

Meeting	POLICY DEVELOPMENT GROUP
Time/Day/Date	6.30 pm on Wednesday, 20 September 2017
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 23 August 2017.	3 - 8



5. COMMUNITY FOCUS GRANTS

Report of the Head of Economic Development **9 - 20**

6. ANNUAL REPORT

Report of the Director of Resources **21 - 34**

7. UPDATE TO THE COUNCIL'S CONSTITUTION

Report of the Head of Legal and Support Services **35 - 68**

8. 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. **69 - 86**

Circulation:

Councillor N Clarke
Councillor T Eynon
Councillor J Geary
Councillor D Harrison
Councillor G Houl
Councillor P Purver
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, 23 AUGUST 2017

Present: Councillor M Specht (Chairman)

Councillors T Eynon, D Harrison, G Houlst, P Purver, V Richichi, S Sheahan (Substitute for Councillor J Geary) and N Smith

In Attendance: Councillors R Adams, J G Coxon, D Everitt, R Johnson and J Legrys

Portfolio Holders: Councillor A V Smith MBE

Officers: Mr T Galloway, Mr D Gill, Mr A Hunkin, Mrs B Smith and Mrs R Wallace

44. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor J Geary.

45. MINUTES

Consideration was given to the minutes of the meeting held on 28 June 2017.

Councillor N Clarke asked for his comments made during the Section 106 Contributions to Health Update Report be entered into the minutes.

It was moved by Councillor V Richichi, seconded by Councillor N Smith and

RESOLVED THAT:

Subject to the above amendment, the minutes of the meeting held on 28 June 2017 be approved and signed by the Chairman as a correct record.

46. DECLARATION OF INTERESTS

There were no declarations of interest.

47. PUBLIC QUESTION AND ANSWER SESSION

No questions were received.

48. UPDATE ON THE LEISURE PROJECT

The Chief Executive gave a presentation to update the committee on the project and the plans moving forward.

The Chairman referred to comments once made by the previous Chief Executive relating to making difficult decisions for the District. He welcomed the Chief Executive to lean times for the District which would no doubt involve many difficult decisions.

Councillor N Smith referred to a comment made by the Chief Executive regarding the development of the Hermitage Leisure Centre site once it was closed, he asked for clarity on which parts of the site could be developed. The Chief Executive clarified that she was referring to the building and the carpark only, not the pitches or surrounding fields. She added that there would need to be consultation with the Parish Council and that options regarding the development of the site would be considered by Members at a later stage.

Councillor N Smith commented that he was familiar with the current problems with traffic and air pollution surrounding the Hermitage Leisure Centre and the proposed new centre would resolve this. It would also provide a state of the art facility which would encourage people to stay in the District rather than travelling to access these facilities. He also asked that parking spaces be considered for local residents on Thornborough Road as they currently struggled to park. He believed that this would be the most important decision the Council has made for many years and urged Members to visit other similar facilities such as at Hinckley to see the benefits.

The Chairman agreed with Councillor N Smith's suggestion to visit Hinckley's new leisure centre and also felt that it would benefit Whitwick Parish Council and the Whitwick Action Group to visit too. The Chief Executive commented that she would be happy to arrange a visit.

The Chairman referred to comments made by the Chief Executive regarding a County Council covenant on the proposed site. He asked for confirmation as to who actually owned the land. The Chief Executive confirmed that the land was owned by the District Council and that Legal Services were currently looking into the covenant further.

The Chairman suggested that an indoor bowls facility be included in the proposals.

At this point, Councillor S Sheahan raised a number of questions and the following answers were received from the Chief Executive:

- Referring to paragraph 1.9 of the Cabinet report attached at appendix 1, Councillor S Sheahan asked for the number of people that would rather see the Hermitage leisure centre upgraded in its current location and asked what work had been undertaken to investigate that option. The Chief Executive explained that she would provide the figures outside of the meeting as she did not have the information to hand. She explained that the consultant who was brought in to assess the Hermitage Leisure Centre had advised against that option for a number of reasons. At the request of Councillor S Sheahan, the Chief Executive agreed to circulate the advice given by the consultant to Members.
- Councillor S Sheahan raised concerns that residents of Whitwick may not be able to access the new leisure centre and asked if transport links such as buses had been looked into. The Chief Executive reminded Members that the Leisure Centre was for the whole of the District and it needed to be accessible to all. She confirmed that transport links had been investigated which included cycle routes and walk ways but added that having the centre on a main road would make it more accessible. Councillor S Sheahan commented that a shuttle service had been suggested in the past and maybe this was something that could be looked into further.
- Councillor S Sheahan asked if any further work had been undertaken on the financial modelling since the Cabinet meeting in July. The Chief Executive explained that there had been lots done regarding the specification of additional financial support and work had been undertaken to test the assumptions. It had given her confidence that the project was moving in the right direction.
- Councillor S Sheahan referred to the £200,000 savings mentioned in paragraph 2.2 of the cabinet report attached at appendix 1, and asked if there were any tax savings for the potential operators. The Chief Executive explained that the cost savings were a result of not having to manage that service element. After further questioning on the issue from Councillor S Sheahan, the Chief Executive commented that there would be some taxation benefits but this would not form any part of the financial planning. She

added that there would be a Board of Trustees who would look at this issue as well as what would happen with the profits.

- Councillor S Sheahan asked how the core operational staff would be affected with the loss of the leisure centre staff. The Chief Executive explained that all staff members would be assessed to decide whether they would be part of the transfer and it was stressed that existing terms and conditions would be protected. It was inevitable that some senior staff members would be lost in the transfer.
- Councillor S Sheahan asked what the plan was for the use of the Cropston Drive site. The Chief Executive reported that nothing had been confirmed yet for the use of the site.
- Referring to paragraph 2.3 of the cabinet report attached at appendix 1, Councillor S Sheahan asked how the £4million funding assumptions had been calculated. The Chief Executive reported that as she was not part of the initial agreements it was difficult for her to give an answer, she was aware that it was a guestimate at the time. She confirmed that the finance team were providing models for all the possible options financially to gain a clearer picture of the financial position.
- Councillor S Sheahan asked what the timeframe was for being informed about the financial implications regarding pensions. The Chief Executive reported that £150,000 had originally been put aside to deal with this issue but the pension providers had now confirmed that it would not be necessary.
- Referring to paragraph 4.2 of the Cabinet report attached at appendix 1, Councillor S Sheahan raised concerns that the chosen model to be used for procuring a new operator was being used only on the advice of Sporting England and no other advice had been sought. The Chief Executive gave examples of other authorities that had used the model and had been very successful.
- Councillor S Sheahan asked what role Martin Vickery had as he was referred to in appendix 2. The Chief Executive explained that he undertook the market research on behalf of the Council. At the request of Members, the Chief Executive agreed to provide the market research.
- In response to a question from Councillor S Sheahan, the Chief Executive explained that the consultation would be conducted in accordance with the Sporting England Toolkit.
- Councillor S Sheahan asked for more details on how the lease agreement would work with the chosen operator. The Chief Executive explained that the details had not yet been finalised but would form part of the specification during the procurement process. She added that the lease period was usually 15 to 25 years and would include break clauses.
- Councillor S Sheahan raised concerns that building on the proposed site was moving £18million away from Coalville town centre as the original plan was to build in the town. The Chief Executive commented that the proposed site was still in the wider Coalville area and therefore she did not agree that money was being moved away from the town.
- Councillor S Sheahan commented that the plans within the report were very small and not clear. The Chief Executive responded that the plans were indicative purposes only.

- Councillor S Sheahan questioned what was meant by 'wider participation' regarding the use of the centre. The Chief Executive explained that the aim was to encourage people who would not usually use a council facility and those that travel outside the area to use other facilities to stay in the District and use the centre.
- Councillor S Sheahan was not happy with section 8 of the cabinet report at appendix 1 as it was obviously written by the industry and he felt it was full of propaganda. The Chief Executive agreed.
- Councillor S Sheahan asked how competitive dialogue brought more benefits than the usual negotiation methods in relation to the procurement process. The Chief Executive believed that it was more flexible to come to an agreement regarding the best way of working and to get what was needed. She added that it also provided the opportunity to develop the best working relationships.

Councillor N Clarke felt that it was very glamorous to have a brand new leisure centre but it was important to consider the possible outsourcing of staff, planning permissions involved and how the project would be financed. He commented that the Cropston Drive site was originally bought for council housing and believed this should be taken into account when selling it. The Chief Executive accepted this point as she was not aware of the original plans for the site. She did however stress that if the site was sold for housing, the Council would have an input on the number of dwellings and affordable housing on the site. The Chairman reminded Members that a number of new council houses were now being built on other sites.

Councillor N Clarke also raised concerns regarding how the casual workers would be affected especially as some were currently employed on zero hour contracts. He asked how staff would be chosen to be transferred or not. The Chief Executive explained that full assessments would be undertaken of all staff affected and calculations made to decide which staff would be transferred, officers did not make the decision. A senior Officer would still be required to be the link between the service provider and the Council to ensure the contract was being delivered. All was subject to Human Resources policy.

Councillor N Clarke believed that the re-evaluations regarding the suitable sites as detailed at appendix 3 had been tailored to get the desired outcome. He explained that questions one and two were basically asking the same things and if one of these were removed the calculations would make the Snibston site equal to the A511 site. He believed that the Snibston site would be more suitable as it would be more cost effective and easier to develop. The Chief Executive commented that she was not involved in the original discussions regarding the sites, however Cabinet had now made the decision to proceed with investigating further into the proposed A511 site.

Councillor N Clarke commented on the following wording: 'anticipates wider participation'. He felt it should be 'guaranteed' rather than 'anticipated'. The Chairman felt that the wording could not be changed as people could not be forced to use the facility and therefore it could not be guaranteed. Councillor N Clarke therefore felt that it was not worth undertaking the project and the leisure centre should be left as it was.

Councillor T Eynon commented that the trust model did bring concerns as everyone wanted a new leisure centre but there had been many promises in the past that had not transpired. She raised concerns regarding the tax loophole and she hoped it was something that it would be closed in the near future by national government. She also believed that the model used for locating a suitable site was biased and thought it was still worthwhile looking further into the Snibston site, there was no record of any conversation with Leicestershire County Council and the site was now derelict.

Councillor T Eynon had not seen any evidence that a new centre would reach out to people that did not usually exercise and hoped work would be undertaken to address that. The Chief Executive explained that the leisure centre only formed part of the leisure offer for the district and work would definitely be done with other agencies to address the issues.

Councillor D Harrison congratulated the Portfolio Holder on the work undertaken to date and he understood it was still a work in progress. He believed a new leisure centre would be a good catalyst for the community and it would be something for local people to be proud of. He urged Members to not be judgemental before the full details were available.

Councillor N Smith commented that it was an interesting debate and he was sure that when Hinckley were deciding on their new leisure centre, they would have had similar concerns, however they now had a wonderful facility. He believed it was a good opportunity for the district which Members should grasp.

Councillor P Purver felt that a new leisure centre should be welcomed. She shared her experiences of children's swimming lessons at a weekend and how much of a struggle it was due to the facilities not being adequate. She believed the proposed site was a good one and that it was a good opportunity in general.

RESOLVED THAT:

The report be received and comments by the Policy Development Group be noted.

49. EXCLUSION OF PRESS AND PUBLIC

It was moved by Councillor D Harrison, seconded by Councillor N Smith and

RESOLVED THAT:

In pursuance of Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the remainder of the meeting on the grounds that the business to be transacted involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act and that the public interest in maintaining this exemption outweighs the public interest in disclosing the information.

50. CALL-IN OF CABINET DECISION OF 25 JULY 2017 ENTITLED: ASSET MANAGEMENT - LONDON ROAD CAR PARK

The Interim Director of Resources presented the report to Members, highlighting the decision taken by Cabinet on 25 July 2017 and addressing each of the reasons put forward for the call-in as attached. He reminded Members that a call-in was not about the merits of the decisions themselves, but whether the decisions had been made properly in accordance with the Council's Constitution.

Members discussed the report before them and expressed concerns over the decisions that had been made.

The Deputy Monitoring Officer advised Members that if they were to agree on option B then something in writing would be required detailing the concerns regarding the decision making process. He suggested that the Committee agree on a Member to supply this by delegation and recommended the Chairman.

The Chairman moved option B with the addition that written comments from the Policy Development Group be delegated to the Chairman. It was seconded by Councillor D Harrison.

RESOLVED THAT:

- a) Cabinet be asked to reconsider its decision in the light of comments from the Policy Development Group.
- b) Delegation be given to the Chairman to provide the written comments for consideration by Cabinet on behalf of the Policy Development Group.

51. ITEMS FOR INCLUSION IN THE FUTURE WORK PROGRAMME

Councillor T Eynon commented that the Medium Term Financial Strategy would not be seen by the Committee prior to Cabinet due to the scheduling of the meetings. She also asked who would be attending the next meeting regarding the gas supply in rural areas item. The Interim Director of Resources confirmed that the Committee would see the Medium Term Financial Strategy as part of the budget report as the two items had been realigned. He also confirmed that the gas supplier attending the meeting would be a representative from British Gas and they were due to come to the next meeting. Unfortunately, they had let him down before as they were due to come to previous meetings.

The Chief Executive stated that the performance reports would be brought to future meetings.

The Deputy Monitoring Officer stated that the item regarding the planning committee scheme of delegation would not be brought to the next meeting as work was still ongoing but there would be a constitutional update regarding scrutiny arrangements and contract procedure rules.

RESOVLED THAT:

- a) The quarterly performance reports be added to the work plan.
- b) A constitutional update report be added to the work plan.
- c) The 'Review of Planning Committee Scheme of Delegation' item be deferred to the meeting on 10 January 2018.

Councillor V Richichi left the meeting at 5.55pm.

The meeting commenced at 5.30 pm

The Chairman closed the meeting at 7.56 pm

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**POLICY DEVELOPMENT GROUP - WEDNESDAY, 20 SEPTEMBER 2017**

Report Title	COMMUNITY FOCUS GRANTS
Contacts	<p>Councillor Alison Smith 01530 412059 Alison.smith@nwleicestershire.gov.uk</p> <p>Chief Executive 01530 454500 Bev.smith@nwleicestershire.gov.uk</p> <p>Head of Economic Development 01530 454773 Kay.greenbank@nwleicestershire.gov.uk</p>
Purpose of report	Inform members of the grants administered by Community Focus from April 2016 to March 2017.
Council priorities	<p>Value for Money</p> <p>Homes and Communities</p> <p>Green Footprints</p>
Implications:	
Financial/Staff	Part time staff review grant applications and monitor the projects to completion. Grant funding is allocated annually.
Link to relevant CAT	The green Footprints CAT sponsor Green Shoots and Green Grant scheme.
Risk Management	Risk is managed by a robust assessment and monitoring process
Equalities Impact Screening	None
Human Rights	None
Transformational Government	N/A
Comments of Head of Paid Service	Report is satisfactory
Comments of Deputy 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory

Consultees	None
Background papers	None
Recommendations	TO NOTE THE APPROVAL PROCESSES AND THE NUMBER OF GRANTS AWARDED SUPPORTING THE COMMUNITY

1.0 INTRODUCTION

- 1.1 Community Focus was asked to provide an explanation of the processes and a summary of the grants awarded.
- 1.2 Community Focus team administer; Small Grants Scheme, Green Grants, Coalville Special Expenses community chest grant fund and Green Shoots. In this report it will explain what the grants are for, the procedure for the grants, the grants we have received and supported 2016/17. (See Appendix E for the NWLDC website information)

2.0 NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL GRANTS

2.1 Small Grant Scheme

The grant scheme allows organisations to apply for up to £500 which needs to be 50% match funded. Appendix A provides details of the applications and awards in 2016/17.

Grants are available for one off pieces of expenditure for projects, equipment and other items or simply just to try something different. The small grant scheme aims to make grants easily available to local community and voluntary groups. The application process is open all year to organisations.

The small grant scheme can really make a difference in helping communities get schemes and projects started. The organisation applying for the grants need to be a not-for-profit voluntary organisation, community group or a registered charity. Consideration will be given to applicants that can demonstrate the benefits of a new and innovative project for the local community and residents of North West Leicestershire. There were 16 applications during 2016/17. 87.5% were approved and 12.5% were rejected (2 applications) as they did not meet the grant criteria. The total spend from the small grant budget was £5623 with an under spend of £6677. The total value of the projects reached £20,579.73. The Small Grant Scheme changed from the one off Grant in 2014 and is a rolling program year on year, the 2017/18 budget has been set at £10.800.

2.2 Green Grant Scheme

Through the Green Footprints, the Green Grants scheme supports environmentally-focussed community projects across the district of North West Leicestershire since 2015. The grant is open to all organisations so long as they are constituted. Organisations can apply for £500 but match funding is required; this needs to be cash as opposed to in-kind funding, therefore the project should have a minimum value of £1000.

The project needs to fit around the Corporate Green Footprints themes of:

- Community orchard
- Hedgeplanting
- Native bulb planting
- Wildflower meadow
- General environmental improvements
- Litter
- Flytipping
- Dog fouling
- Recycling
- Composting
- Energy efficiency
- Transport issues
- Cycling/walking

Appendix B provides details of the 10 applications and awards in 2016/17. 100% of these grants were approved, creating gardens clearing neglected footpaths and assisting to upgrade lighting in Moira Village hall. Details of the other projects can be found in the Appendix B. The total spends for the green grant scheme was £5,000 with a total value of the projects reaching just over £45,000 (this includes match funding).

2.3 **Green Shoot Scheme**

The Green Shoots grants to help communities brighten up community areas in spring. Organisations applying for this grant indicate the location of the planting and decide which bulbs are most suited from the following selection.

- Narcissi
- Daffodils
- Crocus
- English bluebells

The Green Shoots application is made via a simple application form. The grant must be match funded and since the minimum order for each variety of bulb is 1000, the applicant must order a minimum of 2000 bulbs to qualify for the grant. The locations of the 14 applications and awards are detailed in Appendix C. 100% of the applications were considered and awarded the funding from Green Footprints a total of £1,900 (total including the match funding £3,800) and distributed 38,000 bulbs.

2.4 **Coalville Special Expenses Community Chest grant**

The Coalville Special Expenses Community Chest is a grants programme to support and encourage a range of community activities, initiatives and events that meet the needs of residents within the wards that are close to Coalville who do not have a Parish Council, these are; **Coalville, Bardon, Snibston, Thringstone and Greenhill.**

North West Leicestershire District Council will particularly look at supporting activities that build the strength of community groups and organisations to support themselves.

The grant scheme allows organisations to apply for up to £250 with no match funding required. Appendix D provides details of the 9 applications and awards that were awarded in 2016/17. 100% of the applications were found to fit the criteria and were awarded the funding up to £250. The Coalville Special Expenses community chest grants have been granted for approximately 10 years and in 2016/17 the was set at £3,000. The total spends for the Coalville Special Expenses community chest grant £2,246 with an under spend of £754.

3.0 PROCESS FOR EACH OF OUR GRANTS

Each Grant has a robust monitoring and evaluation process, the Community Focus team receive and check each application form ensuring the supporting material has been enclosed. Any outstanding information or documentation is followed up and recorded. When all appropriate information has been checked and approved the application is submitted to the next stage.

Each grant application follows a different process which is detailed in Appendix E. When the grant has been awarded and completed it is visited and followed up for advertising and auditing purposes.

4.0 GRANTS FOR 2017/18

- 4.1 Small Grant Scheme, 2017/18 budget has been set as £10,300 and new plans to spend the allocated funds are in place, such as a workshop on applying for a small grant, promotion with local community groups and at events (i.e. district days). We will also be doing some targeted work in communities where there were no applications.
- 4.2 Green Grants, there is no set budget for green grants 2017/18, funding is allocated from the existing EMR. There is a desire to increase the number of green grant applications and new plans are in place, such as workshop on applying for a green grant, promotion with local community groups, parish/town councils and at events (i.e. district days). We will also be doing some targeted work in communities where there were no applications.
- 4.3 Coalville Special Expenses community chest, 2017/18 budget will be £3,000. Community Focus will promotion with local community groups and at local events (i.e. Picnic in the Park and market days).
- 4.4 Green Shoots, 2017/18 is being supported by the existing Green Footprints budget.

Appendix A

The Small Grant projects we received in 2016/17.

	Name of applicant	Project name	Amount applied for	Total value of project	Successful or unsuccessful
1.	Agar Nook Community Association	BEST Young people's life coaching sessions	£424	£848	Successful
2.	Ashby Baptist Church	New partitioning	£500	£3500	Successful
3.	Ashby de la Zouch Museum	Digitalisation of collections	£500	£3271.44	Successful
4.	Castle Donington and District Branch of the Royal British Legion	New Standard	£500	£1134	Successful
5.	Castle Donington Street Party Committee	Queens 90 th birthday street party	£500	£3000	Successful
6.	Coleorton & New Lount Volunteer Group	Training for two volunteers	£416	£832	Successful
7.	Design Redefined	Hepatitis C support for Northwest Leicestershire	£500	£1250	Unsuccessful
8.	Diseworth Heritage Trust	Pull up banners	£468.60	£937.21	Successful
9.	Donisthorpe Community Fund	Party in the park for the Queens 90 th birthday	£327.80	£1092.68	Successful
10.	Hermitage FM	Branded gazebo	£500	£1199	Successful
11.	Ibstock Christmas Festival Committee	New signage for event	£500	£1303.20	Successful
12.	Kegworth Community Library	Kegworth – Arts and Crafts in the Community	£240	£480	Successful
13.	Kegworth Plan Group	One Kegworth Food Festival	£500	£480	Successful
14.	Moirs Village Hall	New table	£246.60	£493.20	Successful
15.	OK4U	A healthy relationships group	£500	No cost provided	Unsuccessful
16.	Party in the Park	Band and public liability insurance	£500	£2009	Successful
Total requested			£7,123	Total projects value (excluding the unsuccessful) : £20,579.73	
Total spend 2016/17			£6,123		

Appendix B

The Green Grant projects we received in 2016/17.

	Applicant	Project details	Amount of application	Amount of project	Successful or unsuccessful
1.	Castle Rock High School	To create a community garden and allotment	£500	£1,000	Successful
2.	Friends of Ashby Bath Grounds	To enhance a neglected footpath	£500	£8,000	Successful
3.	Kegworth Parish Council	The creation of a garden and wild flower area for use by the whole community	£500	£2,100	Successful
4.	Kegworth Parish Council	Funding to facilitate and provide equipment to volunteers to carry out community litter picks	£500	£2200	Successful
5.	Long Whatton and Diseworth Parish Council	Enhance area at The Cross in Diseworth with tidying, replanting and painting railings	£500	£1,340	Successful
6.	Measham Parish Council	To regenerate and invigorate Red Bank Corner	£500	£1,140	Successful
7.	Moirs Village Hall	Replacement of old fluorescent light fittings with new LED down lighters.	£500	£8,841.20	Successful
8.	New Lount Bowling Club	To replace rotting single glazed wooden windows with energy efficient upvc double glazed units	£500	£4,390	Successful
9.	Sweepstone Church Hall	Replacement of rotten windows	£500	£4,500	Successful
10.	Trent Rivers Trust	Enhancement of Gilwiskaw Brook near Hood Park Ashby	£500	£11,800	Successful
Total project request			£5,000	Total projects value: £45,311.20	
Total project spends			£5,000		

Appendix C

The Green Shoots projects we received in 2016/17.

	Applicant	Funding request	Match funding	In kind funding	Total bulbs
1	Agar Nook Community Association	£100	£100	450	2000
2	Ashby de la Zouch Town Council	£100	£100		2000
3	Breedon Parish Council	£100	£100	300	2000
4	Castle Donington Parish Council	£150	£150		3000
5	Donisthorpe Community Fund	£250	£250		5000
6	Friends of Thringstone	£100	£100		2000
7	Hugglescote and Donington le Heath Parish Council	£150	£150		3000
8	Ibstock in Bloom	£100	£100		2000
9	Kegworth Parish Council	£100	£100	500	2000
10	Measham Parish Council	£100	£100		2000
11	Moirra Village Hall	£150	£150		3000
12	Packington Parish Council	£200	£200	1000	4000
13	Rotary Club of Ashby Castle	£100	£100	100	2000
14	Sweepstone Parish Council	£200	£200		4000
Total		£1,900	£1,900	Total bulbs given out: 38000	

Appendix D

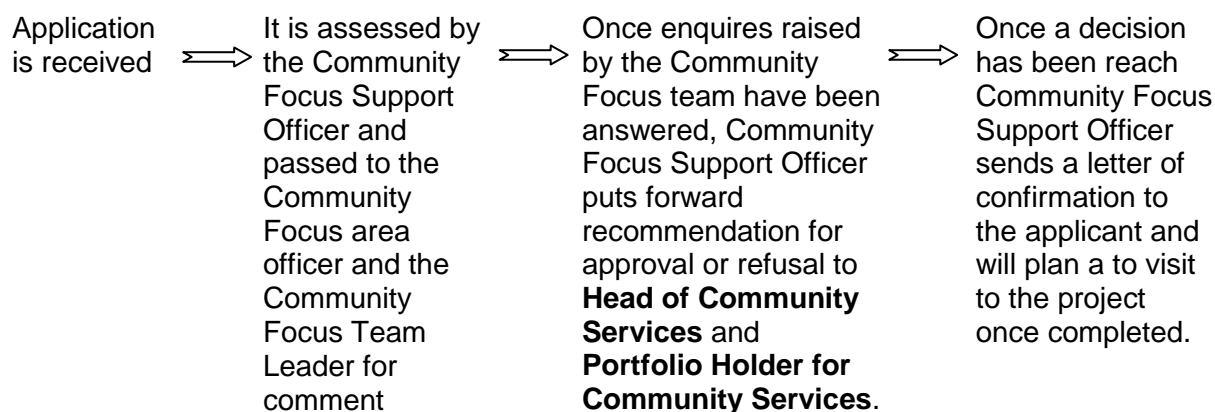
The Coalville special expenses community chest projects we received in 2016/17.

	Applicant	Amount of application	Successful or unsuccessful
1.	Agar Nook Community Association	£246	Successful
2.	Chorus Theatre	£250	Successful
3.	Civil Service Retirement Fellowship Coalville	£250	Successful
4.	Ebenezer Baptist Church	£250	Successful
5.	Network for Change	£250	Successful
6.	Thringstone & District Disabled Activities Club (TADDAC)	£250	Successful
7.	Thringstone House Community Centre	£250	Successful
8.	Thringstone Retired People's Fellowship	£250	Successful
9.	Without Wall Christian Fellowship	£250	Successful
Total project request		£2,246	
Total project spends		£2,246	

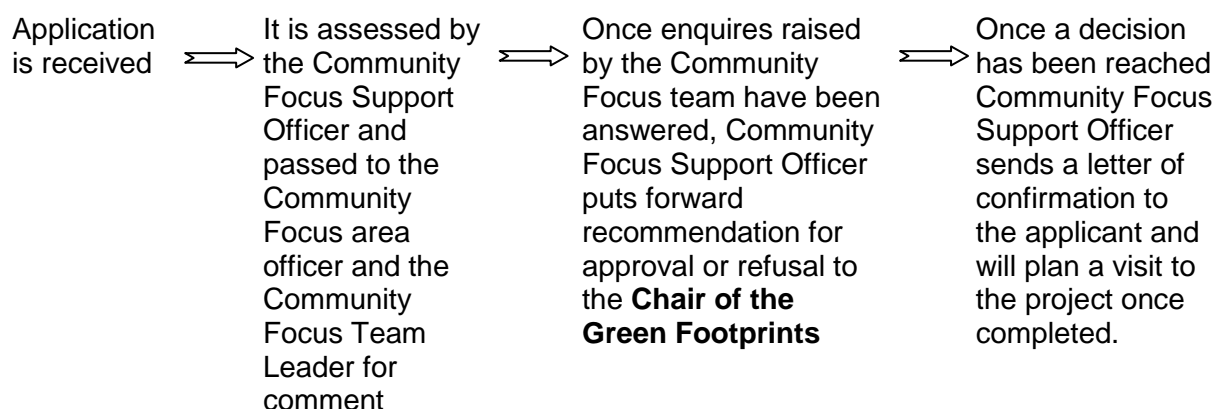
Appendix E

North West Leicestershire Grant Processes

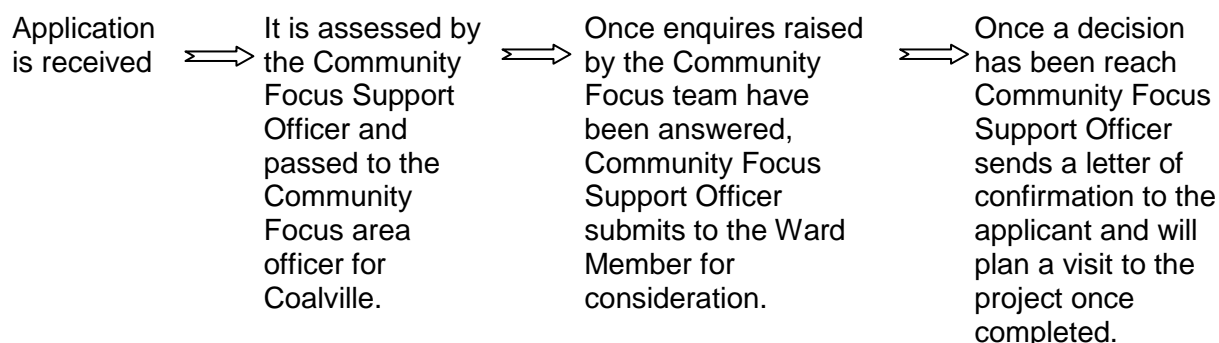
Small Grant Scheme



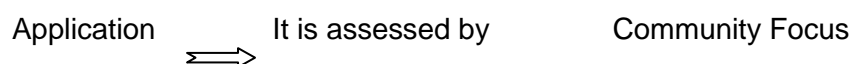
Green Grants Scheme



Coalville Special Expenses community chest grant



Green Shoots Scheme



is received	the Community Focus Support Officer and shared with the Community Focus area officer for information.	⇒	Support Officer arranges publicity with groups for photo opportunity in the spring.
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NWLDC website pages for the Grants

Small Grant Scheme

Grants are available for one off pieces of expenditure for projects, equipment and other items or simply just to try something different.

You can apply up to £500 which amount you will need to match fund.

The small grant scheme aims to make grants easily available to local community and voluntary groups. There are no deadlines for applications.

Small grant scheme application form

Small grant scheme guidance notes

Coalville Special Expenses community chest grant fund

The maximum amount of funding for the Coalville Special Expenses Community Chest Grant is £250. There are no deadlines for applications

The Coalville Special Expenses Community Chest is a grants programme to support and encourage a range of community activities, initiatives and events that meet the needs of residents in these wards: Coalville, Bardon, Snibston, Thringstone and Greenhill.

Coalville spec expenses community chest grant scheme 2017

Green Grants

As part of the Green Footprints Challenge, we are offering Green Grants of £500 each for environmentally-focussed community projects across the district of North West Leicestershire. These are simple projects that make a big impact and are open to groups and organisations, including parish councils. Match funding of £500 is required; this needs to be cash as opposed to in-kind funding. Therefore your project should have a minimum value of £1000.

Application forms can be found at **Green grants**

Green Shoots Scheme

As part of the Green Footprints Challenge, we are offering Green Shoots grants to help communities brighten up their areas in spring. We have the following bulb selections on offer but will do our best to accommodate any other suggestions you may have.

Application forms can be found here **Green shoots grants**

An example of a completed the application form can be found here, **Green shoots example form**.

The deadline for ordering these bulbs will be **Friday 11 August 2017**.

Where are you thinking of planting?	Suggested bulb type
-------------------------------------	---------------------

Grassy areas	Naturalising mix of narcissi and/or daffodils
Short mown areas	Crocus
Woodland areas	English bluebells

How many bulbs can we select?

Bulbs are provided in bundles of approximately 1000 bulbs. We are working on a cost of 1000 bulbs at approximately £100. You need to order at least 2000 bulbs, eg. this could be a combination of 1000 daffodils and 1000 bluebells.

Number of bulbs requested	NWLDC pays	You pay
2000	£100	£100
3000	£150	£150
4000	£200	£200
5000	£250	£250
etc		

Who will order the bulbs?

The district council's grounds maintenance team will buy the bulbs in bulk, which will enable us to get the bulbs at the cheapest rate possible. The district Council's Community Focus Officers will then deliver the bulbs to each of the groups.

Who will plant the bulbs?

You will then mobilise your volunteers and arrange your own planting days in autumn.

How do we pay?

Once you have received confirmation that your grant request has been successful, please send a cheque for the appropriate amount made payable to North West Leicestershire District Council (NWLDC). Cheques should be sent to the Community Focus Team, c/o NWLDC offices, Whitwick Road, Coalville, Leicestershire, LE67 3FJ.

Do we need to get permission for planting?

Where your group/organisation is not the landowner, you will need to demonstrate that you are the long-term lease holder or have secured agreement with the owner for developing the project. If you intend planting on the public highway you will need to contact Leicestershire County Council to gain permission. Email: customer.services@leics.gov.uk

Who is responsible for Health & Safety and Public Liability Insurance?

Your group will be entirely responsible for any Health & Safety requirements when planting your bulbs, particularly if you are intending to plant on the public highway. Your group/organisation will need to have its own public liability insurance in place or approach your local parish/town council to operate under their insurance.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**POLICY DEVELOPMENT GROUP - WEDNESDAY, 20 SEPTEMBER 2017**

Report Title	ANNUAL REPORT
Contacts	<p>Councillor Michael Specht 01530 817544 michael.specth@nwleicestershire.gov.uk</p> <p>Director of Resources 01530 454833 andrew.hunkin@nwleicestershire.gov.uk</p>
Purpose of report	To present on an annual basis the items and reports considered by PDG and to gauge its impact on Council business, and its effectiveness.
Council priorities	All
Implications:	
Financial/Staff	None
Link to relevant CAT	None
Risk Management	None
Equalities Impact Screening	None
Human Rights	None
Transformational Government	None
Comments of Head of Paid Service	Report is satisfactory
Comments of Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	None
Background papers	Previous PDG Agendas and Reports
Recommendations	THAT PDG NOTES THE ANNUAL REPORT FOR PRESENTATION TO COUNCIL ON 21 NOVEMBER 2017.

1.0 BACKGROUND

- 1.1 As part of the process of improving the effectiveness of scrutiny at the Council, a report has been prepared setting out the issues and reports that PDG has considered in 2016/17. This can also be used to gauge PDG's impact on Council business, and its effectiveness.
- 1.2 This report will be presented to Council on 21 November 2017. In this future years this annual report will be aligned with other annual reports.

2.0 ISSUES AND REPORTS CONSIDERED

1 JUNE 2016

The Effectiveness of Scrutiny at the Council

- 2.1 The Leader attended the meeting.
- 2.2 There had been some frustration amongst PDG members and according to the minutes of the previous meeting, "scrutiny was toothless, positive recommendations were seldom made, and were not acted upon when they were made".
- 2.3 The Leader stressed the important role PDG had in holding the Cabinet to account and in taking an overview of policy development in line with the Council's priorities. He made some suggestions that would provide PDG with a greater level of involvement – and these were accepted:
 - The Chair to have a single point of contact from the Corporate Leadership Team – and that contact to be the Director of Resources.
 - The Labour Group's Scrutiny Lead Member to meet with the Chair and the Director of Resources to move things forward.
 - PDG Members to bring forward, at an agreed frequency, potential items and issues for policy development and scrutiny; and those agreed to be worked up into proposals for inclusion in the work programme along with timescales and the resources that would be required.
 - The Leader and Chief Executive to meet with the Chair to informally discuss the work programme.
- 2.4 The single point of contact has been set up and regular discussions on the work programme, and briefing meetings are held. This has helped to scope the work programme and prepare for PDG meetings.
- 2.5 The Labour Group's Scrutiny Lead Member met with the Chair and the Director of Resources to move things forward. As a consequence, a single document was developed that sets out PDG's role and purpose, and gives clarity to call-in arrangements (Appendix 1) and a process for scoping and prioritising reviews was developed (Appendix 2).
- 2.6 Whilst the number of items considered by PDG is not the sole measure of success it is pleasing to note that the number of items considered by PDG has risen, with 16 items being considered in the four meetings (including the June 2017 meeting) since the new arrangements have been put in place, compared to 12 for the previous four meetings. The process for scoping and prioritising reviews has been used once (small grants review). Members also added to the work programme, items on ICT security and the balance of the local economy.

- 2.7 The leader and Chief Executive has met with the PDG Chair.

Waste Services Recycling Performance and Targets Update

- 2.8 The Head of Community Services presented the report to Members highlighting how recycling performance was measured, comparisons with other local authorities in Leicestershire and issues that affect recycling levels. He also set out the next steps to move towards 50% recycling by 2020.

28 SEPTEMBER 2016

Parking Strategy Update

- 2.9 PDG received a presentation on the Daft Parking Strategy from officers and the Council's consultants White Young Green. The Head of Community Services informed Members this was the Council's first Parking Strategy and that it related to the whole of the District. Comments made by PDG were reported to Cabinet when it considered the Parking Strategy.

Implications for HS2 for the District

- 2.10 The Head of Planning and Regeneration reported that expert consultants, SLC Rail, had been engaged to provide advice and assistance in narrowing down the Council's options. He highlighted the proposed strategy which included both proactive and reactive elements, as well as the Council's role regarding business focus and public protection.
- 2.11 The report was endorsed for consideration by Cabinet.

Update on New Build Council Homes Programme

- 2.12 PDG received an update on progress with the Council's housing new build programme in respect of potential schemes at Linford Crescent, Verdon Crescent and Cropston Drive in Coalville; and Smedley Close and Staley Avenue in Ashby. Comments on the report were considered by the Housing Portfolio Holder and the Director of Housing.

11 JANUARY 2017

Local Policing Update

- 2.13 The Local Policing Unit Commander gave an update to Members on matters including current resources and demand, crime rates, strategic priorities and performance.

HS2 – Presentation from SLC Rail.

- 2.14 PDG received a presentation from SLC Rail, which had been engaged by the Council to provide technical and other know-how to guide the Council and assist in narrowing down options and priorities. The presentation set out the current position for Phase 2 of HS2 and the next steps available to the Council.

Draft General Fund Revenue Budget Proposals and Capital Programmes 2017/18

- 2.15 PDG was invited to scrutinise the General Fund and Capital Programme proposals and provide any comments for Cabinet to take into account when it agreed final recommendations.

Housing Revenue Account Budget Proposals for 2017/18

- 2.16 PDG was invited to scrutinise the Housing Revenue Account Budget Proposals and provide any comments for Cabinet to take into account when it agreed final recommendations.

ICT Services Update

- 2.17 The Audit and Governance Committee had raised a concern on the arrangements the Council had or was putting in place for the security of its systems and data. In particular there was a concern if these arrangements involved the use of 'cloud technology'. The matter had been referred to PDG for consideration. The ICT Manager explained that the Council was embarking on a modernisation of its ICT arrangements and this included improving the security of its systems and data by moving its servers and infrastructure away from the main Council offices, into a managed secure private data centre. He set out the benefits this would bring and explained that a procurement exercise was being run and a contract would be awarded following consideration by Cabinet.

8 MARCH 2017

Review of Small Grants

- 2.18 PDG received a Topic Suggestion Form to help scope the review of small grants and agreed to consider annually a report setting out the small grants awarded throughout the year, and to invite a manageable number of grant recipients to future meetings to discuss how the grant had been spent.

Review of Housing Policies

- 2.19 The Head of Housing presented the report explaining that policies were periodically reviewed and updated to provide officers with a framework for delegated decision making when delivering services. He presented policies on: anti-social behaviour, tenancy, compensation and the homeless duty. PDG's comments were considered by Cabinet when approving the policies.

Draft Safer North West Community Safety Partnership Strategy 2017-20

- 2.20 The Head of Community Services presented the report to Members, highlighting the three themes for 2017-20 of the Safer North West Community Safety Partnership. The Stronger and Safer Communities Team Manager went through the three proposed priority areas for the action plan from the strategic assessment and the Community Safety Team Leader presented the draft Safer North West ASB Action Plan. PDG commented on and noted the strategy and associated plans.

How Leicestershire's Roads, Pavements and Verges could be managed in the future – LCC Consultation

- 2.21 The Council had received a consultation document from the County Council on its Highway Maintenance Policy and Strategy. Due to highway matters being a regular cause for residents' comments, PDG was asked to comment on the consultation document and inform the Council's response.

3.0 SUMMARY AND FUTURE DEVELOPMENTS

- 3.1 PDG has discussed and scrutinised a number of very important items to the Council. As a matter of course, PDG's comments are appended to Cabinet reports and referred to at Cabinet.
- 3.2 Members are referring more items to PDG and are using the scoping document to scope the more difficult or resource-intensive proposed items.
- 3.3 The Work Programme will continue to be updated to include more items making up the Council's Policy and Budget Framework including: the Council Delivery Plan, the End of Year Report, the Medium Term Financial Strategy and quarterly performance reports.
- 3.4 In order to allow this, an amendment to increase the scheduled number of PDG meetings from four to six is being proposed. In line with the current Constitution, additional meetings can still be arranged if required.

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POLICY DEVELOPMENT GROUP

PURPOSE

The scrutiny function is carried out by PDG. It supports the work of the Cabinet and the full Council. It allows citizens to have a greater say in Council matters by holding public inquiries into matters of local concern. These lead to reports and recommendations which advise the Cabinet and the Council as a whole on its policies, budget and service delivery.

PDG also monitors Cabinet decisions and can 'call-in' a decision which has been made but not yet implemented. This enables it to consider whether the decision is appropriate.

PDG may be consulted by Cabinet or the Council on forthcoming decisions and the development of policy.

TERMS OF REFERENCE

PDG will undertake or request reviews of policy.

PDG is not able to take decisions but makes recommendations to either Cabinet or Full Council.

There are two elements to the work of PDG:

- Able to "call-in" executive decisions taken but not implemented by Cabinet or portfolio holders, in line with the call-in procedure set out in the Scrutiny Procedure Rules.
- Able to undertake detailed reviews of issues either within or outside the Council.

GENERAL ROLE OF PDG

Effective overview and scrutiny is essential to enhance the accountability and transparency of the decision making process. PDG has a key function in holding the Cabinet to account.

PDG's role in relation to the development of the Council's budget and policy framework is set out in detail in the Budget and Policy Framework Procedure Rules.

Within its terms of reference, PDG will:

- review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions other than development control and other quasi-judicial matters;
- make reports and/or recommendations to Full Council and/or Cabinet in connection with the discharge of any functions;
- consider any matter affecting the district or its inhabitants;
- exercise the right to call-in, for reconsideration, executive decisions made but not yet implemented by Cabinet or portfolio holders;
- take an overview of policy development in line with the priorities of the Council; and
- exercise powers for the Community Call for Action;
- In accordance with the Crime and Disorder (Overview and Scrutiny) Regulations 2009, act as the crime and disorder committee of the Council.

PDG may, in relation to matters within its terms of reference, hold enquiries and investigate the available options for future direction in policy development and may appoint advisors and assessors to assist it in this process. It may go on site visits, conduct public surveys, hold public meetings,

commission research and do all other things that it reasonably considers necessary to inform its deliberations. It may ask witnesses to attend to address it on any matter under consideration and may pay to any advisors, assessors and witnesses a reasonable fee and expenses for doing so.

CO-OPTEEES

PDG shall be entitled to recommend to Council the appointment of a number of people as non-voting co-optees.

MEETINGS

There shall be no more than four meetings of PDG per municipal year. In addition, meetings may be called from time to time to consider matters called in.

REPORTS FROM PDG

Once it has formed recommendations on proposals for development, PDG will prepare a formal report and submit it to the Proper Officer for consideration by Cabinet if the proposals are consistent with the existing budgetary and policy framework; or to Council as appropriate (e.g. if the recommendation would require a departure from or a change to the agreed budget and policy framework).

If PDG cannot agree on one single final report to Council or Cabinet, then up to one minority report may be prepared and submitted for consideration by Council or Cabinet with the majority report.

MEMBERS AND OFFICERS GIVING ACCOUNT

PDG may monitor and review decisions made or actions taken in connection with the discharge of any Council functions, insofar as they relate to matters within its terms of reference. As well as reviewing documentation, in fulfilling the monitoring role, it may require any member of Cabinet, the Head of Paid Service and/or any officer of principal level or above to attend before it to explain in relation to matters within their remit:

- any particular decision or series of decisions;
- the extent to which the actions taken implement Council policy; and/or
- their performance.

And it is the duty of those persons to attend if so required.

ATTENDANCE BY OTHERS

PDG may invite people other than those people referred to above to address it, discuss issues of local concern and/or answer questions. It may for example wish to hear from residents, stakeholders and members and officers in other parts of the public sector and shall invite such people to attend.

CALL-IN

Call-in should only be used in exceptional circumstances. These are where members of PDG have evidence which suggests that Cabinet did not take the decision in accordance with the principles set out in Article 13 (Decision Making).

When a decision is made by Cabinet or a group of the Cabinet, or a key decision is made by an officer with delegated authority, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 7 days of being

made. The PDG Chairman will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless any two members (or more) objects to it and require in writing that the decision be called in.

During that period, the Head of Legal and Support Services shall call-in a decision for scrutiny by PDG and shall then notify the decision taker of the call-in. A meeting of PDG shall be convened to consider the call-in. The Head of Legal and Support Services, in consultation with the Head of Paid Service and Section 151 Officer, may reject a request for call-in if, in their opinion, it is repetitious, vexatious or fails to set out any grounds which might reasonably cause Cabinet to change their decision.

If, having considered the decision, PDG is still concerned about it, then it may refer it back to the decision making person or body for reconsideration, setting out in writing the nature of its concerns or refer the matter to Council. If referred to the decision maker they shall then reconsider, amending the decision or not, before adopting a final decision.

If the matter was referred to Council and Council does not object to a decision which has been made, then no further action is necessary and the decision will be effective in accordance with the provision below. However, if Council does object, it has no locus to make decisions in respect of an executive decision unless it is contrary to the policy framework, or contrary to or not wholly consistent with the budget. Unless that is the case, Council will refer any decision to which it objects back to the decision making person or body, together with Council's views on the decision. That decision making body or person shall choose whether to amend the decision or not before reaching a final decision and implementing it. Where the decision was taken by Cabinet the matter will be referred to the next scheduled meeting. Where the decision was made by an individual, the individual will reconsider the decision within 10 working days of Council's request.

Exceptions

In order to ensure that call-in is not abused, nor causes unreasonable delay, certain limitations are to be placed on its use. These are:

- that PDG may only call-in 4 decisions per year;
- once a member has signed a request for call-in, he/she may not do so again until a period of 3 months has expired.

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POLICY AND DEVELOPMENT GROUP TOPIC SUGGESTION FORM

Suggested topic for PDG review:			
Reasons for suggesting the topic:		Please consider: <ul style="list-style-type: none"> • Why should there be a review on this? • How does it link to the Council's priorities? • What benefits to local people could result? 	
Supporting evidence:		Please consider: <ul style="list-style-type: none"> • What evidence is there to support the above reasons? • What are the facts? 	
Desired outcome:		Please consider: <ul style="list-style-type: none"> • What would you wish to see happen as a result of any review? • Why do you think the desired outcome is achievable? 	
The topic (please tick appropriate box):			
<input type="checkbox"/>	Is my suggestion	<input type="checkbox"/>	Was suggested to me by a member of the public
<input type="checkbox"/>	Other (please specify)		
Name:		Signature:	
Date:			

Note 1: Review for review

Why should the topic be reviewed?

How does it link to the Council's priorities?

What are the benefits of the review?

Note 2: Evidence

What evidence is there to suggest a review is necessary (i.e. public concern / media coverage / poorly performing service)?

What are the facts?

Has the topic been looked at before? Why was that not successful?

Attach details if necessary.

Note 3: Desired outcome

What would you wish the outcome of the review to be?

POLICY AND DEVELOPMENT GROUP REVIEW SCORING GUIDE AND PRIORITY GRID

Score	Importance Indicator	Impact Indicator
0	No evidence that the topic is linked to the Council's key priorities	No identified benefits likely to result as a result of a review
1	No evidence of links to the Council's priorities, but an ongoing area of public concern that falls within the Council's remit	Minor potential benefits affecting one ward / customer / client group
2	Some evidence of links to the Council's priorities but they may be indirect and /or the topic is not related to current Council priorities	Minor potential benefit affecting two or more wards / customer / client groups; or moderate potential benefit affecting one ward / customer / client group Potential benefit to an individual service area within the Council
3	Good evidence linking to the Council's priorities and / or evidence of public concern	Moderate potential benefit affecting two or more wards / customer / client groups; Or substantial potential benefit affecting one ward / customer / client group Potential benefit to a department within the Council
4	Strong evidence of links to the Council's priorities and a high level of public concern	Substantial potential benefits for a significant proportion of the community Substantial potential benefits for the Council

Priority Grid

		Amber		Green		
High	4	Possible topic for PDG but not a priority		Priority topic for PDG		
	3					
	2	Reject topic for PDG		Possible topic for PDG but not a priority		
	1					
		Red		Amber		
		0	1	2	3	4
		Low		IMPACT	High	

Key

A topic scoring 3 for Importance and 3 for Impact would be seen as green, indicating it as a priority.

Similarly, a topic scoring 1 for Impact and 1 for Importance would fall within red, indicating rejection.

Topics falling within amber would indicate possible topics for PDG, but not a priority. A selection of amber topics would depend on capacity within the work programme to accommodate them.

In exceptional circumstances where for example a review would be prejudicial to the Council's interests, the Chief Executive / Director / Monitoring Officer may advise PDG that it would be best not to proceed with the review.

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NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL**POLICY DEVELOPMENT GROUP – 20 SEPTEMBER 2017**

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 bev.smith@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	
Implications:	
Financial/Staff	None.
Link to relevant CAT	
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	Report is satisfactory
Comments of Section 151 Officer	Report is satisfactory
Comments of Monitoring Officer	Report is satisfactory
Consultees	Strategy Group 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 CONTAINED IN PARAGRAPHS 6.1, 7.8 AND 8.3 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 periodic review of its content to reflect best practice and legislative changes.

5.0 CHANGES TO THE CONSTITUTION ARISING FROM THE REVIEW

The Role of Policy Development Group (Scrutiny)

- 5.1 Every local authority that operates Executive arrangements is required by Section 9F of the Local Government Act 2000 is required to appoint one or more committees of the authority to review or scrutinise decisions made or other action taken in connection with the discharge of any functions which are the responsibility of the executive.
- 5.2 This review function includes the right to 'call-in' a decision for review.
- 5.3 At this Council the scrutiny function lies with Policy Development group (PDG).
- 5.4 Currently the constitution specifies that PDG will hold four meetings per year, with an additional facility to arrange ad-hoc meetings in the event that a call-in cannot be dealt with at a previously scheduled meeting.
- 5.5 As a matter of routine PDG is asked to consider and comment in advance on decisions to be made by Cabinet and Council, for example on budget proposals and constitutional changes. The cycle of PDG meetings is not always synchronised with the decision making process for example and this can cause both delays in reports being submitted to PDG and a heavy workload at meetings.

Recommendation

- 5.6 **It is proposed that the number of meetings of PDG be increased from 4 to 6 and that where possible 'call-in's' will be dealt with at the next scheduled meeting although the ability to call an extra meeting to consider a call-in is retained.**

The proposed amendment to the constitution is attached at Appendix 1.

6.0 Contract Procedure Rules

- 6.1 In 2015 as a result of the enactment of the Public Contracts Regulations 2015 the Council reviewed and updated its Contract Procedure Rules which set out the procedures that officers should consider when procuring goods and services.

6.2 Officers now consider it appropriate that further amendments are made to reduce the administrative burden on officers and members and to streamline the procedures to make them more effective and efficient.

6.3 Arising from this review members attention is drawn to the following points:

6.4 Key Decisions

6.5 The Constitution currently defines a key decision as a decision whereby the Council will either incur expenditure or result in a saving of £100,000. This value has not been increased for at least 10 years.

6.6 Unless there is a pre-existing delegation Key decisions must be made by Cabinet.

6.7 As a result of the fact that the financial value has not been increased the number of requests for Cabinet approval for contracts where the aggregated value over the term of the contract exceeds £100,000 is increasing, when in reality those contracts are 'business as usual'.

Recommendation

6.8 It is proposed therefore that whilst the financial value of a Key Decision is maintained at £100,000 a mechanism is adopted that excludes contracts from the definition of a key decision where:

The expenditure is in relation to a contract for goods or services and:

1) The term of the contract is for more than 1 year and less than 5 years, and:

2) The aggregated value of the contract does not exceed more than £250,000 over its term, and:

3) The value of the contract does not exceed £100,000 in any one year of the term

A copy of the proposed amendments to the constitution is attached as Appendix 2

6.9 Contracts

6.10 The Council currently has three types of contract, Small, Medium and Large, each with different procurement requirements.

6.11 Small – Current requirement

Currently the process for spending anything above £0 to £999.00 requires that three verbal quotes are obtained. As a result the rules are onerous for trivial purchases, and can create a culture of ignoring the rules when officers are spending small amounts (of say up to £100.00). The rule is also difficult to enforce.

Medium sized purchases

Purchases between £1,000 and £10,000 require three verbal quotes and purchases between £10,000 and £24,999 require three written quotes against a specification.

The constitution also requires that appropriate officers are authorised signatories for incurring expenditure. The level of authorisation is determined by the Head of Finance in

conjunction with Internal Audit and will vary dependent upon the seniority of the officer. Currently officers who are authorised to incur expenditure may not be authorised to enter into formal contracts and creates uncertainty amongst staff about the correct authorisation procedures and creates more bureaucracy. The proposed amendment to the procedure will empower staff to make practical decisions and reduce unnecessary bureaucracy.

6.12 Recommendations

That small and medium contracts be merged within the constitution

All spend below £999.00 is delegated to the budget holders professional judgement which will be auditable by reference to the purchase order which will also provide sufficient finance and governance oversight.

That officers who are authorised signatories are also authorised to enter into contracts up to the level of the authorisation (except where other provisions in the contract procedure rules prohibit it).

A copy of the proposed amendments to the constitution is attached as Appendix 3.

- 6.13 That the Monitoring Officer is authorised to make any consequential amendments required to the constitution**

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4. MEETINGS OF THE POLICY DEVELOPMENT GROUP

There shall be no more than ~~four~~ **six** meetings of the Policy Development Group per municipal year. In addition, meetings may be called from time to time to consider matters called in.

13. CALL-IN

Call-in should only be used in exceptional circumstances. These are where members of the Policy Development Group have evidence which suggests that the Cabinet did not take the decision in accordance with the principles set out in Article 13 (Decision Making).

(a) When a decision is made by the Cabinet or a group of the Cabinet or a key decision is made by an officer with delegated authority, the decision shall be published, including where possible by electronic means, and shall be available at the main offices of the Council normally within 7 days of being made. The Chairman of the Policy Development Group will be sent copies of the records of all such decisions within the same timescale, by the person responsible for publishing the decision.

(b) That notice will bear the date on which it is published and will specify that the decision will come into force, and may then be implemented, on the expiry of 5 working days after the publication of the decision, unless any two members (or more) objects to it and require in writing that the decision be called in.

(c) During that period, the Head of Legal and Support Services shall call-in a decision for scrutiny by the Policy Development Group if so requested by any two members (or more), and shall then notify the decision taker of the call-in.

A meeting of the Policy Development Group shall be convened to consider the call-in or it could be considered at the next appropriate scheduled meeting of the Policy Development Group, if time scales permit. The Head of Legal and Support Services, in consultation with the Head of Paid Service and Section 151 Officer, may reject a request for call-in if, in their opinion, it is repetitious, vexatious or fails to set out any grounds which might reasonably cause Cabinet to change their decision.

The above addition makes it consistent with the paragraph below

15. PROCEDURE AT THE POLICY DEVELOPMENT GROUP MEETINGS

(a) The Policy Development Group shall consider the following business:

- (i) minutes of the last meeting;
- (ii) declarations of interest (including whipping declarations);
- (iii) consideration of any matter referred to the Group for consideration in relation to call-in of a decision;
- (iv) responses of the Cabinet to reports of the Policy Development Group;
- (v) the business otherwise set out on the agenda for the meeting; and
- (vi) dealing with any petitions to hold an officer to account received under the Council's adopted petition scheme.

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ARTICLE 13 - DECISION MAKING

13.01 Responsibility for Decision Making

The Council will issue and keep up to date a record of what part of the Council or individual has responsibility for particular types of decisions or decisions relating to particular areas or functions. This record is set out in Part 3 of this Constitution.

13.02 Principles of Decision Making

All decisions of the Council will be made in accordance with the following principles:

- (a) proportionality (i.e. the action must be proportionate to the desired outcome);
- (b) due consultation and the taking of professional advice from officers;
- (c) respect for human rights;
- (d) a presumption in favour of openness;
- (e) clarity of aims and desired outcomes; and
- (f) explaining what options were considered and giving the reasons for the decision.

13.03 Types of Decision

- (a) Decisions reserved to Council

Decisions relating to the functions listed in Part 3 will be made by the full Council and not delegated.

- (b) Key decisions

- (i) A “key decision” means a decision taken by the Cabinet, a committee of the Cabinet, an area or joint committee in connection with the discharge of a function which is the responsibility of the Cabinet 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 Authority’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 District.

- (ii) For the purposes of (a) above

a) ~~£100,000~~£100,000 shall be regarded as significant in terms of ~~expenditure~~
expenditure except where:

The expenditure is in relation to a contract for goods or services and:

1) The term of the contract is for more than 1 year and less than 5 years, and:

2) The aggregated value of the contract does not exceed more than £250,000 over its term, and:

3) The value of the contract does not exceed £100,000 in any one year of the term or

And

b) £100,000 shall be regarded as significant in terms of savings

(iii) ~~savings.~~ For the purposes of (b) above ~~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. In deciding whether an issue is significant the Leader shall have regard:

to whether the decision may incur a significant social, economic or environmental risk

to the likely extent of the impact of the decision both within and outside the District

to whether the decision is likely to be a matter of political controversy

to the extent to which the decision is likely to result in substantial public interest

a decision taker when making a decision may only make a key decision in accordance with the requirements of the Executive Procedure Rules set out in Part 4 of this Constitution.

13.04 Decision Making by the Full Council

Subject to Article 13.08, the Council meeting will follow the Council Procedure Rules set out in Part 4 of this Constitution when considering any matter.

13.05 Decision Making by the Cabinet

Subject to Article 13.08, the Cabinet will follow the Executive Procedure Rules set out in Part 4 of this Constitution when considering any matter.

13.06 Decision Making by Scrutiny

The Policy Development Group will follow the Scrutiny Procedure Rules set out in Part 4 of this Constitution when considering any matter.

13.07 Decision Making by Groups Established by the Council

Subject to Article 13.08, other Council groups will follow those parts of the Council Procedure Rules set out in Part 4 of this Constitution as apply to them.

13.08 Decision Making by Council Bodies Acting as Tribunals

The full Council, the Cabinet or anybody, group or committee, or any councillor or an officer acting as a tribunal, or in a quasi judicial manner, or determining/considering (other than for the purposes of giving advice) the civil rights and obligations or the criminal responsibility of any person will follow a proper procedure which accords with the requirements of natural justice and the right to a fair trial contained in Article 6 of the European Convention on Human Rights.

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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:	Selecting a Procurement Route
6:	Conducting a Procurement Exercise
7:	Contracts to which the Public Procurement Regulations Apply
8:	Types of Tender for Band C<u>B</u> Contracts
9:	Specifications
10:	Submission of Tenders and Evaluation
11:	Opening and Acceptance of Tenders
12:	Tender Evaluation and Award of Contracts
13:	Contract Conditions
14:	Contract and Performance Management

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 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.

Contracts 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

- 1.5** Responsibility for compliance with these Standing Orders remains at all time with officers. It shall be the responsibility of the Directors to ensure that staff within his or her directorate comply with these Standing Orders.
- 1.6** No contract shall be entered into unless adequate budgetary provision has been made for the award of that contract.
- 1.7** 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.
- 1.8** 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.

- 1.9** 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 1.7 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.

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 Authority expects to pay for the contract over a rolling period, either in a single sum or periodically over time. Unless the exact duration of a contract is known, It is suggested that officers should use a 4 year period as the nominal duration of a contract when considering aggregating spend.
- 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 Services’ 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.

The Procurement Hierarchy

- 2.6** 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):

- 2.6.1 any current arrangements in existence in-house;
 - 2.6.2 any existing contracts entered into by the Authority; and
 - 2.6.3 any provision available through other third party contracts or framework agreements, including those provided by public sector buying consortia, where they can be shown to offer value for money for the Authority.
- 2.7 Where the officer determines that no provision is available from the sources 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 (EXEMPTION AND WAIVER)

Exemption

- 3.1 Notwithstanding the provisions of these Standing Orders and subject only to the requirements of law:
- 3.1.1 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 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 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, 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. 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

5.34 Where an officer has reasonably determined not to use any available options in the Procurement Hierarchy, the following provisions shall apply.

5.45 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).

5.56 Notwithstanding the provisions in the Threshold Table, lower value procurements can be conducted using a more 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	Advertise Contract Opportunity	Documentation
From	To				
Minor Purchases					
£0	£999	N/Ao prescribed process	N/AOfficer's discretion	N/A	Purchase Order
Band A (Minor)					
£999£4 OK Band B (Small)	£25,000£24,999 9	Quotation Written Quotation	Seeking a minimum of three written quotations Seeking a minimum of three written quotations	N/A Source from preferred supplier solution in first instance	Budget holder to record details when authorising order. Must be based on a written specification provided to the supplier
Band B					
£25K	EU—	Formal Tender	Full Tender Process	Source Leics NWL Web site	ITT documentation using NWL E-tendering Portal

Band C (Large) 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. Band C (EU)				Contracts Finder	
Band C					
EU	Above	Formal Tender	Full Tender Process	OJEU Source Leics NWL Web site Contracts Finder	ITT documentation using NWL E-tendering portal

Authority to award contracts

5.67 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 any delegated authority they may have and ensuring they do not exceed that.

5.78 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 take advice from Legal Services as to the appropriate source of authority to award where they are unsure.

Authorisation Table [and Signatories](#)

5.89 It is for individual Officers to ascertain the limits of their authority to [sign-award](#) 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. [An officer may award a contract provided that the value of that contract does not exceed their level of financial authorisation \(see paragraph D.5 of the Financial Procedure Rules\)](#). The below table provides a guide for Officers in salary bands A-I, who should check with their line managers [and/or the finance department](#) as to what they are and are not authorised to commit the Council to.

5.10 [The authority to award a contract \(i.e. decide that the contract should be given to a particular supplier\) is separate from authority to sign the contract. Contracts valued up to £25,000 may be signed by any officer \(or awarded by issuing a purchase order\) provided that the contract value does not exceed their financial authorisation. All contracts above £25,000 must be signed by the Head of Legal and Support Services or their appointed nominee.](#)

NORTH WEST LEICESTERSHIRE DISTRICT COUNCIL CONSTITUTION

	Approval	Reference in Constitution
£100,000 and above <u>(unless term is less than 5 years and contract does not exceed £100k in any one year in which case threshold is £250k)</u>	Cabinet (Financial Key Decision)	Section 4 (2)(31)
Up to £250,000 <u>(where term is less than 5 years and contract does not exceed £100k in any one year)</u>	<u>Chief Executive or Relevant Director</u>	<u>Scheme of Delegation paragraph 3(iv)</u>
Up to £99,999	Chief Executive or Relevant Director	Scheme of Delegation paragraph 3(iv)
Up to £49,999	Heads of Service	As set by the Statutory Officers <u>(paragraph D.5 of the Financial Procedure Rules)</u>
Up to £24,999	Team Managers	As set by the Statutory Officers <u>(paragraph D.5 of the Financial Procedure Rules)</u>
Up to £9,999	Officers in salary bands G, H and I, at the request of their Director or Head of Service	Dependent on individual post and as set by the Statutory Officers <u>(paragraph D.5 of the Financial Procedure Rules)</u>
Up to £4,999	Officers in salary bands D, E and F, at the request of their Director or Head of Service	Dependent on post and as set by the Statutory Officers <u>(paragraph D.5 of the Financial Procedure Rules)</u>
Up to £2,000	Officers in salary bands A, B & C, at the request of their Director or Head of Service	Dependent on post and as set by the Statutory Officers <u>(paragraph D.5 of the Financial Procedure Rules)</u>

6. CONDUCTING A PROCUREMENT EXERCISE

Band A (~~Minor~~) Contracts

6.1 For any single contract, not related to or part of any larger procurement, whose value is ~~less than £10,000~~between £1,000 and £24,999.00, three ~~verbal~~written quotations shall be obtained.

~~6.2 Officers shall first consult the Authority's preferred supplier list. If the officer is unable to obtain three suitable providers from the Authority's preferred supplier list, they may then seek quotations from other providers.~~

6.32 Where officers are seeking written ~~verbal~~ quotations:

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

6.32.2 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;

6.32.3 The Head of Service shall be responsible for keeping a record for audit purposes 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; and

~~(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;

6.32.4 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 B (Small) Contracts~~

- ~~6.3 Subject always to the Council's duty to obtain value for money, where the relevant Head of Service is satisfied that there are sufficient reasons for three quotes not being obtained in respect of a Band A contract, that Head of Service may authorise the award of a Band A contract even though fewer than three quotes have been obtained.~~
- ~~6.4 For any single contract not related to or part of any larger procurement, whose value is more than £10,000, but less than £25,000, the officer shall produce a written specification for the supplies, services or works being sought and three written quotations shall be obtained.~~
- ~~6.5 Officers shall first consult the Authority's preferred supplier list. If the officer is unable to obtain three suitable providers from the Authority's preferred supplier list, they may then seek quotations from other providers.~~
- ~~6.6 Where officers are seeking written quotations:~~
- ~~6.6.1 Heads of Service shall ensure that the selection process used is fair and equitable and in accordance with these Standing Orders;~~
- ~~6.6.2 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;~~
- ~~6.6.3 The Head of Service shall be responsible for keeping a record for audit purposes 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;~~
- ~~6.6.4 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-B~~ (Large) Contracts

- 6.74** For any single contract, not related to or part of any larger procurement, whose value is £25,000 or more, but less than the relevant EU threshold, the officer shall 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.
- 6.85** Where officers conduct a formal tender:
- 6.85.1 the opportunity shall be advertised on the Source Leicestershire website, Contracts Finder and the Authority's website, by the Procurement Team;
 - 6.85.2 Heads of Service shall ensure that the selection process used is fair and equitable and in accordance with these Standing Orders;
 - 6.85.3 officers must select the quote which offers value for money for the authority. In ~~some~~ Band ~~CB (Large)~~ 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;
 - 6.85.4 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 tenders should be obtained each time, to ensure the prices paid represent value for money for the Authority.
- 6.96** 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 List~~

- ~~6.10 The Authority has a preferred supplier list which is managed by the Procurement Team. The preferred supplier list is a directory of businesses and shall be used in accordance with these Standing Orders.~~
- ~~6.11 Where an Officer is seeking quotations for Band A and Band B contracts from the preferred supplier list, they shall in the first instance restrict the selection of businesses to those based locally.~~
- ~~6.12 Details of the preferred supplier list are available from the Procurement Team.~~

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

- 7.1 For any contract whose value is more than the threshold amounts set out the Public Contracts Regulations 2015 (as amended from time to time), tenders shall be sought in accordance with those regulations.
- 7.2 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 [and](#) Legal ~~and~~ Services well in advance of the commencement of the procurement exercise.
- 7.3 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.

8. TYPES OF TENDER FOR BAND ~~C-B~~ CONTRACTS

Open Tendering

- 8.1 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.
- 8.2 The advertisement shall:
- 8.2.1 specify details of the supplies, services or works the Authority is procuring;
 - 8.2.2 specify the contract duration and proposed commencement date;
 - 8.2.3 specify any other requirements for participating in the procurement;
 - 8.2.4 specify a contract reference number;
 - 8.2.5 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;
 - [8.2.6 specify the criteria against which submissions are to be evaluated;](#) and
- 8.2. ~~67~~ specify the appropriate electronic tender box code and details of how to access documentation.

Restricted Tendering

- 8.3 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 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 procedure may only be used for 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.

8.4 The advertisement shall:

- 8.4.1 specify details of the supplies, services or works the Authority is procuring;
- 8.4.2 specify the contract duration and proposed commencement date;
- 8.4.3 specify any other requirements for participating in the procurement;
- 8.4.4 specify a contact reference number;
- 8.4.5 specify a time limit, being not less than 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;
- 8.4.7 specify the criteria against which submissions are to be evaluated;
and
- ~~8.4.78~~ specify the appropriate electronic tender box code and details of how to access documentation.

~~8.5~~ ~~In relation to works only:~~

- ~~8.5.1 advertisements need not be placed in accordance with 8.4 (above) where no fewer than three bidders can be selected from the Authority's preferred supplier list and invited to tender;~~
- ~~8.5.2 in the event that less than three bidders can be selected, an advertisement shall be placed in accordance with 8.4 (above).~~

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

8.65.1 not less than three of the persons or bodies who returned a satisfactorily completed [PQQ-SSQ](#) and has been shortlisted, selected by the Authority; —or

8.65.2 where fewer than three persons or bodies have applied or have satisfactorily completed the [PQQSSQ](#), those persons or bodies which the Authority consider suitable.

9. SPECIFICATIONS

- 9.1 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.
- 9.2 Specifications should incorporate measurable and, so far as is possible, objective quality and performance criteria to enable the contract to be monitored and managed.
- 9.3 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.

10. SUBMISSION OF TENDERS AND EVALUATION CRITERIA

Submission of Tenders for Band ~~C-B~~ (Large) Contracts

- 10.1 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.
- 10.2 No tender received after the time and date specified in the invitation shall be considered, unless the relevant Head of Service thinks it is reasonable to do so in the circumstances.
- 10.3 Every invitation to tender shall state:
 - 10.3.1 that the Authority is not bound to accept any tender, including the lowest;
 - 10.3.2 the tender evaluation criteria, with full explanation;
 - 10.3.3 a statement that the Authority is obliged to comply with the Freedom of Information regime;
 - 10.3.4 closing date and time for receipt of tenders and the web address to which tenders should be sent; and
 - 10.3.5 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

- 10.4** Evaluation criteria must be designed to secure an outcome providing value for money for the Authority on the basis of the Most Economically Advantageous Tender, expressed as the price/quality balance in percentage terms. Appropriate sub-criteria 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.
- 10.5** Evaluation criteria must not include:
- 10.5.1 non-commercial considerations, save as expressly set out in these Standing Orders;
 - 10.5.2 matters which discriminate against suppliers from the European Economic Area; and
 - 10.5.3 a general provision allowing for the highest mark to be awarded for tenders which exceed the specification.
- 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:
- 10.6.1 the Authority has a duty of 'openness' under the act;
 - 10.6.2 it is the Authority and not the tenderer who makes the decision on the release of information within a tender;
 - 10.6.3 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. Any decision to treat all or some information within a tender as exempt may be reviewed if any further requests are received over time;
 - 10.6.4 the Authority will consult with them before making any disclosure; and
 - 10.6.5 the Authority has a system for dealing with any appeals under the act.

Submission of Tenders for Band ~~D~~C (EU) Contracts

- 10.7** 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.

11. OPENING AND ACCEPTANCE OF TENDERS

- 11.1 This Rule shall apply to Band ~~G-B~~ (Large) and Band ~~D-C~~ (EU) contracts
- 11.2 Tenders received under these Standing Orders shall be opened at one time and only following the date on which the receipt of tenders closed.
- 11.3 Tenderers shall be notified of the acceptance or rejection of their tenders.
- 11.4 Detailed feedback shall be provided to all unsuccessful bidders.

12. TENDER EVALUATION AND AWARD OF CONTRACTS

- 12.1 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 evaluation process if they consider it appropriate.
- 12.2 A tenderer's error in the computation of the pricing of their tender will be corrected and the tenderer asked to stand by the corrected tender or to withdraw the tender.
- 12.3 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 ~~and or~~ 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.
- 12.4 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:
 - 12.4.1 the procurement of a named product required to be compatible with an existing product, i.e. computer software;
 - 12.4.2 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.
- 12.5 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 whether the tender will be accepted.

- 12.6** 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.

13. CONTRACT CONDITIONS

- 13.1** Every procurement which exceeds £25,000 in value shall be a formal contract in writing and signed by the Head of Legal Services or her nominee. The procuring officer should seek the advice of Legal Services at the earliest opportunity in this regard.

- 13.2** Such contract shall, unless the Head of Legal and Support Services deems it disproportionate:

- 13.2.1 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;
- 13.2.2 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;
- 13.2.3 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;
- 13.2.4 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;
- 13.2.5 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;

- 13.2.6 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) Confidentiality;
 - (f) Bribery and corruption; and
 - (g) Equalities and discrimination.
- 13.2.7 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;
- 13.2.8 provide for compliance with those of the Authority's policies relevant to the provision of the supplies, services or works;
- 13.2.9 provide for the protection of the Authority's intellectual property rights, where appropriate;
- 13.2.10 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 Disclosure and Barring Service checks;
- 13.2.11 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;
- 13.2.12 be governed by the laws of England and subject to the exclusive jurisdiction of the Courts of England;
- 13.2.13 comply with the laws of England and any applicable EU legislation or regulation.
- 13.3** 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.
- 13.4** Every contract which exceeds £250,000 shall be in writing and under the Common Seal of the Authority.

- 13.5** 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.
- 13.6** The provisions of these Standing Orders do not prevent the use of a formal contract for a procurement less than £25,000 where on receipt of advice from Legal Services the relevant Head of Service considers it appropriate.
- 13.7** 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.
- 13.8** 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.
- 13.9** 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.
- 13.10** Where a main contractor indicates in their tender submission the use of sub-contractors, the officer will ensure that:
- 13.10.1 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;
 - 13.10.2 the supplies, services or works they have been sub-contracted by the main contractor to provide, remains the responsibility of the main contractor.
- 13.11** 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.

14. CONTRACT AND PERFORMANCE MANAGEMENT

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

- | **14.2** An identified contract manager shall be appointed for each Band ~~C-B~~ and ~~D-C~~ contract.
- 14.3** The Head of Legal and Support Services may agree the variation or novation of any contract originally awarded 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.
- 14.4** No contract entered into by the Authority may be extended by duration or value unless:
 - | 14.4.1 where the contract is a Band ~~D-C~~ (EU) contract, such extension was provided for in the original OJEU notice and contract documentation;
 - | 14.4.2 where the contract is a Band ~~C-B (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
 - 14.4.3 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.
- | **14.5** All extensions to Band ~~C-B (Large)~~ and Band ~~D-C~~ (EU) contracts shall be promptly notified to the Procurement Team.
- 14.6** 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.

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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, 15 September 2017. The Deadline for making any representations as to why items marked as private should be considered in public by **Cabinet on 17 October 2017 is 5pm Friday, 6 October 2017.**

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
October 2017						
Business Rate Retention Pilot	Cabinet	Key	Public	17 October 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Head of Transformation Tel: 01530 454520 anita.onwuchekwa@nwleicestershire.gov.uk	None. Business Rate Retention Pilot
Building Confidence in Coalville - Update report	Cabinet	Key	Public	17 October 2017	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Economic Development Tel: 01530 454773 kay.greenbank@nwleicestershire.gov.uk	Update report Building confidence in Coalville - Update report
Ashby Cultural and Leisure Quarter - Project Update	Cabinet	Key	Public	17 October 2017	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Economic Development Tel: 01530 454773 kay.greenbank@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
Local Code of Corporate Governance	Cabinet	Non-Key	Public	17 October 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Head of Transformation Tel: 01530 454520 anita.onwuchekwa@nwleicestershire.gov.uk	Report Local Code of Corporate Governance
Ibstock Character Appraisal and Boundary Review	Cabinet	Key	Public	17 October 2017	Councillor Trevor Pendleton Tel: 01509 569746 trevor.pendleton@nwleicestershire.gov.uk Head of Planning and Regeneration Tel: 01530 454782 jim.newton@nwleicestershire.gov.uk	Ibstock boundary review and maps Ibstock character appraisal and maps Summary of public consultation responses Ibstock character appraisal and boundary review
Sale of recyclables	Cabinet	Key	Part Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	17 October 2017	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Planning and Regeneration Tel: 01530 454782 jim.newton@nwleicestershire.gov.uk	Sale of recyclables

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
Asset Management - London Road Car Park	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information) Report will contain potential value of disposal of land	17 October 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Head of Transformation Tel: 01530 454520 anita.onwuchekwa@nwleicestershire.gov.uk	Report Asset Management - London Road Car Park - Mitigating Measures
Leisure Project - Update	Cabinet	Key	Private Information relating to the financial or business affairs of any particular person (including the authority holding that information)	17 October 2017	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Economic Development Tel: 01530 454773 kay.greenbank@nwleicestershire.gov.uk	Report, Leisure Project - Update
November 2017						
Revaluation of Council Housing Stock	Cabinet	Key	Public	14 November 2017	Councillor Roger Bayliss Tel: 01530 411055 roger.bayliss@nwleicestershire.gov.uk Head of Housing Tel: 01530 454780 chris.lambert@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 2 Performance Report	Cabinet	Non-Key	Public	14 November 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
Minutes of the Coalville Special Expenses Working Party	Cabinet	Non-Key	Public	14 November 2017	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Economic Development Tel: 01530 454773 kay.greenbank@nwleicestershire.gov.uk	Report and Minutes of Meeting Minutes of the Coalville Special Expenses Working Party
December 2017						
Draft General Fund Revenue Budget	Cabinet	Key	Public	12 December 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Capital Programmes Projected Outturn and Draft Capital Programmes	Cabinet	Key	Public	12 December 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@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	Cabinet	Key	Public	12 December 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Medium Term Financial Strategy	Cabinet	Key	Public	12 December 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Leicester and Leicestershire Enterprise Partnership Strategic Economic Plan	Cabinet	Key	Public	12 December 2017	Councillor Tony Gillard Tel: 01530 452930 tony.gillard@nwleicestershire.gov.uk Head of Economic Development Tel: 01530 454773 kay.greenbank@nwleicestershire.gov.uk	Cabinet report and (draft) LLEP SEP Leicester and Leicestershire Enterprise Partnership Strategic Economic Plan
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	12 December 2017	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report

January 2018

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
Council Tax Base 2018/19	Cabinet	Key	Public	16 January 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
February 2018						
General Fund and Special Expenses Revenue Budgets	Cabinet	Key	Public	6 February 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Capital Programmes	Cabinet	Key	Public	6 February 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Housing Revenue Account (HRA) Budget and Rent Increase	Cabinet	Key	Public	6 February 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report

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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
Treasury Management Stewardship Report	Cabinet	Key	Public	12 June 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Environmental Health - Food Safety Service Delivery Plan	Cabinet	Key	Public	12 June 2018	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
Quarter 4 Performance	Cabinet	Key	Public	12 June 2018	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
End of Year Report	Cabinet	Non-Key	Public	12 June 2018	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 and End of Year document End of Year 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	12 June 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Minutes of the Coalville Special Expenses Working Party	Cabinet	Non-Key	Public	12 June 2018	Councillor Alison Smith MBE Tel: 01530 835668 alison.smith@nwleicestershire.gov.uk Head of Economic Development Tel: 01530 454773 kay.greenbank@nwleicestershire.gov.uk	Report and Minutes of meeting Minutes of the Coalville Special Expenses Working Party
July 2018						
Provisional Financial Outturn	Cabinet	Key	Public	24 July 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Medium Term Financial Strategy Review	Cabinet	Key	Public	24 July 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@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
August 2018						
There are no meetings scheduled.						
September 2018						
Quarter 1 Performance Report	Cabinet	Key	Public	18 September 2018	Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk	Report
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Part Private Some background papers contain exemption information	18 September 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
October 2018						
No items.						
November 2018						

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 2 Performance Report	Cabinet	Key	Public	13 November 2018	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
December 2018						
Draft General Fund Revenue Budget	Cabinet	Key	Public	11 December 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Capital Programmes Projected Outturn and Draft Capital Programmes	Cabinet	Key	Public	11 December 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
Housing Revenue Account (HRA) Budget Proposals	Cabinet	Key	Public	11 December 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@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	11 December 2018	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
January 2019						
Council Tax Base 2019/20	Cabinet	Key	Public	15 January 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report
February 2019						
General Fund and Special Expenses Revenue Budgets	Cabinet	Key	Public	5 February 2019	Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk	Report

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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	Key	Public	5 March 2019	<p>Councillor Richard Blunt Tel: 01530 454510 richard.blunt@nwleicestershire.gov.uk</p> <p>Head of Legal and Support Services Tel: 01530 454762 elizabeth.warhurst@nwleicestershire.gov.uk</p>	Report
Former Tenant Rent Arrears, Current Tenant Rent Arrears, Council Tax, Non Domestic Rates and Sundry Debtor Write Offs	Cabinet	Key	Part Private Some Background papers contain exempt information	5 March 2019	<p>Councillor Nicholas Rushton Tel: 01530 412059 nicholas.rushton@nwleicestershire.gov.uk</p> <p>Interim Director of Resources Tel: 01530 454833 andrew.hunkin@nwleicestershire.gov.uk</p>	Report

POLICY DEVELOPMENT GROUP – WORK PROGRAMME (as at 12/09/17)

Date of Meeting	Item	Lead Officer	Witnesses
10 January 2018			
20 September 2017	Presentation on NWLDC Customer Services		
20 September 2017	Gas Supply in Rural Areas (Discussion item to question invited guests)	Andrew Hunkin, Interim Director of Resources	Representatives from the most appropriate agency
10 January 2018	Council Delivery Plan	Elizabeth Warhurst, Head of Legal and Support Services	
10 January 2018	Draft General Fund Revenue Budget Proposals and Capital Programmes 2018/19	Tracy Ashe, Financial Planning Manager	
10 January 2018	Housing Revenue Account (HRA) Budget Proposals 2018/19	Chris Lambert, Head of Housing	
10 January 2018	Review of Housing Policies	Chris Lambert, Head of Housing	
10 January 2018	Review of Planning Committee Scheme of Delegation	Jim Newton, Head of Planning and Regeneration	
7 March 2018			
	No items		
27 June 2018			
	No items		

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