnes per year.

⁷ ‘Barriers to Recycling: A review of evidence since 2008’, WRAP Final Report (December 2014), p.27 <http://www.wrap.org.uk/sites/files/wrap/WRAP%20Barriers%20Synthesis%20Full%20Report%20final%20121214%20PUBLISHED%20-%20PDF.pdf>

⁸ NWLDC Customer Satisfaction Survey on Refuse and Recycling, (2008, 2010, 2014) - available online at www.nwleics.gov.uk/recycling

Satisfaction with the kerbside recycling service	95%	95%	94%
Overall service	91%	92%	93.5%
Satisfaction with the frequency of refuse collection	71%	77%	83%

More information on barriers to recycling can be found at this link: <http://www.wrap.org.uk/content/barriers-recycling-home>

3.5.4 Lighter recyclable packaging

There are other reasons for lower recycling rates nationally; for example, packaging companies are now light weighting material which is predominantly recyclable packaging such as metal food and drink tins and cans and glass bottles. According to WRAP 'lighter weight wine bottles are becoming commonplace on supermarket shelves...Sainsbury's trialled a PET [plastic] wine bottle weighing just 54g...with a view to rolling it out across other wine offerings'.⁹ This sort of trend is borne out by our own waste collection figures whereby the amount of plastics is increasing whilst glass tonnage is reducing per household year on year.

3.5.5 Reduction in paper

The consumption of another important recyclable material such as newsprint and magazines is also continuing to decline. In 2008 NWLDC collected 3,200 tonnes of paper; in 2014-15 this figures was 1,900 tonnes. The development of social media and Smartphone app technology has led to declining newspaper sales. According to OFCOM, 66% of UK adults have a Smartphone so this trend looks set to continue; this is up from 61% the year before.¹⁰

3.6.6 Reclassification of waste types

In terms of the trend for Leicestershire declining overall, this may partly be explained by certain materials that were previously being classified as recyclable no longer being counted for recycling. For example, wood waste is no longer classified as a recyclable material for NI 192 purposes. A recent analysis by Leicestershire County Council concluded that wood waste previously accounted for 19kgs per person per year of the recycling and composting rate decrease in 2014/15¹¹; this equates to 4% of total waste per person.

4.0 SUMMARY OF RECYCLING PERFORMANCE

4.1 In summary, the challenges of improving the districts recycling rate is significant. An improving economy means more waste will be generated over the coming years, packagers light weighting recyclable material means there is less weight in recyclable waste whereas the refuse waste will still be heavy. Smart technology is resulting in even less recyclable material being consumed as paper quantities diminish, a high number of households on solid fuel resulting in high ash content exacerbates the issue for NWLDC in particular as coal ash cannot be recycled. The demographics of the

⁹ 'Lightweighting wine bottles: less is more', WRAP Case Study <http://www.wrap.org.uk/sites/files/wrap/GlassRight%20Wine%20lightweighting%20-%20web%20version.pdf>

¹⁰ 'Proportion of adults with a smartphone 2015', OFCOM, <http://media.ofcom.org.uk/facts/>

¹¹ 'Analysis of Leicestershire's recycling, composting and refuse – Final Performance Report', Leicestershire County Council, Produced by Amec Foster Wheeler Environment & Infrastructure UK Limited, January 2016, p.19

district means that it is unlikely to have the same high performing rates of more affluent Leicestershire districts.

- 4.2 On the plus side the Council has a collection service that has high customer satisfaction levels. Recycling is being perceived to be more and more of a social norm as seen with the consistently high customer satisfaction levels and growing acceptance of the fortnightly frequency of refuse collection. The gradual demise of the coal subsidy over time may have the effect of consumers switching from solid fuel to cleaner energy which reduces waste going into the black bin. The introduction of smaller bins for new households in the District which reduce the capacity of the landfill bin may also have an effect over time.

5.0 NEXT STEPS TO MOVE TOWARDS 50% TARGET BY 2020

- 5.1 To maximise recycling performance more recycling needs to be collected and/or less residual waste needs to be collected. The following initiatives and actions are due to be progressed to help improve recycling performance:

- The council will continue to replace and issue new 180l refuse bins in order to reduce capacity for new residents and those requiring replacements which will result in less and less refuse waste capacity
- the Green Footprints corporate action team are working with officers from across the Council to undertake a targeted approach to improving recycling participation in poor performing areas
- The council will continue to promote the importance of recycling on the annual waste collection calendar
- Refuse vehicles now have technology which can be used to identify non-recyclers for waste officers to make individual contact and support households
- Greater use of social media to promote recycling
- Joint waste communications with other district and County partners
- On-going work with Landlords to promote conversion from Coal to Gas heating systems
- Annual Recycling roadshows and presence at Community events
- Continually offer replacement containers for recycling

- 5.2 However, achieving 50% is seen as a difficult target to achieve within existing and reducing resources and one that the Leicestershire Waste Partnership which includes all Districts and the County Council will continually monitor, discuss and work together on.

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POLICY DEVELOPMENT GROUP – WORK PROGRAMME (as at 19/05/16)

Date of Meeting	Item	Lead Officer	Witnesses
28 September 2016 (PROV)	No Items		
11 January 2017 (PROV)	No Items		
8 March 2017 (PROV)	No Items		

Date of Meeting	Item	Lead Officer	Witnesses
28 June 2017 (PROV)	No Items		
TBC	Update Report for Section 106 Contributions for Health	Steve Bambrick, Director of Resources	District and neighbouring representatives from CCG

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, 24 June 2016. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 26 July 2016 is 5pm Friday, 15 July 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
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
Leicester and Leicestershire Combined Authority Constitution	Cabinet	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	Draft Leicester and Leicestershire Combined Authority Constitution
Community Safety Strategy Refresh 2016/17	Cabinet	Key	Public	14 June 2016	Councillor Trevor Pendleton Tel: 01509 569746 trevor.pendleton@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
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 Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Environmental Health - Food Safety Service Delivery Plan 2016/17	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 and Draft Food Safety Service Delivery Plan 2016/17
Quarter 4 Performance Report	Cabinet	Non-Key	Public	14 June 2016	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report

Decision	Decision Maker	Status of Decision	Public or Private (and reason – where private)	Date of Decision	Contacts	Documents to be submitted to the Decision Maker
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
HRA Asset Disposals	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 commercially sensitive land values	14 June 2016	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report
Ashby de la Zouch Neighbourhood Plan	Cabinet	Key	Public	14 June 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 Plan

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
Purchase of Brownfield Land in Ashby	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) Purchase has not been completed and as such contains sensitive financial information	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
HRA Empty Homes Clearance Services - Award of Contract	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) Contains commercially sensitive information about costs	14 June 2016	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@nwleicestershire.gov.uk	Report
July						

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
Provisional Financial Outturn 2015/16	Cabinet	Key	Public	26 July 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Update on the Coalville Project including Establishing a Frontages Improvement Grant Scheme	Cabinet	Key	Public	26 July 2016	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Economic Development Tel: 01530 454773 kay.greenbank@nwleicestershire.gov.uk	Report
Minutes of the Coalville Special Expenses Working Party - 7 July 2016	Cabinet	Non-Key	Public	26 July 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
Safeguarding Annual Update Report 2015/16	Cabinet	Non-Key	Public	26 July 2016	Councillor Trevor Pendleton Tel: 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 john.richardson@nwleicestershire.gov.uk	Report
August There are no meetings scheduled.						

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
September						
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	20 September 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
High Speed 2 Update Report	Cabinet	Non-Key	Public	20 September 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
Medium Term Financial Strategy	Cabinet	Key	Public	20 September 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 1 2016/17 Performance Report	Cabinet	Non-Key	Public	20 September 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
October No Items						
November						
Review of Local Council Tax Support Scheme	Cabinet	Key	Public	15 November 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 2 Performance Report	Cabinet	Non-Key	Public	15 November 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
Minutes of the Coalville Special Expenses Working Party 13 October 2016	Cabinet	Non-Key	Public	15 November 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 of the meeting
December						

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
Land Sale - Coalville	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) Report will contain commercially sensitive financial information	13 December 2016	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Capital Programmes Projected Outturn 2016/17 and Draft Capital Programmes 2017/18 - 2020/21	Cabinet	Key	Public	13 December 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Draft General Fund Revenue Budget 2017/18	Cabinet	Key	Public	13 December 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Part Private Some background papers may contain exempt information	13 December 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
Housing Revenue Account (HRA) Budget Proposals for 2017/18	Cabinet	Key	Public	13 December 2016	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
January 2017						
Minutes of the Coalville Special Expenses Working Party - 15 December 2016	Cabinet	Non-Key	Public	17 January 2017	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Community Services Tel: 01530 454832 john.richardson@nwleicestershire.gov.uk	Report and minutes of the meeting
February 2017						
Capital Programmes 2017/18 to 2020/21	Cabinet	Key	Public	7 February 2017	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
General Fund and Special Expenses Revenue Budgets 2017/18	Cabinet	Key	Public	7 February 2017	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 2017/18	Cabinet	Key	Public	7 February 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
The Treasury Management Strategy Statement 2017/18 and Prudential Indicators 2017/18 to 2019/20	Cabinet	Key	Public	7 February 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Head of Finance Tel: 01530 454520 ray.bowmer@nwleicestershire.gov.uk	Report
March 2017						
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 March 2017	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
Quarter 3 Performance Report	Cabinet	Non-Key	Public	14 March 2017	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	Cabinet	Key	Public	14 March 2017	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
April 2017 There are no meetings scheduled.						
May 2017 There are no meetings scheduled.						